MINUTES

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

PLEDGE OF ALLEGIANCE (B)
Mr. Nick Mulick led the Pledge of Allegiance.

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

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
• Commissioner Majeska requested the addition of a discussion on manhole covers under Operation's Report as Item J-3.
• Commissioner Gibbs requested the addition of a discussion on the General Manager's Contract under Commissioner's Items as Item N-1.
• Chairman Asdourian requested the addition of a discussion on video conferencing under Commissioner's Items as Item N-2.
• Ms. Bockelman requested the addition of the following items:
  1) Government Technology IT Award as Item G-1a
  2) Report on Solar Array Project approval by DEP as Item H-1
  3) Renumbered July 2018 Monthly Report from Item G-1 to Item G-1b
  4) Renumbered 457(b) Plan – Discretionary Non-elective Defined Contribution – from Item H-1 to Item H-2.

Approval of Agenda (D-1)
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 July 24, 2018 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of July 24, 2018 and Commissioner Gibbs seconded the motion. The motion passed without objection.

GENERAL MANAGER'S REPORT (G)
Government Technology IT Award (G-1a)
Mr. Rosasco displayed the award from Government Technology received by the District in the Operations category for remote monitoring of Plant operations.

June 2018 Monthly Report (G-1b)
Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Peter Rosasco, Utility Manager, presented the field operations section in the absence of the Field Operations Manager. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Ed Castle, District Engineer, presented the construction section. Kevin Becerra, Senior Support Analyst, presented the IT section. Diane Bockelman, Customer Service Manager, presented the administration and customer service section. Connie Fazio, Senior Finance Manager, presented the finance section.

LEGAL REPORT (M)
Public Hearing to Establish the Annual Interest Rate, 2018 Assessment Charges, Consider Assessing Parcels for the First Time and Increased Assessments for two parcels. (M-1) - 5:00 PM Time Certain

Regular Meeting Closed and Public Hearing Opened: 5:01 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to consider establishing the annual interest rate, 2018 assessment charges, imposition of non-ad valorem assessments for the first time against certain tax parcels and increasing the assessment of two parcels.

No comments were received from the public.

Public Hearing Closed and Regular Meeting Reconvened: 5:02 PM

FY2019 Proposed Staffing Summary and Organizational Chart (G-2)
Mr. Rosasco presented an overview of the proposed FY2019 organizational chart, staffing summary and hourly pay scale and answered questions from the Board. Item will be brought back at the next Board meeting for action.

5 MINUTE BREAK: 5:50 PM

EXTENSION 6:00
Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.
BUDGET AND FINANCE REPORT (H)

Solar Array Project approval by DEP (H-1)

Mr. Rosasco informed the Board that the District’s application for grant funding of the Solar Array project was approved by DEP. Upon Board approval, the final paperwork will be signed and submitted for completion.

Motion: Commissioner Gibbs made a motion to approve submittal of the executed Grant Agreement and Commissioner Heim seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Commissioner Gibbs -</th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Heim -</td>
<td>Aye</td>
</tr>
<tr>
<td>Commissioner Majeska -</td>
<td>Aye</td>
</tr>
<tr>
<td>Chairman Asdourian -</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion Passed: 4 to 0

457(b) Plan – Discretionary Non-elective Defined Contribution (H-2)

Mr. Rosasco and Ms. Fazio presented options for the 457(b) retirement plan and opened the topic for Board discussion. This item will be brought back for action at the next Board meeting.

ADMIN AND CUSTOMER SERVICE REPORT (I)

No report.

OPERATIONS REPORT (J)

Wastewater Treatment Plant Report (J-1)

Mr. Rosasco provided an update on the incident that occurred at the Plant on July 26, 2018 involving mishandled chemicals by a chemical delivery vendor. Quick action taken by District Staff and Key Largo Fire & EMS limited potential hazards and prevented injuries.

EXTENSION 6:30

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

Thank you letter Key Largo Fire & EMS (J-2)

Mr. Rosasco requested approval to send a thank you letter signed by the Chairman on behalf of the District to the Key Largo Fire & EMS for their hard work and professionalism during the incident at the Plant. There were no objections.

Manhole Covers (Commissioner Majeska) (J-3)

Commissioner Majeska was informed by a customer that the manhole covers on Gasparilla Lane are ill-fitting, causing a noise to emanate when vehicles are driven over them. Mr. Rosasco informed the Board that he will instruct District staff to inspect the manhole covers and recommend appropriate action to address the matter.
EXTENSION 7:00
Motion: Commissioner Heim made a motion to extend the meeting 30 minutes. The motion passed without objection.

CONSTRUCTION REPORT (K)
No report.

ENGINEER'S REPORT (L)
No report.

LEGAL REPORT (M)
Time certain item was heard at 5:01 PM during General Manager's Report.

COMMISSIONER'S ITEMS (N)
General Manager's Contract (Commissioner Gibbs) (N-1)
Motion: Commissioner Gibbs made a motion to accept Mr. Rosasco's contract and make him the permanent General Manager and Commissioner Heim seconded the motion for discussion.

Mr. Mulick informed the Board that a contract must be submitted before it can be approved.

Commissioner Heim withdrew her second, Commissioner Gibbs withdrew his motion. Motion failed.

Commissioner Gibbs requested the addition of General Manager's contract to the August 21, 2018 agenda for action.

Video Conferencing (Chairman Asdourian) (N-2)
Chairman Asdourian discussed the feasibility of installing video conferencing equipment to accommodate Commissioners who are unable to attend Board meetings in person.

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

ADJOURNMENT (P)
The Meeting was adjourned at 7:16 PM.

David Asdourian, Chairman
Diane Bockelman, Clerk

KLWTD Minutes
August 7, 2018
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): Agreement Number:
   Key Largo Wastewater Treatment District Solar Arrays
   LP44063

2. Parties
   State of Florida Department of Environmental Protection
   3900 Commonwealth Boulevard
   Tallahassee, Florida 32399-3000
   (Department)
   Grantee Name: Key Largo Wastewater Treatment District
   Entity Type: District
   Grantee Address: Post Office Box 491, Key Largo, Florida 33037
   FEID: 83-0344274

3. Agreement Begin Date: Date of Expiration:
   Upon Execution June 30, 2021

4. Project Number:
   (if different from Agreement Number)
   Project Location(s): Lat/Long (25.1006, -80.4310)
   Project Description: The Grantee will install a solar arrays (solar panels with inverters) and a utility power interface over disinfecting basin structures at the Key Largo Wastewater Treatment Plant.

5. Total Amount of Funding: Funding Source?
   $458,250.00 Award #s or Line Item Appropriations: Amount per Source(s):
   ☑ State ☐ Federal FY17-18 GAA Line Item 1593A $458,250.00
   ☐ State ☐ Federal ☐ Grantee Match
   ☐ State ☐ Federal ☐ Grantee Match

6. Department’s Grant Manager
   Name: Lisa Mecca
   Address: Florida Dept. of Environmental Protection
   3900 Commonwealth Blvd., MS3505
   Tallahassee, FL 32399-3000
   Phone: (850) 245-2924
   Email: Lisa.Mecca@dep.state.fl.us

   or successor
   or successor

Grantee’s Grant Manager
   Name: Connie Fazio
   Address: Key Largo Wastewater Treatment District
   Post Office Box 491
   Key Largo, Florida 33037
   Phone: (305) 451-4019 ext. 214
   Email: Connie.fazio@klwtd.com

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:
   ☑ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
   ☑ Attachment 2: Special Terms and Conditions
   ☑ Attachment 3: Grant Work Plan
   ☑ Attachment 4: Public Records Requirements
   ☑ Attachment 5: Special Audit Requirements
   ☑ Attachment 6: Program-Specific Requirements
   ☑ Attachment 7: Grant Award Terms (Federal) *Copy available at https://flots.flds.com, in accordance with §215.985, F.S.
   ☑ Attachment 8: Federal Regulations and Terms (Federal)
   ☐ Additional Attachments (if necessary):
     ☑ Exhibit A: Progress Report Form
     ☑ Exhibit B: Property Reporting Form
     ☑ Exhibit C: Payment Request Summary Form
     ☐ Exhibit D: Quality Assurance Requirements for Grants
     ☐ Exhibit E: Advance Payment Terms and Interest Earned Memo
     ☐ Additional Exhibits (if necessary):

DEP Agreement No. LP44063
Rev. 6/20/18
8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

| Federal Award Identification Number(s) (FAIN): |
| Federal Award Date to Department: |
| Total Federal Funds Obligated by this Agreement: |
| Federal Awarding Agency: |
| Award R&D? | ☐ Yes ☐ N/A |

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.

Key Largo Wastewater Treatment District  
Grantee Name

By  
(Authorized Signature)  
Date Signed

Peter Rosasco, KLWTD General Manager  
Print Name and Title of Person Signing

State of Florida Department of Environmental Protection  
DEPARTMENT

By  
Secretary or Designee  
Date Signed

Trina Vielhauer, Director of Water Restoration Assistance  
Print Name and Title of Person Signing

☐ Additional signatures attached on separate page.
Lisa Mecca, DEP Grant Manager

Sandy Waters, DEP QC Reviewer
PROJECT TITLE: Key Largo Wastewater Treatment District Solar Arrays.

PROJECT LOCATION: The Project will be located at the Key Largo Wastewater Treatment Plant in the City of Key Largo, in Monroe County; Lat/Long (25.1006, -80.4310). See Figures 1 and 2 for a location map and site plan.

PROJECT BACKGROUND: The Key Largo Wastewater Treatment District (Grantee) Solar Arrays project, will entail the installation of solar arrays (solar panels with inverters) over disinfection basin structures. The solar arrays will have 180-miles per hour rated frameworks supporting solar panels, with inverters and utility power interface. The solar arrays will block UV exposure to the disinfection basin structures, which will reduce algae growth and the loss of chlorine residual within the disinfection basin structures. The Grantee will also install a solar array on the roof of the Operations Building for electricity generation and to increase the building’s energy efficiency.

PROJECT DESCRIPTION: The Grantee will install solar arrays (solar panels with inverters) and a utility power interface over disinfecting basin structures and on the Operations Building at the Key Largo Wastewater Treatment Plant. The project will provide electricity generation, improved energy efficiency, and improved chlorine residual production at the Key Largo Wastewater Treatment Plant.

The project will positively impact the water quality of the adjacent nearshore waters, which include Florida Bay and the Atlantic Ocean within the Florida Keys National Marine Sanctuary and surrounding the Florida Keys Area of Critical Concern.

TASKS:

Task 1: Construction

Deliverables: The Grantee will construct solar arrays over the disinfection basin structures and the Operations Building at the Key Largo Wastewater Treatment Plant in accordance with the construction contract documents.

Documentation: The Grantee will submit a signed acceptance of the completed work to date by the Grantee and the Engineer’s Certification of Payment Request.

Performance Standard: The Department’s Grant Manager will review the documentation to verify that the deliverables are completed as described above. Upon review and written acceptance by the Department’s Grant Manager of all, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date.

<table>
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<tr>
<th>Task No.</th>
<th>Task Title</th>
<th>Budget Category</th>
<th>Budget Amount</th>
<th>Task Start Date</th>
<th>Task End Date</th>
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<td>Solar Arrays</td>
<td>Contractual Services</td>
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<td>7/1/2018</td>
<td>12/31/2020</td>
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<td>Total: $458,250</td>
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</table>

DEP Agreement No. LP44063, Attachment 3, Page 1 of 2
At approximately 10:40 AM on Thursday, July 26th I was notified by one of the day shift operators that the chemical delivery driver potentially pumped Aluminum Sulfate into our 8,000 gallon Sodium Hypochlorite tank. I immediately responded to the scene of the potential contamination. In route, I noticed a chlorine gas odor. I then immediately began an evacuation of all District personnel. I directed the Plant Lead Operator to get the proper PPE consisting of rubber gloves, rubber boots, gas masks and meet me at the Hypochlorite tank.

Once I knew the Plant and surrounding grounds had been evacuated, we started to assess the situation. According to the delivery driver 200 gallons of Aluminum Sulfate had been introduced into the Hypochlorite tank. I called the Fire Department and referred to the MSDS for both Alum and Hypochlorite.

I determined that mixing Alum and Sodium Hypochlorite causes an exothermic reaction. I was concerned that the building pressure from the reaction could either cause an explosion or melt the tank. I decided to relieve the pressure and drain the chemical through a drain pipe located at the bottom of the tank. We diluted the chemical over the ground with 4 outstretched reuse water hoses directed right at the chemical exiting the tank.

Once the Fire Department arrived, they took control of the scene. This gave us time to contact other District management, Hazmat, and confirmed that all District personnel had evacuated. It was determined that unbolting the manway at the top of the Sodium Hypochlorite tank would relieve more pressure and vent the tank faster. At that point, we closed the drain at the bottom of the tank and continued to run reuse water to the surrounding area. A few minutes later, the Fire Department applied a large quantity of Class B neutralizing foam to the surrounding area as well.

Once the Fire Department released the scene back to the District, I began an internal investigation to find out the cause of this incident. It was determined that the chemical delivery driver breached our locking mechanism, hooked up his hoses to the Sodium Hypochlorite line and began pumping the Alum without permission and/or direction failing to follow the standard
procedure. It was also determined that 200 gallons of Aluminum Sulfate had been pumped into approximately 2000 gallons of Sodium Hypochlorite.

The delivery company contacted a mitigation team to come and assess the situation and schedule the clean up.

Alpha Omega arrived onsite for a coordination meeting on July 30th. The following day mitigation was started. The first step was diluting the chemical mixture in the tank. Step two was transferring the chemical from the tank to multiple totes for removal from site. Step three flushing the tank and feed lines to both the tank and chemical feed pumps. Step testing the ph of the soil to identify the area of contamination followed by removal of the contaminated soil. That work was completed Friday August 3rd.

Alpha Omega will complete the mitigation process this week. Soil samples are being collected and will be analyzed to ensure all contaminated soil has been removed. Once samples are confirmed they will back fill the soil followed by laying new sod.

Thank you,

Jered Primicerio
(Plant Operations Manager)
Key Largo Waste Water Treatment District
786-236-4974
jered.primicerio@klwtd.com
Notice of Submission

Pursuant to Section 403.077, F.S., the Department of Environmental Protection has received the following Public Notice of Pollution for a reportable release. All information displayed was submitted by the reporting party.

Type of Notice: Initial Report  
Date of Notice: 07/27/2018

Incident Information
Name of Incident: Key Largo Wastewater Treatment Plant  
State Watch Office Case Number: 20184673  
Start of Incident: 07/26/2018 10:40  
End of Incident: 07/26/2018 14:30

Incident Description
Approximately 10:40 am on Thursday, July 26, 2018 we had a delivery of Aluminum Sulfate arrive at K LWTD Plant. The delivery driver took it upon himself to circumvent our locks and hooked up to the wrong tank. He introduced approximately 200 gallons of Aluminum Sulfate into our sodium hypochlorite tank which contained approximately 2000 gallons. The Plant Manager immediately evacuated all employees from the building and surround property. He then needed to release the liquid combination by opening a drain. The liquid combination was routed and contained over ground. The reason for releasing this chemical over ground was to prevent possible explosion that would occur if the temperature continued to rise and pressure continued to build. With the assistance of the local fire department, the lid to the tank was accessed and opened allowing the gases to vent and the drain was closed. Approximately 1000 gallons of the 2200 total was drained over ground.

Incident Location
Facility/Installation Name: Key Largo Wastewater Treatment Plant  
Address Line 1: 100301 Overseas Highway  
Address Line 2:  
Directions: US1 mile marker 100 ocean side.  
City: Key Largo  
State: FL  
Zip Code: 33037
Coordinates (in decimal degrees):
Lat: 24.94457737693015, Long: -80.76499895065933

Click to view Incident Location

Impacted Counties: Monroe

Incident Reported By
Name: Jered Primicerio
Title: KLWTD Plant Manager
Phone: (305) 451-4019
E-mail Address: jered.primicerio@klwtd.com

On-Site Contact
Name: Jered Primicerio
Phone: (305) 451-4019
Ext: 
E-mail Address: jered.primicerio@klwtd.com

To view a list of all received Public Notices of Pollution or to modify your e-mail subscription settings, please click the link below:
Public Notice of Pollution

Florida Department of Environmental Protection