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 February 19, 2019

G. GENERAL MANAGER’S REPORT
   1. Islamorada Force Main Update

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT
   1. Code Compliance List – March 2019
   2. MCLA Conservation Waiver - AK#1562271
      Resolution 01-02-19
      A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF ONE TAX PARCEL AS CONSERVATION LAND FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.
   3. Bungalow EDU Adjustment - 99060 Overseas Highway
      Resolution 02-02-19
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) ADOPTING DISTRICT STAFF’S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE (“SDC”) ASSESSMENT AND INCREASE THE EQUIVALENT DWELLING UNIT (“EDU”) ASSIGNMENT FOR THE PROPERTY LOCATED AT 99060 OVERSEAS HIGHWAY, KEY LARGO, WITH PARCEL IDENTIFICATION NUMBER 00088020-000000; AND PROVIDING FOR AN EFFECTIVE DATE.
   4. Key Largo Baptist Church SIC - 104700 Overseas Highway
      Resolution 03-02-19
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) ADOPTING DISTRICT STAFF’S RECOMMENDATION TO IMPOSE A SYSTEM IMPACT CHARGE (“SIC”) FOR THE PROPERTY LOCATED AT 104700 OVERSEAS HIGHWAY, KEY LARGO, WITH PARCEL IDENTIFICATION NUMBERS 00085170-000000 AND 00085190-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
   1. Field Operations Storage Building

M. LEGAL REPORT
   1. Calusa Campground Maintenance and Service Agreement

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: March 12, 2019

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 February 19, 2019

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

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

Approved By: [Signature]
Date: 3/6/19
MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Mr. Ryan Dempsey led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Stephen Gibbs, Robert Majeska, Andrew Tobin, and Susan Heim. Also present were General Manager, Peter Rosasco, General Counsel, Nicholas Mulick, District Clerk, Diane Bockelman, and District Managers.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Commissioner Heim requested the addition of a discussion under Commissioner’s Items of a previous Board decision.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of February 5, 2019 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of February 5, 2019, and Commissioner Majeska seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
Mucarsel-Powell Plan to Invest in Infrastructure Resiliency (G-1)
Mr. Rosasco presented a press release describing U.S. Representative Debbie Mucarsel-Powell’s support of investment in Florida’s infrastructure and referenced the statement that local governments and residents have paid for the majority of the water treatment system in the Florida Keys.

BUDGET AND FINANCE REPORT (H)
No report.
ADMIN AND CUSTOMER SERVICE REPORT (I)
No report.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
Solar Array Project Update (L-1)
Mr. Ed Castle, District Engineer, announced that the solar arrays located on the roof of the Operation’s building at the Wastewater Treatment Plant were in service, and gave a presentation on the website that tracks and records the output of the solar arrays.

LEGAL REPORT (M)
Calusa Campground Maintenance and Service Agreement (M-1)
Mr. Mulick provided an update on the status of the Maintenance and Service Agreement between the District and Calusa Campground Condominium Association, and informed the Board that the contract was submitted to outside counsel, and will be presented to the Board for its consideration after approval by Calusa Campground’s representatives.

COMMISSIONER’S ITEMS (N)
Previous Board Decision (N-1)
Commissioner Heim reminded the Board of its previous decision to direct any questions about the Maintenance and Service Agreement between the District and Calusa Campground Condominium Association to Mr. Mulick.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:03 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
Key Largo Wastewater Treatment District’s Solar Array Demonstration

**Date:** Thursday, February 28, 2019 @ 1:30 PM

**Location:** K LWTD Administrative Office - 103355 Overseas Highway, Key Largo

The Key Largo Wastewater Treatment District invites you to join us at our Administrative Office to celebrate a major milestone in the District's solar array project. The installation of solar panels with an output of 81 kilowatts on the roof of our Operations Building at the Wastewater Treatment Plant is complete, and KLWTD is officially creating clean, renewable energy.

There will be a live demonstration of the system's online portal and information on the process and future plans with solar energy.

Please join us to celebrate our “Flipping the Switch” as we continue to fulfill our mission.

“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.”
**Key Largo Wastewater Treatment District**  
**Board of Commissioners Meeting**  
**Agenda Item Summary**

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Agenda Item Number: G-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 12, 2019</td>
<td></td>
</tr>
</tbody>
</table>

<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>Discussion</td>
</tr>
</tbody>
</table>

**Department:**  
General Manager

**Sponsor:**  
Peter Rosasco

**Subject:**  
**Islamorada Force Main Update**

**Summary of Discussion:**  
Mr. Rosasco to give an update on the Islamorada force main break.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: _______</td>
<td>$ _______</td>
<td></td>
</tr>
<tr>
<td>Administration:</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:** 3/6/19
Meeting Date: March 12, 2019

Agenda Item Number: G-2

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

Department: General Manager
Sponsor: Peter Rosasco

Subject: January 2019 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: 3/6/19
Wastewater Plant Operations

The wastewater treatment plant processed an average of 1.75 million gallons of influent per day (MGD) and zero plant related odor complaints were received.

Carl Eric Johnson, parts and equipment vendor, was onsite to inspect the chlorine feed pumps and piping after the chemical incident last year. Pumps and piping passed inspections and the new chlorine tank was installed and tested. The chlorine feed system is working properly and back online.
Effluent Quality Reports
Determined the quality of discharge from the wastewater treatment plant.

<table>
<thead>
<tr>
<th>Effluent Quality Report</th>
<th>AWT Limit Annual Average</th>
<th>January 2019 Plant Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>1.4</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>1.50</td>
</tr>
<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.31</td>
</tr>
</tbody>
</table>

Current Flow (MGD)
The total flow of influent through the wastewater treatment plant each day.
**Composite Daily Peak Salinity (PPT)**

The daily peak salinity for the current month.

![Composite Daily Peak Salinity Chart](chart1.png)

**Islamorada**

**Islamorada Daily Peak Salinity (PPT)**

The daily peak salinity for the current month.

![Islamorada Daily Peak Salinity Chart](chart2.png)

<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>0.662 Million Gallons per Day</td>
<td>1.9 Parts per Thousand</td>
<td>0</td>
</tr>
</tbody>
</table>

12
Wastewater Field Operations

There was a total of 39 service calls for the current month. Of these, 30 were system generated, mostly by low vacuum detection at a vacuum station. These system generated service calls caused no damage and had no effect on the District’s customers. The problems were corrected quickly by the field staff. The remaining 9 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>January 7</td>
<td>220 Jolly Rodger Drive</td>
<td>Customer called about a noise coming from KLWTD's system.</td>
<td>No noise was detected, wastewater system was working properly.</td>
</tr>
<tr>
<td>January 7</td>
<td>92720 Overseas Highway</td>
<td>Office received a call regarding an air terminal that was hit during a car accident.</td>
<td>There was no damage to KLWTD’s system.</td>
</tr>
<tr>
<td>January 15</td>
<td>63 Tarpon Basin Drive</td>
<td>Customer called regarding a broken candy cane / air terminal.</td>
<td>Air terminals located on private property are the customer’s responsibility. Homeowners issue.</td>
</tr>
<tr>
<td>January 18</td>
<td>189 Casa Court Drive</td>
<td>Customer called stating toilets were not flushing properly.</td>
<td>KLWTD’s system was working properly. Homeowners issue.</td>
</tr>
<tr>
<td>January 22</td>
<td>110 Point Pleasant Drive</td>
<td>Customer called regarding a possible backup.</td>
<td>Home is on a private system. Homeowners issue.</td>
</tr>
<tr>
<td>January 28</td>
<td>220 Jolly Roger Drive</td>
<td>Customer called regarding a loud noise coming from KLWTD's system.</td>
<td>No issues were detected, system was working properly.</td>
</tr>
<tr>
<td>January 28</td>
<td>99700 Overseas Highway</td>
<td>Customer called about a back-up at Wendy’s.</td>
<td>KLWTD’s system was working properly. Customer issue.</td>
</tr>
<tr>
<td>January 31</td>
<td>233 Anne Bonny Drive</td>
<td>Customer called regarding a back-up they were experiencing.</td>
<td>Plumbers were on-site, KLWTD’s system was checked and working properly. Homeowner issue.</td>
</tr>
</tbody>
</table>

Odor Related Service Calls

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>21 Seagate Boulevard</td>
<td>Customer called about an odor coming inside home</td>
<td>No odor detected. Customer issue.</td>
</tr>
</tbody>
</table>
Non-System Generated Calls

Maintenance

January Maintenance Projects

- Replaced the plant digester blower panel for the AC unit. A temporary AC system was fabricated while the back ordered part was ordered.
- Plant internal flow meters were calibrated. Flow meters are used for monitoring and controlling pumps within the plant. Calibrations ensure the efficiency and balance of the plant.
- Annual inspection and maintenance of the biosolids digester blowers. The compressor oil and filters were replaced, intake air filters were inspected and changed.
- A temporary plant reclaimed water washdown water pump was installed after the old reclaimed water pump failed. This pump maintained the plant washdown and seal water while Reynolds Construction completed the reclaim water pump upgrade project.

- **Headworks Spiral Auger brush replacement.** The brushes that clean the influent screens and transports the screenings were replaced to ensure efficient operation.
• **Vacuum isolation valve replacement.** Replaced the 8” plug valve that isolates remote Vac Station F from Vac Station E. This allows Vac Station F to run independent from Vac Station E.

• **Vacuum Station E equalization tube upgrade project.** The sewage pump EQ piping was replaced with tubing. This has increased the efficiency of the pump by reducing the number of clogs.
## 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>Solar Arrays</td>
<td>$366,600.00</td>
<td>7/31/18</td>
<td>$146,640.00</td>
<td>$189,960.00</td>
</tr>
</tbody>
</table>

The Solar Arrays project includes solar panels over the disinfection basin and on the roof of the Operations Building. During the month of January, SALT placed the remaining 13 panels and ran wiring into the motor control center. On January 25, SALT performed startup of the rooftop arrays. One of the two inverters had a fault and was sent back for replacement under warranty. The other half of the rooftop array was functional and producing electricity. The solar panels for the disinfection basin are stored on site.

| Capital Upgrades Reynolds Contract | $1,115,955.78 | 8/13/18 | $254,723.70 | $861,232.08 |
| Owner Direct Purchase Items (Original Contract) | $218,472.90 | N/A | $177,832.40 | $40,640.50 |
| Owner Direct Purchase of Screening Box | $29,955.00 | N/A | $27,443.50 | $2,511.50 |

Reynolds Construction continued working on the headworks bypass portion of the Capital Upgrades Project in January. Final coating of the influent channels was completed, and the spiral screens were reinstalled. Wire Nuts continued removing corroded metallic conduit, replacing it with Schedule 80 PVC conduit. The bubbler level transmitter was installed and started up. Coating of the influent ductile iron piping was started. Reynolds also began excavating for the new process water 4” main and replaced the old pump skid and hydro tanks with the new VFD-driven pump skid.

The Capital Upgrade project consists of four separate scopes of work that are described below.

| Scope 1 Headworks Bypass Piping Allocation of Reynolds Contract Price $791,910.65 | This project consists of 18” ductile iron pipe and fittings, electrically actuated 18” valves, replacement of corroded metallic conduit on the headworks and cleaning, concrete repairs and re-coating of the influent channels. |
| Scope 2 Process Water Pumping System Allocation of Reynolds Contract Price $125,743.24 | 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. |

Project scope continued on next page.
### Scope 3
**Bridge to SBR #3**

<table>
<thead>
<tr>
<th>Allocation of Reynolds Contract Price</th>
<th>$26,399.93</th>
</tr>
</thead>
</table>

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.

### Scope 4
**Filter Booster Pump Upgrades**

<table>
<thead>
<tr>
<th>Allocation of Reynolds Contract Price</th>
<th>$171,901.96</th>
</tr>
</thead>
</table>

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.

### Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disinfection Basin Repairs and Modifications</strong></td>
<td>$375,150.00</td>
<td>The Disinfection Basin Repairs and Modifications Request for Proposals was published in October. A single proposal was received, and the project was awarded to Reynolds Construction. WEC began receiving and reviewing shop drawings for this project in December. Work is expected to begin in late February.</td>
</tr>
<tr>
<td><strong>Steel Storage Building</strong></td>
<td>$175,250.00</td>
<td>The Field Operations department has included a steel storage building in its capital budget for FY 19. The proposed building would be approximately 37’ X 25’ and would be tall enough to drive a forklift into. The building is proposed to be at the WWTP site adjacent to the Vacuum Station E building. It is anticipated that this item will be discussed in February and may be authorized by the Board to be advertised.</td>
</tr>
</tbody>
</table>

### IT

#### Active IT Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Database Services RFQ</strong></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 were received and evaluated by a 5 person committee. There was a public meeting on August 28, 2018 to announce the results. This project was presented to the Board on October 2, 2018 and January 8, 2019. One vendor is currently being negotiated with by GM and IT Consultant.</td>
</tr>
<tr>
<td><strong>Vac Station I Security Cameras</strong></td>
<td>We are starting to install the security camera system at Vac Station I. This is the last vac station that needs cameras installed. The cameras were finished being installed in January.</td>
</tr>
<tr>
<td><strong>KLWTD Website</strong></td>
<td>We started looking for a vendor to redesign and rebuild our website. The main focus of this project to make our website ADA compliant while not losing any functionality. This project was presented and approved by the Board in January.</td>
</tr>
</tbody>
</table>
Customer Service

**Customer Service Call-Ins**

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval to Proceed</td>
<td>16</td>
</tr>
<tr>
<td>Code Compliance</td>
<td>1</td>
</tr>
<tr>
<td>Collections</td>
<td>15</td>
</tr>
<tr>
<td>Damage</td>
<td>2</td>
</tr>
<tr>
<td>Demo</td>
<td>3</td>
</tr>
<tr>
<td>Locates</td>
<td>2</td>
</tr>
<tr>
<td>MOD Call</td>
<td>1</td>
</tr>
<tr>
<td>Tie-Ins</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>52</strong></td>
</tr>
</tbody>
</table>

**Code Enforcement**

<table>
<thead>
<tr>
<th></th>
<th>January 2019</th>
<th>Current Total</th>
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<tbody>
<tr>
<td>Agenda</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grant</td>
<td>0</td>
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<td>Deferred</td>
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<td>1</td>
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<tr>
<td>In Contract</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Final Notice</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Door Hanger</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>0</td>
<td>46</td>
</tr>
</tbody>
</table>

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

**Number of Tie-Ins**

![Graph showing the number of Tie-Ins from February 2018 to January 2019](image_url)
## Budget & Finance

### Current Debt Status

<table>
<thead>
<tr>
<th>Loan Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF Loan – KLNC01P</td>
<td>$14,251,953.14</td>
</tr>
<tr>
<td>SRF Bonded Loan - KLNC464010</td>
<td>$6,445,146.43</td>
</tr>
<tr>
<td>BB&amp;T 2013 Bond</td>
<td>$6,164,775.05</td>
</tr>
<tr>
<td>BB&amp;T 2014 Bond</td>
<td>$6,165,786.54</td>
</tr>
<tr>
<td><strong>Current Balance of all loans:</strong></td>
<td><strong>$33,027,661.16</strong></td>
</tr>
</tbody>
</table>

### Cash Flow

<table>
<thead>
<tr>
<th>Category</th>
<th>Deposits</th>
<th>Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Billing Deposits</td>
<td>$657,903.66</td>
<td></td>
</tr>
<tr>
<td>Assessment Revenue Received</td>
<td></td>
<td>$177,940.78</td>
</tr>
<tr>
<td>(Non-Ad Valorem &amp; SDC Prepayments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Islamorada Revenue</td>
<td>$95,408.70</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$4,083.70</td>
<td></td>
</tr>
<tr>
<td>District Expenditures</td>
<td></td>
<td>$438,711.90</td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td>$103,391.83</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$935,336.84</td>
<td>$542,103.73</td>
</tr>
</tbody>
</table>
## FKAA Wastewater Revenue Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Customers Billed</th>
<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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</thead>
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Meeting Date: March 12, 2019

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Peter Rosasco

Subject: Code Compliance List - March 2019

Summary of Discussion:

Mrs. Bockelman to present a file to be turned over to Code Compliance in March 2019.

Reviewed / Approved

Operations: ________
Customer Service: ________
Finance: ________
District Counsel: ________
District Clerk: ________
Engineering: ________

Financial Impact

Operations: $
Finance: Funding Source:

Attachments

Code Compliance List

Reviewed By: ____________________________ Date: 3/6/19
Parcel 1:

| AK# 9102809 | Original Notice to Connect | 03/03/2015 |
| Dolphins Plus Bayside, Inc | Final Notice to Connect | 06/25/2018 |
| 101900 Overseas Hwy (South Side) | Customer Requested Extension | 08/10/2018-Granted |
| Service Area: NTM | Door Hanger | 01/08/2019 |
| Homestead: No | | |
### MCLA Conservation Waiver - AK#1562271

Monroe County Land Authority (MCLA) requests the waiver of wastewater service and assessment for one Tier I parcel (AK#1562271) to be used as conservation.

#### Financial Impact

- **Operations:** $0.00
- **Customer Service:** Refunded
- **Finance:** Uncollected
- **District Counsel:** Funding Source: Assessment Revenue
- **District Clerk:** Budgeted: No
- **Engineering:**

#### Attachments

1. Resolution 01-02-19
2. Request for Waiver
3. Map
RESOLUTION NO. 01-02-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) APPROVING THE REQUEST OF THE MONROE COUNTY LAND AUTHORITY TO EXCLUDE ONE TAX PARCEL AS CONSERVATION LAND FROM THE 2006 NON-AD VALOREM ASSESSMENT AND WAIVE ALL FUTURE SYSTEM DEVELOPMENT CHARGE (“SDC”) ASSESSMENTS; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Tax Parcel described in Section 1 legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”), is being conveyed to the Monroe County Land Authority (“Land Authority”), a local agency, for the purpose of protecting the natural environment and preserving wildlife habitat under the provisions of Chapter 380, F.S. and/or Monroe County Code Section 2-397; and

WHEREAS, the Subject Tax Parcel will be used as a Conservation Parcel and will not be improved with facilities that will generate wastewater; and

WHEREAS, application has been made to the District to exclude the Subject Tax Parcel from the 2006 non-ad valorem assessment and waive the outstanding balance of the Subject Tax Parcel’s SDC; and

WHEREAS, pursuant to Section 10.06(a)(iii)2), of the District’s General Rules and Regulations (“Rules”), Conservation Parcels will be exempted from the SDC upon conveyance of the Subject Tax Parcel to the Land Authority.

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 Waiver. The Board finds that there is good and sufficient cause to approve the request to exclude the Subject Tax Parcel from the 2006 Final Assessment Roll upon conveyance to the Land Authority.

Section 3. Excluded Tax Parcel. Upon receipt by the District of proof that the Land Authority has acquired title to the Subject Tax Parcel, the SDC imposed on the Subject Tax Parcel shall be removed and the property classified as Excluded.

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 Asdourian</td>
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<td>Commissioner Gibbs</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 12th day of March 2019.

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
RESOLUTION NO. 01-02-19
RE NO. 00458730-000000
AK NO. 1562271

EXHIBIT “A”
Lot 2, Block 17, LARGO GARDENS, according to the Plat thereof, as recorded in Plat Book 3, at Page 62, of the Public Records of Monroe County, Florida.
February 19, 2019

Peter Rosasco, General Manager
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, FL 33037

Re: Request to Remove Property from KLWTD Assessment Roll for Pending Acquisition of Conservation Land
AK# 1562271 / Block 17, Lot 2, Largo Gardens

Dear Mr. Rosasco:

The above referenced property is under contract for purchase by the Monroe County Comprehensive Plan Land Authority as Tier 1 conservation land. Conservation lands acquired by the Authority will be maintained as natural areas, will not be developed, will not generate wastewater, and therefore will not need a connection to the Key Largo Wastewater Treatment District wastewater system.

Consistent with Section 10.06 (a)(iii) of the KLWTD General Rules and Regulations, I am respectfully requesting that the District remove the subject property the KLWTD assessment roll and waive all assessments prior to closing.

Thank you for your assistance with this matter. Please contact me should you require any additional information.

Sincerely,

Charles G. Pattison
Executive Director
AK#1562271
Largo Gardens
MM 101.6
Meeting Date:  March 12, 2019

Agenda Item Number:  I-3

Agenda Item Type:  Customer Service

Agenda Item Scope:  Review / Discussion

Recommended Action:  Action: Approval

Department:  General Manager

Sponsor:  Peter Rosasco

Subject:

**Bungalows EDU Adjustment - 99060 Overseas Highway**

Summary of Discussion:

Staff recommends recalculation of the System Development Charge ("SDC") and increasing the EDU assignment from 51.6 EDUs to 161.7 EDUs due to the redevelopment of the parcel from RV park to resort hotel that will increase demand on the District's wastewater system.

EDU assignment pertaining to the SDC and monthly wastewater base charge will be affected.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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</thead>
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<td>1. Notice of Intent to recalculate EDU assignment</td>
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<tr>
<td>Finance: ________</td>
<td>Funding Source: Parcel Owner</td>
<td>2. Map</td>
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<td>District Counsel: ________</td>
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<td>District Clerk: ________</td>
<td>Budgeted: No</td>
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<td>Engineering: ________</td>
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Approved By: ________________________  Date:  3/6/19
RESOLUTION NO. 02-02-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) ADOPTING DISTRICT STAFF’S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE (“SDC”) ASSESSMENT AND INCREASE THE EQUIVALENT DWELLING UNIT (“EDU”) ASSIGNMENT FOR THE PROPERTY LOCATED AT 99060 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00088020-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Cheeca Holdings, LLC, is the owner of real property located at 99060 Overseas Highway, Key Largo, Florida, with Parcel Identification Number 00088020-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, upon review of the proposed redevelopment of the Subject Tax Parcel from RV park to resort hotel, District staff has determined that the proposed redevelopment will increase the demand on the District’s wastewater facilities; and

WHEREAS, District staff has recommended that the District Board of Commissioners (“the Board”) recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel to more accurately reflect the anticipated impact on the District’s wastewater facilities; and

WHEREAS, the Board has considered staff’s recommendation at a regularly scheduled meeting of the Board held on March 12, 2019.

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. Adoption of Recommendation. The Board finds that there is good and sufficient cause to adopt staff’s recommendation to recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel.

Section 3. SDC Recalculation. The outstanding SDC assessment for the Subject Tax Parcel is hereby increased from $48,448.49 to $373,243.49.
Section 4. **EDU Recalculation.** The EDU assignment for the Subject Tax Parcel is hereby increased from 51.6 EDUs to 161.7 EDUs.

Section 5. **Effective Date.** This Resolution shall be effective upon adoption by the Board.

Section 6. **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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</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 12th day of March 2019.

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”
LEGAL DESCRIPTION

PARCEL 1:

A portion of Lots 8 and 12, in Section 32, Township 61 South, Range 39 East (“S32, T61S, R39E”), according to the Model Land Company Plat as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, on Key Largo, being more particularly described as follows: From the intersection of the East line of said Lot 8 and the Northwesterly right-of-way of State Road 5 (formerly Florida East Coast Railway Right-of-Way “FECRR”), thence proceed South 43°20’ West along said Northwesterly right-of-way 620 feet to the Point of Beginning of the parcel hereinafter described; thence North 10°07’32” West, 576 feet, more or less, to the Mean High Tide Line of Buttonwood Sound; thence meander said Mean High Tide Line in a Southwesterly direction 135 feet, more or less, to the West line of Lots 8 and 12; thence proceed South 2°00’ East along said West line of Lots 8 and 12, 706 feet, more or less, to said Northwesterly right-of-way; thence proceed North 43°20’ East along said Northwesterly right-of-way 286.50 feet to the Point of Beginning.

PARCEL 2:

A portion of Tracts 4, 8 and 12 in S32, T61S, R39E, on Key Largo, according to the Model Land Company Plat as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, more particularly described as follows: From the intersection of the East line of said Tract 8 and the Northwesterly right-of-way of the Overseas Highway, run South 43°20’ West along said Northwesterly right-of-way, a distance of 320 feet to the Point of Beginning of the parcel hereinafter described; thence continue South 43°20’ West along said right-of-way a distance of 200 feet, thence North 10°07’32” West a distance of 569.5 feet, more or less, to the shore of Buttonwood Sound; thence Northeasterly meandering said shoreline a distance of 200 feet, more or less, to a point of intersection with a line which runs North 10°07’32” West from the Point of Beginning; thence South 10°07’32” East a distance of 569.5 feet, more or less, to the Point of Beginning.

And

Also that certain land better described and known as Lots 1 through 9, LEITNER’S SUBDIVISION, according to the Plat thereof, as recorded in Plat Book 3, at Page 177 of the Public Records of Monroe County, Florida (which said Plat has now been revoked and duly vacated), said above-described Plat of LEITNER’S SUBDIVISION also being commonly known as follows, to wit: start at a point where Lot 8, S32, T61S, R39E, intersects the Northwesterly right-of-way of U.S. Highway No. 1 (formerly
FECRR) and the Northwest side of Woodward Way; thence at an angle of 135°15’ Southwesterly a
distance of 200 feet to the Point of Beginning; thence South 43°20’ West along the Northwesterly right-
of-way of U.S. Highway No. 1 a distance of 120.0 feet; thence North 10°07’32” West to the water's
dge of Buttonwood Sound a distance of approximately 569.51 feet; thence North 47°15’ East a distance
of 120 feet; thence South 9°46’29” East a distance of 563.06 feet to the Point of Beginning.

PARCEL 3:

The Southerly 50.00 feet of Lot 3, Block 3, EL DORADO HEIGHTS, according to the Plat thereof, as
recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida.

Together with portions of the following described parcels:

The South one-half of the following described property to wit: the West 45 feet of the East 120 feet of
those parts of Lots 9 and 11 lying North of the FECRR's right-of-way, according to the Plat thereof, as
recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida.

And

The East 75 feet of those parts of Lots 9 and 11 lying North of the FECRR's right-of-way, according to
the Plat thereof, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida,
said lands lying and being in S32, T61S, R39E, Monroe County, Florida.

Subject portions being more particularly described as follows:

Begin at the intersection of the Easterly line of EL DORADO HEIGHTS with the Southerly line of Lot
9, Block 3, of said EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1,
at Page 203, of the Public Records of Monroe County, Florida, said Southerly line being also the
Northwesterly right-of-way of State Road No. 5 (U.S. Highway No. 1) 100 feet Northwesterly of the
centerline of said State Road No. 5. From said Point of Beginning, run thence South 02°00’43” East
along said Easterly line of said EL DORADO HEIGHTS for a distance of 42.17 feet to the Northwesterly
right-of-way of said State Road No. 5, 70 feet Northwesterly of the centerline of said State Road No. 5;
thence run North 43°20’00” East along said right-of-way for a distance of 169.06 feet to a 1-inch square
iron rod (original “Jenkins” pin) on the East line of Lot 11, according to the Plat thereof, as recorded in
Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida; thence run North 02°00’00”
West along said East line of Lot 11 for a distance of 211.2 feet, more or less, to an existing chain-link
fence; thence run along said chain-link fence in a Southwesterly direction for 120.55 feet, more or less,
to a point on the Easterly line of said EL DORADO HEIGHTS; thence run South 02°00’43” East along said Easterly line of said EL DORADO HEIGHTS for a distance of 280.2 feet, more or less, to the Point of Beginning.

And

Commence at the intersection of the Easterly line of EL DORADO HEIGHTS and the Southerly line of Lot 9, Block 3, of said EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203 of the Public Records of Monroe County, Florida, said Southerly line being also the Northwesterly right-of-way of State Road No. 5 (U.S. Highway No. 1) 100 feet Northwesterly of the centerline of said State Road No. 5. From said Point of Commencement, run thence North 02°00’43” West along said Easterly line of said EL DORADO HEIGHTS for a distance of 280.2 feet, more or less, to an existing chain-link fence and the Point of Beginning of the herein described parcel of land. From said Point of Beginning, continue North 02°00’43” West along said Easterly line of said EL DORADO HEIGHTS for a distance of 120.34 feet to a right angle intersection with the Easterly line of Lot 11, according to the Plat thereof, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida; thence run South 02°00’00” East along said Easterly line of said Lot 11 for a distance of 50.00 feet to an existing chain-link fence; thence run along said chain-link fence in a Southwesterly direction for a distance of 120.55 feet, more or less, to the Point of Beginning.

PARCEL 4:

A parcel of land on Key Largo, Monroe County, Florida, being part of the East 75 feet of Lots 9 and 11, and part of the West 45 feet of the East 120 feet of Lots 9 and 11, according to the Plat thereof, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, and being more particularly described as follows:

Commence at the intersection of the East line of EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, with the South line of Lot 9, Block 3 of said subdivision, said South line being also the Northwest right-of-way of State Road No. 5 (US Highway No. 1) 100 feet Northwest of the centerline of said highway; run thence North 2°00’43” West along said East line of said EL DORADO HEIGHTS for a distance of 337.91 feet to the Point of Beginning of the herein described parcel; from said Point of Beginning, continue North 2°00’43” West along said East line of said EL DORADO HEIGHTS for a distance of 337 feet, more or less, to the shoreline of Buttonwood South; thence meander said shoreline in a Northeasterly direction for a distance of 188 feet, more or less, to an intersection with the East line of
the said Lot 9, according to the Plat thereof, as recorded in Plat Book 1, at Page 68 of the Public Records of Monroe County, Florida; thence run South 02°00’00” East along said East line of said Lot 9 and along the East line of said Lot 11, according to the Plat thereof, as recorded in Plat Book 1, at Page 68 of the Public Records of Monroe County, Florida, for a distance of 444 feet, more or less, to a point on the said East line of the said Lot 11, said point being at right angles with the Point of Beginning of the herein described parcel; thence run South 88°00’00” West at right angles with the previously described course for a distance of 120.34 feet to the Point of Beginning of the herein described parcel.

And

Lot 3, Block 3, EL DORADO HEIGHTS, less the South 50.0 feet thereof, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida.

PARCEL 5:

A part of Lots 4 and 8 in S32, T61S, R39E, and more particularly described as follows: Commencing at a point where Lot 8, S32, T61S, R39E, intersects the Northerly side of U.S. Highway No. 1 (formerly FECRR) and Woodward Way, and from said point at an angle 135°15’00” (136°29’00” measured), run Southwesterly 200 feet; thence at an angle of 53°16’29” run Northwesterly 563.99 feet; thence run Northeasterly meandering along the water's edge 142 feet, more or less; thence run South 49°42’13” East for 131.80 feet; thence run North 89°59’00” East for 45.00 feet; thence run along Woodward Way Southeasterly a distance of 415.29 feet back to the Point of Beginning.

PARCEL 6:

A portion of Tract 8 and 12 in S32, T61S, R39E on Key Largo, according to MODEL LAND COMPANY PLAT, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, more particularly described as follows: From the intersection of the East line of said Tract 8 and the Northwesterly right-of-way of the Overseas Highway, run South 43°20’ West along the said Northwesterly right-of-way a distance of 520 feet to the Point of Beginning of the parcel of land hereinafter described; thence continue South 43°20’ West along said Northwesterly right-of-way a distance of 100 feet; thence North 10°07’32” West a distance of 578 feet, more or less, to the shore of Buttonwood Sound; thence Northeasterly, meandering said shoreline a distance of 100 feet, more or less, to a point of intersection with a line which runs North 10°07’32” West from the Point of Beginning; thence South 10°07’32” East a distance of 569.5 feet, more or less, to the Point of Beginning.
NOTICE OF INTENT TO
RE-CALCULATE EDU ASSIGNMENT
January 29, 2019

To: CHEECA HOLDINGS LLC
PO Box 14250
Jackson WY 83002

Re: Parcel ID: 00088020-000000 / AK: 1096920

Please be advised that the Key Largo Wastewater Treatment District’s (“District”) Board of Commissioners (“Board”) will consider increasing the Equivalent Dwelling Unit (“EDU”) assignment pertaining to the System Development Charge (“SDC”) assessment and monthly wastewater base charge for the above-referenced parcel at the first regularly scheduled meeting in March. That meeting is currently scheduled for March 5, 2019 but may be moved to March 12, 2019. You will be notified of any adjustments made to the Board meeting schedule.

Reason for Increase: The District has determined that the re-development of the parcel from RV park to resort hotel use will tend to increase the demand on the District’s wastewater facilities.

If the Board approves the increase, the following changes will be made to your account:

**EDU Assignment:** Your parcel’s EDU assignment pertaining to the SDC and monthly wastewater base charge will increase from 51.6 EDUs to 161.7 EDUs. See attached for calculation.

**System Development Charge:** Your current SDC assessment balance will increase from $48,448.49 to $370,993.49. See attached for calculation.

**Wastewater Base Charge:** The wastewater base charge billed monthly by the Florida Keys Aqueduct Authority (“FKAA”) will change from $1,733.76 a month to $5,433.12 a month. See attached for calculation.

The District will review your water consumption history over the next 24 month period, and adjust your SDC and wastewater base charge accordingly.
You may opt to pay the SDC in one lump sum or in nine annual installments. Each annual installment will include the following charges: principal, interest, collection cost and statutory discount. The 2019 installment amount is projected to be $54,623.61.

Your Rights: You have a right to appear at the meeting, present evidence, and have witnesses testify on your behalf. If you choose to appear or present evidence, please notify the Clerk and submit copies of any documents you would like the Board to consider no later than 15 days from the date of this Notice.

Please contact the District Clerk at 305-451-4019 ext. 210 or diane.bockelman@klwtd.com for more information concerning how the proposed action will impact your parcel or for confirmation of the meeting date.

Sincerely,

By: 

Peter Rosasco, General Manager

Certificate of Service: Certified, Posted, U.S. Mail.
EDU Assignment: The Key Largo Wastewater Treatment District’s General Rules and Regulations (“KLWTD R&R’s”) Section 10.02(h) provides that “If there is no data for water consumption by a Tax Parcel, the District will use a reasonable method to estimate the projected water use for the Tax Parcel by using available data or an estimating methodology that is generally applied in the State of Florida for such purposes.” Department of Health 64E-6.008, Table I For System Estimated Sewage Flows, estimates water usage of a resort hotel at 200 gallons per day (“GPD”) per room. According to our records, Bungalows Key Largo consists of a 135 room resort hotel. Total flows for the parcels is estimated to be 27,000 GPD or 161.7 EDU. (KLWTD calculates 1 EDU as 167 GPD.)

System Development Charge:

| 161.7 EDU | ($2,950.00 EDU Charge x 161.7 EDU + $2,250.00 Connection Charge) | $479,265.00 |
| Principal paid (to date) | | $106,021.51 |
| Adjusted Assessment Balance | | $373,243.49 |

Wastewater Base Charge: The District collects a monthly base charge at the rate of $33.60 per EDU. (This charge does not include the monthly volumetric charge at the rate of $5.27 per 1,000 of water consumed) *Note, meters coded as Fire or Irrigation are not charged for wastewater.
Key Largo Baptist Church SIC - 104700 Overseas Highway

Summary of Discussion:

Staff recommends imposing a System Impact Charge ("SIC") and increasing the EDU assignment for the new Key Largo Baptist Church facility that will increase demand on the District's wastewater system and require installation of a buffer tank.

The SIC charge is the sum of the System Development Charge ("SDC") plus any fees incurred by the District to provide wastewater service. Water usage is estimated to be 9.4 EDU.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: ________</td>
<td>$ 34,818.00</td>
<td>1. Resolution 03-02-19</td>
</tr>
<tr>
<td>Administration: ________</td>
<td>Income</td>
<td>1. Notice of System Impact Charge</td>
</tr>
<tr>
<td>Finance: ________</td>
<td>Funding Source: Parcel Owner</td>
<td>2. Map</td>
</tr>
<tr>
<td>District Counsel: ________</td>
<td>Budgeted: No</td>
<td></td>
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<td>District Clerk: ________</td>
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<td>Engineering: ________</td>
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Approved By: [Signature]  Date: 3/6/19
RESOLUTION NO. 03-02-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) ADOPTING DISTRICT STAFF’S RECOMMENDATION TO IMPOSE A SYSTEM IMPACT CHARGE (“SIC”) FOR THE PROPERTY LOCATED AT 104700 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBERS 00085170-000000 AND 00085190-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Key Largo Baptist Church, INC, is the owner of real property located at 104700 Overseas Highway, Key Largo, Florida, with Parcel Identification Numbers 00085170-000000 and 00085190-000000, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, upon review of the proposed development of a church facility on the Subject Tax Parcel, District staff has determined that it will increase the demand on the District’s wastewater facilities; and

WHEREAS, an SIC is imposed on new customers and existing customers who modify, add or construct facilities that impose a potential increased demand on the District’s wastewater facilities; and

WHEREAS, staff has recommended that the District’s Board of Commissioners (“the Board”) adopt a Resolution imposing an SIC and increasing the EDU assignment for the Subject Tax Parcel; and

WHEREAS, the Board has considered the staff’s recommendation at a regularly scheduled meeting of the Board held on March 12, 2019.

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. Adoption of Recommendation. The Board finds that there is good and sufficient cause to impose an SIC in the amount of $34,818.00.

Section 3. EDU Increase. The wastewater base charge will be calculated based on 9.4 EDUs.
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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<tbody>
<tr>
<td>Chairman Asdourian</td>
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<tr>
<td>Commissioner Gibbs</td>
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<td>Commissioner Heim</td>
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<td>Commissioner Majeska</td>
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<tr>
<td>Commissioner Tobin</td>
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</table>

The Chairman thereupon declared this Resolution duly passed and adopted the 12th day of March 2019.

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
RESOLUTION NO. 03-02-19
RE NO. 00085170-000000 and 00085190-000000
AK NO. 1093840 and 1093823

EXHIBIT “A”

The South 1/2 of Lot 5, Section 12, Township 61 South, Range 39 East, MODEL LAND COMPANY’S PLAT, according to the Plat thereof, as recorded in Plat Book 1, at Page 68 of the Public Records of Monroe County, Florida;

AND

all of that part of the South 1/2 of Lot 6, in Section 12, Township 61 South, Range 39 East, lying Northwesterly of a line which is parallel to and 120 feet distant Northwesterly of and measured at right angles to the centerline of the Florida East Coast Railway right-of-way, as said right-of-way was laid out over and across said Lot 6, MODEL LAND COMPANY’S PLAT, according to the Plat thereof, as recorded in Plat Book 1, at Page 68 of the Public Records of Monroe County, Florida;

AND

a parcel of submerged land in Blackwater Sound in Sections 11 and 12, Township 61 South, Range 39 East, Key Largo, Monroe County, Florida, more particularly described as follows: From the intersection of the dividing line between Lot 6 and Lot 9 in Section 12, Township 61 South, Range 39 East, as shown on MODEL LAND COMPANY’S PLAT, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, with the Northwesterly right-of-way line of the Overseas Highway (said right-of-way line being 50 feet Northwesterly from the centerline thereof) run South 89° 16' West along said dividing line between Lots 6 and 9 and between Lots 5 and 10, all according to said Plat Book 1, at Page 68, a distance of 901.5 feet to the mean high tide line on the shore of Blackwater Sound and the Point of Beginning of the parcel hereinafter described; thence North 77°45'10" West, a distance of 213.95 feet; thence North 26°04'10" East, a distance of 323.39 feet; thence South 88° 33' East, a distance of 139.5 feet to the said mean high tide line as the dividing line between the Culver property and Block 13 of BOWEN’S ADDITION, Plat Book 2, Page 107, thence Southerly meandering said mean high tide line, a distance of 337.40 feet to the Point of Beginning.
February 19, 2019

To: KEY LARGO BAPTIST CHURCH INC
    PO Box 371063
    Key Largo FL 33037

RE: System Impact Charge - 104700 Overseas Highway, Key Largo, FL 33037

Please be advised that the Key Largo Wastewater Treatment District’s (“District”) Board of Commissioners (“Board”) will consider imposing a System Impact Charge (“SIC”) for the above-referenced parcel at its regularly scheduled meeting on March 26, 2019.

The SIC is a charge to customers who construct facilities that impose an increased demand on the District’s wastewater facilities. It is the sum of the System Development Charge (“SDC”) plus any additional direct or indirect fees incurred by the District to extend service to your parcel.

Reason for imposition of SIC: Design plans indicate that the proposed Key Largo Baptist Church facility will result in an increased demand on the central wastewater system and require installation of a buffer tank.

If the Board approves imposition of the SIC charge, the following changes will be made to your account:

**EDU Assignment:** Your parcel’s EDU assignment, based upon which the System Development Charge and wastewater base charge is calculated, will increase from 2.0 EDUs to 9.4 EDUs. See attached for calculation.

**Additional Fees:** You will be charged the cost to provide and install a buffer tank which is estimated to be $13,950.00. See attached for calculation.

**Wastewater Base Charge:** The wastewater base charge, billed monthly by the Florida Keys Aqueduct Authority (“FKAA”), will be $315.84 a month. See attached for calculation and how to apply for a deferral of the wastewater base charge while under construction.
The SIC charge comes to a total of $34,818.00. This charge is **due in full** prior to the March 26, 2019 Board meeting. Since some of the costs are estimated and will not be finalized until construction is completed, additional charges or a credit may be due.

The District will review your water consumption history over the next 24 month period, and adjust your SDC and wastewater base charge accordingly.

Your Rights: You have a right to appear at the meeting, present evidence, and have witnesses testify on your behalf. If you choose to appear or present evidence, please notify the Clerk and submit copies of any documents you would like the Board to consider no later than 15 days from the date of this Notice.

Please contact the District Clerk at 305-451-4019 ext. 210 or diane.bockelman@klwtd.com for more information concerning how the proposed action will impact your parcel or for confirmation of the meeting date.

Sincerely,

By: _[Signature]_

Peter Rosasco, General Manager

Certificate of Service: Certified, Posted, U.S. Mail.
**EDU Assignment:** The Key Largo Wastewater Treatment District's General Rules and Regulations ("KLWTD R&R's") Section 10.02(h) provides that "If there is no data for water consumption by a Tax Parcel, the District will use a reasonable method to estimate the projected water use for the Tax Parcel by using available data or an estimating methodology that is generally applied in the State of Florida for such purposes." The District estimates water usage for this church facility to be 1,554 GPD or 9.4 EDU. KLWTD calculates 1 EDU as 167 GPD.

**System Development Charge:** The initial assessment of 2.0 EDU was paid in full. The revised SDC (calculated at the rate of $2,820 per EDU) is $20,868.

**Additional Fees:** The cost to provide and install a buffer tank is estimated to be $18,250.00. Fees previously collected as part of the SDC in the amount of $4,300.00, will be applied towards the costs associated with the buffer tank and reduce the cost to $13,950.00.

**Wastewater Base Charge:** The District collects a monthly base charge at the rate of $33.60 per EDU for a total of $315.84. (This charge does not include the monthly volumetric charge at the rate of $5.27 per 1,000 of water consumed) *Note, meters coded as Fire or Irrigation are not charged for wastewater.

If no building on the premises can generate wastewater, you may apply for a temporary deferral of wastewater monthly billing. Upon General Manager approval, such deferral shall expire the earlier of: 1) Issuance of a certificate of occupancy (C.O.), 2) Date the structure connects to the central wastewater system, or 3) sixty (60) calendar Days.

**SIC Charge**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>EDU Increase</td>
<td>7.4 EDU</td>
</tr>
<tr>
<td>SDC Charge</td>
<td>$20,868.00</td>
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<tr>
<td>($2,820.00 EDU Charge x 7.4 EDU)</td>
<td></td>
</tr>
<tr>
<td>Additional Fees</td>
<td>$13,950.00</td>
</tr>
<tr>
<td><strong>SIC Charge</strong></td>
<td>$34,818.00</td>
</tr>
</tbody>
</table>
Monroe County, FL

Key Largo Baptist Church - SIC
104700 Overseas Highway - AK#1093840 and AK#1093823
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: March 12, 2019

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

Department: Engineering
Sponsor: Ed Castle

Subject:

Field Operations Storage Building

Summary of Discussion:

The Field Operations department FY 2019 budget includes funds for a steel storage building. Staff recommends that the Board approve publication of the Request for Proposals so that bids can be received. Award of the project would be brought to the Board for action.

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

Financial Impact
Operations: $ 0.00
Expenses
Funding Source: Loans / Other Debt
Budgeted: Yes

Attachments
1. Memo from WEC

Approved By: [Signature]
General Manager
Date: 3/6/19

48
MEMORANDUM

To:       KLWTD Board
From:     Ed Castle, PE
Date:     March 1, 2019
Re:       Steel Storage Building RFP

The Field Operations department has budgeted for a steel storage building to be constructed at the WWTP. It will be used to store large and heavy articles that are currently stored at several vacuum pump stations. The building has been designed to allow forklift access. Industrial pallet racks will be placed along each side of the building. Being able to use the forklift for moving these larger and heavy materials will improve safety and efficiency.

The building will be approximately 37’ long, 25’ wide and 20’ tall. The specifications call for 1” of foam insulation in the panels to help control heat. There is also a 10’ long ridge vent, a 36” exhaust fan and adjustable intake louvers. Fluorescent lighting and convenience receptacles are to be provided. There will be a 10’ wide by 12’ tall garage-type roll-up door on each end with electric and chain wheel actuators. A pedestrian door with interior panic bar is also included at each end to meet fire code.

The FY 2019 budget includes $176,250 for construction of the building and $17,500 for engineering design and construction administration. It is estimated that the pallet racks will cost $5,500 delivered.
The storage building will be located at the WWTP site behind the Vacuum Station E building.
Storage shed front view with ramp
Rear view of storage shed.
Side view of storage shed
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: March 12, 2019
Agenda Item Number: M-1

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

Department: Legal
Sponsor: Nicholas Mulick

Subject: Calusa Campground Maintenance and Service Agreement

Summary of Discussion:
Mr. Mulick to provide an update on the Calusa Campground negotiation.

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<tr>
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<td>Finance:</td>
<td>Funding Source:</td>
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<td>District Counsel:</td>
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<td>District Clerk:</td>
<td>Budgeted: N/A</td>
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<tr>
<td>Engineering:</td>
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</table>

Approved By: ___________________________ Date: 3/6/19