AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:

David Asdourian    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. SWEARING IN CEREMONY

E. ELECTION OF BOARD OFFICERS

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

G. PUBLIC COMMENT

H. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of June 18, 2019  3  Action

I. GENERAL MANAGER’S REPORT

J. BUDGET AND FINANCE REPORT

K. ADMIN AND CUSTOMER SERVICE REPORT
   1. Code Compliance List - July 2019  24
   2. Reversal of Waiver – AK#1648531 – 9 Gulf Drive  26  Action
      Resolution 07-07-19
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") APPROVING THE REQUEST BY LOT 12 GULF DR. LLC ("THE OWNER") FOR REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2005 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

L. OPERATIONS REPORT

M. CONSTRUCTION REPORT

N. ENGINEER’S REPORT

O. LEGAL REPORT

P. COMMISSIONER’S ITEMS

Q. ROUNDTABLE DISCUSSION
   1. Unfinished Business

R. 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 352-451-4019 at least 48 hours in advance to request accommodations.
Minutes of June 18, 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: ________
MINUTES

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

PLEDGE OF ALLEGIANCE (B)
Mr. Jered Primicerio led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian, and Commissioners 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 Majeska requested the addition of a discussion on the canal water quality test results as Item G-1.
- Mr. Rosasco requested the deletion of Item I-1.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of June 4, 2019 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of June 4, 2019, and Commissioner Majeska seconded the motion. Commissioner Tobin abstained from voting. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
Canal Water Quality Test Results (G-1)
Mr. Rosasco and Mr. Jered Primicerio, Plant Operations Manager, informed the Board that residents throughout the Keys have been reporting sewage odors emanating from canals to the Florida Department of Environmental Protection (DEP). DEP and KLWTD are working together to test water samples and respond to the water quality concerns expressed by Key Largo
residents. Mr. Rosasco reported that test results from the only sampling available at the time of the meeting did not show evidence of sewage contamination.

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)
No report.

LEGAL REPORT (M)
No report.

COMMISSIONER’S ITEMS (N)
Board of Commissioners Seat (N-1)
Public Comment:

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Bauman, Key Largo, Florida</td>
<td>Interested in being considered for the vacant Board seat.</td>
</tr>
</tbody>
</table>

Four Key Largo residents, Mr. Nicolas Rodriguez-Moresco, Mr. Michael Jenkins, Mr. Gary Bauman and Ms. Carolyn Holmes, summarized their qualifications to fill the Board seat vacated by former Commissioner Stephen Gibbs. Ms. Holmes withdrew her application during the meeting.

Motion: Commissioner Majeska made a motion to appoint Mr. Jenkins to the Board of Commissioners, and Commissioner Tobin seconded the motion.

Vote on Motion:
- Commissioner Majeska - Aye
- Commissioner Tobin - Aye
- Commissioner Heim - Nay
- Chairman Asdourian - Nay
Motion Failed: 2 to 2
Motion: Commissioner Heim made a motion to appoint Mr. Rodriguez-Moresco to the Board of Commissioners, and Chairman Asdourian seconded the motion.

Vote on Motion:
- Commissioner Heim - Aye
- Chairman Asdourian - Aye
- Commissioner Majeska - Nay
- Commissioner Tobin - Nay
Motion Failed: 2 to 2

Motion: Commissioner Heim made a motion to appoint Mr. Rodriguez-Moresco to the Board of Commissioners, and Chairman Asdourian seconded the motion.

Vote on Motion:
- Commissioner Heim - Aye
- Chairman Asdourian - Aye
- Commissioner Majeska - Aye
- Commissioner Tobin - Nay
Motion Passed: 3 to 1

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

ADJOURNMENT (P)
The Meeting was adjourned at 5:20 PM.

David Asdourian, Chairman

Diane Bockelman, Clerk

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

Meeting Date: July 2, 2019
Agenda Item Number: I-1
Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject: May 2019 Monthly Report

Summary of Discussion:

Department heads will present their section of the Monthly Report.

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

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

Attachments
Monthly Report

Approved By: ___________________________ Date: 6/27/19
May 2019 Monthly Report

Key Largo Wastewater Treatment District
103355 Overseas Highway
Tel: (305)451-4019
Wastewater Plant Operations
The wastewater treatment plant processed an average of 1.72 million gallons of influent per day (MGD) and zero plant related odor complaints were received. The May 2019 average of 0.07 mg/l total phosphorous is a record low for the District’s Plant.

Painting pumps and valves are the last step in the corrosion control of equipment at the treatment Plant.
**Effluent Quality Reports**
Determines the quality of discharge from the wastewater treatment plant.

<table>
<thead>
<tr>
<th>Effluent Quality Report</th>
<th>AWT Limit Annual Average</th>
<th>May 2019 Plant Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>1.0</td>
</tr>
<tr>
<td>TSS (Total Suspended Solids)</td>
<td>5</td>
<td>0.4</td>
</tr>
<tr>
<td>TN (Total Nitrogen)</td>
<td>3</td>
<td>4.6</td>
</tr>
<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.07</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](chart)

**Islamorada**

**Islamorada Daily Peak Salinity (PPT)**

The daily peak salinity for the current month.

![Islamorada Daily Peak Salinity Chart](chart)

**Average Daily Flow** | **Monthly Peak Salinity** | **Days over 4.0 PPT Salinity**
--- | --- | ---
0.670 Million Gallons per Day | 1.3 Parts per Thousand | 0
## Wastewater Field Operations

There was a total of 44 service calls for the current month. Of these, 25 were system generated, mostly by low vacuum detection at a vacuum station. These system generated service calls were corrected quickly by the field staff. The remaining 19 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>May 6</td>
<td>94401 Overseas Hwy.</td>
<td>FKEC requested a KLWTD service locate before a power pole could be replaced due to damage by a car accident.</td>
<td>Provided location of KLWTD lines.</td>
</tr>
<tr>
<td>May 9</td>
<td>149 Indian Ave.</td>
<td>Customer requested KLWTD system to be checked due to the toilets not flushing properly.</td>
<td>KLWTD system was working properly. Homeowner issue.</td>
</tr>
<tr>
<td>May 11</td>
<td>901 Lobster Ln.</td>
<td>Customer reported sewer was backing up in shower.</td>
<td>KLWTD system was working properly. Homeowner issue.</td>
</tr>
<tr>
<td>May 13</td>
<td>1112 Heron Rd.</td>
<td>Customer reported that the county installed a drainage system on Heron Road and was concerned that the connection was an inch too high.</td>
<td>Crew went out and made proper adjustment to the box to match swale slope. Clean out is now flush with the road.</td>
</tr>
<tr>
<td>May 13</td>
<td>18 Shoreland Dr.</td>
<td>Customer reported moisture in the front of her and her neighbors house.</td>
<td>Crew noticed what seemed to be moisture outside home. Home is on a gravity system connected to a buffer tank. Cleanout was dry and there was no detection of a backup. FKAA did not detect any leaks. Not a KLWTD issue.</td>
</tr>
<tr>
<td>May 14</td>
<td>99700 Overseas Hwy.</td>
<td>Customer called stating that Michell Septic was onsite, and it seemed that KLWTD’s pit was not working.</td>
<td>Cleanout and pit were checked, system was working properly. Business side of lateral was back pitched. Not a KLWTD issue.</td>
</tr>
<tr>
<td>May 16</td>
<td>7 Bunting Dr.</td>
<td>Customer reported that the manhole was overwhelmed, and that water was running into her yard.</td>
<td>System was working properly. The water in her yard was due to the county drainage project. Not a KLWTD issue.</td>
</tr>
<tr>
<td>May 17</td>
<td>105 East Shore Dr.</td>
<td>Customer reported a damaged air terminal.</td>
<td>Damage to the air terminal did not cause any issues to system. Terminal was placed back and secured.</td>
</tr>
<tr>
<td>May 20</td>
<td>1 Cayman Ln.</td>
<td>Customer was concerned about a noise coming from an air terminal.</td>
<td>Back flow preventer flap was making noise after vacuum is discharged. Not a KLWTD issue.</td>
</tr>
</tbody>
</table>
### May 24
**99550 Overseas Hwy.**
Customer called stating the drainage grate was broken.
Damaged grate was on private property and is not a KLWTD issue.

### May 24
**571 Boyd Dr.**
Customer reported that a plumber snaked the lines twice but home continues to have issues with toilets not flushing and backing up.
Pit was found to be working properly, no back up was detected. Home is on a private pump that was also working properly. Not a KLWTD issue.

### May 29
**273 St. Thomas Ave.**
Customer requested that the District’s system be checked.
Homeowner needed a tool to open flapper on her property. Not a KLWTD issue.

### May 30
**6 Atlantic Dr.**
Customer called concerned that a KLWTD employee left a plastic gasket in their driveway.
The debris was not from KLWTD. Homeowner was notified that it was not a KLWTD issue.

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## Odor Related Service Calls

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>92466 Overseas Hwy.</td>
<td>Customer reported an odor smell coming from Vac Station JK.</td>
<td>Carbon was changed on May 5th.</td>
</tr>
<tr>
<td>May 8</td>
<td>24 Shoreland Dr.</td>
<td>Customer reported an odor from the air terminal at the end of Ocean View and Shoreland Dr.</td>
<td>No smell detected from breather. Crew detected smell coming from mangroves nearby.</td>
</tr>
<tr>
<td>May 20</td>
<td>15 Silver Springs Dr.</td>
<td>Customer and her neighbor reported a strong sewer smell in her home and outside.</td>
<td>No smell was detected from vacuum system.</td>
</tr>
<tr>
<td>May 20</td>
<td>41Orange Dr.</td>
<td>Customer reported a strong sewer smell and asked for KLWTD system to be checked.</td>
<td>No smell was detected from vacuum system.</td>
</tr>
<tr>
<td>May 31</td>
<td>15 Mocking Bird Rd.</td>
<td>Customer reported a smell coming from Vac Station A.</td>
<td>Carbon was changed on June 6th. Working on solutions to prevent Vac Station odor in the future.</td>
</tr>
</tbody>
</table>
Non-System Generated Calls

Maintenance

Backhoe hydraulic cylinder was removed and the oil seals were replaced. The dipper cylinder developed a slow leak over time and required new oil seals.
Increased storage for Clear-Vu moisture separator. The Clear-Vu is a filter that prevents moisture and debris from entering the vacuum pump. An external storage tank was fabricated to extend the drain intervals of the filter.
Filter bypass valve repair. The damaged valve was removed and a new valve was installed. The bypass valve was seized in the closed position. The valve is used to temporarily bypass the filter during maintenance.
SBR mixer maintenance- Maintenance was completed on the SBR mixers. This includes inspection, greasing and tightening bolts.
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>$259,620.00</td>
<td>$106,980.00</td>
</tr>
</tbody>
</table>

The Solar Arrays project includes solar panels over the disinfection basin and on the roof of the Operations Building. The array on the roof of the Operation Building had been completed and is producing electricity. During the month of May, installation of the vertical aluminum members for the framework above the south CCC were completed. Proposed modifications to the hand rails on the CCC to address conflicts between the railing and the aluminum framework were approved. After completion of the south CCC rehab, the north CCC was drained. This will allow work on the aluminum framework to continue in June, followed by installation of the panels and startup of the CCC solar inverter.

| Capital Upgrades Reynolds Contract | $1,115,955.78   | 8/13/18        | $828,203.35                 | $287,752.43               |
| Owner Direct Purchase Items (Original Contract) | $218,472.90 | N/A            | $207,384.40                 | $11,088.50                |
| Owner Direct Purchase of Screening Box | $29,955.00     | N/A            | $27,443.50                  | $2,511.50                 |

In May, Reynolds Construction had substantially completed the structural, mechanical, electrical and plumbing work for the project, including installation of the bridge to SBR #3. The bridge is functional but some finish work on the railings remained. Reynolds checked the operation of the headworks bypass valves for manual and electrical operation. The new disk filter booster pump was primed and painted. Programming of the automated controls for the headworks valves and the booster pumps was underway in May, with Champion Controls on site as a subcontractor to Reynolds. In mid-May, the Operations Staff reported problems with the existing SCADA system which occurred during Champion’s programming. WEC contacted Reynolds and asked that the problems be addressed. Champion began trouble-shooting their programming and the SCADA programming to resolve the issues. Some issues were resolved by the end of May, but others have carried over into June. Champion and Reynolds will continue to trouble-shoot the issues until all are corrected.

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. |

Project scope continued on next page.
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.

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.

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.

Reynolds Construction abrasive blasted the interior of the south side of the CCC to remove the existing interior coatings. Surfacing epoxy was applied and cold joint sealing was completed on the south side of the CCC. After allowing for cure time, Reynolds began application of the final interior coatings on the south side of the CCC.

Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Storage Building</td>
<td>$175,250.00</td>
<td>The Field Operations department has included a steel storage building in its capital budget for FY 19. Two bids were received. Both bidders were found to be responsive and responsible, but both bids were significantly higher than the Engineer’s Estimate. Reynolds Construction was the low bid. WEC worked with Reynolds on value engineering changes in May in an attempt to lower the construction costs. A revised lower price was offered by Reynolds on May 24th, based on value engineering changes. This item will be further addressed at the June 4th Board meeting</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>$737,297.00</td>
<td>WEC completed the RFP, drawings and technical specifications for the Fire Safety project. The RFP was published, with a mandatory Pre-Bid meeting held on May 23rd. Two contractors attended. Proposals due on June 20th at this time, but it is anticipated that a request for additional time to respond may be sent. If such request is made, the due date may change.</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. The vendor that was being negotiated has withdrawn their bid. This RFQ is now closed. An alternative solution will be looked into.</td>
</tr>
<tr>
<td><strong>BSA Expansion of Services</strong></td>
<td>Staff is looking into expanding our use of BSA as an alternative to the Continuing Database Service RFQ. Staff met with BSA to determine if the would be able to fulfill the need we have. Currently BSA is researching if they can help us accomplish what we need.</td>
</tr>
<tr>
<td><strong>KLWTD Website</strong></td>
<td>Staff started looking for a vendor to redesign and rebuild the District’s website in November. The main focus of this project is to make the website ADA compliant while not losing any functionality. This project was presented and approved by the Board in January. A contract with Link2City was negotiated in April. Design work is being made and reviewed. Estimated completion by end of August.</td>
</tr>
</tbody>
</table>
KLWTD received a check from Army Corps of Engineers (ACOE) in the amount of $998,000.00 in May 2019, for Reimbursement Request #21 for the Florida Keys Water Quality Improvements Program (FKWQIP) agreement.
### Current Debt Status

<table>
<thead>
<tr>
<th>Loan Type</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 - KLNC 464010</td>
<td>$6,445,146.43</td>
</tr>
<tr>
<td>BB&amp;T 2013 Bond</td>
<td>$4,932,828.88</td>
</tr>
<tr>
<td>BB&amp;T 2014 Bond</td>
<td>$4,933,815.30</td>
</tr>
<tr>
<td><strong>Current Balance of all loans:</strong></td>
<td><strong>$30,563,743.75</strong></td>
</tr>
</tbody>
</table>

### Cash Flow

<table>
<thead>
<tr>
<th>Source</th>
<th>Deposits</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Billing Deposits</td>
<td>802,622.36</td>
<td></td>
</tr>
<tr>
<td>Assessment Revenue Received</td>
<td>$128,706.04</td>
<td></td>
</tr>
<tr>
<td>(Non-Ad Valorem &amp; SDC Prepayments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Islamorada Revenue</td>
<td>$96,571.20</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$4,375.71</td>
<td></td>
</tr>
<tr>
<td>District Expenditures</td>
<td></td>
<td>$470,145.53</td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td>$125,698.48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,032,275.31</strong></td>
<td><strong>$595,844.01</strong></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>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>9,498</td>
<td>$757,922.07</td>
<td>June 2018</td>
<td>9,785</td>
<td>8935 Residential 850 Non-Res</td>
</tr>
<tr>
<td>July 2017</td>
<td>9,494</td>
<td>$715,129.80</td>
<td>July 2018</td>
<td>9,736</td>
<td>8888 Residential 848 Non-Res</td>
</tr>
<tr>
<td>Aug. 2017</td>
<td>9,511</td>
<td>$710,629.16</td>
<td>Aug. 2018</td>
<td>9,744</td>
<td>8897 Residential 847 Non-Res</td>
</tr>
<tr>
<td>Sept. 2017</td>
<td>9,676</td>
<td>$726,024.58</td>
<td>Sept. 2018</td>
<td>9,746</td>
<td>8901 Residential 845 Non-Res</td>
</tr>
<tr>
<td>April 2018</td>
<td>9,792</td>
<td>9122 Residential 670 Non-Res</td>
<td>$750,841.91</td>
<td>April 2019</td>
<td>9,811</td>
</tr>
<tr>
<td>May 2018</td>
<td>9,822</td>
<td>8974 Residential 848 Non-Res</td>
<td>$716,326.84</td>
<td>May 2019</td>
<td>Billing report not received as of 6/20/19</td>
</tr>
</tbody>
</table>
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: July 2, 2019  
Agenda Item Number: K-1

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

Recommended Action: Discussion

Department: Customer Service  
Sponsor: Peter Rosasco

Subject: Code Compliance List - July 2019

Summary of Discussion: Mrs. Bockelman to present files to be turned over to Code Compliance in July 2019.

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

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

Attachments  
Code Compliance List

Approved By:  
Date: 6/27/19

General Manager
# Code Compliance List

## July 2019

### Parcel 1:

<table>
<thead>
<tr>
<th>AK# 1585947</th>
<th>Original Notice to Connect</th>
<th>08/11/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillen, John &amp; Carol</td>
<td>Second Notice</td>
<td>07/07/2014</td>
</tr>
<tr>
<td>159 Florida Ave</td>
<td>Customer applied for Grant</td>
<td>07/17/2014-Not approved</td>
</tr>
<tr>
<td>Service Area: JK-4</td>
<td>In Contract</td>
<td>12/19/2014</td>
</tr>
<tr>
<td>Homestead: No</td>
<td>Final Notice to Connect</td>
<td>12/03/2015</td>
</tr>
<tr>
<td></td>
<td>Customer Requested Extension</td>
<td>12/14/2015-Graznted</td>
</tr>
<tr>
<td></td>
<td>Door Hanger</td>
<td>03/30/2016</td>
</tr>
<tr>
<td></td>
<td>Customer Requested Extension</td>
<td>04/01/2016-Granted</td>
</tr>
<tr>
<td></td>
<td>Door Hanger</td>
<td>06/23/2017</td>
</tr>
<tr>
<td></td>
<td>Final Notice to Connect</td>
<td>07/13/2018</td>
</tr>
<tr>
<td></td>
<td>Notified Customer File to be</td>
<td>05/06/2019</td>
</tr>
<tr>
<td></td>
<td>Sent to Code July 2019</td>
<td></td>
</tr>
</tbody>
</table>

### Parcel 2:

<table>
<thead>
<tr>
<th>AK# 1696676</th>
<th>Original Notice to Connect</th>
<th>03/03/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgladis, Mary Ann</td>
<td>Second Notice</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>269 Charlemagne Blvd</td>
<td>Final Notice to Connect</td>
<td>02/13/2017</td>
</tr>
<tr>
<td>Service Area: C905 FM</td>
<td>Unique Phase II in Development</td>
<td>04/27/2017</td>
</tr>
<tr>
<td>Homestead: No</td>
<td>Door Hanger</td>
<td>08/15/2018</td>
</tr>
<tr>
<td></td>
<td>Customer Requested Extension</td>
<td>09/06/2018-Granted</td>
</tr>
<tr>
<td></td>
<td>In Contract</td>
<td>10/01/2018</td>
</tr>
<tr>
<td></td>
<td>Contract Nullified</td>
<td>04/16/2019</td>
</tr>
</tbody>
</table>
Meeting Date: July 2, 2019

Agenda Item Number: K-2

Agenda Item Type: Resolution
Agenda Item Scope: Customer Service
Recommended Action: Action: Approval

Department: Customer Service
Sponsor: Nicholas Mulick

Subject: Reversal of Waiver - AK#1648531 - 9 Gulf Drive

Summary of Discussion:
Wastewater service and assessment was waived in 2008 by the previous owner. The current owner would like to reverse the waiver and receive wastewater service.

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

Financial Impact
$ 6,500.00
Income Uncollected
Funding Source:
Assessment Revenue
Budgeted: No

Attachments
1. Resolution 07-07-19
2. Customer Request
3. Reversal of Waiver and Ack. of Costs and Assessments
4. Map

Approved By: ___________________ Date: 6/27/19
General Manager
RESOLUTION NO. 07-07-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") APPROVING THE REQUEST BY LOT 12 GULF DR. LLC ("THE OWNER") FOR REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2005 NON-AD VALOREM WASTEWATER ASSESSMENT ROLL; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the District assessed the parcel listed below in Section 1 ("the Subject Tax Parcel") via Resolution No. 10-08-05, dated August 31, 2005; and

WHEREAS, in accordance with Section 10.06(a)(i) of the District’s General Rules and Regulations, the District is authorized to remove from its non-ad valorem wastewater assessment vacant tax parcel(s) in common ownership with an adjacent improved tax parcel assessed by the District, provided that the vacant tax parcel is subsidiary to the use of the improved tax parcel and will not be improved with structures or facilities capable of generating wastewater that will enter the District’s wastewater facilities; and

WHEREAS, having determined that the Subject Tax Parcel satisfied the criteria set forth Section 10.06(a)(i), the District granted the Owner’s request to suspend collection of the System Development Charge ("SDC") and all future non-ad valorem assessments on the Subject Tax Parcel; and

WHEREAS, Key Largo Wastewater Treatment District’s Waiver of Wastewater Service and Acknowledgement of Potential Costs removing the Subject Tax Parcel from the District’s 2005 Non-ad Valorem Wastewater Assessment Roll was recorded in the Office of the Monroe County Clerk of Court, in Official Records Book 2448, at Page 108 on January 8, 2010; and

WHEREAS, the Owner of the Subject Tax Parcel has requested that it be restored to the non-ad valorem wastewater assessment roll, and agreed to pay the SDC assessment on the Subject Tax Parcel in full; and

WHEREAS, the District finds good and sufficient cause to approve the request of the Owner to reinstate the Subject Tax Parcel to the District’s 2005 Non-ad Valorem Wastewater Assessment Roll.

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

Section 1.
PARCEL ID: 00529300-000000 AK NO.: 1648531

LEGAL DESCRIPTION: Lot 12, Block 21, AMENDED PLAT OF KEY LARGO PARK, according to the Plat thereof, as recorded in Plat Book 3, at Page 62, of the Public Records of Monroe County, Florida.
AMENDMENT OF RESOLUTION

Section 2. Resolution No. 10-08-05, dated August 31, 2005 is hereby amended to include the Subject Tax Parcel.

Section 3. The owner shall pay the SDC in the amount of $6,300.00 plus the administrative fee of $200.00 on or before the effective date of this Resolution.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 5. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this Resolution.

RESOLVED AND ADOPTED THIS _____ DAY OF JUNE 2019.

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:

<table>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Asdourian</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Heim</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Rodriguez</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

The Chairman thereupon declared this Resolution duly passed and adopted this _______ day of June 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

__________________________
David Asdourian, Chairman

Approved to as to form
and legal sufficiency:

ATTEST:

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

SEAL
Request for Reversal of Waiver of Wastewater Service

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

<table>
<thead>
<tr>
<th>Property Owner of Record:</th>
<th>Lot 12 Gulf Dr. LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Request Initiator:</td>
<td>Diana Montenegro</td>
</tr>
<tr>
<td>Email (optional):</td>
<td><a href="mailto:constructall4@gmail.com">constructall4@gmail.com</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>305-393-2271</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parcel ID: 00529300-000000</th>
<th>Alternate Key: 1648531</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK 28 LT 12 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR88-204 OR830-1896</td>
<td></td>
</tr>
<tr>
<td>Legal Description: OR837-242-C OR2165-161/62 OR2452-1940/11 OR2728-16/17 OR2791-2355</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Approved: 12/17/2008</th>
<th>Doc No: 1773392</th>
<th>Book: 2448</th>
<th>Page: 108</th>
</tr>
</thead>
</table>

I request a **REVERSAL of WAIVER** of wastewater assessment. I understand that after reversal of waiver is approved I will be required to pay:

- $0.00 costs to provide parcel with wastewater service (if applicable. Fees will be determined by survey conducted by KLWTD Engineering Department).
- $6,300 System Development Charge (SDC) – Due in full.
- $200 Administrative fee.
- $6,500 Total

Additional Notes or Requests:

Signature: [Signature] Date: 01/11/19

The completed request may be mailed to PO Box 491, Key Largo, FL 33037 or hand delivered to the District office located at 103355 Overseas Hwy, Key Largo, FL 33037.

To be Completed by KLWTD Engineering Department

Survey conducted by: Travis Hartwell

- [ ] Parcel HAS wastewater service available. No additional costs will be incurred.
- [ ] Parcel does NOT have wastewater service available. Additional costs to provide parcel with wastewater service is $________. (Break down of costs is attached.)
THIS WAIVER of wastewater service and acknowledgement of potential costs is executed on the date(s) shown below:

WHEREAS, on [DATE], the Key Largo Wastewater Treatment District ("District") adopted a Final Assessment Resolution levying non-ad valorem assessments against each of the Tax Parcels listed in Attachment A under and in accordance with Chapter 197.3632, Florida Statutes; and

WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in Attachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A.

2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).

3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.
4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive, as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the 2008 non-ad valorem assessment.

5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).

7. The District acknowledges receipt of an administrative fee of $200.00.

8. The undersigned mortgagee(s) hereby consent to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.

9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Owner or Co-owner
Sign: 
Owner or Co-owner
Sign: 
Owner or Co-owner
Sign: 
Owner or Co-owner
Sign: 
Witness
Sign: 
Witness
Sign: 
Witness
Sign: 

STATE OF Florida
COUNTY OF Monroe

The foregoing instrument was acknowledged before me this 17 December 2008 (date), by , who is personally known to me or who has produced as identification.

Notary Public
Printed Name: 
My Commission Expires: 

Key Largo Wastewater Treatment District
Waiver of Wastewater Service and Acknowledgement of Potential Costs
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS
Attachment A

Tax Parcel receiving wastewater Service:

Alternate Key Number: 1648540
RE Number: 00529310-000000
Physical Location: Key Largo
Legal Description: BK 28 LT 13 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO

Excluded Parcels:

Excluded Parcel No. 1:
Alternate Key Number: 1648531
RE Number: 00529300-000000
Physical Location: KEY LARGO
Legal Description: BK 28 LT 12 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO

Excluded Parcel No. 2:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description:

Excluded Parcel No. 3:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description:

Excluded Parcel No. 4:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description: