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.”
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda  Action

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of July 24, 2018  3  Action

G. GENERAL MANAGER’S REPORT
   2. K LWTD Staffing Plan  31

H. BUDGET AND FINANCE REPORT
   1. 457(b) Plan – Discretionary Non-elective Defined Contribution  35

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT
   1. Wastewater Treatment Plant Report  39
   2. Thank you letter Key Largo Fire / EMS  40

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT

M. LEGAL REPORT
   1. Public Hearing to Establish the Annual Interest Rate, 2018  41
      Assessment Charges, Consider Assessing Parcels for the First Time
      and Increased Assessments.

N. COMMISSIONER’S ITEMS

O. ROUNDTABLE DISCUSSION
   1. Unfinished Business

P. 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: August 7, 2018

Agenda Item Number: F-1

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

Recommended Action:
Action: Approval

Department: Legal
Sponsor: Nicholas Mulick

Subject:
Minutes of July 24, 2018

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

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>Minutes</td>
</tr>
<tr>
<td>Customer Service:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td>Budgeted: N/A</td>
<td></td>
</tr>
<tr>
<td>Engineering:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: [Signature]
General Manager
Date: 7-31-18
**CALL TO ORDER (A)**
Acting Chairman Tobin called the meeting to order at 4:02 PM.

**PLEDGE OF ALLEGIANCE (B)**
Commissioner Heim led the Pledge of Allegiance.

**ROLL CALL (C)**
Present were Acting Chairman Tobin and Commissioners Susan Heim, Robert Majeska and Stephen Gibbs. Chairman Asdourian appeared telephonically. Also present were General Manager, Peter Rosasco, General Counsel, Nicholas Mulick, District Clerk, Diane Bockelman, and other appropriate District Staff.

**AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)**
- Mr. Rosasco requested deletion of Item H-1.

*Approval of Agenda (D-1)*
Motion: Commissioner Gibbs made a motion to approve the agenda as amended and Commissioner Heim seconded the motion. The motion passed without objection.

**PUBLIC COMMENT (E)**
No speakers.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)**
*Minutes of July 10, 2018 (F-1)*
Commissioner Heim requested that Item G-5 be revised to more accurately reflect the substance of the motion by Commissioner Majeska, as follows: Commissioner Majeska made a motion to allow Steve and Kevin to go to Atlanta to accept the award, (the District to pay for airfare and accommodations to) fly them up there, (and) spend a night or two.

Motion: Chairman Asdourian made a motion to approve the minutes of July 10, 2018 and Commissioner Tobin seconded the motion. The motion passed without objection.

**GENERAL MANAGER’S REPORT (G)**
No report.
BUDGET AND FINANCE REPORT (H)
KLWTD FY18 3rd Quarter Financial Reports (H-2)
Ms. Connie Fazio, Senior Finance Manager, presented the 3rd quarter financial reports for fiscal year 2018 and answered questions from the Board.

KLWTD Retirement Program Options (H-3)
Ms. Fazio informed the Board that an informal survey was conducted that revealed 15 of the 21 staff members polled would prefer to remain with the 457(B) retirement plan currently offered. It was the consensus of the Board to no longer consider the FRS plan as a retirement option. When asked for his opinion, Mr. Rosasco suggested the Board consider continuing to offer the 457(B) plan with the addition of a 3% defined contribution.

ADMIN AND CUSTOMER SERVICE REPORT (I)
EDU Adjustment – 368 Sound Drive (I-1)
Ms. Bockelman presented a request by the owner of the property located at 368 Sound Drive for a billing and assessment EDU adjustment. Staff recommended reducing the EDU assignments from 2.0 EDUs to 1.0 EDU.

Motion: Commissioner Gibbs made a motion to approve Staff's recommendation, 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

Reversal of Waiver – AK#1567523 – Vacant Land, Key Largo (I-2)
Ms. Bockelman presented a request by the owner of the vacant land located at AK#1567523 for reversal of waiver and reinstatement of wastewater service. Staff recommended approval of request.

Motion: Commissioner Gibbs made a motion to approve Staff's recommendation, 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
Review of Assessment Resolutions (I-3)

5 MINUTE BREAK 5:19 PM

Ms. Bockelman presented the 2018 Assessment Resolution and the resolutions amending previous assessment rolls for Board review and comment before the items are presented for action and public comment on August 7, 2018 or August 21, 2018 dependent upon the parcel.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
Update on Monroe Park Sewer Project (L-1)
Mr. Ed Castle, District Engineer, informed the Board that the preliminary design report for the decentralized wastewater treatment system for Monroe Park was completed by an engineer firm hired by the Florida Key Aqueduct Authority (FKAA) and that the report was provided to FKAA for review. New system technologies and alternative plant sites are being considered.

FKAA is working with the EPA to modify the grant language and time allotted to accommodate the project. The grant coordinator is optimistic that the necessary adjustments will be approved.

Grant availability for Isolated N. Key Largo homes (Tobin) (N-1)
Commissioner Tobin asked Staff if the EPA Grant for decentralized wastewater systems could be used to assist a private home located on north County Road 905 that is not currently serviced by the District. Mr. Castle responded that it should be eligible for the grant as it was initially designed for cluster and individual wastewater treatment systems. Staff will identify the parcels that are not serviced by the District, and if appropriate, provide notification of the EPA Grant and report back to the Board.

EXTENSION 6:01
Motion: Commissioner Heim made a motion to extend the meeting 30 minutes. The motion passed without objection.

LEGAL REPORT (M)
Amendment of KLWTD Procurement Policy (M-1)
Mr. Mulick presented Resolution 06-07-18 to add a section defining Owner Direct Purchases to the District’s Procurement Policy. Staff recommended adoption of Resolution 06-07-18.

Motion: Commissioner Majeska made a motion to approve Staff’s recommendation, and Commissioner Gibbs seconded the motion.
Vote on Motion
Commissioner Majeska - Aye
Commissioner Gibbs - Aye
Commissioner Heim - Aye
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

COMMISSIONER’S ITEMS (N)
Item N-1 moved to Engineer’s Report.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)
None.

ADJOURNMENT (P)
The Meeting was adjourned at 6:10 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk
Seal
Monroe County, FL
2005 Assessment Roll - AK# 9104173 & AK# 9104174

MM 100

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

Date created: 7/24/2018
Last Data Uploaded: 7/24/2018 5:09:32 AM
Developed by Schneider Geospatial
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: August 7, 2018
Agenda Item Number: G-1

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

Department: General Manager
Sponsor: Peter Rosasco

Subject: June 2018 Monthly Report

Summary of Discussion:
Department heads will present their section of the Monthly Report.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: _______</td>
<td>$</td>
<td>Monthly Report</td>
</tr>
<tr>
<td>Customer Service: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance: _______</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Clerk: ___</td>
<td>Budgeted: N/A</td>
<td></td>
</tr>
<tr>
<td>Engineering: _______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: ___________________________ Date: 7-31-18
General Manager
Operations

Wastewater Treatment Plant
The wastewater treatment plant processed an average of 1.70 million gallons of influent per day (MGD). Zero plant related odor complaints were received. The Plant team worked on pickling and passivation of the SBR airlines as well as providing maintenance to the airline diffusers. Rahman Sharpe, new member in the Plant Department, is beginning to run daily labs to broaden his knowledge of the wastewater process.

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

<table>
<thead>
<tr>
<th>Effluent Quality Report</th>
<th>AWT Limit Annual Average</th>
<th>June 2018 Plant Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>1.0</td>
</tr>
<tr>
<td>TSS (Total Suspended Solids)</td>
<td>5</td>
<td>0.3</td>
</tr>
<tr>
<td>TN (Total Nitrogen)</td>
<td>3</td>
<td>1.49</td>
</tr>
<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.34</td>
</tr>
</tbody>
</table>
12 Month Average Quality Reports Continued

**CBOD5**
(Carbonaceous Biochemical Oxygen Demand)

- Jul-2017: 1.4
- Aug-2017: 1
- Sep-2017: 1.4
- Oct-2017: 1
- Nov-2017: 1
- Dec-2017: 1
- Jan-2018: 1
- Feb-2018: 1
- Mar-2018: 1
- Apr-2018: 1
- May-2018: 1
- Jun-2018: 1

**TSS**
(Total Suspended Solids)

- Jul-2017: 0.3
- Aug-2017: 0.3
- Sep-2017: 0.3
- Oct-2017: 0.4
- Nov-2017: 0.35
- Dec-2017: 0.3
- Jan-2018: 0.3
- Feb-2018: 0.3
- Mar-2018: 0.3
- Apr-2018: 0.3
- May-2018: 0.3
- Jun-2018: 0.3

**TN**
(Total Nitrogen)

- Jul-2017: 2.04
- Aug-2017: 1.79
- Sep-2017: 1.6
- Oct-2017: 1.35
- Nov-2017: 1.67
- Dec-2017: 1.1
- Jan-2018: 1.53
- Feb-2018: 0.86
- Mar-2018: 1.47
- Apr-2018: 1.68
- May-2018: 1.49
- Jun-2018: 1.49

**TP**
(Total Phosphorous)

- Jul-2017: 0.47
- Aug-2017: 0.35
- Sep-2017: 0.32
- Oct-2017: 0.48
- Nov-2017: 0.32
- Dec-2017: 0.35
- Jan-2018: 0.22
- Feb-2018: 0.64
- Mar-2018: 0.48
- Apr-2018: 0.37
- May-2018: 0.34
- Jun-2018: 0.34
**Current Flow (MGD)**
The total flow of influent through the wastewater treatment plant each day.

**Monthly Flow Average (MGD)**
Average Daily Flows per Month – Prior 12 Months
Composite Daily Peak Salinity (PPT)
The daily peak salinity for the current month.

Islamorada

Islamorada Daily Peak Salinity (PPT)
The daily peak salinity for the current month.

<table>
<thead>
<tr>
<th>Average Daily Flow</th>
<th>Monthly Peak Salinity</th>
<th>Days over 4.0 PPT Salinity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.625 Million Gallons per Day</td>
<td>.9 Parts per Thousand</td>
<td>0</td>
</tr>
</tbody>
</table>
Wastewater Field Operations

There was a total of 50 service calls for the current month. Of these, 32 were system generated, mostly by low vacuum detection at a vacuum station. These system generated service calls caused no damage and had little effect on the District’s customers. The problems were corrected quickly by the field staff. The remaining 18 service calls are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 21</td>
<td>325 Calusa St., Lot 327</td>
<td>Customer called regarding water in front yard.</td>
<td>Water was coming from FKAA's water service.</td>
</tr>
<tr>
<td>June 25</td>
<td>5 North End Rd.</td>
<td>Customer was concerned that the candy cane was removed.</td>
<td>Customer was informed that candy canes were not installed in that service area and that the system was working properly.</td>
</tr>
<tr>
<td>June 27</td>
<td>60 Bonefish Ave</td>
<td>Customer called to report air terminal not working properly.</td>
<td>Air terminal was working properly and there was no problem with the system.</td>
</tr>
<tr>
<td>June 27</td>
<td>19 Rose Place</td>
<td>Customer called regarding damaged air terminal.</td>
<td>Air terminal was not damaged, was inspected and found to be working properly.</td>
</tr>
</tbody>
</table>

Odor Related Service Calls

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
<th>Customer Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2</td>
<td>230 Glendale Dr.</td>
<td>Odor inside home.</td>
<td>Pit was working properly. No odor was detected from our system.</td>
<td>Yes</td>
</tr>
<tr>
<td>June 20</td>
<td>19 Flamingo Rd.</td>
<td>Odor from air conditioning.</td>
<td>Pit was working properly. No odor was detected from our system.</td>
<td>Yes</td>
</tr>
<tr>
<td>June 20</td>
<td>19 Garden Cove</td>
<td>Odor outside of home.</td>
<td>No odor was detected, and system was working properly.</td>
<td>Yes</td>
</tr>
<tr>
<td>June 23</td>
<td>135 Stinger Rd.</td>
<td>Odor from canal behind home.</td>
<td>No odor was detected, and system was working properly.</td>
<td>Yes</td>
</tr>
<tr>
<td>June 30</td>
<td>155 First Court</td>
<td>Odor</td>
<td>Problem was discovered to be a bad valve. The valve was replaced and pit was working properly again.</td>
<td>No</td>
</tr>
</tbody>
</table>
## Back-Up Related Service Calls

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>99000 Overseas Hwy. (Keys Bite)</td>
<td>Backup in kitchen</td>
<td>Pit was working properly. Issue was identified on customer's side.</td>
<td>No</td>
</tr>
<tr>
<td>June 10</td>
<td>1021 Adams Dr.</td>
<td>Back up</td>
<td>Pit was overwhelmed due to bad valve. Valve and surge were changed.</td>
<td>No</td>
</tr>
<tr>
<td>June 13</td>
<td>99601 Overseas Hwy.</td>
<td>Back up</td>
<td>Issue was identified on customer’s side.</td>
<td>No</td>
</tr>
<tr>
<td>June 19</td>
<td>181 Atlantic Circle Dr.</td>
<td>Back up</td>
<td>Pit was not working properly due to the sensor tube coming off the breather. Sensor tube was cleaned and reinstalled.</td>
<td>No</td>
</tr>
<tr>
<td>June 23</td>
<td>100211 Overseas Hwy. (Conch House)</td>
<td>Back up</td>
<td>Identified issue as damaged fernco. Changed fernco part, system back in service.</td>
<td>No</td>
</tr>
<tr>
<td>June 27</td>
<td>85 Lake Shore Dr.</td>
<td>Back up</td>
<td>Issue was due to shut down at Vacuum Station E, verbatim notification system was off. Service Areas served by Vac Station E were brought back on line.</td>
<td>No</td>
</tr>
<tr>
<td>June 28</td>
<td>26 Avenue A</td>
<td>Back up</td>
<td>Pit was not working properly, identified as bad surge and valve. Both were changed, system working properly again.</td>
<td>No</td>
</tr>
<tr>
<td>June 29</td>
<td>419 Bowie Ln.</td>
<td>Back up</td>
<td>Pit was not working, identified as bad valve and surge. Both parts were changed, system working properly again.</td>
<td>No</td>
</tr>
<tr>
<td>June 30</td>
<td>64 Bahama Rd.</td>
<td>Back up</td>
<td>Pit was not working due to a bad surge. The surge was changed, system working properly again.</td>
<td>No</td>
</tr>
</tbody>
</table>

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### Non-System Generated

**Prior 12 Months**

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

### Sewage Pump Insulation Resistance Integrity Test

<table>
<thead>
<tr>
<th>Location</th>
<th>Pump #</th>
<th>Temp. F.</th>
<th>Amps.</th>
<th>M ohms</th>
<th>Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vac A</td>
<td>SP 1</td>
<td>110</td>
<td>62</td>
<td>197</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>110</td>
<td>47</td>
<td>425</td>
<td>525</td>
</tr>
<tr>
<td>Vac D</td>
<td>SP 1</td>
<td>110</td>
<td>60</td>
<td>32</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>108</td>
<td>68</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td>Vac E</td>
<td>SP 1</td>
<td>115</td>
<td>14.6</td>
<td>425</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>123</td>
<td>16.7</td>
<td>52.1</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 3</td>
<td>127</td>
<td>13.2</td>
<td>36.6</td>
<td>525</td>
</tr>
<tr>
<td>Vac F</td>
<td>SP 1</td>
<td>87</td>
<td>37.6</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>87</td>
<td>36.7</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td>Vac G</td>
<td>SP 1</td>
<td>112</td>
<td>21</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>112</td>
<td>18.2</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td>Vac I</td>
<td>SP 1</td>
<td>108</td>
<td>24</td>
<td>328</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>108</td>
<td>24</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td>Vac JK</td>
<td>SP 1</td>
<td>116</td>
<td>54</td>
<td>550</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>SP 2</td>
<td>117</td>
<td>46</td>
<td>550</td>
<td>525</td>
</tr>
</tbody>
</table>

Resistance measurement shows insulation integrity.
Construction

Current Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Contract Amount</th>
<th>Contract Start</th>
<th>Contract Total Paid to Date</th>
<th>Contract Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Current Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Arraya</td>
<td>$366,600</td>
<td>The Board was presented with an update on the status of contract price negotiations at the June 5th meeting. Chuck Meier and Leonardo Sartori were present representing SALT. At the June 19th meeting, the Board unanimously approved issuing the Notice of Award to SALT for the Solar Arrays project in the amount of $366,600 with the condition that grant funding be used to finance the project.</td>
</tr>
</tbody>
</table>

**Capital Upgrades Project**

This project was a single Request for Proposals with four work components as listed below. A recommendation of award was brought to the Board at the May 15th meeting. The Board approved the award of the project to Reynolds Construction.

<table>
<thead>
<tr>
<th>Part 1 Headworks Bypass Piping</th>
<th>$801,189.29</th>
<th>This project consists of 18” ductile iron pipe and fittings, electrically actuated 18” and 24” valves, replacement of corroded metallic conduit on the headworks and cleaning, concrete repairs and re-coating of the influent channels.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2 Process Water Pumping System</td>
<td>$195,243.24</td>
<td>The process water pumping system consists of four variable speed water pumps to provide treated effluent for use as seal water, chemical mixing water, centrifuge wash water and general wash-down water around the plant. This system replaces a single pump system with bladder tanks.</td>
</tr>
<tr>
<td>Part 3 Bridge to SBR #3</td>
<td>$50,344.93</td>
<td>The bridge to SBR #3 includes a walkway, handrails and support columns to bridge the gap between the 3rd floor exterior walkway of the Operation Building and SBR #3. The bridge will allow for improved access to SBR #3.</td>
</tr>
<tr>
<td>Part 4 Filter Booster Pump Upgrades</td>
<td>$182,627.96</td>
<td>The filter booster pump upgrade includes removal of one 30 HP pump and replacement with a 14 HP pump, removal of the local control panel and replacement of all conduit and wiring between the pump station and the Operations Building. The project also includes re-programming to improve operator control of the pumping system.</td>
</tr>
</tbody>
</table>

Estimated Projects Total: $1,229,405.42
IT

### Active IT Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Database Services RFQ</td>
<td>RFQ to develop, build and support database modules that will facilitate the District’s operations was advertised for proposals on May 9, 2018. Deadline to submit proposals was July 16, 2018. Three proposals have been received and are being evaluated by a 5 person committee. There will be a public meeting to announce the results, after which a recommendation will be presented to the Board.</td>
</tr>
<tr>
<td>Fiber Connections for Plant and Admin</td>
<td>Project to improve the reliability and stability of the internet connections at the plant and admin office. AT&amp;T Contract was signed at the end of April. AT&amp;T finished the build out the end of June. Project was completed on July 20, 2018.</td>
</tr>
<tr>
<td>Active Directory Implementation</td>
<td>Active directory will allow employees to log into any computer at the admin office and at the plant. This project is estimated to be fully completed by the end of August.</td>
</tr>
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</table>

Customer Service

### Customer Service Call-Ins

<table>
<thead>
<tr>
<th>Customer Service Call-Ins</th>
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<tbody>
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<td>Air Terminal Issue</td>
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</tr>
<tr>
<td>Approval to Proceed</td>
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</tr>
<tr>
<td>Assessments</td>
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</tr>
<tr>
<td>Back-Up</td>
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</tr>
<tr>
<td>Billing</td>
<td>2</td>
</tr>
<tr>
<td>Code Compliance</td>
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<tr>
<td>Collections</td>
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<tr>
<td>Commercial Tie-In</td>
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<tr>
<td>Damage</td>
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</tr>
<tr>
<td>Demo</td>
<td>7</td>
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<td>4</td>
</tr>
<tr>
<td>Other Agency</td>
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<tr>
<td>Tie-In</td>
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<td>Total</td>
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### Code Enforcement

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<td>Agenda</td>
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<td>Letter to Proceed</td>
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<td>Final Notice</td>
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<td>Door Hanger</td>
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<tr>
<td>Code Enforcement</td>
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*Code Enforcement files will be taken to the Monroe County Code Enforcement Department the last week of the month.
### Tie-Ins

<table>
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<tr>
<th></th>
<th>Number of EDUs</th>
<th>% of EDUs</th>
<th>Number of Parcels</th>
<th>% of Parcels</th>
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<tr>
<td>Improved Parcels Not Connected</td>
<td>198.4</td>
<td>1.3%</td>
<td>101</td>
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<td>Improved Parcels Connected</td>
<td>14,840.1</td>
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<td>15,038.5</td>
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<td>10,349</td>
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<table>
<thead>
<tr>
<th></th>
<th>Vacant EDUs Not Connected</th>
<th>Vacant Parcels Not Connected</th>
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<tr>
<td></td>
<td>1,610.8</td>
<td>1,677</td>
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### Budget & Finance

#### Current Debt Status

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<td>SRF Bonded Loan - KLNC 464010</td>
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<td>BB&amp;T 2013 Bond</td>
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<td>Current Balance of all loans:</td>
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#### Cash Flow

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<th>Description</th>
<th>Deposits</th>
<th>Withdrawals</th>
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<td>Wastewater Billing Deposits</td>
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<td>Assessment Revenue Received (Non-Ad Valorem &amp; SDC Prepayments)</td>
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<td>Islamorada Revenue</td>
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<tr>
<td>Interest Income</td>
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<td>District Expenditures</td>
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<td>Payroll</td>
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<td>Total</td>
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## FKAA Wastewater Revenue Statistics

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<th>$ WW Rev. Received During Month</th>
<th>Date</th>
<th>Number of Customers Billed</th>
<th>$ WW Rev. Received During Month</th>
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<td>$630,688.00</td>
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<td>$677,408.96</td>
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<td>9,422</td>
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<td>June 2017</td>
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<td>Aug. 2017</td>
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<td>$710,629.16</td>
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Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: August 7, 2018
Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject:
FY2019 Proposed Staffing Summary and Organizational Chart

Summary of Discussion:
KLWTD's FY2019 proposed staffing summary and organizational chart will be presented to the board for discussion.

Reviewed / Approved
Operations: 
Customer Service: 
Finance: HR Dept
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $ 
Customer Service: 
Finance: Funding Source: Rate Revenue 
District Counsel: 
District Clerk: Budgeted: N/A 
Engineering: 

Attachments
FY2019 Organizational Chart
FY2019 Staffing Summary

Approved By: [Signature]
General Manager
Date: 8-2-18
Key Largo Wastewater Treatment District FY19 Organizational Chart

Board of Commissioners

Commissioner

Commissioner

Chairperson

Vice Chair

Secretary / Treasurer

General Counsel (Contracted Position)

Director of Finance (Contracted Position)

IT Helpdesk Management - Support Level I (Contracted Position)

General Manager (Contracted Position)

Engineer (Contracted Position)

District Clerk / Customer Support

Finance Manager

Human Resources Manager NES - N10

Field Operations Manager

Plant Operations Manager

Maintenance Manager

Senior Administrative Coordinator

System Area Supervisor NES - N10

Collection Inspector NES - N15

WWT Plant Operator II NES - N10

Plant Operator Trainee NES - N10

Senior System Tech NES - N12

System Tech NES - N12

STS Analyst NES - N12

Liaison Technician NES - N10

System Tech NES - N11

Senior System Tech NES - N12

System Tech NES - N12

Senior System Tech NES - N12

System Tech NES - N11

Senior System Tech NES - N12

System Tech NES - N11

Unified Position

FY18 TOTAL FTE = 36
FY19 TOTAL FTE = 32

Print = 6 Salaried Exempt positions
Green = 2 Plant-time Non-Exempt positions
Dark Blue = 5 Contracted positions
Light Blue = 26 Hourly Non-Exempt positions

= Communication Chain

= Supervisory Chain

Revised 08/02/2018
## FY18-19 Staffing Summary

### KLWTD FY2018 Staffing Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioners</td>
<td>N/A</td>
<td>$46,328.07</td>
<td>$5,686.81</td>
<td>$52,014.88</td>
<td>$62,605.00</td>
<td>$10,345.00</td>
<td>$72,950.00</td>
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<tr>
<td>Administration</td>
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<td>$448,211.92</td>
<td>$125,263.12</td>
<td>$573,475.04</td>
<td>$619,100.00</td>
<td>$205,348.00</td>
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</tr>
<tr>
<td>Plant Operations</td>
<td>6</td>
<td>$323,707.28</td>
<td>$93,911.37</td>
<td>$417,618.66</td>
<td>$325,018.00</td>
<td>$118,282.00</td>
<td>$443,300.00</td>
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<tr>
<td>Field Operations</td>
<td>14</td>
<td>$686,444.28</td>
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<tr>
<td>Maintenance</td>
<td>5</td>
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<td>$266,667.00</td>
<td>$98,666.00</td>
<td>$365,333.00</td>
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<tr>
<td>KLWTD TOTAL</td>
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<td>$1,766,752.18</td>
<td>$508,430.59</td>
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<td>$1,989,304.00</td>
<td>$700,116.00</td>
<td>$2,689,420.00</td>
</tr>
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</table>

**TOTAL ESTIMATED $2,275,182.77**

**TOTAL BUDGET $2,689,420.00**

### KLWTD FY2019 Proposed Staffing Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioners</td>
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<td>Field Operations</td>
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<td>Maintenance</td>
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<td>$94,095.45</td>
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<tr>
<td>KLWTD TOTAL</td>
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<td>$2,547,036.33</td>
<td>$2,689,420.00</td>
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### KLWTD FTE Departmental Details:

**Administration Department**

Reduction of Finance Administrative Assistant and Geodatabase Administrator. Added Customer Support Specialist. Re-allocated General Manager to contracted position and HR Manager to part-time.

**Plant Operations**

No FTE changes. Addition of part-time Lab Technician.

**Field Operations**

No FTE changes.

**Maintenance**

No FTE changes.

**Additional notes regarding 2019 proposed amounts:**

- includes 3.0% cost of living increase
- a health insurance premium increase of 8.0%
- includes additional 3.0% 457(b) contribution
Key Largo Wastewater Treatment District  
FY19 Hourly Pay Scale

<table>
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<tr>
<th>Column</th>
<th>0 - 6 months</th>
<th>6 months - 1 year</th>
<th>&lt;2 years</th>
<th>&lt;3 years</th>
<th>&lt;4 years</th>
<th>&lt;5 years</th>
<th>&lt;6 years</th>
<th>&lt;7 years</th>
<th>&lt;8 years</th>
<th>&lt;9 years</th>
<th>&lt;10 years</th>
<th>&lt;11 years</th>
<th>&lt;12 years</th>
<th>&lt;13 years</th>
<th>&lt;14 years</th>
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</thead>
<tbody>
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FY19 Hourly Pay Scale  
May 31, 2018
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: August 7, 2018
Agenda Item Number: [il-1]

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

Department: Finance
Sponsor: Peter Rosasco

Subject: 457(b) Plan - Discretionary Non-elective Defined Contribution

Summary of Discussion:
The current 457(b) plan and non-elective defined contribution options will be discussed.

Reviewed / Approved
Operations:
Administration:
Finance: [CF]
District Counsel:
District Clerk:
Engineering:

Financial Impact
Expense
Funding Source:
Rate Revenue
Budgeted:
Yes

Attachments
KLWTD Non-Elective Contribution Options Spreadsheet
Memo from CDM Consultants
Current 457(b) Program
Informational Page

Approved By: ____________________________ Date: 8.2.18
General Manager
## KLWTD 457(b) Plan Options for FY2019

<table>
<thead>
<tr>
<th>Option</th>
<th>Additional Benefit: Percentage or Flat Amount</th>
<th>KLWTD 457(b) Plan Options for FY19:</th>
<th>Estimated Annual Budgeted Amount/Cost to District:</th>
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<tr>
<td>Option 1: %</td>
<td>Maximum 6% Employer Match + 3% Non-Elective Contribution for All Employees:</td>
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<td>Option 2: % with not to exceed/capped amount of $1,500</td>
<td>Maximum 6% Employer Match + 3% Non-Elective Contribution with a cap of $1,500.00:</td>
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<td>Option 3: $1,500 Flat Amount</td>
<td>Maximum 6% Employer Match + Non-Elective Contribution of $1,500.00 per employee:</td>
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<td>Option 4: %</td>
<td>Maximum 6% Employer Match for All Employees + Non-Elective Contribution per CURRENTLY PARTICIPATING EMPLOYEES ONLY:</td>
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<td>Option 5: % with not to exceed/capped amount of $1,500</td>
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<td>Option 6: $1,500 Flat Amount</td>
<td>Maximum 6% Employer Match + Non-Elective Contribution of $1,500.00 per CURRENTLY PARTICIPATING EMPLOYEES ONLY:</td>
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**Option 7:**

Option 7: Retain existing 457(b) Plan with no changes: $114,077.40

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**Note:**

Amounts are Based on Estimated FY19 Payroll of $1,901,289.99

Vesting schedule applies to both employer match and non-elective contributions
CDM 457(b) Plan
Types of Employer Contributions
From Ashley Heryla, Plan Consultant for KLWTD
At July 25, 2018

Employer Matching Contribution

Types of Formulas:

- Dollar-For-Dollar- The company will match employee contributions dollar-for-dollar up to a certain percentage of the employee’s total compensation (ex. 100% up to 3% of the employee’s compensation)
- Stretch- The company matches a percentage of the employee’s contributions up to a certain percentage of the employee’s total compensation. (Ex. 50% match up to 8% of the employee’s compensation for a total maximum contribution of 4% of the employee’s compensation.
- Flat Dollar Amount- The company determines a set dollar amount to match and contribute to each employee who defers. (ex. each employee will receive a $500 match if they defer)

Non-Elective Contribution

Types of Formulas:

- Pro Rata Allocation Formula- The contribution must be the same percentage of compensation for all eligible participants (ex: 3% of compensation for each participant)
- Flat Dollar Formula- The contribution to all eligible participants will be the same dollar amount (ex: $50 to each participant)
457(b) RETIREMENT PLAN

ELIGIBILITY
➢ Eligibility for the 457(b) plan is effective at the start of employment with the District
➢ If an employee chooses not to participate in the 457(b) plan at the start of their employment, they can enroll at any other time during the course of employment with the District
➢ Employees electing to participate in the 457(b) plan can make pre-tax contributions (through payroll deduction) as a percentage or dollar amount up to 100% of their eligible compensation.

EMPLOYER MATCHING
➢ District matching is available at the first of the month following six months of employment to those participating 457(b) plan employees (minimum age 18)
➢ The District will match 100% of an employee's contribution, up to a maximum of 6% of their total compensation. For example:
  ▪ Weekly wages are $900
  ▪ 6% of $900 = $54
  ▪ In this example, $54 is the maximum weekly amount that the District matches
➢ Employees earn the matched amount based on length of service with the District, which is outlined below in the vesting schedule

VESTING
➢ Employees must have 4 years of service before becoming fully vested. The vesting schedule is:
  ▪ After 1 year of employment = 25% vested
  ▪ After 2 years of employment = 50% vested
  ▪ After 3 years of employment = 75% vested
  ▪ After 4 years of employment = 100% vested
➢ In order to be credited with a year of vesting, the employee must have worked at least 1,000 hours during the Plan year
➢ If an employee did not enroll in the plan at the beginning of their employment, they can be grandfathered into the plan at time of participation (for prior years of service)
➢ If an employee terminates from the District and is not fully vested in the employer match, the UNVESTED employer matched amount will be forfeited from the account
Meeting Date: August 7, 2018

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Operations

Sponsor: Jered Primicerio

Subject: Wastewater Treatment Plant Report

Summary of Discussion:

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<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tr>
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Approved By:  
General Manager
Date: 7-31-18
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: August 7, 2018  
Agenda Item Number: J-2

Agenda Item Type: Information / Presentation  
Agenda Item Scope: Review / Discussion  
Recommended Action: Action: Approval

Department: General Manager  
Sponsor: Peter Rosasco

Subject: **Thank you letter Key Largo Fire / EMS**

Summary of Discussion:

Staff recommends sending a thank you letter to Key Largo Fire EMS for their immediate response, hard work and professionalism.

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<tr>
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Approved By: [Signature]  
General Manager  
Date: 7-31-18
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: August 8, 2018

Agenda Item Number: M-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Public Hearing

Recommended Action: Discussion

Department: Legal

Sponsor: Nicholas Mulick

Subject: 2018 Assessment Resolution and Parcels to be Assessed for the First Time

Summary of Discussion:

Public hearings will be held to receive public comments for the following reasons:
1) Impose the annual interest rate and 2018 assessment charges.

2) Addition of parcels to the 2006, 2007, 2008 and 2009 Assessment Rolls. Parcels were subdivided from actively assessed parcels. The new parcels will be assessed on the same assessment roll as the parent parcel.

3) Board approved EDU increases for the parcels located at 101000 Overseas Highway and 2 Thurmond Street.

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<tr>
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<td>- Resolution 11-08-18</td>
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Approved By: [Signature]  Date: 7-31-18
RESOLUTION NUMBER NO. 07-08-18
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO SYSTEM DEVELOPMENT CHARGES AND ASSESSMENTS FOR 2018 FOR FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE ANNUAL INTEREST RATE FOR UNPAID ASSESSMENTS FOR 2018; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF ANY PROPOSED SPECIAL ASSESSMENTS; ESTABLISHING THE METHOD OF COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION MAY BE REFERRED TO AS THE “2018 ASSESSMENT RESOLUTION.”

ARTICLE I
DEFINITIONS AND INTERPRETATION

SECTION 1.01. DEFINITIONS. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

“Annual Debt Service Component” means the amount computed for each Tax Parcel pursuant to KLWTD Rules and Regulations Section 10.13(b).

“Assessment” means a charge imposed by the District against real property within the Assessment Area to fund the Capital Cost of Utility Improvements or the Operating Cost of Related Services, as provided for in the District Assessment resolutions. The Assessment may represent a portion of the total System Development Charge as calculated herein and in accordance with the Uniform Assessment Collections Act or may represent the entire System Development Charge where applicable.

“Assessment Roll” means a roll of Non-Ad Valorem charges prepared by the District and certified to the Monroe County Tax Collector for collection.

“Assessment Area” means the proposed initial Wastewater Assessment Area described in Section 4.01 hereof.

“Board” means the Board of Commissioners of the Key Largo Wastewater Treatment District.

“Capital Cost” means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities,
and imposition of the Assessment under generally accepted accounting principles; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

“Collection Cost” means the estimated cost to be incurred by the District during any Fiscal Year in connection with the collection of Assessments including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

“District” means the Key Largo Wastewater Treatment District.

“District Obligation” means an Original Obligation secured by proceeds of the Assessments.

“Dwelling Unit” means a single unit designated or intended for one-family occupancy (a household of one or more Persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit building or a multiple-unit building), or one mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An Employee Housing Unit that is part of a Commercial Accommodation facility is not a Dwelling Unit.

“Equivalent Dwelling Unit” or “EDU” means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage. This figure is computed in the manner described in Section 4.02 hereof. “Equivalent Dwelling Unit” or “EDU” means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per Day of potable water usage.

“Excluded Parcel” means a Tax Parcel, as determined by the District, that will not receive a special benefit from construction of the District Wastewater Management Facilities and accordingly, not be included in the District’s Tax Roll. To be designated as an Excluded Parcel, the Tax Parcel must not be improved with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities.

“Government Property” means a Tax Parcel owned by the United States of America, the State of Florida, a county, a special district, a municipal corporation, or any of their respective agencies or political subdivisions.

“Initial Prepayment Amount” means the amount required to pay in full the System Development Charge for a particular Tax Parcel prior to being included in the Annual Assessment Roll as set forth in the applicable Assessment Resolution.
“KLWTD Rules and Regulations” means the Key Largo Wastewater Treatment District General Rules and Regulations as may from time to time be amended.

“Laundromat” means a stand-alone laundry business that provides self-service and non-self-service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing dryers, in any combination. “Laundromat” does not include laundry facilities that are located in or otherwise associated with a Commercial Accommodation.

“Mixed-Use Tax Parcel” means a Tax Parcel improved with a structure or group of structures, comprising one or more Dwelling Units, and one or more units that are not a Dwelling Unit, or a Laundromat.

“Multi-Family, Residential Unique Parcel” means a Residential Unique Parcel intended for more than one Dwelling Unit and less than seven Dwelling Units.

“Non-Residential Tax Parcel” means an improved Tax Parcel classified by the Property Appraiser as other than “residential”.

“Original Obligation” means that portion of a series of bonds or other evidence of indebtedness, including without limitation notes, commercial paper, capital leases, or any other obligations issued or incurred to finance the Project Cost of the District Wastewater Management Facilities.

“Project Cost” means (A) the aggregate Initial Prepayment Amount of all Tax Parcels subject to the Assessment prior to any prepayments, (B) the Transaction Cost associated with the District Obligations attributable to District Wastewater Management Facilities, (C) interest accruing on such District Obligations for such period of time as the District deems appropriate, (D) the debt service reserve fund or account, if any, established for the District Obligations attributable to District Wastewater Management Facilities, and (E) any other costs or expenses related thereto.

“Property Appraiser” means the Monroe County Property Appraiser.

“Residential Tax Parcel” means a Tax Parcel improved with a structure or structures that are comprised exclusively of Dwelling Units and their appurtenances, such as garages, sheds, swimming pools, and boat docks.

“Single-Family, Residential Unique Parcel” means a Unique Residential Parcel intended for a single Dwelling Unit.

“State” means the State of Florida.
“System Development Charge” or “SDC” means the District's charge to each owner of property. The SDC is expected to recover approximately 40% of the Capital Costs related to the construction of the Wastewater Management Facilities attributable to the Tax Parcels covered by this Resolution.

“Tax Collector” means the Monroe County Tax Collector.

“Tax Parcel” means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

“Tax Roll” means the real property ad valorem tax assessment roll maintained by the Monroe County Tax Collector for the purposes of the levy and collection of ad valorem taxes.

“Transaction Cost” means the costs, fees, and expenses incurred by the District in connection with the issuance and sale of any series of District Obligations, including without limitation (A) rating agency and other financing fees; (B) the fees and disbursement of bond counsel and disclosure counsel, if any; (C) the underwriter’s discount; (D) the fees and disbursements of the District’s financial advisor; (E) the costs of preparing and printing the District Obligations; (F) the fees payable in respect of any bond or reserve account insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; (H) any private placement fees; and (I) any other costs of a similar nature incurred in connection with the issuance of such District Obligations.

“Uniform Assessment Collection Act” means the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes.

“Residential Unique Parcel” means a Single-Family Residential Tax Parcel that cannot connect to the District’s sanitary sewer system by means of a gravity connection and which must tie directly into the District’s force main via a Grinder Pump System. A Residential Unique Parcel does not include a residential multi-family Tax Parcel consisting of more than six Dwelling Units or a Tax Parcel for which the District has provided a connection point capable of receiving wastewater by gravity, such as a gravity collection system or a vacuum pit.

“Vacant Parcel” means a Tax Parcel that is unimproved with any structures or facilities such as quick-connect fixtures for recreational vehicles that might generate Wastewater, but does not include a Tax Parcel for which permits have been issued for construction.

“Wastewater Management Facilities” means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting,
transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

**SECTION 1.02. INTERPRETATION.** Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof,” “hereby,” “herein,” “hereto,” “hereunder,” and similar terms refer to this Resolution; the term “hereafter” means after the effective date of this Resolution; the term “heretofore” means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.
ARTICLE II
FINDINGS

SECTION 2.01. FINDINGS. It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes), as amended, and the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District;
4. Assess and impose non-ad valorem assessments upon the lands in the District, as provided by the Key Largo Wastewater Treatment District Act and the Uniform Assessment Collection Act; and
5. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

B. On or about December 19, 2017, the Board adopted a resolution expressing its intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.

C. The District has entered into written agreements with the Property Appraiser and the Tax Collector in connection with the assessment and collection of non-ad valorem assessments.

D. The District has entered into contracts for the design and construction of Wastewater Management Facilities to serve the District, including the portion of the District described in this Resolution as the Assessment Area, and these Wastewater Management Facilities will be designed and constructed.

E. Construction and operation of the Wastewater Management Facilities will provide a special benefit to real property located within the Assessment Area by providing access to the sewer system, eliminating the present need for onsite sewage treatment and disposal facilities on the...
real property located within the Assessment Area, eliminating existing illegal and inadequate onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, and preventing further pollution of the ground water and surface waters under, on, and adjacent to the real property within the Assessment Area, whether that real property is connected to the District’s sanitary sewer system or not.

F. The Assessment established by this Resolution has been the subject of considerable research into the projected needs of the District for capital funding using the various possible methods of determining the amount of System Development Charges (“SDCs”) for the apportionment of Capital Costs among the properties to be assessed. Among other things, the Board contracted with Public Resources Management Group, Inc. (“PRMG”) to conduct a study and make recommendations as to wastewater rates and SDC’s. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled “Financial Forecast and Wastewater Rate Analysis.” The Board held a public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates and SDC’s.

G. As a result of those efforts, on July 20, 2005, the Board accepted the PRMG recommendations, and adopted a method of calculation of SDC’s to be imposed against real property located within the Assessment Area. The amounts to be collected as SDC’s total approximately 40% of the Capital Cost of District Wastewater Management Facilities constructed, and to be constructed, by the District and allocated to the Tax Parcels covered by this Resolution.

H. At that time, the Board established a special classification for Laundromats for the purpose of calculating SDC’s. The District determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board’s finding that the vast majority of Laundromat customers are either residents of the District or guests at hotels, motels, and other guest accommodations within the District and that the SDC’s to be paid on account of those residences and guest accommodations will be sufficient to provide capacity for sewage generated by Laundromats.

I. The District has designed the Wastewater Management Facilities in a way that is most economical and cost-effective for the District, as a whole. Although the District has provided the vast majority of residential Tax Parcels with connection points capable of
receiving wastewater by gravity, the District has not provided gravity connection points for Residential Unique Parcels. The Board finds that it is fair and reasonable to provide low pressure wastewater transmission equipment, commonly referred to as grinder pumps, to the Residential Unique Parcels. Further, the Board finds that is in the best interests of the District for the District to install the low pressure equipment and associated piping needed to connect the Residential Unique Parcels to the Wastewater Management Facilities and to maintain the low pressure equipment and associated piping installed by the District as described herein.

J. The Board hereby reaffirms its findings and determinations as described above. In addition, District Staff has conducted research and inspections of properties within the Assessment Area, and has developed classifications of service for the purpose of setting monthly rates. The Board adopts classifications of service for the purpose of SDC’s and Assessments, as further described below. Further, the Board has determined that it is appropriate to increase the amounts of SDC’s in order to take into account inflation since the 2005 Final Assessment Resolution.

K. The Board has determined that the method for calculating SDC’s described below is a fair and reasonable apportionment of costs among the properties to be assessed under this Resolution.

L. The use of the Uniform Assessment Collection Act is a convenient and secure method to ensure collection of all SDC’s to be collected by the District. Use of this method will enhance the ability of the District to borrow funds at reasonable rates in order to further develop and expand the Wastewater Management Facilities.

M. The Assessment established by this Resolution is imposed by the District, and not by Monroe County. Any activity of the Property Appraiser or Tax Collector in connection with this Resolution and the non-ad valorem assessment shall be solely ministerial.
ARTICLE III
ASSESSMENT ROLL

SECTION 3.01. ASSESSMENT ROLL. No Tax Parcels are being initially assessed in and by this “2018 ASSESSMENT RESOLUTION.” Pursuant to KLWTD RESOLUTION NO. 08-08-18, 09-08-18, 10-08-18, 11-08-18, 12-08-18 previously assessed Tax Parcels have been split to create new parcels, and the Non-Ad Valorem Assessment Rolls have been adjusted accordingly.

SECTION 3.02. PUBLIC HEARING. The Board will conduct public hearings pursuant to FSS 197.3632(4)(a) at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 7th and August 21st, 2018, at the District Office located at 103355 Overseas Highway, Key Largo, Florida, to consider:

A. Any non-ad valorem assessment levied for the first time;
B. Any non-ad valorem assessment increased beyond the maximum rate authorized by law or judicial decree at the time of initial imposition;
C. Any boundary changes, unless all newly affected property owners have provided written consent for such assessment to the local governing board;
D. Any change in the purpose of any assessment or in the use of the revenue generated by such assessments

SECTION 3.03. NOTICE BY PUBLICATION AND BY MAIL. The District Clerk shall publish and mail notices of the public hearing in the manner required by the Uniform Assessment Collection Act on or before 20 days prior to the public hearing stated in Section 3.02 above.
ARTICLE IV

GENERAL PROVISIONS WITH RESPECT TO ASSESSMENTS

SECTION 4.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA.
A. The District’s Service area includes the territory consisting of the island of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with the exception of:
1. All areas north of Summerland Road on US-1, and
2. All areas north of Charlemagne Blvd on County Road 905 including Ocean Reef.

SECTION 4.02. INITIAL PREPAYMENT AMOUNT. The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the System Development Charge (“SDC”) calculated for that Tax Parcel. SDCs and System Impact Charges (“SICs”) are calculated according to the Tax Parcel’s classification as follows:
A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:
   1. $2,245 per Dwelling Unit for wastewater treatment plant capacity, plus
   2. $1,320 per Dwelling Unit for force main – pipe capacity, plus
   3. $2,735 per connection for connection to the wastewater system.
B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:
   1. $2,245 per EDU for wastewater treatment plant capacity;
   2. $1,320 per EDU for force main – pipe capacity; plus
   3. $2,735 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
   4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.
C. Laundromats. For purposes of calculating SDC’s, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
D. Mixed-Use Tax Parcels. For mixed-use wastewater service, the SDC is the sum of:
   1. $2,245 per EDU for wastewater treatment plant capacity;
   2. $1,320 per EDU for force main – pipe capacity; plus
3. $2,735 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.

4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.

E. **Residential Unique Parcel.** For a Residential Unique Parcel, the SDC is the sum of:
   1. $2,245 per Dwelling Unit for wastewater treatment plant capacity, plus
   2. $1,320 per Dwelling Unit for force main – pipe capacity, plus
   3. $2,735 per connection for connection to the wastewater system; plus
   4. $3,665 per grinder pump for low pressure equipment.

F. **Vacant Parcel.** The initial SDC for a Vacant Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit. Upon development of the parcel, the District may revise the SDC to reflect actual or permitted construction.

**SECTION 4.03.** Provisions regarding the computation method, initial prepayment option, excluded parcels, subdivided and combined tax parcels, incorrectly assessed parcels, request for review of assessment and optional and mandatory prepayments are outlined in the KLWTD Rules and Regulations Article X.

**SECTION 4.04. ANNUAL NON-AD VALOREM ASSESSMENT ROLL.**

A. The Annual Non-Ad Valorem Assessment Roll is the list of Tax Parcels participating in the annual payment program with an outstanding Assessment obligation.

B. This list consists of Tax Parcels identification information and the annual amount to be assessed as a Non-Ad Valorem Assessment on that parcel’s Tax Bill.

C. Non-Ad Valorem Assessments shall be computed pursuant to the KLWTD Rules and Regulations and Article X.

D. The Assessments will be imposed for Tax Year 2018 and each succeeding Tax Year in which any portion of the Assessment obligation remains outstanding.

E. This Non-Ad valorem assessment roll shall be certified to the tax collector for collection in the manner authorized by the Uniform Assessment Collection Act.

F. The annual interest rate applicable to the Annual Debt Service Component calculation for Non-Ad Valorem Assessments levied in 2018 shall be 2.73% of the Adjusted Prepayment
Amount. The annual interest rate applicable to each succeeding Tax Year shall be published prior to the certification of each annual non-ad valorem assessment roll.
ARTICLE V
GENERAL PROVISIONS

SECTION 5.01. METHOD OF COLLECTION. The Assessments shall be collected pursuant to Chapter 197.3632, Florida Statutes, The Uniform Assessment Collection Act.

SECTION 5.02. SEVERABILITY. If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 5.03. CONFLICT. In the event that any portion of this Resolution, or application thereof, conflicts with any State or Federal law, such State or Federal law shall prevail.
**EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption by the District.

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:

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<tr>
<td>Chairman Asdourian</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August, 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ________________________________
   Chairman David Asdourian

ATTEST: ________________________________
   Approved to as to form and legal sufficiency

______________________________________
Diane Bockelman, District Clerk

______________________________________
Nicholas W. Mulick, District Counsel

SEAL
RESOLUTION NO. 08-08-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2005 FINAL ASSESSMENT RESOLUTION (RESOLUTION 10-08-05) 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 31, 2005, the Key Largo Wastewater Treatment District ("District") adopted the 2005 Final Assessment Resolution (No. 10-08-05); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 10-08-05 ("Assessment Roll"); and

WHEREAS, the parcel in Section 1 below described as “Parent Parcel” was assessed as part of Resolution No. 10-08-05; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created two new parcels described as “New Parcel” in Section 1 below; and

WHEREAS, the New Parcels will be added to the District’s Project K LWTD-2.

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

Section 1.

Parcel 1.

PARENT PARCEL
PARCEL ID: 00525550-000000
AK NO. 1644781
PARCEL DESCRIPTION: BK 10 LT 13 AMD PLAT OF KEY LARGO PARK PB3-62 KEY LARGO OR572-384 OR1073-1315 OR1195-1585 OR1703-456/57 OR1811-324 OR1811-336/AFF OR1811-337/AFF

NEW PARCEL
PARCEL ID: 00525550-000200
AK NO. 9104173
PARCEL DESCRIPTION: BK 10 LT 14 AMD PLAT OF KEY LARGO PARK PB3-62 KEY LARGO OR584-727 OR1073-1316 OR1195-1585
OR1703-454/55 OR1811-324 OR1811-336/AFF OR1811-337/AFF
OWNER CRISTOBAL ELSA FERRER
EDU 1.0
BEGINNING BALANCE $4,770.00
ANNUAL ASSESSMENT $925.22

NEW PARCEL
PARCEL ID: 00525550-000300
AK NO. 9104174
PARCEL DESCRIPTION: BK 10 LT 15 AMD PLAT OF KEY LARGO PARK PB3-62 KEY LARGO OR584-728 OR754-1480 OR764-371 OR1073-1316 OR1195-1585 OR1703-454/55 OR1811-324 OR1811-336/AFF OR1811-337/AFF
OWNER CRISTOBAL ELSA FERRER
EDU 1.0
BEGINNING BALANCE $4,770.00
ANNUAL ASSESSMENT $925.22

Section 2. 2005 ANNUAL ASSESSMENT RESOLUTION AMENDED. The 2005 Annual Assessment Resolution is hereby amended to include the new parcel(s) described as New Parcels in Section 1 above.

Section 3. 2005 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2005 Annual Assessment Resolution (No. 10-08-05) is hereby amended to include the parcel(s) described in Section 1 above.

Section 4. 2005 ANNUAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2005 Final Assessment Resolution (No. 10-08-05), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 5. 2005 ANNUAL ASSESSMENT RESOLUTION CONFIRMED. The 2005 Annual Assessment Resolution (No. 10-08-05), as amended herein, and all previous amendments duly adopted by the District, are hereby ratified and confirmed.

Section 6. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 21st DAY OF AUGUST 2018

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 Asdourian     ____   ____
Commissioner Gibbs     ____   ____
Commissioner Heim      ____   ____
Commissioner Majeska    ____   ____
Commissioner Tobin     ____   ____

The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: __________________________
Chairman David Asdourian

ATTEST:   Approved to as to form and legal sufficiency

____________________________   __________________________
Diane Bockelman, District Clerk   Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 09-08-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2006 FINAL ASSESSMENT RESOLUTION (RESOLUTION 28-08-06) 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 9, 2006, the Key Largo Wastewater Treatment District (“District”) adopted the 2006 Final Assessment Resolution (No. 28-08-06); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 28-08-06 (“Assessment Roll”); and

WHEREAS, the parcel in Section 1 below described as “Parent Parcel” was assessed as part of Resolution No. 28-08-06; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created one new parcel described as “New Parcel” in Section 1 below; and

WHEREAS, the New Parcel will be added to the District’s Project K LWTD-2.

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

Section 1.

Parcel 1.

PARENT PARCEL

| PARCEL ID:     | 00463660-000000 |
| AK NO.:       | 1567078         |
| PARCEL DESCRIPTION: | BK 1 LT 3 PAMELA VILLA KEY LARGO PB3-125 OR486-710 OR535-85 OR670-793 CASE #77-204-CA-04 OR721-132 OR721-469Q/C OR850-2106Q/C OR1567-737 OR1587-2260 OR1728-384 OR1788-104D/C OR1788-105AFF OR1788-106/07 |

NEW PARCEL

| PARCEL ID:     | 00463660-000100 |
| AK NO.:       | 9104132         |
| PARCEL DESCRIPTION: | BK 1 LT 4 PAMELA VILLA KEY LARGO PB3-125 OR486-710 OR535-85 OR670-793 CASE #77-204-CA-04 OR721-132 |
Parcel 2.
PARENT PARCEL
PARCEL ID: 00457560-000000
AK NO. 1561126
PARCEL DESCRIPTION: BK 10 LT 32 LARGO GARDENS KEY LARGO PB4-38
OR419-229 OR1492-1869 OR2875-426/27

NEW PARCEL
PARCEL ID: 00457560-0001000
AK NO. 9104207
PARCEL DESCRIPTION: BK 10 LT 31 LARGO GARDENS KEY LARGO PB4-38
OR419-229 OR1492-1869 OR2875-426/27
OWNER CORREA OCTAVIO & OCTAVIO C
EDU 1.0
BEGINNING BALANCE $4,970.00
ANNUAL ASSESSMENT $791.49

Parcel 3.
PARENT PARCEL
PARCEL ID: 00464710-000000
AK NO. 1568139
PARCEL DESCRIPTION: BK 5 LT 23 PAMELA VILLA KEY LARGO PB3-125
OR432-480 OR780-1452 OR847-69 OR847-70 OR883-2448
OR1099-1374 OR1868-2488D/C OR2441-833/36WILL
OR2465-2441D/C OR2465-2442/43ORD OR2465-2445/47

NEW PARCEL
PARCEL ID: 00464710-0001000
AK NO. 9104215
PARCEL DESCRIPTION: BK 5 LT 24 PAMELA VILLA KEY LARGO PB3-125
OR432-481 OR1252-1382 OR1868-2488D/C OR2441-833/36WILL OR2465-2441D/C OR2465-2442/43ORD
OR2465-2445/47
OWNER PABOTOY DANE M & PABOTOY HEATHER A
EDU 1.0
BEGINNING BALANCE $4,970.00
ANNUAL ASSESSMENT $791.49

Section 2.
2006 ANNUAL ASSESSMENT RESOLUTION AMENDED. The 2006 Annual Assessment Resolution is hereby amended to include the new parcel(s) described as New Parcel in Section 1 above.
**Section 3.** 2006 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2006 Annual Assessment Resolution (No. 28-08-06) is hereby amended to include the parcel(s) described in Section 1 above.

**Section 4.** 2006 ANNUAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2006 Final Assessment Resolution (No. 28-08-06), and all previous amendments duly adopted by the District, shall remain in full force and effect.

**Section 5.** 2006 ANNUAL ASSESSMENT RESOLUTION CONFIRMED. The 2006 Annual Assessment Resolution (No. 28-08-06), as amended herein, and all previous amendments duly adopted by the District, are hereby ratified and confirmed.

**Section 6.** APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 21st DAY OF AUGUST 2018

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:

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<td>Commissioner Tobin</td>
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</tbody>
</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: __________________________
Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

__________________________  __________________________
Diane Bockelman, District Clerk  Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 10-08-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2007 FINAL ASSESSMENT RESOLUTION (RESOLUTION 11-08-07) 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 21, 2007, the Key Largo Wastewater Treatment District (“District”) adopted the 2007 Final Assessment Resolution (No. 11-08-07); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 11-08-07 (“Assessment Roll”); and

WHEREAS, the parcel in Section 1 below described as “Parent Parcel” was assessed as part of Resolution No. 11-08-07; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created two new parcels described as “New Parcel” in Section 1 below; and

WHEREAS, the New Parcels will be added to the District’s Project KLWTD-3.

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

Section 1.

Parcel 1.
PARENT PARCEL
PARCEL ID: 00470140-000100
AK NO. 8659482
PARCEL DESCRIPTION: BK 19 LTS 27 AND 28 LARGO SOUND PARK FIRST ADDITION PB3-139 KEY LARGO OR118-549/50 OR260-561/64 OR432-17 OR804-2185 OR813-1931 911-1230 OR921-64 OR930-2336AFF OR930-2337 OR931-1132 OR1243-2273/C/T OR1335-530/31 OR1369-1150 OR1383-1698 OR1385-153/54 OR1433-1141 OR1612-20 OR1914-1485

NEW PARCEL
PARCEL ID: 00470140-000200
AK NO. 9104127
Section 2.

2007 FINAL ASSESSMENT RESOLUTION AMENDED. The 2007 Final Assessment Resolution is hereby amended to include the new parcel(s) described as New Parcel in Section 1 above.
Section 3.  2007 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2007 Final Assessment Resolution (No. 11-08-07) is hereby amended to include the parcel(s) described in Section 1 above.

Section 4.  2007 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2007 Final Assessment Resolution (No. 11-08-07), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 5.  2007 FINAL ASSESSMENT RESOLUTION CONFIRMED. The 2007 Final Assessment Resolution (No. 11-08-07), as amended herein, and all previous amendments duly adopted by the District, are hereby ratified and confirmed.

Section 6.  APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 21st DAY OF AUGUST 2018

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:

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<td>Commissioner Tobin      ____</td>
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</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: __________________________
Chairman David Asdourian

ATTEST:     Approved to as to form and legal sufficiency
____________________________   __________________________
Diane Bockelman, District Clerk   Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 11-08-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2008 FINAL ASSESSMENT RESOLUTION (RESOLUTION 12-06-08) 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 June 17, 2008, the Key Largo Wastewater Treatment District (“District”) adopted the 2008 Final Assessment Resolution (No. 12-06-08); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 12-06-08 (“Assessment Roll”); and

WHEREAS, the parcel in Section 1 below described as “Parent Parcel” was assessed as part of Resolution No. 12-06-08; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owners of the Parent Parcel have taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created one new parcel described as “New Parcel” in Section 1 below; and

WHEREAS, the New Parcel will be added to the District’s Project KLWTD-4.

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

Section 1.

Parcel 1.
PARENT PARCEL
PARCEL ID: 00500300-000000
AK NO. 1618152

NEW PARCEL
PARCEL ID: 00500300-000100
AK NO. 9104153
PARCEL DESCRIPTION: BK 12 LT 17 KEY LARGO OCEAN SHORES ADDN-KEY LARGO-PB4-124 OR340-558 OR421-529/530 C J DOC10-12
Parcel 2.
PARENT PARCEL
PARCEL ID: 00504940-000000
AK NO. 1622818
PARCEL DESCRIPTION: LOTS 2 THROUGH 11 PB1-165 SUNSET COVE KEY LARGO OR567-901 OR648-629 OR665-63 OR650-156CT OR767-102 OR796-1221 OR847-1350 OR847-1351 OR931-1219C/T OR939-968 OR939-969 OR943-493/503

NEW PARCEL
PARCEL ID: 00504940-000100
AK NO. 9104237
PARCEL DESCRIPTION: LOT 1 SQR 11 SUNSET COVE KEY LARGO PB1-165 OR567-901 OR648-629 OR665-63 OR650-156CT OR767-102 OR847-1350 OR847-1351 OR931-1219C/T OR939-968 OR939-969 OR943-493/503

OWNER RESORTS OF KEY LARGO INC
EDU 1.0
BEGINNING BALANCE $5,200.00
ANNUAL ASSESSMENT $692.19

Section 2.
2008 FINAL ASSESSMENT RESOLUTION AMENDED. The 2008 Final Assessment Resolution is hereby amended to include the new parcel(s) described as New Parcel in Section 1 above.

Section 3.
2008 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2008 Final Assessment Resolution (No. 12-06-08) is hereby amended to include the parcel(s) described in Section 1 above.

Section 4.
2008 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2008 Final Assessment Resolution (No. 12-06-08), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 5.
2008 FINAL ASSESSMENT RESOLUTION CONFIRMED. The 2008 Final Assessment Resolution (No. 12-06-08), as amended herein, and all previous amendments duly adopted by the District, are hereby ratified and confirmed.

Section 6.
APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.
RESOLVED AND ADOPTED THIS 21st DAY OF August 2018

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:

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The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ____________________________
Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

____________________________   ____________________________
Diane Bockelman, District Clerk   Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 12-08-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2009 FINAL ASSESSMENT RESOLUTION (RESOLUTION 20-05-09) 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 May 19, 2009, the Key Largo Wastewater Treatment District (“District”) adopted the 2009 Final Assessment Resolution (No. 20-05-09); and

WHEREAS, the District chose to assess those parcels described in Exhibit 3.01 of Resolution No. 20-05-09 (“Assessment Roll”); and

WHEREAS, the parcel in Section 1 below described as “Parent Parcel” was assessed as part of Resolution No. 20-05-09; and

WHEREAS, the District has been advised by the Monroe County Property Appraiser that the owner of the Parent Parcel has taken the appropriate legal action required to split that parcel; and

WHEREAS, that split has created a new parcel described as “New Parcel” in Section 1 below; and

WHEREAS, the New Parcel will be added to the District’s Project K'LWTD-5.

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

Section 1.

Parcel 1.
PARENT PARCEL
PARCEL ID: 00554720-001010
AK NO. 9101990
PARCEL DESCRIPTION: (LEASEHOLD INTEREST) LOT 1 HABITAT AT MANDALAY PB7-81 OR2414-484/89 OR2414-490/537(LEASE) OR2466-226/32AMD OR2581-2478/2482AMD OR2631-620/621 OR2712-219/224(RES NO 224A-2014)

NEW PARCEL
PARCEL ID: 00554720-001020
AK NO. 9102763
PARCEL DESCRIPTION: (LEASEHOLD INTEREST) LOT 2 HABITAT AT MANDALAY PB7-81 OR2414-484/489 OR2414-
Section 2. 2009 FINAL ASSESSMENT RESOLUTION AMENDED. The 2009 Final Assessment Resolution is hereby amended to include the new parcel(s) described as New Parcel in Section 1 above.

Section 3. 2009 ASSESSMENT ROLL AMENDED. The Assessment Roll, as described in Exhibit 3.01 of the 2009 Final Assessment Resolution (No. 20-05-09) is hereby amended to include the parcel(s) described in Section 1 above.

Section 4. 2009 FINAL ASSESSMENT RESOLUTION IN EFFECT. Except as modified, supplemented, and amended herein, the 2009 Final Assessment Resolution (No. 20-05-09), and all previous amendments duly adopted by the District, shall remain in full force and effect.

Section 5. 2009 FINAL ASSESSMENT RESOLUTION CONFIRMED. The 2009 Final Assessment Resolution (No. 20-05-09), as amended herein, and all previous amendments duly adopted by the District, are hereby ratified and confirmed.

Section 6. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 21st DAY OF AUGUST 2018

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:

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</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 21st day of August 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT
BY: ____________________________  
Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

____________________________   ____________________________  
Diane Bockelman, District Clerk   Nicholas W. Mulick, General Counsel

SEAL
2005 Assessment Roll - AK# 9104173 & AK# 9104174

Monroe County, FL

MM 100

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

Public Hearing
August 21, 2018
2006 Assessment Roll - AK# 9104207 August 21, 2018
MM 101

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

Parent Parcel
AK# 1561126

AK# 9104207
2007 Assessment Roll - AK# 9104127 & AK# 9104128
VACANT LAND - MM 103

Public Hearing
August 7, 2018

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

New Parcel AK# 9104128
New Parcel AK# 9104127
Parent Parcel AK# 8659482

Key Largo

TRANSYLAVIA AVE

37 ft
2007 Assessment Roll - AK# 9104171
MM 104

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

Parent Parcel
AK# 1631213

Key Names
- Subdivisions
- Parcels

Date created: 7/24/2018
Last Data Uploaded: 7/24/2018 5:09:32 AM
Developed by Schneider Geospatial
NOTICE OF PUBLIC HEARING

AK#: July 10, 2018
Owner’s Name
Address
City, ST Zip

Physical Address: Location

Dear Property Owner:

In accordance with the state of Florida Uniform Assessment Collection ACT (FS Chapter 197.3632), Notice is hereby given that the Key Largo Wastewater Treatment District (KLWTD) Board of Commissioners will conduct a public hearing to consider imposition of non-ad valorem assessments against certain parcels of real property located within the District. The hearing will be held at 5:00 P.M., or as soon thereafter as the matter can be heard, on Tuesday, August 7, 2018, at the District office located at 103355 Overseas Highway in Key Largo, Florida, for the purpose of receiving public comment on the proposed assessments.

This parcel was created after an approved split of parcel AK# XXXX from AK# XXXX “the Parent Parcel”. In accordance with the KLWTD Rules and Regulations, Section 11.07(a) the subdivided parcel will be assessed per the Final Assessment Resolution applicable to the parent parcel. The remaining amount that the District expects to collect from the XXXX active parcels assessed on the 20XX Assessment Roll will increase by $XXXX and XX parcel for a total remaining balance of $XXXX.

<table>
<thead>
<tr>
<th>Parent Parcel's Initial Assessment Year</th>
<th>20XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Wastewater System Development Charge for this Parcel:</td>
<td>$XXXX.00</td>
</tr>
<tr>
<td>Based upon the following number of dwelling units or EDUs:</td>
<td>X</td>
</tr>
</tbody>
</table>

The purpose of this assessment is to obtain funds for the construction of wastewater facilities, including a central wastewater treatment plant, transmission lines, collection systems, and related improvements needed to collect, transmit, and treat wastewater. Both vacant and improved property parcels are affected by this assessment. When service becomes available, properties containing structures are required to connect to the wastewater collections system.

All affected real property owners have a right to appear at the hearing and/or to file written comments with the District within 20 days of this notice. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk, at 305-451-4019 ext. 210 at least 3 days prior to the hearing.

If you no longer own this property, or if you have changed your mailing address: You must notify the Monroe County Property Appraiser’s office at (305) 292-3420 or by mail at 500 Whitehead Street, Key West, FL 33040.
**Payment Options:** Parcel owners have two options for paying the assessment:

A. **Option to pay in full:** By paying the full Wastewater System Development Charge amount listed on the first page no later than August 31, 2018, the owner will fully satisfy all obligations pursuant to this assessment. Payment can be made in person at the KLWTD business office or by mailing payment to PO Box 491, Key Largo, FL 33037 (please include the Alternate Key # listed on the first page of this Notice).

B. **Option to pay in installment payments:** If you choose not to pay the full Wastewater System Development Charge amount listed on the first page before the August 31, 2018 deadline, you will automatically be enrolled in the installment payment plan where the assessment will be paid in installments over XX years.
   1. The amount that will be included in your 2018 Monroe County Tax bill is: $XXXX
   2. The amount of each installment payment will be equal to 1/9th of the full wastewater System Development Charge 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 2018 assessment year, is 2.73%. In accordance with the state of Florida Uniform Assessment Collection ACT (FS Chapter 197.3632) the interest rate shall not exceed 8% unless the District first holds a public hearing to approve the rate.
   3. At any time during the XX year period, you or the owner of record at that time may pay off the unpaid balance of the assessment. Pay off amounts are available from the District Assessment and Billing Department.

**THE DISTRICT IS REQUIRED BY LAW TO PROVIDE THE FOLLOWING INFORMATION:**

1. The total amount of the System Development Charge to be levied against each tax parcel varies according to the use of the tax parcel and is defined in the Final Assessment Resolution for the year in which the tax parcel, or parent tax parcel, was originally assessed. Copies of the Resolution(s) and supporting documents are available at 103355 Overseas Highway in Key Largo or on the web at www.klwtd.com.

2. The units of measurement used to calculate the assessment are “Dwelling Unit” and “Equivalent Dwelling Unit.” A “Dwelling Unit” is defined as a single unit designated or intended for one-family occupancy (a household of one or more persons), including, but not limited to a detached single-family house, one-half duplex, an apartment, a residential condominium unit (whether in a single-unit or multiple-unit building), mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An “Equivalent Dwelling Unit” (EDU) is defined as a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage.

3. Failure to pay either the System Development Charge described above or the annual assessment will cause a tax certificate to be issued against the property, which may result in a loss of title.

Please feel free to contact the District at 305-451-4019 if you have any questions about this letter.

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Peter Rosasco  
General Manager
Customer Name: 
Customer Mailing Address: 
City, ST Zip Code 

Alternate Key #: 
Physical Address: 

Dear Property Owner: 

In accordance with the state of Florida Uniform Assessment Collection ACT (FS Chapter 197.3632) and the Key Largo Wastewater Treatment District Assessment Resolution 10-08-05, Notice is hereby given that the Key Largo Wastewater Treatment District Board of Commissioners will conduct a public hearing to consider the increased wastewater System Development Charge (SDC) for your parcel. The hearing will be held at 5:00 P.M., or as soon thereafter as the matter can be heard, on Tuesday, August 7, 2018, at the District office located at 103355 Overseas Highway in Key Largo, Florida, for the purpose of receiving public comment on the increased assessments.

Prior to Appeal: $X.XX
Adjusted: $X.X

All affected real property owners have a right to appear at the hearing and/or to file written comments with the District within 20 days of this notice. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk at 305-451-4019 at least 3 days prior to the hearing.

If you no longer own this property, or if you have changed your mailing address: You must notify the Monroe County Property Appraiser’s office at (305) 292-3420 or by mail at P.O. Box 1176, Key West, FL 33041.
Payment Options: Parcel owners have two options for paying the assessment:

A. Option to pay in full (which you have selected): By paying the Remaining Wastewater System Development Charge amount listed on the first page no later than August 31, 2018, the owner will fully satisfy all obligations pursuant to this assessment. Payment can be made in person at the KLWTD business office or by mailing payment to PO Box 491, Key Largo, FL 33037 (please include the Alternate Key # listed on the first page of this Notice).

B. Option to pay in installment payments (if applicable): If you choose not to pay the Remaining Wastewater System Development Charge amount listed on the first page before the August 31, 2018, deadline, you will continue to be enrolled in the installment payment plan where the assessment will be paid in installments over the remaining X years.
   1. The amount that will be included in your 2018 Monroe County Tax bill is: $X.XX.
   2. The amount of each installment payment will be equal to X/X of the full wastewater System Development Charge 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 2018 assessment year, is 2.73%. In accordance with the state of Florida Uniform Assessment Collection ACT (FS Chapter 197.3632) the interest rate shall not exceed 8% unless the District first holds a public hearing to approve the rate.
   3. At any time during the X year period, you or the owner of record at that time may pay off the unpaid balance of the assessment. Pay off amounts are available from the District Assessment and Billing Department.

THE DISTRICT IS REQUIRED BY LAW TO PROVIDE THE FOLLOWING INFORMATION:

1. The total amount of the System Development Charge to be levied against each tax parcel varies according to the use of the tax parcel and is defined in the Final Assessment Resolution for the year in which the tax parcel was originally assessed. Copies of the Resolution(s) and supporting documents are available at 103355 Overseas Highway in Key Largo or on the web at www.klwtd.com.

2. The units of measurement used to calculate the assessment are “Dwelling Unit” and “Equivalent Dwelling Unit.” A “Dwelling Unit” is defined as a single unit designated or intended for one-family occupancy (a household of one or more persons), including, but not limited to a detached single-family house, one-half duplex, an apartment, a residential condominium unit (whether in a single-unit or multiple-unit building), mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An “Equivalent Dwelling Unit” (EDU) is defined as a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage.

3. Failure to pay either the System Development Charge described above or the annual assessment will cause a tax certificate to be issued against the property, which may result in a loss of title.

Please feel free to contact the District at 305-451-4019 if you have any questions about this letter.

Peter Rosasco
General Manager