AGENDA

Board of Commissioners Meeting 103355 Overseas Highway  Key Largo, FL 33037

Conference Dial in Number: 305-290-3341
Conference ID: 2020#
PIN: 103355#

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL

BOARD MEMBERS:
David Asdourian    Chairman
Robert Majeska    Vice Chairman
Susan Heim        Secretary-Treasurer
Nicolas Rodriguez Commissioner
Andrew Tobin      Commissioner

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

MISSION STATEMENT:
“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of March 24, 2020

G. GENERAL MANAGER’S REPORT
   1. February 2020 Monthly Report
   2. Boardroom Audio

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
   1. KLWTD Solar Phase 2 & 3 Bid Evaluation

M. LEGAL REPORT

N. COMMISSIONER’S ITEMS
   1. Acting General Manager

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: April 7, 2020
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 March 24, 2020

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

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>Minutes</td>
</tr>
<tr>
<td>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: ______________________                  Date: 4/2/2020
CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:03 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Connie Fazio led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian and Commissioners Nicolas Rodriguez, Robert Majeska and Susan Heim. Commissioner Andrew Tobin appeared telephonically. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; Senior Finance Manager, Connie Fazio; HR Coordinator, Laura Weinstock, and Senior Support Analyst, Kevin Becerra. District Managers, Ryan Dempsey, Mike Dempsey, Jered Primicerio and District Engineer, Steve Suggs, appeared telephonically.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Chairman Asdourian announced that Item I-1, Resolution 05-2020 is renumbered as Resolution 06-2020.
- Commissioner Heim requested the addition of Commissioner’s Procedures as Item N-1.
- Commissioner Majeska requested the addition of We Can Do Anything as Item N-2.
- Commissioner Tobin requested the addition of Succession in the Event of Illness as Item N-3.
- Mr. Mulick requested addition of request to cancel attorney-client closed session under Item M-1.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of March 10, 2020 (F-1)
Motion: Commissioner Heim made a motion to approve the minutes of the March 10, 2020 meeting. Commissioner Rodriguez seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)
COVID-19 Policy and Procedures (G-1)
Mr. Rosasco presented KLWTD’s COVID-19 Action Plan and proposed Resolution 05-2020. District managers presented their modified staffing plans.

Motion: Commissioner Heim made a motion to adopt Resolution 05-2020 amended to include KLWTD’s COVID-19 Action Plan. Commissioner Heim withdrew the motion.

The Board agreed to vote on Resolution 05-2020 and KLWTD’s COVID-19 Action Plan separately.

Motion: Commissioner Heim made a motion to approve KLWTD’s COVID-19 Action Plan. Commissioner Rodriguez seconded the motion.

Vote on Motion
- Commissioner Heim - Aye
- Commissioner Rodriguez - Aye
- Commissioner Majeska - Aye
- Commissioner Tobin - Nay
- Chairman Asdourian - Aye

Motion Passed: 4 to 1

Motion: Commissioner Heim made a motion to adopt Resolution 05-2020.
Commissioner Rodriguez seconded the motion.

Vote on Motion
- Commissioner Heim - Aye
- Commissioner Rodriguez - Aye
- Commissioner Majeska - Aye
- Commissioner Tobin - Aye
- Chairman Asdourian - Aye

Motion Passed: 5 to 0

Keys Stewardship Funding Update (G-2)
Mr. Rosasco announced that $10,000,000.00 in nonrecurring funding was approved for the Keys Stewardship Grant. The District will receive 25% of the funds.
Enhanced Prospects for Federal Infrastructure Funding (G-3)
Mr. Rosasco presented a message from Fred Hicks, Hicks-Richardson Associates, about the potential for receiving funds from a Federal infrastructure stimulus package for shovel ready projects.

BUDGET AND FINANCE REPORT (H)
No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)
Addition of AK No. 9104510 to the 2007 Assessment Roll (I-1)
Ms. Bockelman requested approval for the addition of AK No. 9104510, vacant land to the 2007 assessment roll. The parcel was subdivided from AK No. 1632392 by the Monroe County Property Appraiser.

Motion: Commissioner Majeska made a motion to adopt Resolution 06-2020 granting the request. Commissioner Rodriguez seconded the motion.

Vote on Motion
Commissioner Majeska - Aye
Commissioner Rodriguez - Aye
Commissioner Tobin - Aye
Commissioner Heim - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER’S REPORT (L)
No report.

LEGAL REPORT (M)
Attorney-Client Closed Session to Discuss Big Chill Litigation Case No. 19-CA-175-P – Time Certain 5:00 PM

Mr. Mulick announced that the courts are closed to non-essential cases and requested approval to cancel the closed session.

Motion: Commissioner Rodriguez made a motion to approve the cancellation. Commissioner Majeska seconded the motion.
Vote on Motion
Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Commissioner Tobin - Aye
Commissioner Heim - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

COMMISSIONERS' ITEMS (N)
Commissioner’s Procedures (N-1)
Commissioner Heim asked the Board to include the resolution number in motions that pertain to resolutions.

We Can Do Anything (N-2)
Commissioner Majeska discussed the feasibility of deleting K LWTD’s monthly base charge from the FKAA bill.

Succession in the Event of Illness (N-3)
Commissioner Tobin asked that the General Manager develop a succession plan for the Field, Maintenance and Plant Departments and suggested the Board discuss designating an acting General Manager at the next Board meeting.

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

ADJOURNMENT (P)
The Meeting was adjourned at 5:38 PM.
Diane Bockelman <diane.bockelman@klwtd.com>

SUCCESSION IN THE EVENT OF ILLNESS
1 message

‘A Budder’ via Commissioners <Commissioners@klwtd.com>
Reply-To: A Budder <abudder@yahoo.com>
To: Diane Bockelman <diane.bockelman@klwtd.com>
Cc: Peter Rosasco <peter.rosasco@klwtd.com>, Nick Mulick <nick.mulick@klwtd.com>, Commissioners At KLWTD <commissioners@klwtd.com>, Mike Dempsey <mike.dempsey@klwtd.com>, Ryan Dempsey <ryan.dempsey@klwtd.com>, Jered Primicerio <jered.primicerio@klwtd.com>

Diane,

Please add the following to today’s agenda:

Discussion/Action: Designate an acting GM in the event the GM is unable to serve during the COVID 19 emergency.

Back up: The District should designate a acting in the event that Peter becomes ill or a family member becomes ill. Waiting for a problem is irresponsible in my opinion. We should have the benefit of a consensus BEFORE we have a problem.

Respectfully,

Andrew Tobin,
Commissioner

PLEASE PRINT AND ADD THIS TO THE AGENDA
KLWTD’s COVID-19 Action Plan

The District’s main goal is to prevent spread of the COVID-19 virus, while maintaining the function of KLWTD with minimal interruption including:

- Keep the KLWTD team members as well as our customers safe.
- Continue to serve our KLWTD customers with highest standards.
- Do our part to slow community spread of the virus.

The General Manager has authorized the following:

“Key Largo Wastewater Treatment District will remain open, but as a precaution for the community and staff, beginning Wednesday, March 18th the District will be limiting the number of customers permitted to conduct business in the administrative office. We ask that customers needing assistance do so by telephone or e-mail. Our doors will remain locked during regular business hours, but customers may be permitted to enter on a case by case basis. If documents need to be submitted, an electronic version is preferred.”
(posted on the front door, KLWTD website and Facebook page)

On March 17, 2020, the State of Florida closed public and private schools until April 15, 2020, and many daycare centers followed suit.

The District understands the importance of practicing social distancing and assisting employees who have school age children. All departments will stagger shifts including the Administrative office, and remote work options have been implemented, where applicable.

The District requests board approval for implementation of the following:

1. All employees continue receiving 40 hour per week payroll, while being encouraged to work as close to 40 hours per week as possible, either onsite or remotely. This will not create additional payroll expenses, and the goal is to keep productivity as high as possible.

2. Authorization for approval of 30 days of pay policy listed in #1, effective March 23, 2020 with an option to extend by 30 days if authorized by General Manager.

3. If a health care professional recommends that an employee be quarantined, the employee will be paid regular wages during the quarantine period.

4. The General Manager has the authority to make decisions on a case by case basis during this evolving situation.
CDC.gov Recommendations for Every Workplace:

- Monitor local information about COVID-19 in your community.
- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include liberal leave and telework policies.
  - Consider appropriate leave policies for people with COVID-19 symptoms
  - Consider alternate team approaches for work schedules.
  - Encourage staff to telework (when feasible), particularly individuals at increased risk of severe disease.
- Work with all local employers to ensure all workers have the financial support to stay home with any respiratory symptoms.
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshows, etc.

RESOLUTION NO. 05-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") AUTHORIZING THE DISTRICT GENERAL MANAGER TO DEPLOY AND COMPENSATE DISTRICT PERSONNEL WISHING TO WORK FROM HOME IN RESPONSE TO THE CURRENT COVID-19 PUBLIC HEALTH EMERGENCY, SUBJECT TO CERTAIN CONDITIONS AND LIMITATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, March 9, 2020, the Governor of Florida issued Executive Order 20-52, declaring a State of Emergency for the State of Florida as a result of COVID-19; and

WHEREAS, March 15, 2020, the Mayor of Monroe County declared a Local State of Emergency for the same reason; and

WHEREAS, the District Board of Commissioners believes it is prudent and proper, under the circumstances, to confer upon the District General Manager authority to deploy District personnel in such a manner as to ensure uninterrupted maintenance and operation of its facilities and, at the same time, protect the physical and financial well-being of its employees, subject to the conditions and limitations hereinafter set forth.

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

Section 1. The District General Manager is hereby authorized to do the following:

A. Permit employees to work flexible hours and from different locations, i.e., home or off-site at suitable locations.

B. Authorize regular pay for employees that i) work from home, ii) are quarantined, or iii) are unable to work due to illness or the need to provide care and assistance to loved ones or family members.

C. For those matters that require Board approval, take emergency action without the consent of the Board provided that he obtain the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.

Section 2. This authorization shall be valid for 30 days provided that the General Manager shall have the authority to extend this Resolution for up to 30 days with the consent of the Chairman, or in his absence, the Vice-Chairman of the District Board of Commissioners.
Section 3. The General Manager shall submit reports to the Board of Commissioners, no less than once per week, informing the Board of the state of affairs of the District.

RESOLVED AND ADOPTED THIS 24th DAY OF MARCH 2020.

The foregoing Resolution was offered by Commissioner Heim, who moved its approval. The motion was seconded by Commissioner Rodriguez, 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>
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<tr>
<td>Commissioner Heim</td>
<td></td>
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<tr>
<td>Commissioner Majeska</td>
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<tr>
<td>Commissioner Rodriguez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
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</tbody>
</table>

The Chairman thereupon declared Resolution 04-2020 duly passed and adopted the 24th day of March 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: David Asdourian/Chairman

ATTEST:

Diane Bockelman, District Clerk

Approved to as to form and legal sufficiency:

Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 06-2020

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2007 FINAL ASSESSMENT RESOLUTION (RESOLUTION 11-08-07) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 21, 2007, the Key Largo Wastewater Treatment District ("District") adopted the 2007 Final Assessment Resolution No. 11-08-07; and

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

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

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

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

WHEREAS, the New Parcel will be added to the Assessment Roll.

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

Section 1.

PARENT PARCEL

PARCEL ID: 00513080-000000
AK NO. 1632392
PARCEL DESCRIPTION: Lot 3, Block 14, BOWENS ADDITION TO RIVIERA VILLAGE, according to the plat thereof, as recorded in Plat Book 2, at Page 107, of the Public Records of Monroe County, Florida.
NEW PARCEL
PARCEL ID: 00513080-000100
AK NO. 9104510
PARCEL DESCRIPTION: Lot 4, Block 14, BOWENS ADDITION TO RIVIERA VILLAGE, according to the plat thereof, as recorded in Plat Book 2, at Page 107, of the Public Records of Monroe County, Florida.
OWNER: Caputo, Marni M. and Caputo, Steven L.
EDU: 1.0
BEGINNING BALANCE: $5,050.00

Section 2. 2007 FINAL ASSESSMENT RESOLUTION AMENDED. The 2007 Final Assessment Resolution is hereby amended to include the parcel described as New Parcel in Section 1 above.

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

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

Section 5. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 24th DAY OF MARCH 2020.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Asdourian</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Commissioner Heim</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Commissioner Rodriguez</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
The Chairman thereupon declared Resolution 06-2020 duly passed and adopted the 24th day of March 2020.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: 
David Asdourian, Chairman

ATTEST:

Diane Bockelman, District Clerk

Approved as to form and legal sufficiency:

Nicholas W. Mulick, General Counsel

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

Meeting Date: April 7, 2020

Agenda Item Number: G-1

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

Department: General Manager
Sponsor: Peter Rosasco

Subject: February 2020 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:

Attachments
Monthly Report

Approved By: ___________________________ Date: 4/2/2020
Wastewater Plant Operations

The wastewater treatment plant processed an average of 1.95 million gallons of influent per day (MGD).

Plant and Maintenance Staff conducted the annual service on the post equalization tank including disinfection and cleaning. The tank appears to be in great condition and structurally sound.
Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>CBOD5 (Carbonaceous Biochemical Oxygen Demand)</td>
<td>5</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>TSS (Total Suspended Solids)</td>
<td>5</td>
<td>0.73</td>
<td>0.81</td>
</tr>
<tr>
<td>TN (Total Nitrogen)</td>
<td>3</td>
<td>1.42</td>
<td>1.40</td>
</tr>
<tr>
<td>TP (Total Phosphorous)</td>
<td>1</td>
<td>0.32</td>
<td>0.30</td>
</tr>
</tbody>
</table>

12 Month Average Quality Reports
**Current Flow (MGD)**
The total flow of influent through the wastewater treatment plant each day.

![Current Flow Graph]

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

![Daily Peak Salinity Graph]

**Islamorada**

<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>0.77 Million Gallons per Day</td>
<td>1.2 Parts per Thousand</td>
<td>0</td>
</tr>
</tbody>
</table>


Wastewater Field Operations

There was a total of 32 service calls for the current month. Of these, 27 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 5 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>February 17</td>
<td>57 Florida Dr.</td>
<td>Customer reported sewage coming out of cleanout cap.</td>
<td>Pit and cleanouts were inspected and working properly. Not a KLWTD issue.</td>
</tr>
<tr>
<td>February 20</td>
<td>215 S Bay Harbor Dr.</td>
<td>Customer reported that toilets weren’t flushing properly. Customer reported a backup three weeks before.</td>
<td>Cleanouts and pit were inspected and working properly. Backup on homeowner side. Not a KLWTD issue.</td>
</tr>
<tr>
<td>February 24</td>
<td>39 Garden Cove Dr.</td>
<td>Customer reported sewage coming out of cleanout.</td>
<td>System was inspected and manually discharged. Pit was found in working condition. Not a KLWTD 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>February 4</td>
<td>149 Grassy Rd.</td>
<td>Customer reported an odor coming from the air intake terminal.</td>
<td>Field manager and supervisor responded to call. No odor was detected. Water in canal basin appeared to be discolored and stirred up from the wind.</td>
</tr>
</tbody>
</table>

**Back-up Related Service Calls**

<table>
<thead>
<tr>
<th>Date</th>
<th>Address</th>
<th>Incident</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 6</td>
<td>209 Sunset Blvd.</td>
<td>Customer reported a backup in downstairs bathroom.</td>
<td>Crew responded immediately. Pit and cleanout were found to be overwhelmed. Pit could not manually discharge due to debris in the suction tube. Removing the debris repaired the pit back to working condition. There was no major damaged to home. Customer’s request for professional sanitization paid for by KLWTD was approved.</td>
</tr>
</tbody>
</table>
Non-System Generated Calls

**Maintenance**

**Vacuum Pump Exhaust Modification**

A float system and notification light was added at the vacuum stations to notify the technicians when the vacuum pump exhaust moisture tank is full. The warning light was added to help avoid vacuum pump damage.
Vacuum Station E Sewage Pump Volute
A new sewage pump volute was installed at Vacuum Station E.
Digester Blower Motor Repair
The 177hp motor was removed and sent to the electric motor shop for repair. The motor was overhauled, and new bearings were installed.
Disk Filter Piping Vault Pump and Float Repair
Replaced damaged sump pump, float and electrical.

Construction

<table>
<thead>
<tr>
<th>Project</th>
<th>Contract Amount (Including Direct Purchases)</th>
<th>Engineering and Other Cost</th>
<th>Total Project Cost</th>
<th>Total Cost to Date</th>
<th>Balance to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Storage Building (Reynolds)</td>
<td>$254,333.51</td>
<td>$74,463.75</td>
<td>$337,351.49</td>
<td>$262,887.74</td>
<td>$38,417.02</td>
</tr>
</tbody>
</table>

Construction of the steel building began in August but has been stalled while the issue of the overhead doors and manway doors is being resolved. The Reynolds subcontractor who was to provide the doors has now declined to provide the doors. It is expected that construction will resume in March and continue into April. No payments were made on this contract in February.
Charlie Toppino & Sons, Inc. was awarded the shallow well project at their bid price of $59,500.00. The agreement was executed. Charlie Toppino & Sons began construction of the well in February 2020. The well has been drilled and cased and the well head piping has been installed. WEC did inspections of the well project throughout the process. A final punch list was developed at the end of February. Completion of the punch list items and provision of record drawings is expected to occur in March. A time extension to the contract will be presented in March.

Reynolds Construction completed all punchlist items and provided record drawings. The project was completed in February. Final payment in the amount of $96,634.44 was made to Reynolds in February. This project is completed. It is anticipated that there will be approximately $3000 more cost in Engineering & Other cost for FDEP Grant report for closeout as required by the agreement.

The Fire Safety project award to MJ Wood was approved by the Board in November. The District issued the Notice of Intent to Award and the Notice of Award. No objections to the award were received. The District sent the Agreement to MJ Wood for execution in December. Notice to proceed was issued January 16, 2020. The Pre-construction meeting was held on February 19, 2020. The project is currently in the submittal review process. Below is a breakdown of individual parts of this project.

| WWTP Electrical Panel Clean Agent Fire Suppression | $119,463.00 |
| Fire Detection & Suppression at Vacuum Pump Stations | $348,944.00 |
| Fire Detection and Alarms at the House & Office at Vac Station I | $38,368.00 |

This component provided clean agent fire suppression for the major electrical panels at the WWTP and included additional fire detection peripherals. These are non-proprietary components and can be purchased off the shelf. The scope of work included integration of the fire alarm detection and suppression system into the existing FACP and SCADA.

This component includes provision of a fire alarm control panel and fire detection peripherals at the vacuum stations. Clean agent fire suppression is provided only for the AirVac electrical panel and the Automatic Transfer Switch. The vacuum stations include A, D, E, G, I and J/K.

This component includes installation of fire detection peripherals for the house and the office at Vacuum Station I, including integration into the main FACP at the Vacuum Station I pump station.
Fire Detection for Main Generator at WWTP | $18,010.00 | This component included installation of a fire detection system in the generator enclosure for the large generator at the WWTP. Integration of the fire detection equipment into the WWTP FACP and SCADA are included in the scope.

Install Voice Evacuation / Emergency Response Loudspeakers | $83,250.00 | This additive alternate item includes installation of a voice evacuation system that will automatically notify personnel orally of an emergency condition, including recommendation for evacuation if needed.

Chlorine Leak Detectors | $30,844.00 | This item includes installation of three chlorine gas detectors that will generate an alarm should chlorine be detected. Detection of chlorine will result in notification and activation of the voice evacuation system.

Fire Detection & Suppression at Admin Bldg. | $67,353.00 | This item includes installation of fire detection peripherals and a fire alarm control panel at the Administrative Building. It also includes clean agent fire suppression for the server room only.

Water Mist Fire Protection for Main Generator at WWTP | $69,387.00 | This item provides for installation of a fine mist water fire suppression system for the main generator at the WWTP. This very large generator would be expensive to replace if damaged and would likely have a long lead time.

Fire Walls and Barriers at Vacuum Stations A & D | $22,490.00 | This item provides for construction of fire doors and walls at Vacuum Stations A and D. These two stations have their generators and fuel tanks indoors. Should a fire occur at the fuel tank or generator, it could spread to the control room and cause severe damage.

Upcoming Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Phase 2 &amp; 3</td>
<td>$1,935,828.10 (Engineer’s Estimate, prior bid openings)</td>
<td>WEC completed RFP documents, drawings, and technical specifications for the Phase 2 Solar project. The project consists of installation of a 430 KW array at the WWTP and a 55 KW array at the Admin building. The Board approved publication of the RFP in November. The RFP was released in December 2019 with a pre-bid conference held on January 7th and a bid due date of January 30, 2020. Since that time, Phase 3 Solar has been added to the project and the bid due date was extended to March 12, 2020.</td>
</tr>
</tbody>
</table>
Select Construction Pictures:
Installtion of the Shallow Well, Left is completed, Right is the Internal Slotted Casing

IT

Active IT Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA Expansion of Services</td>
<td>$155,910.00</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 they would be able to fulfill the need we have. This project was presented to the Board in June. Board approved of this project in August. BSA came down in the end of October and beginning of November to make their initial on-site discovery. This project is expected to be completed around May 2020.</td>
</tr>
</tbody>
</table>
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. The board was updated in January. Website went live in February.

Staff was approached by AT&T FirstNet to inform us of the FirstNet mobile service. This was presented to the Board in September. Staff’s recommendation was brought back to the board in December for discussion and was approved in January. All iPads and MiFi’s were transitioned at the end of January and beginning of February. All iPhones will be finished transitioning by the end of February.

Started researching and reaching out to vendors for options to revamp the boardroom audio system. This is being looked into due to poor audio recording issues. This project was brought to the Board in March for discussion. It will be brought back in April.

### Customer Service

#### Customer Service Call-Ins

<table>
<thead>
<tr>
<th>Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Terminal Issues</td>
<td>1</td>
</tr>
<tr>
<td>Approval to Proceeds</td>
<td>17</td>
</tr>
<tr>
<td>Back-Ups</td>
<td>1</td>
</tr>
<tr>
<td>Collections</td>
<td>11</td>
</tr>
<tr>
<td>Commercial Tie-In</td>
<td>1</td>
</tr>
<tr>
<td>Demos</td>
<td>1</td>
</tr>
<tr>
<td>Locates</td>
<td>2</td>
</tr>
<tr>
<td>Tie-Ins (Calls)</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

#### Code Enforcement

<table>
<thead>
<tr>
<th>Service</th>
<th>February 2020</th>
<th>Current Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grant</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In Contract</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Final Notice</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>4</td>
<td>27</td>
</tr>
</tbody>
</table>

All non-compliant parcels were turned over to Monroe County Code Enforcement in February. There are no non-compliant parcels being tracked by KLWTD.
Budget & Finance

Current Debt Status

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF Loan – KLNC 46401P</td>
<td>$13,054,387.28</td>
</tr>
<tr>
<td>SRF Bonded Loan - KLNC 464010</td>
<td>$4,479,835.67</td>
</tr>
<tr>
<td>BB&amp;T 2013 Bond</td>
<td>$3,878,438.37</td>
</tr>
<tr>
<td>BB&amp;T 2014 Bond</td>
<td>$3,879,348.33</td>
</tr>
<tr>
<td>Current Balance of all loans:</td>
<td>$25,292,009.65</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>$656,557.85</td>
<td></td>
</tr>
<tr>
<td>Assessment Revenue Received</td>
<td>$181,777.43</td>
<td></td>
</tr>
<tr>
<td>Islamorada Revenue</td>
<td>$103,932.15</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$8,726.66</td>
<td></td>
</tr>
<tr>
<td>District Expenditures</td>
<td></td>
<td>$436,432.72</td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td>$101,518.17</td>
</tr>
<tr>
<td>Total</td>
<td>$950,994.09</td>
<td>$537,950.89</td>
</tr>
</tbody>
</table>
## FKAA Wastewater Revenue Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Customers Billed</th>
<th>WW Revenue Received</th>
<th>Date</th>
<th>Number of Customers Billed</th>
<th>WW Revenue Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2018</td>
<td>9,764 Residential 9098 666 Non-Res</td>
<td>$841,530.30</td>
<td>March 2019</td>
<td>9,817 Residential 8946 871 Non-Res</td>
<td>$1,011,953.04</td>
</tr>
<tr>
<td>April 2018</td>
<td>9,792 Residential 9122 670 Non-Res</td>
<td>$750,841.91</td>
<td>April 2019</td>
<td>9,811 Residential 8941 870 Non-Res</td>
<td>$728,062.69</td>
</tr>
<tr>
<td>May 2018</td>
<td>9,822 Residential 8974 848 Non-Res</td>
<td>$716,326.84</td>
<td>May 2019</td>
<td>9,882 Residential 9008 874 Non-Res</td>
<td>$802,622.36</td>
</tr>
<tr>
<td>June 2018</td>
<td>9,785 Residential 8935 850 Non-Res</td>
<td>$739,474.29</td>
<td>June 2019</td>
<td>9,880 Residential 8952 868 Commercial</td>
<td>$725,547.97</td>
</tr>
<tr>
<td>July 2018</td>
<td>9,736 Residential 8888 848 Commercial</td>
<td>$725,237.60</td>
<td>July 2019</td>
<td>9,875 Residential 9005 870 Commercial</td>
<td>$777,681.98</td>
</tr>
<tr>
<td>Aug. 2018</td>
<td>9,745 Residential 8897 848 Commercial</td>
<td>$762,732.81</td>
<td>Aug. 2019</td>
<td>9,895 Residential 9009 886 Commercial</td>
<td>$769,276.84</td>
</tr>
<tr>
<td>Nov. 2018</td>
<td>9,765 Residential 8917 848 Commercial</td>
<td>$682,580.47</td>
<td>Nov. 2019</td>
<td>9,918 Residential 9031 887 Commercial</td>
<td>$771,021.80</td>
</tr>
<tr>
<td>Jan. 2019</td>
<td>9,775 Residential 8925 850 Commercial</td>
<td>$657,903.66</td>
<td>Jan. 2020</td>
<td>9,950 Residential 9051 899 Commercial</td>
<td>$727,658.08</td>
</tr>
</tbody>
</table>

**Total Revenue from Mar. 2018 through Feb. 2020**: $8,461,312.44

**Total Revenue from Mar. 2019 through Feb. 2020**: $9,103,125.73
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 7, 2020
Agenda Item Number: G-2

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

Department: IT
Sponsor: Peter Rosasco

Subject: Boardroom Audio

Summary of Discussion:

Staff to bring back options for upgrading and fixing the various boardroom audio system issues.

Staff recommends approving this project and VIBE Design Group's proposal with Option - Owner to provide and pull wire in the amount of $21,968.14.

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

Financial Impact
Operations: $21,968.14
Administration: Expense
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted: N/A
Engineering: 

Attachments
1. Comparison Table
2. Memo
3. VIBE Design Group Proposal
4. Midtown Video Proposal

Approved By: ____________________________ Date: 4/2/2020
Memo

To: Peter Rosasco, General Manager
Cc: KLWTG Commissioner
From: Kevin Becerra
Date: March 24, 2020
Re: Boardroom Audio Project

Mr. Rosasco,

After the initial presentation for this project we followed up with the 2 vendors and received an updated proposal from one.

The Commissioners requested that we also attempt to contact Flying A for a proposal. This attempt was made by one of the Board members. Unfortunately, we did not get proposal from them.

Mr. Mulick was able to put us in contact with an individual who has been working in the audio design and installation industry for over 20 years. While he would not be able to submit a proposal for this project due to distance, he was able to review the 2 submitted proposals. We spoke with him about several of the details and options. His conclusion was to go with the Vibe Design proposal.

We are now recommending at this time that we award this project to Vibe Design with the option to save money by running the wires in house.

Sincerely,

Kevin Becerra
Boardroom Audio

This option has the contractor installing and programming the system. VIBE Design Group offer a 1-year warranty on installation and labor with manufacturer’s warranty on equipment. Midtown Video offer a 90-day warranty on installation and labor with manufacturer’s warranty on equipment.

<table>
<thead>
<tr>
<th>VIBE Design Group</th>
<th>Midtown Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24,802.04</td>
<td>$31,843.00</td>
</tr>
<tr>
<td>If KLWTD pulls the wire</td>
<td>With 1yr Maintenance</td>
</tr>
<tr>
<td>$21,968.14</td>
<td>$34,118.00</td>
</tr>
</tbody>
</table>
**Public Boardroom Equipment**

**Scope**

This quote is for equipment only, based on functional requirements explained by the client. Please contact us for additional information or to review the functionality offered in this system design.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
<th>Price Ext</th>
<th>Labor Ext</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biamp Systems TesiraFORTÉ DAN VT4 4x4 DSP / USB / Dante / VoIP / AEC</td>
<td>$1,665.56</td>
<td>$1,665.56</td>
<td>$0.00</td>
<td>$1,665.56</td>
</tr>
<tr>
<td>1</td>
<td>LEA Professional Connect 164D Description Coming Soon</td>
<td>$1,333.33</td>
<td>$1,333.33</td>
<td>$0.00</td>
<td>$1,333.33</td>
</tr>
<tr>
<td>6</td>
<td>Tannoy CVS 6 6&quot; recessed ceiling speakers</td>
<td>$104.44</td>
<td>$626.64</td>
<td>$0.00</td>
<td>$626.64</td>
</tr>
<tr>
<td>1</td>
<td>Denon Professional DN-300R Solid-State SD/USB Media Recorder</td>
<td>$222.22</td>
<td>$222.22</td>
<td>$0.00</td>
<td>$222.22</td>
</tr>
<tr>
<td>2</td>
<td>Shure MXA106 24&quot; X 24&quot; or 603.8mm x 603.8mm (U.S.) Ceiling Array Microphone</td>
<td>$3,332.22</td>
<td>$6,664.44</td>
<td>$0.00</td>
<td>$6,664.44</td>
</tr>
<tr>
<td>1</td>
<td>TecNec BLX1288/CVL-H10 Shure BLX1288/CVL Dual Channel Combo Wire ...</td>
<td>$555.56</td>
<td>$555.56</td>
<td>$0.00</td>
<td>$555.56</td>
</tr>
<tr>
<td>1</td>
<td>OFE PC TBD Small form factor PC to be provided and configured by own...</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1</td>
<td>Attero Tech unDIO2x2+ 2x2 Channel Mic/LINE I/O Interface, PoE or 24VDC</td>
<td>$377.78</td>
<td>$377.78</td>
<td>$0.00</td>
<td>$377.78</td>
</tr>
<tr>
<td>1</td>
<td>Vibe Engineering and Project Management Services Engineering, Drafting...</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,560.00</td>
<td>$7,560.00</td>
</tr>
<tr>
<td>1</td>
<td>Windy City Wire CAT6-BLK Cat6 non-plenum Black</td>
<td>$163.00</td>
<td>$163.00</td>
<td>$880.00</td>
<td>$1,043.00</td>
</tr>
<tr>
<td>1</td>
<td>Windy City Wire 18-02P-BLK 18/2 plenum speaker cable</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$840.00</td>
<td>$990.00</td>
</tr>
<tr>
<td>1</td>
<td>VIBE Design Group Wirepull and terminations Wirepull and terminations</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$640.00</td>
<td>$640.00</td>
</tr>
</tbody>
</table>

**Public Boardroom Equipment Total** $24,802.04

---

**Option - Owner to Provide and Pull Wire**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
<th>Price Ext</th>
<th>Labor Ext</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OFE Owner Wirepull Owner to provide and install all cabling</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Credits for Replaced Items**

1. VIBE Design Group Wirepull and terminations Wirepull and terminations $0.00 $0.00 $640.00 $640.00
2. Windy City Wire 18-02P-BLK 18/2 plenum speaker cable $150.00 $150.00 $840.00 $990.00
3. Windy City Wire CAT6-BLK Cat6 non-plenum Black $163.00 $163.00 $880.00 $1,043.00

**Credits**

-$2,673.00

**Summary**

**Option - Owner to Provide and Pull Wire Total**

-$2,833.90

---

Labor prices include design, engineering, installation and programming. Warranty, freight, and misc. materials are included in room totals. See summary page for breakouts.
## ACCEPTANCE

### FINANCIAL

<table>
<thead>
<tr>
<th>PAYMENT SCHEDULE</th>
<th>EQUIPMENT TOTAL</th>
<th>SHIPPING TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net 30</td>
<td>$11,758.53</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- **ENGINEERING**: $1,320.00
- **INSTALLATION**: $7,160.00
- **MANAGEMENT**: $1,440.00
- **PROGRAMMING**: $0.00
- **LABOR TOTAL**: $9,920.00

- **WORKMANSHIP WARRANTY**: $1,083.93
- **TRAVEL**: $925.00
- **SHIPPING AND FREIGHT**: $526.65
- **MISC. HARDWARE**: $587.93

**SUBTOTAL**: $24,802.04

**TOTAL TAX**: $0.00

**PROJECT TOTAL**: $24,802.04

### OPTIONS

Not included in the project total. Initial to the left to add the option to your project.

- __OPTION - OWNER TO PROVIDE AND PULL WIRE__: -$2,833.90
TERMS

I accept this proposal and hereby authorize VIBE Design Group to proceed with the installation of the included systems at the facilities of Key Largo Wastewater Treatment District constructing at 103355 Overseas Hwy Key Largo, FL 33037 as described in the totality of this document. I further authorize VIBE Design Group to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to VIBE Design Group. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Key Largo Wastewater Treatment District and VIBE Design Group agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Key Largo Wastewater Treatment District or their staff, construction, other building trades or any other party, and additional costs may be incurred by Key Largo Wastewater Treatment District from VIBE Design Group. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Key Largo Wastewater Treatment District and VIBE Design Group. This proposal is valid only if accepted in writing by Key Largo Wastewater Treatment District and deposit payment received no later than November 17, 2019. Please note the following qualifications and exclusions:

- All electrical work by others
- ¾” plywood backing for TV to be installed by others
- All raceway and conduit stubs with pullstring by others
- Cable tray, sleeves, and firestopping by others
- DirectTV / Comcast to provide receivers, dish, and associated connections
- Any required television or music server services are excluded
- All facility LAN configuration by others
- Permit costs are excluded
- Bond is excluded
- Stamped drawings / structural / wind load ratings are excluded
- Secure onsite storage is required

ACCEPTANCE

KEY LARGO WASTEWATER TREATMENT DISTRICT

SIGNED ____________________________ DATE ____________________________
PRINT NAME ________________________ TITLE ________________________

VIBE DESIGN GROUP

SIGNED ____________________________ DATE ____________________________
PRINT NAME ________________________ TITLE ________________________
## Town Hall Chamber: WALL

### VIDEO

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD 75&quot; DISPLAY</td>
<td>$0.00</td>
</tr>
<tr>
<td>[OFE] - EXISTING 75&quot; DISPLAY</td>
<td></td>
</tr>
<tr>
<td>TBD DISPLAYMOUNT</td>
<td>$0.00</td>
</tr>
<tr>
<td>[OFE] - EXISTING 75&quot; DISPLAY MOUNT</td>
<td></td>
</tr>
</tbody>
</table>

**VIDEO Total** $0.00

**Town Hall Chamber: WALL Total** $0.00

### AUDIO

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shure MX415LPDF/C</td>
<td>$2,189.00</td>
</tr>
<tr>
<td>Shure 15&quot; Cardioid Dualflex gooseneck microphone with bi-color status indicator</td>
<td></td>
</tr>
<tr>
<td>Shure MX890-G4</td>
<td>$4,279.00</td>
</tr>
<tr>
<td>Shure Wireless Desktop Base for MX405, MX410, and MX415</td>
<td></td>
</tr>
</tbody>
</table>

**AUDIO Total** $6,468.00

**Town Hall Chamber: TABLE Total** $6,468.00

---

* Price Includes Accessories

---

**Town Hall Chamber**

Project No:  MIDTO-0153

Page 2 of 7
| Item | Description | Quantity | Price
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extron EXT60159401</td>
<td>1</td>
<td>$2,540.00</td>
</tr>
<tr>
<td></td>
<td>Extron SMP 111 - Single Channel H.264 Streaming Media Processor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Item | Description | Quantity | Price
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biamp BIATesiraFORTEAVBVT4</td>
<td>1</td>
<td>$1,865.00</td>
</tr>
<tr>
<td></td>
<td>Biamp Digital audio server, 4 analog input, 4 analog output, include acoustic echo cancellation (AEC) technology on all 4 input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Biamp Systems BIATESIRAFORTEAVBCI</td>
<td>1</td>
<td>$2,395.00</td>
</tr>
<tr>
<td></td>
<td>Biamp TesiraFORTE DSP fixed I/O server with 12 analog input, 8 analog output, 8 channel configurable USB audio, 128 x 128 channel of AVB, and Sona acoustic echo cancellation technology (all 12 input)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Crestron Electronics CREAMP120070</td>
<td>1</td>
<td>$475.00</td>
</tr>
<tr>
<td></td>
<td>Crestron Single-Channel Modular Power Amplifiers, 200W, 70V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Shure SHUSLX4LG4</td>
<td>11</td>
<td>$3,619.00</td>
</tr>
<tr>
<td></td>
<td>Shure SLX4L Wireless Receiver (G4: 470 to 494 MHz)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Shure SHUUA844SWB</td>
<td>2</td>
<td>$950.00</td>
</tr>
<tr>
<td></td>
<td>Shure Wideband antenna distributor with power cable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ubiquiti Networks UBIUS16150</td>
<td>1</td>
<td>$375.00</td>
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<tr>
<td></td>
<td>Ubiquiti Networks UniFi Managed PoE+ 16-Port Gigabit Switch with SFP (150W)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unassigned**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Unassigned Total</th>
<th>$2,540.00</th>
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</thead>
</table>

**AUDIO**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>AUDIO Total</th>
<th>$9,679.00</th>
</tr>
</thead>
</table>

**RACK & MATERIALS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>RACK &amp; MATERIALS Total</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TBD EQUIPMENTTRACK</td>
<td>1</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[OFE] - EXISTING EQUIPMENT RACK</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Town Hall Chamber: RACK Total**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Town Hall Chamber: RACK Total</th>
<th>$12,219.00</th>
</tr>
</thead>
</table>

* Price Includes Accessories

---

**Town Hall Chamber**

Project No: MIDTO-0153  Rev. 0  3/11/2020  40
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>AtlasIED ATLFAP62T Atlas 6” Strategy II Ceiling Speakers</td>
<td></td>
<td>$760.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Shure SHUUA874US Shure UHF Active Directional Antenna</td>
<td></td>
<td>$1,316.00</td>
<td></td>
</tr>
</tbody>
</table>

**Audio Total**

$2,076.00

**Town Hall Chamber: CEILING Total**

$2,076.00

*Price Includes Accessories*
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
</table>
| 1 | **Midtown Video MTV1BULKABLE**  
System Cables for Installations                                                | $750.00 |
| 1 | **Midtown Video MTV1HARDWARE**                                              | $350.00 |
| 1 | **Midtown Video MTV1MAINTENANCE**                                          | $2,275.00 |
|  | Midtown Video System Maintenance, Annual Support Plan Subscription (See Maintenance Plan Documentation for Details). Includes semi-annual preventive maintenance visits, break-fix service calls, annual user-training visit. |        |
| 1 | **Midtown Video MTV1MATERIALS**                                             | $800.00 |
|  | Miscellaneous Materials                                                     |        |
| 1 | **Midtown Video MTV-F Audio Programming**                                   | $2,200.00 |
|  | Audio Programming                                                            |        |
| 1 | **Midtown Video MTV-F Installation**                                        | $6,400.00 |
|  | Installation Labor                                                           |        |
| 1 | **Midtown Video MTV-F Project Management**                                  | $580.00 |
|  | Project Management                                                           |        |

**Labor and Materials Total**  
$13,355.00

**Project Subtotal:**  
$34,118.00
Total Installation Price: $34,118.00

Grand Total: $34,118.00

Client: 

Date 

Contractor: Midtown Video 

Date
Client has a meeting space/town hall chamber with two commissioners tables, presenter’s podium and audience seating. Participants also join the meetings over VOIP calls.

Client will provide all power, data and conduit (Already in place, no new cost).
Client will provide OFE 75” TV (Already in place. No new cost.)

Midtown Video recommends the following microphone solution:
11 Shure wireless push-to-talk table bases with gooseneck mics.
This allows the best pick up of clearest spoken word. The consideration of a ceiling microphone is not recommended by Midtown Video because voices have to carry a good distance to reach mic which would also pick up room noise/ambient sound.
The inclusion of a mute button on the wireless bass also allows for privacy when necessary.

Use existing equipment rack

1. Best microphone solution for a room 24 ft x 30 ft with mic pick up mostly at front 2/3 of the room
2. DSP with AEC and VOIP for new microphones
3. In-ceiling speakers and new amplifier
4. Recording of meeting sessions on Solid State media

Midtown Video will design, install, program and commission all work outlined here. Old equipment will be removed from existing rack and new equipment installed, cabled and tested. A brief training will be provided at the completion of installation.

Included in this updated proposal is a One-year service and support agreement to cover support phone calls, on-site service labor, and one additional training session for system administrators.

System Cost:  $31,843.00
1 Year Maintenance Coverage: $2,275.00

PAYMENT OPTION 1:
50% DUE WITH PURCHASE ORDER
BALANCE DUE NET 15 ON COMPLETION OF INSTALLATION

PAYMENT OPTION 2:
WITH APPROVED CREDIT, 3RD PARTY FINANCE
Financed amount = $34,118
5 years, $1 buyout: $34,118 x .02081 = $710/mo + tax
KLWTD Solar Phase 2 & 3 Bid Evaluation

Summary of Discussion:

The KLWTD Solar Phase 2 & 3 project was put out to bid and received two proposals from qualified bidders. The proposals were evaluated by staff and a public bid ranking meeting was held. The attached memo shows a breakdown of the scores and the cost for each item.
MEMORANDUM

To: Peter Rosasco, KLWTD General Manager
From: Steve Suggs, PE
Date: March 18, 2020
Re: KLWTD Solar Arrays Proposals Evaluations

The District published a Request for Proposals for the solar arrays project. The project anticipates installing additional solar panels at the WWTP and may also install solar arrays on the roof of the Administration Building and the roofs of 6 of the vacuum stations.

Two proposals were received in a timely manner and the companies’ proposals appear to be responsive and responsible in all material aspects. The two respondents were Carrick-Williams Companies and Burke Energy Solutions.

An evaluation team consisting of Jered Primicerio, Ryan Dempsey, Steve Suggs and Ed Castle conducted the evaluation of the proposals. Each participant first reviewed the proposals independently and without consulting others. After filling out the scoring sheets, a public meeting was held to review the scores and costs.

The table below summarizes the final costs and scores determined by each reviewer. A maximum of 120 points were possible. The largest factor in assigning scores was based on the project cost as specified in the RFP documents for a project cost estimated to be greater than $1,000,000.00. Note that the Burke Energy base bid includes a credit of $277,300 for allowing the use of galvanized steel supports in lieu of stainless-steel supports. Carrick-Williams did not offer a stainless-steel option so in an effort to evaluate the bids fairly, the galvanized option was used in Burke’s base bid.

<table>
<thead>
<tr>
<th>KLWTD Solar Arrays Proposals Scoring</th>
<th>Additive Alternates Cost</th>
<th>Total Cost</th>
<th>Reviewers' Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base Bid Cost</td>
<td></td>
<td>Ed Castle</td>
</tr>
<tr>
<td>Carrick-Williams</td>
<td>$1,911,360.00</td>
<td>$351,999.00</td>
<td>$2,263,359.00</td>
</tr>
<tr>
<td>Burke Energy</td>
<td>$1,926,371.00</td>
<td>$280,517.00</td>
<td>$2,206,888.00</td>
</tr>
</tbody>
</table>
A further breakdown of each respondent’s bid can be seen below.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>Quantity</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchase of solar panels and inverter for WWTP arrays (Do not include sales tax or contractor markup. This item may be purchased under the KLWTD ODF option)</td>
<td>LS</td>
<td>1</td>
<td>$524,727.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fabrication and installation of support frames and solar panels for 2 rooftop arrays at WWTP, including all labor and materials</td>
<td>LS</td>
<td>1</td>
<td>$26,379.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fabrication and installation of support frames and solar panels for the dry retention area array</td>
<td>LS</td>
<td>1</td>
<td>$1,027,596.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Installation of all electrical components, conduit and wiring to provide an operational system for the WWTP rooftop arrays, including all labor and materials</td>
<td>LS</td>
<td>1</td>
<td>$20,713.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Installation of all electrical components, conduit and wiring to provide an operational system for the WWTP dry retention area array, including all labor and materials</td>
<td>LS</td>
<td>1</td>
<td>$98,712.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Purchase of solar panels and inverters for Administration array (Do not include sales tax or contractor markup. This item may be purchased under the KLWTD ODF option)</td>
<td>LS</td>
<td>1</td>
<td>$82,866.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fabrication and installation of support frames and solar panels for Administration Building rooftop array, including all labor and materials</td>
<td>LS</td>
<td>1</td>
<td>$60,093.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Installation of all electrical components, conduit and wiring to provide an operational system for the Administration Building rooftop array, including all labor and materials</td>
<td>LS</td>
<td>1</td>
<td>$17,157.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Commissioning and training for the solar arrays at the WWTP and at the Administration Building</td>
<td>LS</td>
<td>1</td>
<td>$53,115.00</td>
<td></td>
</tr>
</tbody>
</table>

Additive Alternate

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>Quantity</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tesla Powerwall battery backup system, 180 kWh storage for Administration Building.</td>
<td>LS</td>
<td>1</td>
<td>$102,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vacuum Stations: Purchase of solar panels and inverters for Vacuum station arrays (Do not include sales tax or contractor markup. This item may be purchased under the KLWTD ODF option)</td>
<td>LS</td>
<td>5</td>
<td>$27,256.40</td>
<td>$136,282.00</td>
</tr>
<tr>
<td>3</td>
<td>Fabrication and installation of support frames and solar panels for 2 rooftop arrays at Vacuum Station, including all labor and materials</td>
<td>LS</td>
<td>5</td>
<td>$11,963.60</td>
<td>$59,818.00</td>
</tr>
<tr>
<td>4</td>
<td>Installation of all electrical components, conduit and wiring to provide an operational system for the Vacuum Stations rooftop arrays, including all labor and materials</td>
<td>LS</td>
<td>5</td>
<td>$9,039.20</td>
<td>$45,196.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>Quantity</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Commissioning and training for the solar arrays at the Vacuum Stations</td>
<td>LS</td>
<td>5</td>
<td>$1,740.60</td>
<td>$8,703.00</td>
</tr>
</tbody>
</table>

Request for Proposals 26

Carrick-Williams Bid Response Form
Burke Energy has the highest ranking based on the proposal evaluation. As such, it has been determined their proposal represents the best responsive and responsible proposal. We request that the Board authorize District staff and Weiler Engineering to enter into discussions with Burke Energy with the intent of finding any value engineering cost savings opportunities, as well as evaluation of the additive alternates scope of work and other work that has been offered.

Assuming we have successful discussions, we will bring a written report back to the Board summarizing the negotiated scope and cost. In this report information on cost savings and array outputs will be presented in more detail. Past numbers given were estimates based on best available data. Now that the project is near the construction phase more accurate information can be brought to the board for consideration when determining which items to move forward on. Should the Board elect to move forward on any or all of the items in the proposals, District staff will request all required bonds, insurance and other documents and will ask Burke Energy to enter into a contract to construct the solar arrays project as negotiated.
At the March 24, 2020 Board meeting, Commissioner Tobin asked to discuss having an acting General Manager in the event of sickness or illness at the next meeting.