



Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, March 5, 2024
4:00 PM

AGENDA

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

Meeting link for computer, tablet, or
smartphone.

www.gotomeet.me/KLWTDclerkboard-meeting

**(Toll Free): 1 877 309 2073
(646) 749-3129**

Access Code: 587-583-005

BOARD MEMBERS:

Nicolas Rodriguez	Chairman
Timothy Maloney	Vice Chairman
Susan Heim	Secretary-Treasurer
Robert Majeska	Commissioner
Philip Schwartz	Commissioner

DISTRICT STAFF:

Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	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.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETING

1. Minutes of February 20, 2024

4

G. GENERAL MANAGER

H. CUSTOMER SERVICE

I. IT

J. BUDGET AND FINANCE

1. Discussion of 12,000 gallon residential wastewater flow cap

8

K. FIELD

L. PLANT/FACILITIES

M. CAPITAL PROJECTS

N. ENGINEERING

1. 5 Homestead Ave Force Main Extension Recommendation of Award

12

O. LEGAL

P. COMMISSIONER'S ITEMS

Q. ROUNDTABLE

R. ADJOURNMENT

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

Meeting Date:
March 5, 2024

Agenda Item Number: F-1

Action Required:
Yes

Department:
Legal

Sponsor:
Nick Mulick

Subject:
Minutes of February 20, 2024

Summary:
Staff will present the minutes of February 20, 2024 board meeting for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Minutes
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____
General Manager



Date: 2-29-24



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, February 20, 2024

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)

Commissioner Tim Maloney led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Robert Majeska, Tim Maloney, and Philip Schwartz

Also present; General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Field Manager Mike Dempsey; Weiler Engineering Ed Castle and Jessica Huff; IT Support Manny Santana

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond; Lead Plant Operator Jerry Baker

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Commissioner Majeska requested the addition of item *Q-1 Ethics Training*

Commissioner Heim requested the addition of items *O-1 South Cliff Update* and *P-1 RAD Update*

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

PUBLIC COMMENT (E)

No Speakers.

APPROVAL OF MINUTES (F)

Minutes of February 6, 2024 (F-1)

Motion: Commissioner Maloney made a motion to approve the minutes of January 9, 2024. Commissioner Schwartz seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

No report in agenda.

CUSTOMER SERVICE (H)

Customer Service Report - January 2024 (H-1)

Ms. Fazio presented the Customer Service monthly report.

IT (I)

IT Report - January 2024 (I-1)

Mr. Santana presented the IT monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report - January 2024 (J-1)

Ms. Fazio presented the Budget and Finance monthly report.

FIELD (K)

Field Report - January 2024 (K-1)

Mr. M. Dempsey presented the Field monthly report.

PLANT/FACILITIES (L)

Plant/Facilities Report - January 2024 (L-1)

Mr. R. Dempsey presented the Plant/Facilities monthly report.

Motive Pump Purchase (L-2)

Mr. R. Dempsey requested approval for the motive pump quote from Hudson Pump & Equipment.

Motion: Commissioner Heim made a motion to approve the request. Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Heim – Aye

Commissioner Maloney – Aye

Commissioner Schwartz – Aye

Commissioner Majeska – Aye

Chairman Rodriguez – Aye

CAPITAL PROJECTS (M)

Capital Projects Report - January 2024 (M-1)

Ms. Huff presented the Capital Projects monthly report.

KLWTD VPS Mods CO #3 Piping Owner Direct Purchase (Deductive) (M-2)

Ms. Huff requested approval of Change Order #3.

Motion: Commissioner Maloney made a motion to approve the request. Commissioner Heim seconded the motion.

Vote on Motion:

Commissioner Maloney – Aye

Commissioner Heim – Aye

Commissioner Majeska – Aye

Commissioner Schartz – Aye

Chairman Rodriguez – Aye

Publication of ITB for Grinder Pump Lateral Kits Upgrades Project (M-3)

Mr. Castle requested approval to publish an ITB for grinder pump lateral kit upgrades.

Motion: Commissioner Heim made a motion to approve item M-3. Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Heim – Aye

Commissioner Maloney – Aye

Commissioner Majeska – Aye

Commissioner Schwartz – Aye

Chairman Rodriguez – Aye

ENGINEERING (N)

No report in agenda.

LEGAL REPORT (O)

South Cliff Update (O-1)

Mr. Mulick discussed the District's options if South Cliff Estates does not pay their invoice within 30 days.

COMMISSIONER ITEMS (P)

RAD Update (P-1)

Commissioner Heim reported on the Radiological Training event she attended on 02/20/2024 and discussed KLWTD's responsibilities.

ROUNDTABLE DISCUSSION (Q)

Ethics Training (Q-1)

Mr. Majeska discussed the required 4-hour Ethics Training.

ADJOURNMENT (R)

The meeting was adjourned at 5:39 pm.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____

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

Meeting Date:
March 5, 2024

Agenda Item Number: J-1


Action Required:
No

Department: Budget and Finance
Sponsor: Peter Rosasco

Subject:
Discussion of 12,000 gallon residential wastewater flow cap

Summary:
A document summarizing the financial impact of increasing the residential customers' wastewater flow cap or removing the cap altogether will be presented to the Board

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Residential Customer flow document
Administration: _____		2. KLWTD Rules and Regulations: page 19 with wastewater flow cap
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: 
General Manager

Date: 2-29-24

**KLWTD'S 12,000 GALLON CAP ON RESIDENTIAL CUSTOMERS'
WASTEWATER FLOW BILLING BASED ON CALENDAR YEAR 2023
WASTEWATER RECORDS**

Additional Annual Billing:

Additional Annual Billing for Residential Flow if the 12k gallon cap was removed completely:	\$200,113.50
---	---------------------

Additional Annual Billing for Residential Flow if 12k gallon cap changed to 13,000:	\$2,372.82
--	-------------------

Additional Annual Billing for Residential Flow if 12k gallon cap changed to 15,000:	\$14,370.28
--	--------------------

Additional Annual Billing for Residential Flow if 12k gallon cap changed to 18,000:	\$28,219.54
--	--------------------

Additional Annual Billing for Residential Flow if 12k gallon cap changed to 21,000:	\$48,173.38
--	--------------------

Additional Annual Billing for Residential Flow if 12k gallon cap changed to 24,000:	\$59,355.88
--	--------------------

Key Largo Wastewater Treatment District General Rules and Regulations



March 2023

These General Rules and Regulations supersede all previous versions.

(v) For FKAAs meters coded as Fire or Irrigation Meters, there will be no Monthly Base Charge.

(vi) The Monthly Base Charge for a Laundromat is \$27.13²⁶.

(b) Monthly Volumetric Charge for Customers receiving water from FKAAs:

(i) For each FKAAs Customer with a residential use meter, the Monthly Volumetric Charge is \$4.26²⁷ per 1,000 gallons of water billed, as reflected on the Customer's FKAAs monthly statement. The maximum monthly volume for which the Monthly Volumetric Charge will be billed is 12,000 gallons per residential Dwelling Unit.

(ii) For each FKAAs Customer with a non-residential use meter, the Monthly Volumetric Charge is \$4.26²⁸ per 1,000 gallons of water billed, as reflected on the Customer's FKAAs monthly statement. There is no maximum monthly volume for which the Monthly Volumetric Charge will be billed on non-residential use meters.

(iii) For water meters coded in FKAAs records with a location class that indicates that the water be used solely for fire or irrigation, there will be no Monthly Volumetric Charges.

(c) Direct Billing (customers receiving bills directly from KLWTD)²⁹

(i) Boating facilities pump-out systems connected to the District's wastewater system:

- 1) the annual Base Charge is \$500 and shall be billed semi-annually.
- 2) the Volumetric charge of \$17.82 per thousand gallons of wastewater discharged into the District's system shall be billed semi-annually.

(ii) Alternative water supply, Wastewater Service monthly charge: The District shall charge a flat fee of \$44.14 per month for Alternative Water Supply Wastewater Service.

(d) Deferral of Wastewater Service fees:

(i) If, under the provisions of Section 4.02(c), the Customer's Premises is improved with one or more buildings capable of generating Wastewater that would enter the District's Wastewater Facilities, but no building on the Premises is capable of being used in a manner that might generate Wastewater, the Customer may apply for a temporary deferral of Wastewater monthly billing.

(ii) Approval of deferrals applied for under the provisions of this section are at the sole discretion of the General Manager.

(iii) Upon approval, such deferral shall expire the earlier of

- 1) such date as the Monroe County Building Department issues a certificate of occupancy (CO) or;
- 2) such date as the Customer reconnects to the central Wastewater System or;
- 3) sixty (60) calendar Days.

(iv) Damages to a premise caused by natural disasters including but not limited to hurricane, storm damage or flood do not apply to this provision.

²⁶ Amended by Resolution 15-2022 on September 6, 2022 and supersedes Resolution 22-12-19.

²⁷ Amended by Resolution 15-2022 on September 6, 2022 and supersedes Resolution 22-12-19.

²⁸ Amended by Resolution 15-2022 on September 6, 2022 and supersedes Resolution 22-12-19.

²⁹ 9.03(c) replaces original 9.03(c) and original 9.03(c) is renumbered to 9.03(c)(ii).

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

Meeting Date:
March 5, 2024

Agenda Item Number: N-1

Action Required:
Yes

Department:
Engineering

Sponsor:
Ed Castle

Subject:

5 Homestead Ave Force Main Extension Recommendation of Award

Summary:

The District intends to install a force main extension for the property located at 5 Homestead Avenue in Key Largo, Florida. Weiler Engineering recommends that the Board award the 5 Homestead Ave Force Main Extension project to Page Excavating in the amount of \$53,300.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 53,300.00	1. Recommendation of Award Memo to the Key Largo Wastewater Treatment District
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	District	
District Clerk: _____	Budgeted:	
Engineering: _____	Yes	

Approved By: _____
General Manager

Date: 2-29-24



MEMORANDUM

To: Peter Rosasco, General Manager

From: Ed Castle, PE

Date: March 5th, 2024

Re: Recommendation of Award for 5 Homestead Ave Force Main Extension

The Key Largo Wastewater Treatment District intends to install a force main point of connection for the property located at 5 Homestead Avenue in Key Largo, Florida. The District published an Invitation to Bid for the 5 Homestead Ave Force Main Extension Project on January 11th, 2024. A non-mandatory pre-bid meeting was held on January 25th, 2024. Bids were due on February 15th, 2024.

One company, Page Excavating, expressed interest in the project and had a representative attend the pre-bid meeting. The bid received from Page Excavating was found to be responsive and responsible. The bid tabulation is presented below.

Company	Attended non-mandatory pre-bid meeting?	Submitted Bid?	Bid Amount
Page Excavating	Y	Y	\$53,300
Engineer's Estimate	N/A	N/A	\$70,785

Staff recommends award of the 5 Homestead Ave Force Main Extension project to Page Excavating as the lowest cost, responsive, and responsible bidder. Staff recommends that the project be awarded to Page Excavating in the amount of \$53,300.

The bid submitted by Page Excavating was reviewed for responsiveness and responsibility. The table below summarizes that analysis.



**KLWTD 5 Homestead Ave Force Main Extension ITB Response Evaluation Form
Contractor Responsiveness & Responsibility Checklist**

	Page Excavating
Bid Amount	\$53,300
Responsiveness Checklist	
All required tabbed sections provided?	Y
Bid Transmittal Form, Appendix A-1: 1. Company name and address provided? 2. Acknowledgement of addenda? 3. Bid signed by authorized representative?	1. Y 2. Y 3. Y
Bidder attended mandatory pre-bid meeting?	Y
Bid Bond, Appendix B-2, Section 00420, for 5% of bid amount provided with appropriate surety signatures?	N/A
Trench Safety Statement Form, Appendix B-3, Section 00430, provided and signed?	Y
Insurance Certification Form, Appendix B-4, Section 00620, provided and properly executed?	Y
Did bidder provide proof of licensure as a General Contractor in the State of Florida?	Y
Responsibility Checklist	
Did bidder provide documentation of having been performing similar construction services for at least five years?	Y
Did bidder provide a list of key personnel demonstrating adequate qualified personnel to perform the work?	Y
Did bidder provide a list of equipment adequate to support performance of the work?	Y