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
Stephen Gibbs Vice Chairman
Susan Heim Commissioner
Robert Majeska Commissioner
Andrew Tobin Commissioner

DISTRICT STAFF:
Peter Rosasco General Manager
Nick Mulick General Counsel
Diane Bockelman District Clerk

MISSION STATEMENT:
“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

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

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of December 4, 2018

G. GENERAL MANAGER’S REPORT
   1. Time in Service Award
   2. Revisions to Fiscal Year 2018 Organizational Chart

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT
   1. SDC Adjustment - 1117 Heron Road - AK# 1595501
      RESOLUTION 20-12-18
      A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) ADOPTING THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“KLWTD”) STAFF’S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE (“SDC”) FOR THE RESIDENTIAL TAX PARCEL LOCATED AT 1117 HERON ROAD, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00485920-000000; AND PROVIDING FOR AN EFFECTIVE DATE.
   2. Exemption from Assessment - Vacant Land - AK# 1641367
      RESOLUTION 21-12-18
      A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST OF DEBORAH M. AYOTTE AND JOHN POLIVICK FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

J. OPERATIONS REPORT
   1. Purchase of Parts for Vacuum Stations E Pumps

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT

M. LEGAL REPORT

N. COMMISSIONER’S ITEMS
   1. Florida Keys Coastal Storm Risk Management Feasibility Study (Heim)

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: December 18, 2018
Agenda Item Number: F-1

<table>
<thead>
<tr>
<th>Agenda Item Type:</th>
<th>Agenda Item Scope:</th>
<th>Recommended Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information / Presentation</td>
<td>Review / Discussion</td>
<td>Action: Approval</td>
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</tbody>
</table>

Department: Legal  
Sponsor: Nicholas Mulick

Subject: Minutes of December 4, 2018

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

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<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<td>Engineering: _______</td>
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</tbody>
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Approved By: ___________________________  Date: 12-13-18

General Manager
MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:04 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Cynthia Henderson led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Susan Heim, Robert Majeska and Stephen Gibbs. Commissioner Andrew Tobin was not present. Also present were General Manager, Peter Rosasco, General Counsel, Nicholas Mulick, District Clerk, Diane Bockelman, and District Managers.

SWEARING IN OF COMMISSIONERS (D)
The Honorable Luis Garcia, Circuit Judge for the Sixteenth Judicial Circuit, officiated the Swearing-in Ceremony for Commissioners David Asdourian and Robert Majeska, who both took the Oath of Office.

ANNUAL ELECTION OF BOARD OFFICERS (E)
Chairman
Commissioner Heim nominated Chairman Asdourian for the office of Chairman. No other nominations were made. David Asdourian was elected to the office of Chairman for the Key Largo Wastewater Treatment District.

Vice-Chairman
Commissioner Majeska nominated Commissioner Gibbs for the office of Vice-Chairman, and Commissioner Heim seconded the nomination. No other nominations were made. Stephen Gibbs was elected to the office of Vice-Chairman for the Key Largo Wastewater Treatment District.

Secretary/Treasurer
Commissioner Majeska nominated Commissioner Heim for the office of Secretary/Treasurer, and Commissioner Gibbs seconded the nomination. No other nominations were made. Susan Heim was elected to the office of Secretary/Treasurer for the Key Largo Wastewater Treatment District.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (F)
• Commissioner Heim requested the addition of a discussion on the cancellation of the December 18, 2018 Board Meeting under Commissioner’s Items as Item P-1.
• Commissioner Majeska requested item I-4 be deleted from the agenda.
Approval of Agenda (F-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 (G)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (H)
Minutes of November 6, 2018 (H-1)
Motion: Commissioner Gibbs made a motion to approve the minutes of November 6, 2018, and Commissioner Heim seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (I)
Update from Cynergy Consulting (I-1)
Mr. Rosasco introduced Ms. Cynthia Henderson and Ms. Lauren Henderson of Cynergy Consulting who provided an update on what to expect from Tallahassee next session.

FKWQIP Funding Update (I-2)
Mr. Rosasco announced that the Army Corps of Engineers work plan was released and the Florida Keys Water Quality Improvement Program (FKWQIP) was awarded $4,000,000. Key Largo Wastewater Treatment District is expected to receive $1,000,000 of the funding.

October Monthly Report (I-3)
Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mike Dempsey, Field Operations Manager, presented the field operations section. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Ed Castle, District Engineering, presented the construction section. Kevin Becerra, Senior Support Analyst, presented the IT section. Diane Bockelman, Customer Service Manager, presented the administration and customer service section. Connie Fazio, Senior Finance Manager, presented the finance section.

BUDGET AND FINANCE REPORT (J)
KLWTD FY18 Financial Reports (J-1)
Ms. Fazio presented the financial reports for fiscal year 2018 and answered questions from the Board.

FY18 Financial Audit Schedule (J-2)
Ms. Fazio presented the financial audit schedule for fiscal year 2018. Commissioner Heim will participate in the audit process as the Board’s representative.
ADMIN AND CUSTOMER SERVICE REPORT (K)

SDC Adjustment – 141 Sunrise Drive – AK#1623881 (K-1)
Ms. Bockelman presented a request by the owner of the property located at 141 Sunrise Drive for a billing and assessment adjustment. Staff recommended reducing the Dwelling Unit assignment associated with the parcel’s billing and assessment from 2.0 to 1.0.

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
  Chairman Asdourian - Aye
Motion Passed: 4 to 0

Exemption from Assessment – Vacant Land – AL#1608131 (K-2)
Ms. Bockelman presented a request by the owner of vacant land located at AK#1608131 for exemption 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
  Chairman Asdourian - Aye
Motion Passed: 4 to 0

OPERATIONS REPORT (L)
No report.

CONSTRUCTION REPORT (M)
No report.

ENGINEER’S REPORT (N)
No report.

LEGAL REPORT (O)
No report.
COMMISSIONER’S ITEMS (P)
Cancellation of the December 18, 2018 Board Meeting (Commissioner Heim) (P-1)
The December 18, 2018 Board Meeting will not be cancelled.

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

ADJOURNMENT (R)
The Meeting was adjourned at 6:04 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

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

This is a request to review:

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

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

*Name: Irene Staffin

*Date of Request: 10/31/2018

*Service Address: 141 Sunrise Drive Tavernier Florida 33070
☐ This is a Residential Dwelling
☐ This is a non-residential Dwelling

*Phone: 305 433 2244
Email: irene@staffin.com

Alternate Key (AK): 1623881
FKAA Account No: 

*Reason for Request:
Reduce sewer assessment.

Initial Owner or Tenant:

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

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

Initial to agree:

☑ I agree to notify the District 30 days in advance of a change that would affect this parcel’s EDU assignment. Example of changes that would affect EDU assignment: change of number of dwelling units, change of business, change of land use, pattern of water usage change.

Irene Staffin

Digitally signed by Irene Staffin
Date: 2018.10.31 13:51:02 -04'00'

*Signature
*Date

"*" Denotes Required Fields
RESOLUTION NO. 18-12-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("KLWTD") ADOPTING THE KLWTD STAFF'S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE ("SDC") FOR THE RESIDENTIAL TAX PARCEL LOCATED AT 141 SUNRISE DRIVE, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00506030-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Edward S. Staffin and Irene Staffin, husband and wife, are the owners of real property located at 141 Sunrise Drive, Key Largo, Florida, with Parcel Identification Number 00506030-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference ("the Subject Tax Parcel"); and

WHEREAS, the Subject Tax Parcel is currently classified as Residential, pursuant to Article XIII of the KLWTD’s General Rules and Regulations ("KLWTD R&Rs"); and

WHEREAS, in accordance with the provisions of Section 10-01(b)(1) of the KLWTD R&Rs, each residential tax parcel located within the service area of KLWTD shall be assessed an SDC based on the number of residential dwelling units located thereon; and

WHEREAS, the Subject Tax Parcel had been assigned two dwelling unit charges based on the state of development of the Subject Tax Parcel at the time of the original calculation of the SDC, as reflected in the Final Assessment Resolution adopted on May 19, 2009; and

WHEREAS, the owners of the Subject Tax Parcel have requested a recalculation of the SDC assessment to reflect the existence of one dwelling unit on the Subject Tax Parcel; and

WHEREAS, KLWTD staff, having reviewed the current state of development of the Subject Tax Parcel, has recommended that the SDC assessment imposed on the Subject Tax Parcel be recalculated based on one dwelling unit; and

WHEREAS, the Board has considered the staff’s recommendation at a regular meeting of the Board held on December 4, 2018.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. Adoption of Recommendation. The Board finds that there is good and sufficient cause to adopt the staff’s recommendation to recalculate the SDC assessment imposed on the Subject Tax Parcel based on a single dwelling unit.
Section 3. Recalculation of SDC. As of the effective date of this Resolution, the SDC assessment imposed on the Subject Tax Parcel shall be recalculated based on a single dwelling unit.

Section 4. Effective Date. This Resolution shall be effective upon adoption by the Board.

Section 5. Implementation. The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

The foregoing Resolution was offered by Commissioner Hibbs, who moved for its approval. The motion was seconded by Commissioner Heim, and being put to a vote, the result was as follows:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
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<tbody>
<tr>
<td>Commissioner Asdourian</td>
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<td>Commissioner Gibbs</td>
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<td>Commissioner Heim</td>
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<td>Commissioner Majeska</td>
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<td>Chairman Tobin</td>
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<td>absent</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the day of December 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: David Asdourian, Chairman

Approved to as to form and legal sufficiency:

By: Nicholas W. Mulick, General Counsel

ATTEST:

By: Diane Bockelman, Clerk

SEAL
RESOLUTION NO. 18-12-18
RE NO. 00506030-000000
AK NO. 1623881

EXHIBIT “A”

Lot 11 and 12, TAVERNIER COVE SUBDIVISION, according to the Plat thereof, as recorded in Plat Book 1, Page 103, of the Public Records of Monroe County, Florida.
RESOLUTION NO. 19-12-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("KLWTD") BOARD OF COMMISSIONERS APPROVING THE REQUEST OF RICHARD COLE AND RITA GILMORE FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Richard Cole and Rita Gilmore, husband and wife, are the owners of real property having Parcel Identification Number 00491920-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, the Subject Tax Parcel was assessed a System Development Charge ("SDC") as reflected in the 2009 Final Assessment Resolution No. 20-05-09 adopted on May 19, 2009; and

WHEREAS, In accordance with the provisions of Section 10.04(a) of KLWTD’s General Rules and Regulations (“KLWTD R&R’S”), the owners have submitted a request that the subject tax parcel be excluded from the 2009 Final Assessment and classified as Exempt on the ground that it cannot be improved consistent with existing zoning or other legal constraints, pursuant to KLWTD R&R Section 10.05(c); and

WHEREAS, pursuant to Section 10.04(d) of the KLWTD R&Rs, the owners have certified and agreed that if they or any subsequent owner later desire wastewater service to the Subject Tax Parcel, they must pay the full direct and indirect District costs of providing the same.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. Approve Exemption. The Board finds that there is good and sufficient cause to approve the owner’s request to exclude the Subject Tax Parcel from the 2009 Final Assessment Roll.

Section 3. Exempt Tax Parcel. As of the effective date of this Resolution, the SDC imposed on the Subject Tax Parcel shall be removed and the property classified as Exempt.

Section 4. Effective Date. This Resolution shall be effective upon adoption by the Board.

Section 5. Implementation. The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.
The foregoing Resolution was offered by Commissioner **gibbs**, who moved for its approval. The motion was seconded by Commissioner **heim**, and being put to a vote, the result was as follows:

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<td>Chairman Asdourian</td>
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<td>Commissioner Tobin</td>
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Chairman Asdourian declared this Resolution duly passed and adopted the 4th day of December, 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

Approved to as to form and legal sufficiency:

ATTEST:

By: [Signature]

Diane Bockelman, Clerk

[Seal]
EXHIBIT “A”

The Southeasterly one-half (1/2) of the Northwesterly one-half (1/2) of the Southeasterly 200.0 feet of Lot 26 and 27, Block 1, SEASIDE, according to the Plat thereof, as recorded in Plat Book 1, at Page 97, of the Public Records of Monroe County, Florida. Subject to an Easement over the Southwesterly 11 feet, 3 inches (11.25) thereof.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: December 18, 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: Time in Service Award

Summary of Discussion:
Mr. Rosasco to present a Time in Service Award.

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

Financial Impact
Operations: 
Administration: 
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted: 
Engineering: N/A

Approved By: [Signature]
General Manager
Date: 12-18-18
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: December 18, 2018
Agenda Item Number: G-2

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

Department: Sponsor:
General Manager: Peter Rosasco

Subject: Revisions to Fiscal Year 2019 Organizational Chart

Summary of Discussion:

Adjustments to the FY19 Organizational Chart are proposed to re-title positions and re-structure departments.

There will be no financial impact associated to these changes. Possible promotions and Time In Service increases were accounted for in the FY19 budget.

The "Unfilled Position" that was originally budgeted for the Field Department was filled and moved to the Maintenance Department.

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

Financial Impact
$ 0.00 Expense

Funding Source: Budgeted:
N/A

Attachments
1. Revised FY19 ORG Chart
2. Approved FY19 ORG Chart
3. Plant Department Matrix
4. Plant Supervisor Job Description

Approved By: ____________________________ Date: 12-13-18
General Manager
**Current Plant Staffing Structure**

- **Plant Operations Manager**
  - Jered Primicerio

- **Plant Operator II B**
  - Bobby Prince (N14) - C License

- **Plant Operator III C**
  - Joe Williams (N13) - C License

- **Plant Operator Trainee**
  - Rahaman Sharpe (N11)

- **Plant Operator Trainee**
  - Miraldo Pierre (N8)

- **Part-time Lab Technician**
  - Gregory Patton (N9)

**Proposed Plant Staffing Structure**

- **Plant Operations Manager**
- **Plant Operations Supervisor**
  - N15 to N17

- **Plant Operator**
  - N8 to N14

- **Plant Operator**
  - N8 to N14

- **Plant Operator**
  - N8 to N14

- **Plant Operator**
  - N8 to N14

- **Plant Operator**
  - N8 to N14

Prepared by Human Resources 12/06/18
Plant Operations Supervisor Job Description

Summary:

The Plant Operations Supervisor works with the Plant Operations Manager performing skilled work involving the operation and maintenance of an advanced wastewater treatment plant according to federal, state and local regulations and laws.

Essential Duties and Responsibilities:

- Provide guidance and training to the other Plant Operators as directed by the Plant Operations Manager.
- Monitor, read and calculate the flow of sewage through the plant by meters, gauges, and usual inspection. Operate pumps and valves to regulate flow and adjust chemical feeding according to established standards.
- Collect samples and ensure they go out on time and are properly labeled. Make routine chemical and physical tests and assist Plant Operations Manager in monitoring for changing conditions and chemical feed requirements.
- Log test results, meter and feed readings, flow rates, maintenance and other data. Prepare daily and periodic reports on plant operations.
- Assist Plant Operations Manager with DEP reporting as necessary.
- Attend construction meetings as needed.
- Inspect pumps, motors, chemical feeders, level controls and other equipment to ensure proper operations. Coordinate with Plant Operations Manager to make adjustments and emergency repairs as needed. Work closely with maintenance and technical personnel on preventative maintenance and corrosion prevention plan as necessary.
- Assist Plant Operations Manager to create “plan of action” for high flow and holiday weekends (periods of high demand) to maintain effluent quality and smooth operation of equipment and biomass; and to assist in the coordination with Islamorada during late night flow shut down as necessary.
- Perform routine plant cleaning and maintenance such as backwashing filters, cleaning lines, hosing filters and basins, disposing of sludge, cleaning sludge beds, painting structures, equipment and piping.
- Participate in skills and safety training programs. Learn and implement safety rules, regulations and emergency procedures to ensure precautions are taken and all projects are completed safely.
- Report equipment malfunctions to Plant Operations Manager and, when required, assist with repairs.
- Provide assistance to the Plant Operations Manager with regard to process control and troubleshooting.
- Assist Plant Operations Manager in working with vendors, keeping track of orders, shipping, receiving and all purchases and receipts. Stay informed about new products.
- Perform weekly walk-around to ensure successful plant operation. Keep Plant Operations Manager apprised of any situations deemed out of the ordinary such as plant upsets and potential equipment failures.
- Schedule grounds keeping and housekeeping duties at the plant.
- Refer to the Plant Operations Supervisor pay grade/skill level chart for complete requirements of the position.
Other Responsibilities:

- Adhere to the policies and procedures of the Key Largo Wastewater Treatment District
- Maintain strict confidentiality of client, company and personnel information
- Demonstrate a strong commitment to the mission and values of the organization
- Adhere to company attendance standards
- Other duties as assigned

Supervisory Responsibilities:

- Assist Plant Operations Manager with preparing weekly schedules, monitoring annual leave requests and the use of sick leave and interviews
- Assist Plant Operations Manager with providing opportunities for and encouraging training and growth for Plant Operations personnel
- In conjunction with Human Resources and the Plant Operations Manager, assist in administering the District’s personnel disciplinary procedures

Competencies:

- Strong organizational, analytical and interpersonal skills
- Exceptional written and verbal communication skills
- Team leader with proven ability in giving direction to others
- Ability to multi-task and work independently
- Exceptional ability to communicate with managers, employees and other departments as needed to coordinate work activities, review status of work, exchange information or resolve problems and to maintain effective working relationships with others
- Ability to work quickly and safely under pressure of emergency situations
- Advanced ability to operate and control equipment, machinery, tools, and/or materials requiring complex and rapid adjustments
- Ability to work overtime, standby and/or call back duty
- Ability to lead others and fill-in as needed for the Plant Operations Manager
- Working ability to calculate and/or tabulate data. Perform addition, subtractions, multiplication and division and ability to calculate decimals and percentages. May include ability to perform mathematical operations with fractions and to calculate surface areas, volumes, weights, and measures.

Computer Skills:

- Intermediate MS Word and Excel skills
- Ability to use web browser

Certificates, Licenses, Registrations:

- Florida FDEP class B license in wastewater treatment
- Valid Florida driver license
- Accredited Team Leader seminar / program / certification
- First Aid / CPR / AED certification
Environmental Factors/Physical Demands:

Work is generally performed in a water treatment plant environment; work may be performed outdoors and on-site in a variety of weather conditions which may be adverse at times. While performing the duties of this job, the employee is regularly required to have the ability to maintain active customer and employee communication; access, input and retrieve information from the computer system. Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, taste, odor, depth, texture and visual cues or signals. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to bending, reaching, kneeling, stooping and lifting up to a hundred (100) pounds. Performance of essential functions may cause exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, toxic agents, disease causing and/or pathogenic substances. May be subject to climbing into and out of pits, trenches and excavations, climbing steps, ladders and working on uneven surfaces.
### Key Largo Wastewater Treatment District

#### Board of Commissioners Meeting

**Agenda Item Summary**

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<th>Meeting Date:</th>
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<tbody>
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<td>December 18, 2018</td>
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**Agenda Item Type:** Customer Service  
**Agenda Item Scope:** Review / Discussion  
**Recommended Action:** Action: Approval

**Department:** Customer Service  
**Sponsor:** Nicholas W. Mulick

**Subject:**

**SDC Adjustment - 1117 Heron Road - AK# 1595501**

**Summary of Discussion:**

Staff recommends the dwelling unit assignment associated to the System Development Charge (SDC) be reduced from 2.0 to 1.0 EDU.

Monroe County Property Appraiser’s office adjusted the structure's classification from a multi family to one single family residence.

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<tbody>
<tr>
<td>Operations:</td>
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<td>$ 2,950.00</td>
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<td>Customer Service:</td>
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<td>Finance:</td>
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<td>Assessment Revenue</td>
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**Approved By:** ____________________________  
General Manager  
**Date:** 12-13-18
Memo

To: KLWTD Commissioners
From: Ines Perez, Customer Support Specialist II
Date: November 14, 2018
Re: SDC Adjustment – 1117 Heron Road – AK#1595501

Parcel owner requested that the dwelling unit assignment for the assessment of 1117 Heron Road be reduced from 2.0 to 1.0 EDU to reflect an adjustment made by the Monroe County Property Appraiser (MCPA).

An MCPA initiated review discovered that the structure was initially permitted as a single-family home, which is consistent with the structure’s highest and best use. Therefore, the structure was reclassified from multi-family with two dwelling units to single family residence.

Upon approval of the dwelling unit adjustment, the assessment balance will be reduced by 1.0 EDU charge ($2,950.00). The current assessment balance will be reduced from $4,075.00 to $1,125.00. No assessment refund will be given.
RESOLUTION NO. 20-12-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) ADOPTING THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“KLWTD”) STAFF’S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE (“SDC”) FOR THE RESIDENTIAL TAX PARCEL LOCATED AT 1117 HERON ROAD, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00485920-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Philip H. Mckenna Revocable Trust dated 6-29-15 is the owner of real property located at 1117 Heron Road, Key Largo, Florida, with Parcel Identification Number 00485920-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, the Subject Tax Parcel is currently classified as Residential as that term is defined in Article XIII of the KLWTD General Rules and Regulations (“KLWTD R&Rs”); and

WHEREAS, in accordance with the provisions of Section 10-01(b)(1) of the KLWTD R&Rs, each residential tax parcel located within the service area of KLWTD shall be assessed an SDC based on the number of residential dwelling units located thereon; and

WHEREAS, the Subject Tax Parcel had been assigned two dwelling units based on the state of development of the Subject Tax Parcel at the time of the original calculation of the SDC assessment, as reflected in the Final Assessment Resolution adopted on May 19, 2009; and

WHEREAS, the owner of the Subject Tax Parcel has requested a recalculation of the SDC assessment to reflect the existence of one dwelling unit on the Subject Tax Parcel; and

WHEREAS, KLWTD staff, having reviewed the current state of development of the Subject Tax Parcel, has recommended that the SDC assessment imposed on the Subject Tax Parcel be recalculated based on one dwelling unit; and

WHEREAS, the Board has considered the staff’s recommendation at a regular meeting of the Board held on December 18, 2018.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.
Section 2. Adoption of Recommendation. The Board finds that there is good and sufficient cause to adopt the staff’s recommendation to recalculate the SDC assessment imposed on the Subject Tax Parcel based on a single dwelling unit.

Section 3. Recalculation of SDC. As of the effective date of this Resolution, the SDC assessment imposed on the Subject Tax Parcel shall be recalculated based on a single dwelling unit.

Section 4. Effective Date. This Resolution shall be effective upon adoption by the Board.

Section 5. Implementation. The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

The foregoing Resolution was offered by Commissioner ______________________, who moved for its approval. The motion was seconded by Commissioner _______________________, and being put to a vote, the result was as follows:

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<td>Chairman Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 18th day of December 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ___________________________________  Approved to as to form and legal sufficiency:
    David Asdourian, Chairman

ATTEST:

By: ___________________________________  By: ___________________________________
    Diane Bockelman, Clerk  Nicholas W. Mulick, General Counsel

SEAL
EXHIBIT “A”

RESOLUTION NO. 20-12-18
RE NO. 00485920-000000
AK NO. 1595501

Lots 16 and 17, Block 5, LIME GROVE ESTATES, according to the Plat thereof, as recorded in Plat Book 5, at Page 54, of the Public Records of Monroe County, Florida.
RECOMMENDED DECISION OF SYSTEM DEVELOPMENT CHARGE REVIEW

November 14, 2018

AK: 1595501
McKenna Philip Revocable Trust
1117 Heron Rd
Key Largo, FL 33037

For property located at: 1117 Heron Road, Key Largo, FL

Dear Property Owner:

This letter is your official notification for the findings of the Key Largo Wastewater Treatment District (KLWTD) review and recommended decision that will be presented to the KLWTD Board of Commissioners regarding your request for adjustment of the System Development Charge (SDC) for the above referenced property.

A review of the number of dwelling units on the parcel listed above was conducted per the KLWTD Rules and Regulations and resulted in the following recommended adjustments:

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<th>Dwelling Unit Assignment</th>
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<th>Adjusted</th>
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Upon approval of the recommendation, a credit will be applied to the SDC based on the adjusted dwelling unit assignment. Your 2019 annual tax bill will reflect the adjusted balance.

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval tentatively after 30 days from the date of this letter at the Board of Commissioners regular meeting. Please contact the Clerk for confirmation of meeting date at Diane.Bockelman@klwtd.com or 305-451-4019 ext. 210.

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

Please contact me at (305) 451-4019 ext. 209 or Ines.Perez@klwtd.com should you have any questions.

Sincerely,

Ines M. Perez
Customer Service Specialist II

CC: KLWTD Commissioners
Key Largo Wastewater Treatment District
103355 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019

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

This is a request to review:

☐ Monthly Billing Base Charge
Upon Board approval, the adjusted EDU/dwelling unit assignment will be automatically reviewed annually for next two years.

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

*Name: PHILIP H. MCKEAN
*Date of Request: ______________________

*Service Address: 117 HERON RD. KEY LARGO, FL 33037
This is a Residential Dwelling ☐ This is a non-Residential Dwelling

*Phone: 305-439-1880
Email: ALIPRDUDE@YAHOO.COM

Alternate Key (AK): 1595501
FKAA Account No: 577118-018589

*Reason for Request:
I HAVE BEEN CHARGED DOUBLE WASTEWATER FEES FOR THE LAST 5 YEARS ON MY PROPERTY TAXES. THIS PROPERTY HAS BEEN ZONED SINGLE FAMILY SINCE APRIL 2012.

Initial Owner or Tenant:
☐ I, the undersigned, certify that I am the OWNER of the parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current EDU/dwelling unit assignment for this property and that it be adjusted accordingly as outlined in the District’s Rules and Regulations. I understand and accept that this review may result in an INCREASE of the EDU/dwelling unit assignment for this property and if so, will result in an increase of my monthly base charge and if applicable assessment for the parcel.

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

Initial to agree:
☐ I agree to notify the District 30 days in advance of a change that would affect this parcel's EDU/dwelling unit assignment. Example of changes that would affect EDU/dwelling unit assignment: change of number of dwelling units, change of business, change of land use, pattern of water usage change.

*Signature

*Date: Nov. 13, 2018

** Denotes Required Fields

KLWTD Form F-1
Suggested KLWTD Form L Dated July 23, 2016

June 15, 2018
**Water Usage Calculations**

| AK / RE | Owner          | Current Tenant          | FKAA Meter # | FKAA Location ID | FKAA Customer ID | Property Type Code | Service Address | Service City | Year Assessed | RES or Non-RES | Most Current Year in Study | EDU Originally Assessed | Current EDU | Billed EDU | # Months Studied | Calculation Date | Notes/Comments:
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<td>Single Family Residence (0100)</td>
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<td>Customer requested EDU assignment to be reviewed. MCPA showing parcel as a single family residence (0100).</td>
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### Water Usage Calculations

- **Max3Mo**: 10,659
- **Avg3Mo**: 3,553
- **EDU**: 0.7

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

Meeting Date: December 18, 2018

Agenda Item Type: Resolution
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Customer Service
Sponsor: Nicholas W. Mulick

Subject: Exemption from Assessment - Vacant Land - AK# 1641367

Summary of Discussion:
Parcel owner requested AK#1641367 to be exempt from the wastewater assessment. Per Monroe County Planning and Environmental Resources, this parcel is not allocated density, making it a non-buildable lot.

Staff recommends approval of exemption in accordance with KLWTD Rules and Regulations, Section 10.05(c).

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

Financial Impact
$ 0.00 $ 3,502.67 Refunded Uncollected Funding Source: Assessment Revenue

Budgeted: No

Attachments
1. Resolution 21-12-18
2. Request for Exemption
3. Map

Approved By: ___________________________ Date: 12-13-18
General Manager
RESOLUTION NO. 21-12-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST OF DEBORAH M. AYOTTE AND JOHN POLIVICK FOR THE EXCLUSION OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Deborah M. Ayotte and John Polivick, husband and wife, are the owners of real property having Parcel Identification Number 00522140-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, the Subject Tax Parcel was assessed a System Development Charge (“SDC”) as reflected in the 2008 Final Assessment Resolution No. 12-06-08 adopted on June 17, 2008; and

WHEREAS, In accordance with the provisions of Section 10.04(a) of Key Largo Wastewater Treatment District’s General Rules and Regulations (“KLWTD R&Rs”), the owners have submitted a request that the Subject Tax Parcel be excluded from the 2008 Final Assessment and classified as Exempt on the ground that it cannot be improved consistent with existing zoning or other legal constraints, pursuant to KLWTD R&Rs, Section 10.05(c); and

WHEREAS, pursuant to Section 10.04(d) of the KLWTD R&Rs, the owners have certified and agreed that if they or any subsequent owner later desire wastewater service to the Subject Tax Parcel, they must pay the full direct and indirect District costs of providing the same.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. Approve Exemption. The Board finds that there is good and sufficient cause to approve the owner’s request to exclude the Subject Tax Parcel from the 2008 Final Assessment Roll.

Section 3. Exempt Tax Parcel. As of the effective date of this Resolution, the SDC assessment imposed on the Subject Tax Parcel shall be removed and the property classified as Exempt.

Section 4. Effective Date. This Resolution shall be effective upon adoption by the Board.
Section 5.  *Implementation.* The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

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

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<tr>
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<th>NAY</th>
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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 18th day of December, 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ____________________________________
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

ATTEST:

By: ____________________________________
Nicholas W. Mulick, General Counsel

By: ____________________________________
Diane Bockelman, Clerk

SEAL
EXHIBIT “A”

RESOLUTION NO. 21-12-18
RE NO. 00522140-000000
AK NO. 1641367

Lot 9, Block 5, HARBOR SHORES, according to the Plat thereof, as recorded in Plat Book 3, at Page 44, of the Public Records of Monroe County, Florida.
Request for Wastewater Assessment Waiver or Exemption

ALL fields must be completed, unless indicated as optional, before the request will be reviewed.

Property Owner of Record: Ayotte Deborah M & Polivick John

Requested By*: John Polivick

*If not Owner of Record, authorization documentation must be submitted.

Email (optional): john@funeralatsea.com

PARCEL 1
RE/Parcel ID: 00522140-000000

Physical Location: Harbor Shores - Vacant Land, Key Largo

Alternate Key: 1641367

PARCEL 2
RE/Parcel ID: ____________________________

Physical Location: ____________________________

Alternate Key: ____________________________

PARCEL 3
RE/Parcel ID: ____________________________

Physical Location: ____________________________

Alternate Key: ____________________________

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

☐ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District’s central wastewater collection system. *Section 10.06 (a)(i)*

☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii)*

☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06(a)(iv)*

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

☐ The parcel is vacant and has been aggregated with an adjoining parcel that is connected to the District’s central wastewater collection system. *Section 10.05 (a)*

☐ The parcel is a marina, boat slip or rackminimum that is not capable of creating wastewater. *Section 10.05 (b)*

☐ The parcel cannot be improved due to zoning regulations or other legal constraints. *Section 10.05 (c)*

☐ The parcel cannot be improved due to physical conditions of the property. *Section 10.05 (d)*

☐ Other:

I understand, agree and certify that if the District later provides wastewater service to the parcel, the then-current owner shall pay to the District the full direct and indirect costs of providing same.

☒ I am requesting a refund. Attached to this form is evidence supporting request for refund.

Signature: John Polivick

Date: December 5, 2019

This completed request form may be mailed to the address below, emailed to customerservice@klwtd.com or hand delivered to the District office located at 103355 Overseas Hwy, Key Largo, FL 33037.

Mailing Address: PO Box 491, Key Largo, FL 33037
Assessment Waiver
AK# 1641367 - Vacant Parcel MM 98
Meeting Date: December 18, 2018

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Operations

Sponsor: Ed Castle

Subject: Purchase of Parts for Vacuum Station E Pumps

Summary of Discussion:

Staff recommends purchase of materials needed to replace worn vacuum pump parts.

Replacing parts will restore efficiency of the pumps in Vac. Station E and minimize customer calls and system notifications.

Parts are provided by a sole source vendor.

Financial Impact

$ 19,433.00

Expense

Funding Source:

Budgeted: Yes

Approved By: [Signature]

Date: 12-13-18
**Sold-to address**
Key Largo Wastewater Treatment Dist  
PO Box 491  
Key Largo FL 33037

**Ship-to address**
Key Largo Waste Water Treatment  
100301 Overseas Hwy  
Key Largo FL 33037

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**Quotation**

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**Items total** 19,433.00

**Tax Jur Code Level 1** 0.00

**Final amount** 19,433.00

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Aqseptence Group, Inc., on behalf of its designated affiliates and subsidiaries (such term shall include any subsidiary, division or affiliate of Aqseptence Group, Inc. as designated (hereinafter Aqseptence Group) will furnish requested equipment, materials or service (hereinafter Goods) to buyer. Such provision shall be governed by Aqseptence Group’s terms and conditions published at: www.aqseptence.com (follow the link to Johnson Screens product page. The Terms and Conditions are located on the bottom right of the landing page) and/or that are forwarded with the order request (hereinafter Terms). These terms shall control and govern all transactions between buyer and Aqseptence Group, whether under subsequent verbal and/or written requests, unless subject to an express, duly executed agreement which is not a pre-printed form for the particular subject matter effective either upon buyer signing the Terms and/or confirmation or quote, or upon Aqseptence Group shipping the Goods or otherwise commencing performance, whichever occurs first. The Terms, together with the specifications, drawings and other requirements specified, constitutes the entire agreement between the parties, and all prior negotiations are proposals related thereto are superseded and of no effect. Any written confirmation by buyer containing additional or different terms from the Terms shall be of no effect, unless Aqseptence Group expressly agrees, in writing, to such additional or different terms.

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**NOT A BILL**
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: December 18, 2018

Agenda Item Number: N-1

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

Department:

Sponsor:
Commissioner's Item Commissioner Heim

Subject:

Florida Keys Coastal Storm Risk Management Feasibility Study

Summary of Discussion:

Commissioner Heim to share information about the Florida Keys Coastal Storm Risk Management Feasibility Study she attended.

Reviewed / Approved

Financial Impact

Attachments

Operations: 

$ 

Administration: 

Finance: 
Funding Source: 

District Counsel: 

Budgeted: 

District Clerk: 

Engineering: 

N/A

Approved By: ____________________________ Date: 12-13-18

General Manager