



Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Tuesday, October 1, 2024  
4:00 PM

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## AGENDA

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

Meeting link for computer, tablet, or  
smartphone.

**[www.gotomeet.me/KLWTDCLerkboard-meeting](http://www.gotomeet.me/KLWTDCLerkboard-meeting)**

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

**Access Code: 587-583-005**

### BOARD MEMBERS:

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

### DISTRICT STAFF:

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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 September 3, 2024 4

## G. GENERAL MANAGER

- 1. EPA Plant Visit 15
- 2. Islamorada Update/Discussion 17

## H. CUSTOMER SERVICE

- 1. Customer Service Report – August 2024 20

## I. IT

- 1. IT Report – August 2024 22

## J. BUDGET AND FINANCE

- 1. Budget and Finance Report – August 2024 24

## K. FIELD

- 1. Field Report – August 2024 27

## L. PLANT/FACILITIES

- 1. Plant/Facilities Report – August 2024 30
- 2. Aerzen Blower Repair 34

## M. CAPITAL PROJECTS

- 1. Capital Projects Report – August 2024 37

## N. ENGINEERING

1. WEC 25-01 - Capital Projects & Construction Services	55
2. WEC 25-02 - Work Authorization- WWTP Engineering Services	71
3. WEC 25-03 - Work Authorizations- Field Operations General Consulting	77
4. WEC 25-04 - Work Authorizations- Admin General Consulting Services	83
5. WEC 25-05 - Work Authorizations- CSAP Preparation	87
6. Correction of Weiler Engineering Work Authorization 24-03	92

## O. LEGAL

1. Conservation Parcel Waiver Request - 1004 Gibraltar Rd, AK No. 1668460;1006 Gibraltar Rd, AK No. 1668451 (Reso. 19-2024)	99
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A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE BOARD") APPROVING THE REQUEST BY CRAWDADDY INC ("THE OWNER"), FOR THE REMOVAL OF TWO TAX PARCELS AK# 1668460; AND AK# 1668451 FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

2. Rescission of Resolution 15-2024 Removing Parcels from Tax Roll (Reso. 20-2024	105
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A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RESCINDING RESOLUTION NO. 15-2024; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

3. Conservation Parcel Waiver Request - 128 Caribbean Ave, AK No. 1548987 (Reso. 21-2024)	111
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A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE BOARD") APPROVING THE REQUEST BY HAROLD FRIED AND SHERRY FRIED ("THE OWNERS"), FOR THE REMOVAL OF TAX PARCEL AK# 1548987; FROM THE 2009 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

## P. COMMISSIONER'S ITEMS

## Q. ROUNDTABLE

## R. ADJOURNMENT

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

Meeting Date:  
October 1, 2024

Agenda Item Number: F-1

Action Required:  
Yes

Department:  
Legal

Sponsor:  
Nick Mulick

Subject:  
**Minutes of September 3, 2024**

Summary:  
Staff to present the minutes of September 3, 2024, for approval.

## Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

## Financial Impact

\$  
  
Funding Source:  
N/A  
  
Budgeted:  
N/A

## Attachments

1. Minutes

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

09/26/2024





Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, September 3, 2024

## MINUTES

### **CALL TO ORDER (A)**

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

### **PLEDGE OF ALLEGIANCE (B)**

Commissioner Sue Heim led the Pledge of Allegiance.

### **ROLL CALL (C)**

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, and Robert Majeska

Present Virtually: Commissioner Timothy Maloney and Philip Schwartz (non-voting)

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Field Manager Rudy Perez; Weiler Engineering Lexi Connor; IT Support Manny Santana.

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Ed Castle; IT Consultant Randy Redmond

Guest: Florida Technical Consultants James Barton

Guests (Appeared Virtually): BS&A Keegan Nixon

### **AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)**

*Approval of Agenda (D-1)*

Commissioner Majeska requested the addition of items *G-2 Islamorada* and *L-2 Forever Chemicals*.

Commissioner Heim requested *I-1* and *I-2* be presented after *F-1*

Ms. Fazio requested item *J-2* be presented before item *J-1*

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

### **PUBLIC COMMENT (E)**

No speakers.

### **APPROVAL OF MINUTES (F)**

*Minutes of August 20, 2024 (F-1)*

**Motion:** Commissioner Majeska made a motion to approve the minutes of August 20, 2024. Commissioner Heim seconded the motion. Motion passed without objection.

**GENERAL MANAGER (G)**

*September 17, 2024, Meeting (G-1)*

Mr. Rosasco discussed canceling the September 17, 2024, Board Meeting.

**Motion:** Commissioner Heim made a motion to cancel the September 17, 2024, Board Meeting. Commissioner Majeska seconded the motion.

**Vote on Motion:**

**Commissioner Heim – Aye  
Commissioner Majeska – Aye  
Commissioner Maloney – Aye  
Chairman Rodriguez – Aye**

*Islamorada (G-2)*

Commissioner Majeska suggested that after the November 2024 election, the District send a letter to Islamorada council members regarding the KLWTD – Islamorada ILA. The recent sewer pipe break was also discussed. The Board will consider the letter suggestion at a future Board meeting.

**CUSTOMER SERVICE (H)**

No report in agenda.

**IT (I)**

*GIS Utility Updates and Maintenance (I-1)*

Mr. James Barton presented a proposal for updating KLWTD's GIS.

**Motion:** Commissioner Heim made a motion to approve I-1 at the stated financial impact. Commissioner Majeska seconded the motion.

**Vote on Motion:**

**Commissioner Heim – Aye  
Commissioner Majeska – Aye  
Commissioner Maloney – Aye  
Chairman Rodriguez – Aye**

*GIS Utility Update Training (I-2)*

Mr. James Barton presented a proposal for GIS Utility Update Training.

**Motion:** Commissioner Maloney made a motion to approve I-2. Commissioner Majeska seconded the motion.

**Vote on Motion:**

**Commissioner Maloney – Aye  
Commissioner Majeska – Aye  
Commissioner Heim – Aye  
Chairman Rodriguez – Aye**

## **BUDGET AND FINANCE (J)**

### *3<sup>rd</sup> Quarter Fiscal Year 2024 Financial Reports (J-1)*

Ms. Fazio presented the 3<sup>rd</sup> quarter financial reports for 2024.

### *BS&A Cloud Update (J-2)*

Ms. Fazio presented a proposal from BS&A to migrate to a cloud platform.

**Motion:**            **Commissioner Majeska made a motion to approve the proposal.  
Commissioner Maloney seconded the motion.**

### **Vote on Motion:**

**Commissioner Majeska – Aye**

**Commissioner Maloney – Aye**

**Commissioner Heim – Aye**

**Chairman Rodriguez – Aye**

## **FIELD (K)**

No report in agenda.

## **PLANT/FACILITIES (L)**

### *Plant/Facilities Report- July 2024 (L-1)*

Mr. Dempsey presented the Plant/Facilities monthly report.

### *Forever Chemicals (L-2)*

Commissioner Majeska discussed a recent article on forever chemicals and potable water.

## **CAPITAL PROJECTS (M)**

No report in agenda.

## **ENGINEERING (N)**

No report in agenda.

## **LEGAL REPORT (O)**

### *Assessment Exclusion – Resolution 18-2024 (O-1)*

Mr. Mulick submitted Resolution 18-2024.

**Motion:**            **Commissioner Maloney made a motion to adopt Resolution 18-2024. Commissioner Heim seconded the motion.**

### **Vote on Motion:**

**Commissioner Maloney – Aye**

**Commissioner Heim – Aye**

**Commissioner Majeska – Aye**

**Chairman Rodriguez – Aye**

### *General Counsel Agreement (O-2)*

Mr. Mulick presented a proposed General Counsel Agreement.

**Motion:**            **Commissioner Heim made a motion to approve item O-2.  
Commissioner Maloney seconded the motion.**

**Vote on Motion:**

**Commissioner Heim – Aye**  
**Commissioner Maloney – Aye**  
**Commissioner Majeska – Nay**  
**Chairman Rodriguez – Aye**

*General Manager Agreement (O-3)*

Mr. Mulick presented a proposed General Manager Agreement.

**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 Majeska – Nay**  
**Chairman Rodriguez – Aye**

*Financial Director Agreement (O-4)*

Mr. Mulick presented a proposed Financial Director Agreement.

**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 – Nay**  
**Chairman Rodriguez – Aye**

**COMMISSIONER ITEMS (P)**

No report in agenda.

**ROUNDTABLE DISCUSSION (Q)**

No report in agenda.

**ADJOURNMENT (R)**

The meeting was adjourned at 6:06 p.m.

Seal\_\_\_\_\_



## Key Largo Wastewater Treatment District

103355 Overseas Highway, Key Largo, FL 33037

Post Office Box 491, Key Largo, FL 33037

Phone (305) 451-4019 • [www.klwtd.com](http://www.klwtd.com)

# Memo

To: Key Largo Wastewater Treatment District Board of Commissioners

From: Alexis Irizarry, Assessment Coordinator

Date: September 3, 2024

Re: Monroe County Land Authority Conservation Parcel Waiver Request Postponement

---

After KLWTD notified Mark Rosch at the Monroe County Land Authority (MCLA) today that KLWTD may consider postponing the September 17th board meeting during the September 3rd meeting, Mark expressed that the meeting postponement would delay the transaction of the properties for which the wastewater assessment waivers have been requested.

**RE: Pending Assessment Waiver requests**

Rosch-Mark &lt;Rosch-Mark@MonroeCounty-FL.Gov&gt;

Tue 9/3/2024 3:10 PM

To: Alexis Irizarry &lt;Alexis.Irizarry@klwtd.com&gt;

[Report This Email](#)

Hi Alexis,

We are hoping the 9/17/24 KLWTD meeting is not canceled because we don't want to postpone these transactions.

**Mark J. Rosch, AICP**

Sr. Property Acquisition Specialist

Monroe County Land Authority

Phone: (305) 295-5180

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**From:** Alexis Irizarry <[Alexis.Irizarry@klwtd.com](mailto:Alexis.Irizarry@klwtd.com)>**Sent:** Tuesday, September 3, 2024 2:44 PM**To:** Rosch-Mark <Rosch-Mark@MonroeCounty-FL.Gov>**Subject:** Pending Assessment Waiver requests

...

**CAUTION:** This email originated from outside of the County. Whether you know the sender or not, do not click links or open attachments you were not expecting.

Mark,

We currently have two pending assessment waiver requests: Fried's and Crawdaddy.

KLWTD might be canceling the September 17th meeting. Would it be okay to postpone the transaction if KLWTD presents the waiver requests on October 1st?

Please advise.

Best regards,

**Alexis Irizarry****Key Largo Wastewater Treatment District****Customer Account Specialist****(305) 451-4019 Ext: 209**

RESOLUTION NO. 18 - 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY MONROE COUNTY (“THE OWNER”), TO WAIVE THEIR RIGHT TO RECEIVE WASTEWATER SERVICE AND TO SUSPEND COLLECTION OF SDC AND ALL FUTURE NON-AD VALOREM ASSESSMENTS FOR AK# 9105322; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Monroe County (“The Owner”) is the owner of the tax parcel described in Section 1 below (“the Subject Tax Parcel”); and

**WHEREAS,** the Subject Tax Parcel is owned by Monroe County for the purpose of protecting the natural environment; and

**WHEREAS,** the Owner waives it’s right to receive wastewater service and request that the District suspend the collection of SDC and all future non ad-valorem assessments on the Subject Tax Parcel, pursuant to the Key Largo Wastewater Treatment District’s General Rules and Regulations, Section 10.06(a)(iii).

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

**Section 1.**

PARCEL I.D.: 00501090-000200  
AK NO.: 9105322  
PARCEL DESCRIPTION: BK 1 LT 4 KEY LARGO BEACH PB2-149 KEY LARGO OR473-297 OR1405-1991 OR1500-226 OR2125-667/68T/C OR2146-1271/72 OR2318-932 OR3136-304 OR3207-831 OR3264-0441

**Section 2.**

APPROVAL OF REQUEST. The owners request to waive wastewater service is hereby approved.

**Section 3.**

EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners

**Section 4.**

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



RESOLVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF SEPTEMBER 2024.

The foregoing RESOLUTION was offered by Commissioner \_\_\_\_\_, who moved for its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Majeska	_____	_____
Commissioner Heim	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Maloney	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted this 3<sup>rd</sup> day of September 2024.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: \_\_\_\_\_  
Nicolas Rodriguez,  
Chairman

ATTEST:

*Approved as to form  
and legal sufficiency:*

\_\_\_\_\_  
Shannon McCully, District Clerk

By: \_\_\_\_\_  
Nicholas W. Mulick, Esq.,  
General Counsel

SEAL



## Request for Wastewater Assessment Waiver or Exemption

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

Property Owner of Record: Monroe County

Requested By\*: Christine Hurley

*\*If not Owner of Record, authorization documentation must be submitted.*

Email (optional): Hurley-Christine@MonroeCounty-FL.Gov

Phone: 305-295-5180

RE/Parcel ID: 00501090-000200

Alternate Key: 9105322

Physical Location: Block 1, Lot 4, Key Largo Beach (PB 2-149).

RE/Parcel ID: \_\_\_\_\_

Alternate Key: \_\_\_\_\_

Physical Location: \_\_\_\_\_

RE/Parcel ID: \_\_\_\_\_

Alternate Key: \_\_\_\_\_

Physical Location: \_\_\_\_\_

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and has been aggregated with an adjoining parcel that is connected to the District's central wastewater collection system. *Section 10.05 (a)*
- ☐ The parcel is a marina, boat slip or rack minimum that is not capable of creating wastewater. *Section 10.05 (b)*
- ☐ The parcel cannot be improved due to zoning regulations or other legal constraints. *Section 10.05 (c)*
- ☐ The parcel cannot be improved due to physical conditions of the property. *Section 10.05 (d)*

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i) **Contiguous Vacant Parcel***  
**\*\$200.00 administrative fee required.**
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii) **Tier 1 (one) Vacant Parcel***  
**\*\$200.00 administrative fee required.**
- ☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06 (a)(iv) **Minimum Tax Bill***
- ☒ The parcel is owned by Monroe County Land Authority or any other Federal, State or Local Agency for the purpose of protecting the natural environment. *Section 10.06 (a)(iii) - **Conservation Parcel***
- ☐ The parcel is being conveyed to the Monroe County Land Authority or any other Government Agency for conservation purpose. **The Waiver shall take effect upon receipt by the District of proof that the Government Entity has acquired title to the Subject Tax Parcel. Section 10.06 (a)(iii) - **Conservation Parcel****

### Acknowledgement Box required to process all exemptions Section 10.04(a) or waiver requests Section 10.06(b)



- ☐ I certify that if wastewater service to the parcel is reinstated, the then-current owner must pay the full direct and indirect District costs of providing the same. The amount charged at that time is expected to be significantly greater than the current non-ad valorem assessment. Monroe County acknowledges that if the property is improved or developed with structures requiring an independent sewer connection, the District may impose a System Development Charge. Alternatively, the County may sell the property to an adjacent property owner for them to use for accessory structures connected to sewer through an existing sewer connection. If this is the case, Monroe County will require a deed restriction specifying that the property is limited to accessory use only.

**Christine Hurley**

Digitally signed by Christine Hurley

Date: 2024.08.09 09:08:38 -04'00'

Signature

103355 Overseas Hwy, Key Largo FL 33037

Date

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

Meeting Date:

October 1, 2024

Agenda Item Number: G-1

Action Required:

No

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

**EPA Plant Visit**

Summary:

Mr. Rosasco will discuss the EPA Plant visit on September 18, 2024.

## Reviewed / Approved

## Financial Impact

## Attachments

Operations: \_\_\_\_\_

\$

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

Funding Source:

District Counsel: \_\_\_\_\_

N/A

District Clerk: \_\_\_\_\_

Budgeted:

Engineering: \_\_\_\_\_

N/A

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

**From:** Blackburn, Steven <[Blackburn.Steven@epa.gov](mailto:Blackburn.Steven@epa.gov)>  
**Sent:** Friday, September 20, 2024 10:19 PM  
**To:** Enrique Montes - NOAA Affiliate <[enrique.montes@noaa.gov](mailto:enrique.montes@noaa.gov)>; Peter Rosasco <[peter.rosasco@klwtd.com](mailto:peter.rosasco@klwtd.com)>; Nick, FDEP <[Nicholas.Parr@FloridaDEP.gov](mailto:Nicholas.Parr@FloridaDEP.gov)>; George Garrett, Marathon <[garrettg@ci.marathon.fl.us](mailto:garrettg@ci.marathon.fl.us)>; Chris Bergh, TNC <[cbergh@TNC.ORG](mailto:cbergh@TNC.ORG)>; Patrick Rice <[Patrick.Rice@cfk.edu](mailto:Patrick.Rice@cfk.edu)>; Krueger-Shelly <[Krueger-Shelly@monroecounty-fl.gov](mailto:Krueger-Shelly@monroecounty-fl.gov)>; Allison <[ahiggins@cityofkeywest-fl.gov](mailto:ahiggins@cityofkeywest-fl.gov)>; karen Bohnsack <[karen.bohnsack@noaa.gov](mailto:karen.bohnsack@noaa.gov)>; Rhonda Haag <[haag-rhonda@monroecounty-fl.gov](mailto:haag-rhonda@monroecounty-fl.gov)>  
**Cc:** Gettle, Jeaneanne <[Gettle.Jeaneanne@epa.gov](mailto:Gettle.Jeaneanne@epa.gov)>; Nicholson, John <[Nicholson.John@epa.gov](mailto:Nicholson.John@epa.gov)>; Allenbach, Becky <[Allenbach.Becky@epa.gov](mailto:Allenbach.Becky@epa.gov)>; Lehmann, Wade <[Lehmann.Wade@epa.gov](mailto:Lehmann.Wade@epa.gov)>; Smith, Elizabeth M. (she/her/hers) <[Smith.Elizabeth@epa.gov](mailto:Smith.Elizabeth@epa.gov)>  
**Subject:** Thank You from EPA

Good afternoon everyone,

We would like to thank everyone for taking time from your busy schedule to show us around, discuss current projects, highlight past successes, and share valuable input regarding future priorities and South Florida Program direction. We covered a lot of ground from Biscayne Bay to Key West in three days. The tour was excellent, and the EPA team is very impressed with everyone's knowledge, commitment, and passion to protect and restore the natural environment of the Florida Keys and Biscayne Bay.

Steve

Steven Blackburn

USEPA Region 4

Oceans, Wetlands and Stream Protection Branch

61 Forsyth St., Atlanta, GA 30300

[Blackburn.steven@epa.gov](mailto:Blackburn.steven@epa.gov)

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

Meeting Date:

October 1, 2024

Agenda Item Number: G-2

Action Required:

No

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

**Islamorada Update/Discussion**

Summary:

Mr. Rosasco will discuss possible negotiations with The Village of Islamorada.

## Reviewed / Approved

## Financial Impact

## Attachments

Operations: \_\_\_\_\_

\$

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

Funding Source:

District Counsel: \_\_\_\_\_

N/A

District Clerk: \_\_\_\_\_

Budgeted:

Engineering: \_\_\_\_\_

N/A

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

**From:** Robert Cole <[village.manager@islamorada.fl.us](mailto:village.manager@islamorada.fl.us)>

**Sent:** Wednesday, September 18, 2024 2:51 PM

**To:** Peter Rosasco <[peter.rosasco@klwtd.com](mailto:peter.rosasco@klwtd.com)>

**Subject:** KLWWTD -- Islamorada Ops and Maintenance

Peter,

Thanks again for inviting me to the tour today.

In follow-up to our prior conversation, our Village Council is interested in transitioning our maintenance and operation of the waste system to KLWWTD. I'd like to flesh out the details of what that would require. I know you had indicated your next step would be speaking to your board.

Let me know when you are ready to speak again on this topic.

In the interim, I'd also like to find a path forward on the NPK work. In addition, I spoke with AJ today about vacuum pit monitoring. If we're potentially heading toward a logical transfer of our system to KLWWTD, it would make sense for both the NPK work, pit monitoring technology, and more, to match-up against what you have and what will best integrate. So, let's see if we can establish a clear path forward.

Your experience, support, and guidance is greatly appreciated, Peter. Obviously, what you're doing in Key Largo is working and I'm impressed seeing the operation in person.

Rob

Robert Cole

Village Manager

Islamorada, Village of Islands

86800 Overseas Highway

Islamorada, FL 33036

305-664-6460 (o)

305-393-4378 (c)

[village.manager@islamorada.fl.us](mailto:village.manager@islamorada.fl.us)

***\*How are we doing? Click [here](#) to complete our Customer Survey\****

Please Note: Florida Public Records Law provides that most written communications to or from municipal employees regarding Village business are public records, available to the public and media upon request. Therefore, this email may be subject to public disclosure.

***\*How are we doing? Click [here](#) to complete our Customer Survey\****

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

Meeting Date:

October 1, 2024

Agenda Item Number: H-1

Action Required:

No

Department:

Customer Service

Sponsor:

Connie Fazio

Subject:

**Customer Service Report - August 2024**

Summary:

Ms. Fazio will present the Customer Service monthly report.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024



# Key Largo Wastewater Treatment District Customer Service Report

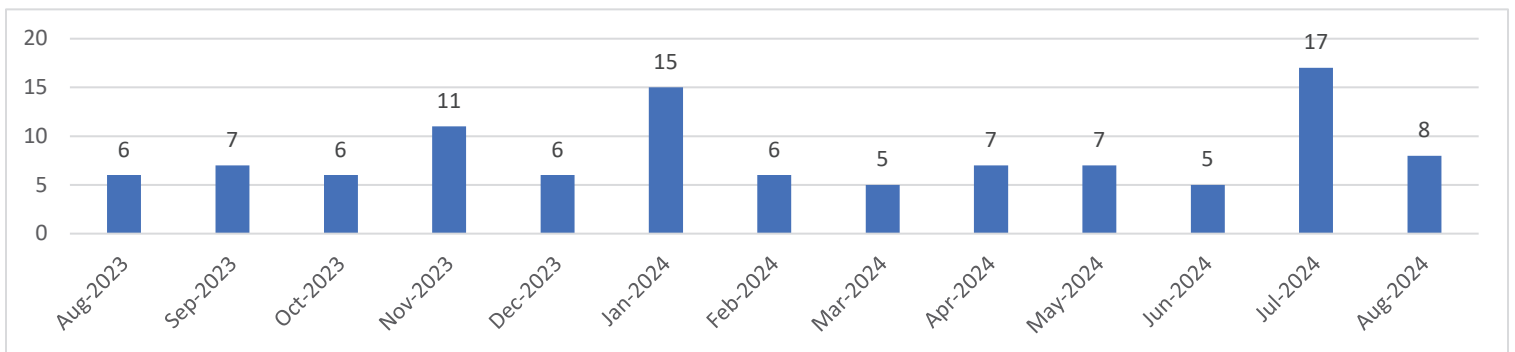
August 2024

The numbers provided are based on customer requests that generated a work order.

## Customer Service Requests

	Total
Billing	9
Demo	4
Field Department	17
Locat	1
MOD	10
NOA	7
Tie In Non Res	1
Tie In Res	5
Total	54

## Number of Completed Wastewater Connection



## Completed Wastewater Connections Consists of The Following:

- 1 – New Residential Connection
- 7 – Residential Reconnections

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

Meeting Date:

October 1, 2024

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

**IT Report - August 2024**

Summary:

ENS will present the IT monthly report.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

# IT

The IT Department received 391 tickets and completed 409 tickets in August.

## IT Updates

Project	Cost	Description
<b>GIS Emergency applications project</b>	\$18,960.00 One time	<ul style="list-style-type: none"> <li>• Monthly meetings on-going.</li> <li>• Meeting with FTC on 9/25/24 to begin Coordinating training.</li> </ul>
<b>BSA Cloud Migration</b>	Modules - Annual Fee \$39,545 Upgrade Implementation \$39,600 Total Proposed \$79,145.	<ul style="list-style-type: none"> <li>• September 3<sup>rd</sup> Board meeting.</li> <li>• Kick off Call with BSA online on 9/23.</li> <li>• Completed Preliminary Database extraction on 9/24.</li> <li>• Expected Go Live date 12/05/24.</li> <li>• Remote Go-Live Assistance from 12/05/24 to 12/20/24.</li> </ul>

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

Meeting Date:

October 1, 2024

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Connie Fazio

Subject:

**Budget and Finance Report - August 2024**

Summary:

Ms. Fazio will present the Budget and Finance monthly report.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

# August 2024

## Budget and Finance Report

Long-Term Debt Summary	
SRF Loan KLNC 46401P	\$7,267,175.75

*Next payment: January 2025*

	Cash Flow	
	Deposits	Expenditures
Wastewater Billing Deposits Received	\$631,716.35	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$6,393.67	
Islamorada Revenue	\$95,887.65	
Interest Income	\$102,165.38	
Misc. Revenue (includes Stewardship reimbursements)	\$1,349.55	
District Expenditures (checks written)		\$1,332,689.42
Payroll		\$186,284.01
Total:	\$837,512.60	\$1,518,973.43

### FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
<b>Sept. 2022</b>	10,119 (9,229 Residential 890 Commercial)	\$624,324.13	<b>Sept. 2023</b>	10,141 (9,258 Residential 883 Commercial)	\$693,024.47
<b>Oct. 2022</b>	10,120 (9,230 Residential 890 Commercial)	\$590,167.00	<b>October 2023</b>	10,158 (9,275 Residential 883 Commercial)	\$570,143.86
<b>Nov. 2022</b>	10,124 (9,233 Residential 891 Commercial)	\$685,127.26	<b>November 2023</b>	10,152 (9,272 Residential 880 Commercial)	\$567,443.79
<b>Dec. 2022</b>	10,114 (9,224 Residential 890 Commercial)	\$628,476.82	<b>December 2023</b>	10,154 (9,275 Residential 879 Commercial)	\$638,428.80
<b>Jan. 2023</b>	10,129 (9,236 Residential 893 Commercial)	\$604,896.94	<b>January 2024</b>	10,160 (9,278 Residential 882 Commercial)	\$534,961.66
<b>Feb. 2023</b>	10,123 (9,239 Residential 884 Commercial)	\$600,360.56	<b>February 2024</b>	10,153 (9,274 Residential 879 Commercial)	\$431,382.57
<b>March 2023</b>	10,148 (9,266 Residential 882 Commercial)	\$655,947.71	<b>March 2024</b>	10,170 (9,286 Residential 884 Commercial)	\$863,381.29
<b>April 2023</b>	10,141 (9,255 Residential 886 Commercial)	\$603,364.07	<b>April 2024</b>	10,195 (9,317 Residential 878 Commercial)	\$599,239.78
<b>May 2023</b>	10,168 (9,286 Residential 882 Commercial)	\$641,650.94	<b>May 2024</b>	10,212 (9,335 Residential 877 Commercial)	\$646,584.43
<b>June 2023</b>	10,164 (9,281 Residential 883 Commercial)	\$610,223.04	<b>June 2024</b>	10,182 (9,304 Residential 878 Commercial)	\$624,252.64
<b>July 2023</b>	10,140 (9,260 Residential 880 Commercial)	\$644,707.07	<b>July 2024</b>	10,212 (9,331 Residential 881 Commercial)	\$633,246.33
<b>Aug 2023</b>	10,167 (9,282 Residential 885 Commercial)	\$599,881.28	<b>Aug 2024</b>	FKAA Stats not received as of 9/20/24	\$631,716.35
<b>Total Revenue from Sept 2022 Through August 2023</b>		<b>\$7,489,126.82</b>	<b>Total Revenue from Sept. 2023 Through August 2024</b>		<b>\$7,433,805.97</b>

**July 2024 Credit Card Fee Info**

**CC Total of KLWTD Customer Payments to FKAA**

**CC Total x 2.5% Fee Total Cost to KLWTD**

**\$235,775.33**

**\$5,894.38**

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

Meeting Date:  
October 1, 2024

Agenda Item Number: K-1

Action Required:  
No

Department:  
Field Operations

Sponsor:  
Rudy Perez

Subject:  
**Field Report - August 2024**

Summary:  
Mr. Perez will present the Field monthly report.

## Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

## Financial Impact

\$  
  
Funding Source:  
N/A  
  
Budgeted:  
N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

## Wastewater Field Operations

There was a total of 35 service calls for the month of August of these 13 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff. The reports below detail the remaining 22 calls.

Date	Address	Incident	Response	KLWTD Issue
8/1/24	23 Tortuga Dr	Customer called in to report sewage in the house.	Tech opened clean out and manually discharged pit. Found system in proper working condition. Homeowner notified. (Homeowner issue.)	No
8/2/24	29 North Dr	Customer called to report sewer on top of the clean out box.	Tech manually discharged pit. Found pit to be in proper working conditions. Noticed there was flooding in the street but was not sewer related. Homeowner notified.	No
8/5/24	99696 Overseas Hwy	Contractor called to inform us that they broke a vacuum main.	On techs arrival he observed the situation and notified Field Manager. While waiting on assistance valve was closed to isolate the break. On the arrival of other techs they immediately work to make the proper repairs to restore vacuum.	No
8/5/24	166 Arbor Ln	A concerned Homeowner called to report possible sewer puddle around the manhole.	Tech manually discharged pit and found system to be in proper operations. Clean was check and found dry. Puddle observed and determined to be rainwater. (Homeowner notified)	No
8/5/24	15 Mockingbird Rd	Customer called regarding an odor coming from the vac station.	Carbon was changed out on 6/24. Homeowner stated that they still smell an odor coming from the vac station. 2 pallets were added to the carbon chamber on 8/6. Complaints have stopped after doing so.	Yes
8/7/24	665 Lazy Ln	Customer called regarding a possible back up. Toilets not flushing correctly.	Tech opened cleanout and manually discharged pit. Found pit to be in proper working conditions. (Homeowner notified.)	No



8/9/24	496 Barracuda Blvd.	Customer reported a possible back up in his house.	The pit was working as should. Notified the homeowner that he would need to call a plumber. (Homeowner issue.)	No
8/12/24	172 La Paloma Rd	Customer called hearing a constant noise coming from the air terminal.	Tech manually discharged pit and observed all components. Pit was simulated and working properly.	No
8/14/24	77 Lake Shore Dr	Customer called hearing a constant vacuum coming from his home.	On techs arrival pit was found surging. He diagnosed issue to be a faulty controller.	Yes
8/14/24	450 Bowie Ln	Customer called experiencing back up issues downstairs.	Everything was working as it should. Notified the Homeowner that he would need to call a plumber. (Homeowner issue)	No
8/15/24	447 Bahia Ave	Customer called stating there was a noise coming from the air terminal.	Tech found pit to be under low vacuum. He diagnosed issue to be a faulty controller.	Yes
8/17/24	101850 Overseas Hwy	Property Manager called to report a backup in the house. Also stated there was no alarm warning.	Tech found the hose mount to be broken caused from the pump dead heading. Once replaced it was determined the force main had a blockage. Blockage was cleared and grinder pump was back in service. Tech also changed the alarm buzzard that was not working.	Yes
8/19/24	399 Laguna Ave	Customer called to report an odor outside and inside His home.	Tech found that everything was working as it should. Advised the homeowner to call a plumber to check vents. No odor was detected. (Homeowner Issue).	No
8/19/24	683 N Lake Dr	Anonymous caller called to report a strong chemical odor.	Clean out and pit were checked found system to be working properly. No odor detected.	No

8/21/24	66 Coconut Dr	Customer called to report an odor coming from inside and outside his home.	Tech found everything to be working as should. Clean out and pit were checked found no odor coming from our system. (Homeowner notified.)	No
8/22/24	101600 Overseas Hwy	Customer called to report the lift station alarm was going off.	Pump was not working. Tech pulled pump and found debris in the impeller. Pump was put back in service.	Yes
8/24/24	32 Pirates Dr	Customer called to report a back up in they're bathroom.	Tech found everything was working as should. Advised homeowner to call a plumber. (Homeowner issue.)	No
8/25/24	99240 Overseas Hwy	Customer called to report the grinder pump alarm was going off.	Pump is on a private system. Not a KLWTD issue. (Homeowner notified.)	No
8/27/24	451 Lime Dr	Customer to report a backup.	Homeowner service is on a gravity fed line. Buffer tank was checked and found cleared and dry.	No
8/27/24	99610 Overseas Hwy	Business owner called stating they were experiencing a backup.	Tech found everything to be working as should. It was found that the grease trap was back up. (Private issue.)	No
8/29/24	104160 Overseas Hwy	Customer called stating his pump was not working.	Homeowner is on a private system. It was determined Force Main had a blockage. Techs worked to clear blockage out of the force main. Once cleared system was back to normal.	Yes
8/29/24	91875 Overseas Hwy	Business owner called to report a back up.	Buffer tank was checked and manually discharged. No issues detected. Issue on the private side. (Owner notified.)	No

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

Meeting Date:  
October 1, 2024

Agenda Item Number: L-1

Action Required:  
No

Department:  
Plant/Facilities

Sponsor:  
Ryan Dempsey

Subject:  
**Plant/Facilities Report - August 2024**

Summary:  
Mr. Dempsey will present the Plant/Facilities monthly report.

## Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

## Financial Impact

\$  
  
Funding Source:  
N/A  
  
Budgeted:  
N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

# Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 1.8 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

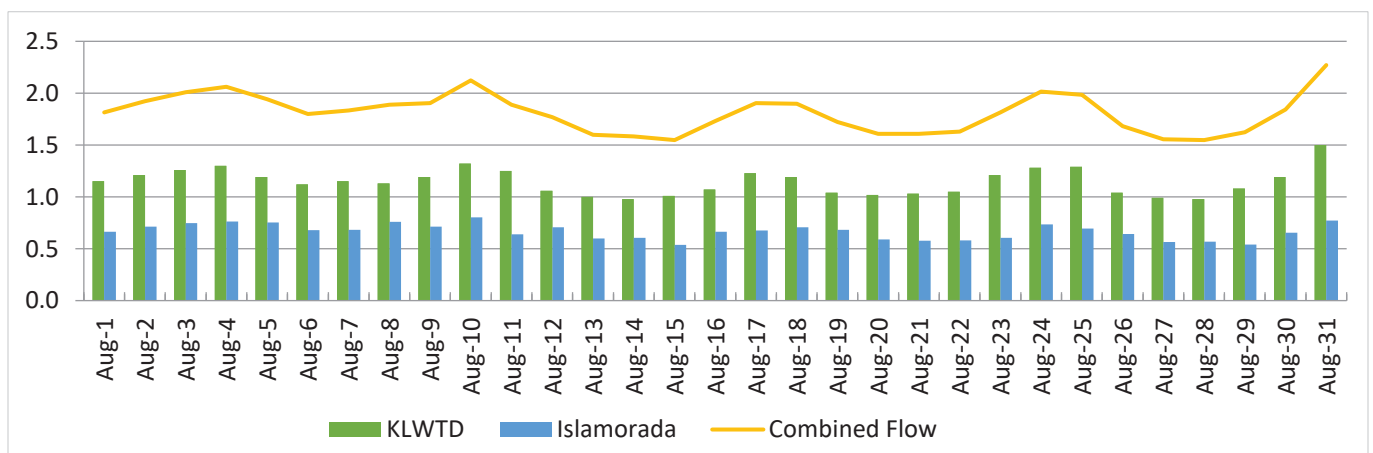
## Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

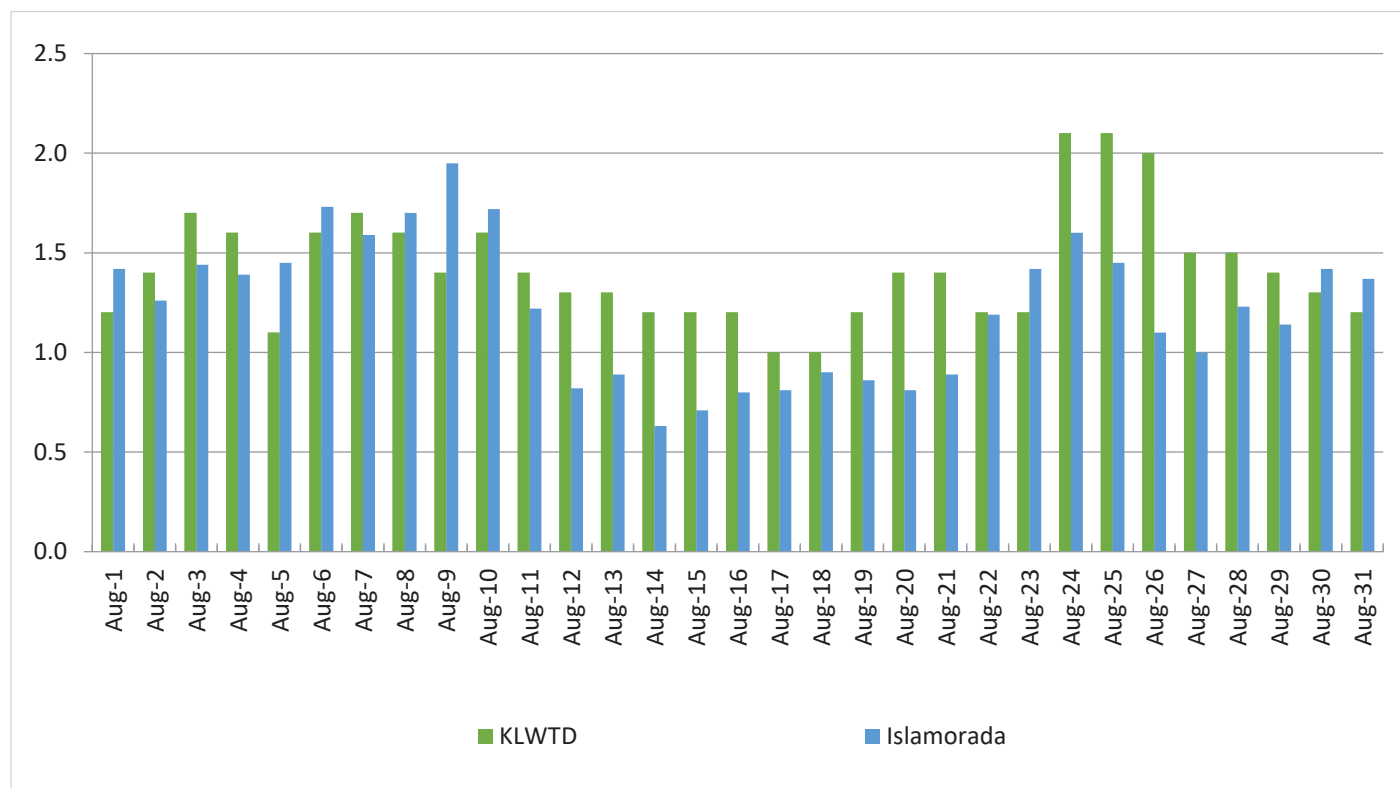
Effluent Quality Report	August 2024 Plant Performance	12 Month Average Plant Performance	Effluent Limits
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	1	1.7	5
TSS (Total Suspended Solids)	1.5	1.3	5
TN (Total Nitrogen)	1.9	2.2	Report only
TP (Total Phosphorous)	.7	.7	Report only

## Daily Flow (MGD)

The total flow of influent through the wastewater treatment plant each day.



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



### Islamorada

Average Daily Flow: .665 MGD

Highest Daily Flow: .804 MGD

Monthly Peak Salinity: 1.9 PPT

Days over 4.0 PPT Salinity: 0

3-month average of Islamorada flow capacity (1.104 MGD): 67%

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

Meeting Date:  
October 1, 2024

Agenda Item Number: L-2

Action Required:  
Yes

Department:  
Plant/Facilities

Sponsor:  
Ryan Dempsey

Subject:  
**Aerzen Blower Repair**

Summary:  
Mr. Dempsey will present a proposal for a blower overhaul from Aerzen.

## Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

## Financial Impact

\$ 30,982.50  
Expense  
Funding Source:  
N/A  
Budgeted:  
Yes

## Attachments

1. Aerzen Proposal

Approved By:  Date: 09/26/2024  
General Manager



# AERZEN

Compressed air, gas  
and vacuum solutions

Key Largo Wastewater Treatment Plant  
Att.: Beau Sponseller  
103355 Overseas Hwy  
KEY LARGO, FL 33037  
USA

Aerzen USA Corporation  
108 Independence Way  
Coatesville, PA 19320-1653  
USA

order-usa@aerzen.com  
www.aerzenusa.com  
Phone: 610-380-0244



## Quotation

Quote no. SEQ-24-004779/ 0  
Date: 09/16/24  
Quote Expiration date: 10/16/24  
Salesperson: Aaron Groover  
Salesperson: Andy Maluski

Page 1 / 2

Payment Terms: Net 30 days

Your account no.: 21-04852  
Phone number: +1 786-283-1049  
Fax No.: +1 786-283-1049  
E-Mail: beau.sponseller@klwtd.com

### GM150s overhaul

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Discount %	Line Amount USD
	overhaul of GM150	1			15	

Total USD Excl. TAX	30,982.50
Tax Amount	0.00
Total USD Incl. TAX	30,982.50

Ship-to Address:  
Key Largo Wastewater Treatment Plant  
103355 Overseas Hwy  
KEY LARGO, FL 33037  
USA

**For questions on this order, please contact your Regional Service Coordinator.**

Bank  
Routing  
Account No  
SWIFT  
Remittance email

USD Payments - ACH/Wire  
JP Morgan Chase  
021000021  
350056393  
CHASUS33  
remittance-usa@aerzen.com

USD Payments - Lockbox  
Aerzen USA Corp  
PO Box 21920  
New York, NY 10087-1920  
USA

EUR Payments - Wire  
Commerzbank AG  
Intermediary Bank: COBADEFF  
150113606800EUR  
COBAUS3X  
remittance-usa@aerzen.com



# AERZEN

Compressed air, gas  
and vacuum solutions

Quote no. SEQ-24-004779/ 0

Page 2 / 2

Best regards,

Andy Maluski

Aerzen USA Corporation

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Bank  
Routing  
Account No  
SWIFT  
Remittance email

USD Payments - ACH/Wire  
JP Morgan Chase  
021000021  
350056393  
CHASUS33  
remittance-usa@aerzen.com

USD Payments - Lockbox  
Aerzen USA Corp  
PO Box 21920  
New York, NY 10087-1920  
USA

36

EUR Payments - Wire  
Commerzbank AG  
Intermediary Bank: COBADEFF  
150113606800EUR  
COBAUS3X  
remittance-usa@aerzen.com



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

Meeting Date:

October 1, 2024

Agenda Item Number: M-1

Action Required:

No

Department:

Capital Projects

Sponsor:

Ed Castle

Subject:

## **Capital Projects Report - August 2024**

Summary of Discussion:

Mr. Castle will present the Capital Projects monthly report.

### Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

### Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

### Attachments

1. Monthly Report

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

# Key Largo Wastewater Treatment District Capital Projects Report

Including updates through August 2024

## Current Capital Projects

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Vacuum Stations Modifications	\$ 3,155,800.00	\$3,270,999.76	\$215,000.00	\$3,485,999.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$203,618.75	\$2,263,373.94	\$1,019,007.07	71%

- The VPS modifications project was awarded to Reynolds Construction in the amount of \$3,155,800.00. The Agreement and the Notice to Proceed were both executed on May 18, 2023.
- Benson Electric pulled all power and signal wire (aside from ATS wiring) from the main panel to the transfer switches in August.
- Reynolds continued replacing the corroded incoming 10" ductile vacuum mains with SDR21 PVC vacuum mains. The trenches remained open with proper MOT as the piping work completed at the start of August.
- Reynolds replaced Fernco couplings with SS 3" braided lines at all vac stations starting at Vac Station A and working south during the month of August.
- Reynolds continued priming and painting valves and fittings for the vacuum pump exhaust piping at Vacuum Station A, D, E, G, I and J/K throughout the period.
- The Board approved Change Order No. 5 in the amount of \$10,946.97 at the August 20<sup>th</sup> Board meeting. The reason for the changes are due to the cable sets not being long enough to extend to the vacuum trailer and secondly because the electrical wiring in place for the sewage pumps does not meet the minimum required size and the installed ground conductor is below the minimum allowable conductor size for the receptacle provided.
- Reynolds, WEC staff and KLWTD staff attended the construction progress meetings on August 8<sup>th</sup> and August 22<sup>nd</sup>.

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Collection System Monitoring	\$7,575,677.00	\$9,581,965.61	\$718,176.00	\$10,300,141.61
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$708,480.00	\$7,307,469.64	\$2,284,191.97	78%

- Work was completed in Basins A, B, D, G, H, and F
- Current Status:
  - Basin A: **293** installed (Basin complete)
  - Basin B: **383** installed (Basin complete)
  - Basin C: **48** installed (Basin in progress)
  - Basin D: **240** installed (Basin complete)
  - Basin E: **76** installed (Basin in progress)
  - Basin F: **339** installed (Basin complete)
  - Basin G: **231** installed (Basin complete)
  - Basin H: **45** installed (Basin complete)
  - Basin I: **225** installed (Basin in progress)
  - Basin J/K: **372** installed (Basin in progress)
  - Total project installed: **2,252** out of **2,984**
  - **Sensor installation is approx. 75 % complete (Note: This is only sensors and does not include other aspects of the project)**
- Construction progress meeting were held on August 13<sup>th</sup> and August 27<sup>th</sup>
- During August, Flovac and IVC continued work in Basin J/K.
- Valve rebuilds continued – 483 rebuilds completed. Continuing to target approx. 10-15 per day.
- A Punchlist walkthrough was conducted for Basin I with WEC, KLWTD, IVC and Flovac. Substantial completion paperwork forthcoming.
- Crews have completed punch list items for final completion of Basin E1, E2 and F. Final Completion paperwork for the subsequent basins are forthcoming.
- Coastal Waterways Gateway was hit by lighting. We are confirming proper grounding of the pole and consulting a lightning protection vendor to ensure safety.

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Effluent Filtration Upgrades	\$ 3,043,820.00	\$3,332,095.76	\$350,000.00	\$3,682,095.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$337,037.50	\$2,175,180.51	\$1,169,877.75	68%

- The Effluent Filtration Upgrades project was awarded to Reynolds Construction in the amount of \$3,043,820.00 on May 15, 2023.
- Filter piping installation has been started and continued throughout the period; the tees have been replaced with crosses and the piping in the pump pit was completed by the end of August.
- The 3 concrete pads for pipe supports were prepared with rebar, vapor barrier and expansion joints, ready for concrete pour.
- The filter platform railings have been installed on all edges besides the north facing edge of the platform. Preliminary installation of the stairs from the existing access platform to the new elevated deck has been completed.
- Coating of both platform and piping materials continued throughout the month of August and was tested by WEC inspector.
- Installed new booster pump piping, exchanging 90s for tees and installing butterfly valves on each line.
- Reynolds, WEC staff and KLWTD staff attended the construction progress meetings on August 8th and August 22nd.

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Keys Holdings LLC Pump Station Replacement	\$ 375,555.75	\$375,555.75	\$15,000.00	\$390,555.75
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$19,070.00	\$211,861.94	\$163,693.81	59%

- The District piggybacked on a Marathon bid and awarded the Keys Holdings LLC project to Tropical Underground Contracting, LLC in the amount of \$375,555.75.
- Tropical Underground crew has installed the 3"x2" Saddle Tap to existing 3" PVC Force Main.
- Installed new electrical box for lift station and have run PVC conduit pipe from box, underground, to lift station well.
- Tropical Underground completed a force main line pressure test on 8/19 and a hydrostatic pressure test on 8/23, both passing.
- F.J. Nugent and Tropical Underground completed the start-up testing for the lift station on 8/29. The draw-down testing by FJ Nugent passed, and Tropical Underground activated the lift station.

Project	Original Contract Amount	Current Contract Amount {Including Direct Purchases, change orders and amendments	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Grinder Pump Lateral Kits Replacement Project	\$346,065.33	\$346,065.33	\$130,000.00	\$476,065.33
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$78,585.00	\$23,600.00	\$373,880.33	21%

- The Grinder Pump Lateral Kits Replacement Project was awarded to Page Excavation in the amount of \$346,065.33. The Agreement was executed on the 1<sup>st</sup> of July 2024. The Notice to Proceed was executed on the 12<sup>th</sup> of July 2024.
- CO #1 was approved for the ODP of the Stainless-Steel Lateral Kits for the project.
- Page Excavation has completed the Pre-Construction Videos and photos for all 142 addresses where the Grinder Pump Lateral Kits are to be replaced.
- Construction was scheduled to begin on Wednesday September 11<sup>th</sup>, 2024 with Page Excavating, but the lateral kits had not yet been received, delaying the start of construction. The District was still awaiting receipt of the owner-purchased lateral kits as of September 19, 2024.

## Upcoming Construction Projects

Project	Estimated Total Cost	Status
<b>Upgrades of Odor Control at All Vacuum Stations and Upgrade of the Generators at Vac A and Vac D.</b>	\$1,200,000 (Anticipated)	Weiler Engineering has been directed to proceed with this project in phases, with Vacuum Stations A and D being the first phase. The design of the odor control upgrades, including structural components and site plans continues. Preliminary plan sets have been created for Vacuum Stations A, D, E, G, I, and J/K. The District has requested an expansion of the easement area. The Archdiocese requested monetary compensation for the expanded easement area and approval to transfer assessment waivers to others, presumably for sale of the waivers. District Counsel has determined that the District has no procedures to allow transfer of the assessment waivers. The District was awaiting reply from Archdiocese about the proposed terms for the additional easement area, which was described in a letter from KLWTD sent in August.
<b>Power Conditioning, Lightning Protection &amp; Wiring Upgrades at WWTP</b>	\$4,359,916 (Anticipated)	This project will provide protection from transient surges in power that can damage equipment and potentially cause overflows or inadequate treatment at the WWTP. Installation of a lightning protection system at the WWTP to further reduce the potential impacts due to electrical surges will also be included as part of the project scope. Upgrades to the existing power and instrumentation wiring at the WWTP includes the use of non-corrosive materials and moving wiring above-ground to prevent corrosion and failure. The design of the project will be completed by Early-September. Technical specifications and bid documents have been prepared.
<b>Direct Potable Reuse Demonstration Project</b>	\$1,504,301.25 (Anticipated)	The District has budgeted funds for a demonstration project to produce potable water from the WWTP's treated effluent. 2021 Florida legislation established Direct Potable Reuse (DPR) as a preferred effluent disposal method and provides for DPR projects to be eligible for grant funding, treating WWTP effluent as an Alternative Water Supply. The District has applied for a planning grant for this project and has requested grant funding to be allocated for the design, permitting, and construction of the DPR demonstration project. Initial estimates indicate that the volume of water produced in the DPR demonstration project would be in the range of 150,000 to 250,000 GPD.

<p><b>EQ Tank and Headworks Project</b></p>	<p>\$4,500,000 (Anticipated)</p>	<p>The EQ Tank and Headworks Project involves the installation of a new headworks as an upgrade to the current headworks at the KLWTD WWTP. This project also involves the installation of an influent EQ tank to regulate flow. This project is currently in the design phase with preliminary site plans and structural drawings for the EQ tank. Shop drawings have been received from Hydrodyne and a center flow screen has been selected for the headworks screening, which will reduce the footprint of the headworks space and has a higher catch rate and efficiency than the existing headworks. Due to a lack of a decision by Islamorada on the NPK booster station design, the District is moving forward with completing design, with incorporation of an additive alternate scope of work should Islamorada decide to keep the current booster pump design.</p>
<p><b>Blower Room Modifications Project</b></p>	<p>\$250,000 (Anticipated)</p>	<p>The KLWTD staff has requested the addition of an access door behind blower #4 to better service the blower. Currently, the other blowers must be removed in order to access blower #4. These modifications will allow for more efficient service of the blowers. This project is currently in the preliminary design phase.</p>



## Select Photos from Current Projects



*Figure 1: New Disk Filter Has Been Placed at Top of Concrete Platform and Handrails have been installed on South and East sides of deck*





*Figure 2: Concrete Forms Installed with Structural Rebar Between Disk Filter Platform and Booster Pumps Basin*





Figure 3: Trench to Extend Concrete Pad for Stair Leading Up to Existing Filters





*Figure 4: Newly Installed Booster Pump Piping*





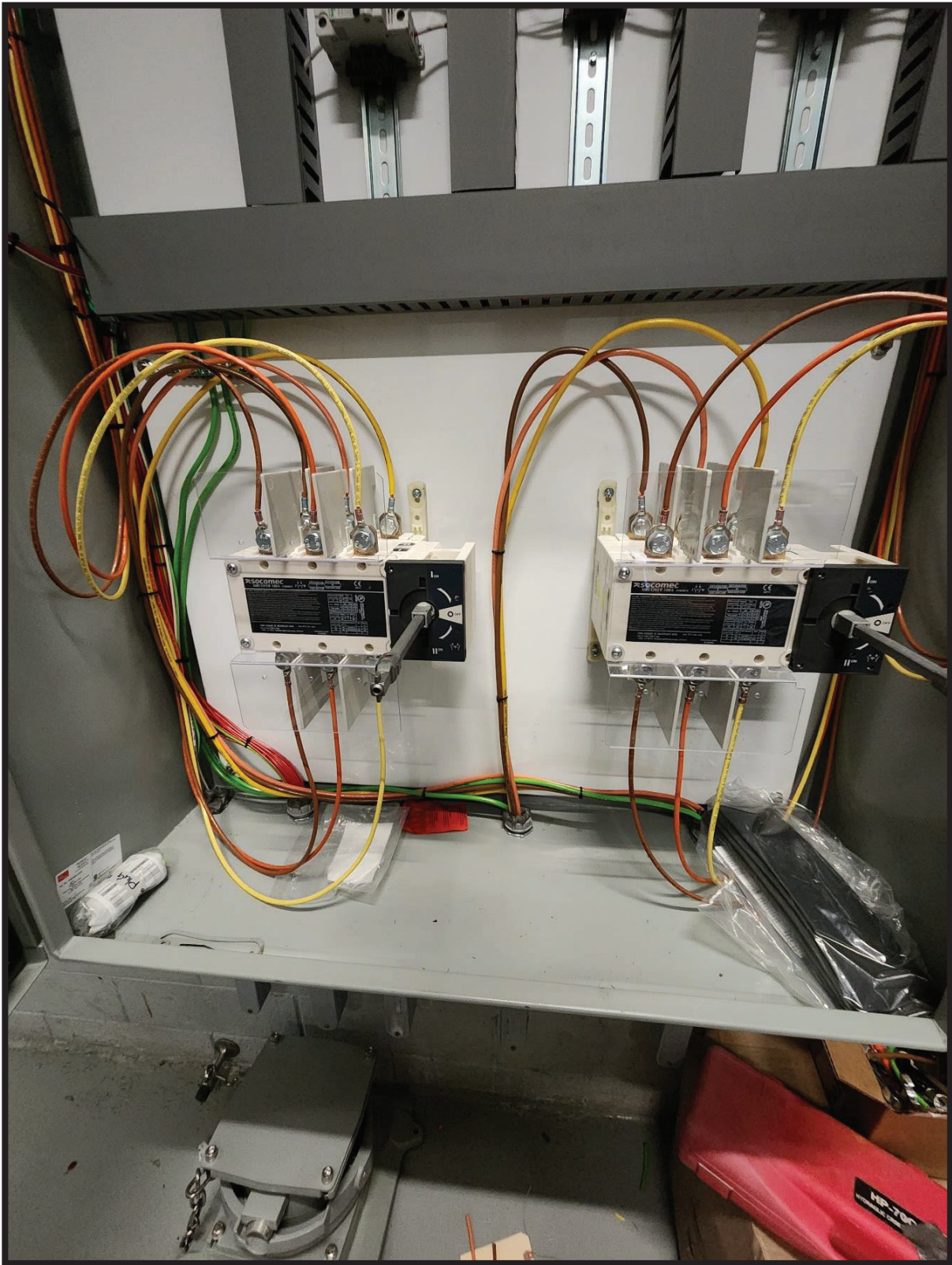
*Figure 5: Boom Installed to Lull Forklift to Support 18" D.I. Spool Piece and 18" D.I. 45 Elbow During Installation of SS Pipe Hangers*





*Figure 6: Replaced (4) 3" SS Odor Control Lines with New SS Tubing and SS Fittings at Vacuum Station A*





*Figure 7: Power Wiring for Vacuum Station Motors Terminated at New Power Terminal Inside New Switch Panel at Vacuum Station I*





*Figure 8: Water Level Checked Prior to Draw Down Testing, and Between Each Test by F.J. Nugent*





*Figure 9: Asphalt patch in Basin F*





*Figure 10: Flovac work truck on site in Basin J/K*

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

Meeting Date:

October 1, 2024

Agenda Item Number: N-1

Action Required:

Yes

Department:

Engineering

Sponsor:

Ed Castle

Subject:

## **WEC FY 2025 Work Authorizations- Capital Projects & Construction Services**

Summary of Discussion:

Attached is the WEC work authorization for FY 2025 matching the amounts in the approved budget. As is typical the WA request is an hourly not to exceed contract. The total not-to-exceed budget will be invoiced at our current hourly rates, with no increase in rates requested for FY25. Please note that Capital Projects are primarily grant funded including Engineering costs.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 1,659,962.00

Expense

Funding Source:

Grant(s)

Budgeted:

Yes

### Attachments

1. WEC FY25 WA Memo
2. WEC FY 2025 WA-Capital Projects & Construction Services

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024



*"Excellence in Engineering"*

6805 Overseas Highway  
Marathon, Florida 33050  
(305) 289-4161 ph  
(305) 289-4162 fax

## WEC FY 2024 Was & Fee Schedule

**To:** KLWTD Board of Commissioners

**From:** Ed Castle, PE

**Date:** September 18, 2024

**Re:** WEC FY25 Work Authorizations

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WEC is pleased to present our work authorization for KLWTD's fiscal year 2025. In past fiscal years, WEC has worked under four work authorizations. However, due to a new FDEP requirement, we have added a fifth work authorization for FY25. The proposed Work Authorizations include the following:

WA No.	Description	Amount
WEC 25-01	Capital Projects & Construction Services	\$1,659,962.00
WEC 25-02	Wastewater Plant Engineering Services	\$75,000.00 (WWTP) \$20,000.00 (Islamorada Misc)
WEC 25-03	Field Operations Engineering Services	\$75,000.00
WEC 25-04	Administration Engineering Services	\$10,000.00
WEC 25-05	Collection System Action Plan	\$500,000.00
<b>TOTAL</b>		<b>\$2,339,962.00</b>

The above amounts for the WEC work authorizations match the approved budget amounts for FY25.

The new work authorization, WEC 25-05, is needed to comply with the requirements of Chapter 62-600.705 F.A.C., which requires each WWTP permittee to submit a complete inventory and GIS mapping of the its collection and transmission systems, a plan for ongoing maintenance of the collection system, for I&I monitoring and control, for control of grease and other detrimental substances, for procedures for power outages and a sanitary sewer overflow response plan. The plan must also provide documentation on the CMMS system used for scheduling and tracking the above procedures, included all costs associated with these activities. Information regarding

the requirements of Chapter 62-600.705 was presented as part of the FY25 preliminary budget discussion at the August 6, 2024 Board meeting. More detailed information was sent to the Commissioners via email from Ed Castle on August 7, 2024.

## WORK AUTHORIZATION WEC 25-01

Professional Services Agreement Between the

Key Largo Wastewater Treatment District  
(District) an independent special district created

by

Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE:	Capital Projects & Construction Services
PROJECT COST:	Hourly (Not to Exceed \$1,659,962 for FY25)
PROJECT SCHEDULE:	As needed and directed by the District
PROJECT BILLING:	See EXHIBIT A

---

Edward R. Castle, Vice President  
The Weiler Engineering Corporation  
6805 Overseas Highway  
Marathon, FL 33050

---

Nicolas Rodriguez  
Chairman KLWTD  
103355 Overseas Highway  
Key Largo, FL 33037

Witness:

---

Shannon McCully, Clerk

Date: \_\_\_\_\_



## **WORK AUTHORIZATION WEC 25-01**

### **CAPITAL PROJECTS AND CONSTRUCTION SERVICES**

#### **Weiler Engineering's Scope of Services**

The Key Largo Wastewater Treatment District (District) provides wastewater collection, transmission, treatment and disposal services for the District and provides treatment and disposal for the wastewater from Islamorada, Village of Islands (Village). In order to provide these services, the District must construct and maintain the infrastructure necessary to collect, treat and dispose of the wastewater. The District will be undertaking various construction projects in FY25 and future years.

The District requires assistance in the design of capital projects and in inspection and administration of the construction contracts. The Weiler Engineering Corporation (WEC), as the District's construction professional, will:

- Provide engineering design for the funded capital projects for FY25. The design services will include design, technical specifications and bidding assistance as needed
- Review and rank proposals from Contractors for construction tasks based on qualifications, references and pricing. The ranking will be submitted to the District for review and selection of Contractor(s).
- After selection and award of contract to Contractor(s), conduct Pre-Construction Meeting(s) with the Designer, Contractor(s), Representatives of local utilities, FDOT, District Staff and other interested parties.
- Review shop drawings and submittals provided by the Contractor(s) and approve such documents after determining compliance with the Designer's drawings and specifications.
- Conduct Construction Progress Meetings throughout the entirety of the construction project.
- Interact with the Designer and the Contractor(s) in response to Requests for Clarification by the Contractor(s) regarding the design, as well as serve as the District's liaison to the Designer

for other construction issues.

- Participate in start-up of the constructed infrastructure, as applicable.
- Review record drawings, and final close-out documents on completion of the projects. At the District's option, WEC may produce final record drawings based on the Contractor(s)'s record drawings as maintained in the field.

WEC will perform daily construction observation services or may rely on information provided by the District's General Manager and District Staff, should the District elect to provide daily construction observation services, with the agreement of WEC. The observation service may include:

- Preparing daily, weekly, and monthly inspection reports;
- Maintaining construction record field data; and
- Generating construction progress reports as required by the District.

A breakdown of service cost is detailed in "Exhibit B". Upon the District's authorization to proceed, WEC's services during may include those outlined above and more specifically as follows:

### **Basic Services**

A. WEC's services during design will include specifically the following:

1. Design. WEC will consult with the District to define the capital projects and will produce design drawing to include Civil, Structural and Electrical engineering design as needed. Drawing will be produced in AutoCAD on 22" X 34" sheets. Final drawings will be signed and sealed and will be provided in both paper and PDF format
2. Technical Specifications. Technical specifications for the project will be produced to cover all aspects of the work. The technical specifications will be reviewed and will be signed and sealed by a licensed professional engineer. The technical specifications will be provided both in hard copy and in PDF format.
3. Bidding Assistance. WEC will prepare the RFP documents using the District's standard RFP format. The RFP will include the bid form and other forms and will include the Standard General Conditions, Supplementary Conditions and the FDEP Supplementary conditions as well as a construction cost estimate. The RFP will be prepared in PDF



format, ready for uploading to DemandStar for advertising.

B. WEC's services during construction will include specifically the following:

1. General Administration of Construction Contract. Consult with District and act as the District's representative as provided in the Agreement and the Construction Contract between the District and the Contractor(s). All of District's instructions to the Contractor(s) will be issued through WEC, who shall have authority to act on behalf of District in dealings with the Contractor(s) to the extent provided in the Contract for Consulting/Professional Services except as otherwise provided in writing.
2. Resident Project Representative (RPR). Provide the services of a RPR, on an as-needed basis to supplement District inspections, at the construction sites to provide more extensive observation of the Contractor(s)'s work. Duties, responsibilities, and authority of the RPR are as outlined in Exhibit B.
3. Pre-Construction Conference. Conduct the Pre-Construction Conference prior to commencement of Work at the Site.
4. Visits to Site and Observation of Construction. Make visits to the Site at intervals appropriate to the various stages of construction, as WEC deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the Work.
5. Defective Work. Recommend to District that the Contractor(s)'s work be disapproved and rejected while it is in progress if, on the basis of such observations, WEC believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
6. Clarifications and Interpretations-Field Orders. Provide clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor(s)'s work and make recommendations to the District.
7. Change Orders and Work Change Directives. Recommend Change Orders and Work Change Directives to the District, as appropriate.
8. Shop Drawings and Samples. Review and approve or take other appropriate action in respect to shop drawings, samples and other data which the Contractor(s) is required to

submit.

9. Substitutes and "or-equal." Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor(s).
10. Inspections and Tests. Assure that the Contractor(s) has required such special inspections or tests of the Contractor(s)'s work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.
11. Disagreements between the District and Contractor(s). Render formal written recommendations on all claims of the District and Contractor(s) relating to the acceptability of Contractor(s)'s work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor(s)'s work.
12. Applications for Payment. Review Contractor(s)' Applications for Payment and all required documentation.
13. Contractor(s)'s Completion Documents.
  - a. Review maintenance and operating instructions, record drawings, certifications, schedules, and guarantees received from the Contractor(s).
  - b. From the Contractor(s), receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents which are to be assembled by the Contractor(s) to obtain final payment.
  - c. WEC shall transmit these documents to the District.
14. Substantial Completion. Promptly after notice from the Contractor(s) that the entire work is ready for its intended use, in company with the Contractor(s), conduct an inspection to determine if the Work is Substantially Complete. If after considering any objections of the District and if WEC considers the Work Substantially Complete, WEC shall prepare a Certificate of Substantial Completion and a final punch list for execution by the District, WEC and the Contractor(s) to the District.
15. Final Notice of Acceptability. Conduct a final inspection to determine if the completed Work of the Contractor(s) is acceptable so that WEC may recommend, in writing, final payment to the Contractor(s).

The fees for these services, as specifically set forth in EXHIBIT A will be charged on an hourly basis. The Construction Phase will commence with the execution of the Construction Agreement for each Project or any part thereof and will terminate upon written recommendation by WEC for final payment to the Contractor(s) and acceptance by the District. WEC will not perform services under this Work Authorization that would exceed the FY25 "Not to Exceed" amount stated above, without prior written authorization from the District.

Anticipated Capital Projects may include the projects listed below, depending on Board action.

- Vacuum Pump Stations Piping Modifications
- Odor Control and Generator Upgrades at Vacuum Pump Stations
- Effluent Filtration Upgrades
- Collection System Monitoring
- Power Conditioning, Electrical Upgrades and Lightning Protection at WWTP
- EQ Tank, Headworks & Screening Upgrades
- Ventilation Upgrades at the Vacuum Pump Stations
- Direct Potable Reuse Demonstration Project Planning
- Islamorada Pinch Valve
- Grinder Pump Lateral Kits Upgrades
- Operations Building Blower Room Upgrades
- Sea Level Rise Mitigation for County Road-raising Projects
- Ductile Iron Piping Replacement and Protection at WWTP

Other capital projects that may arise during FY25 may result in additional engineering efforts. If needed, a proposal for increased engineering fees may be presented for Board approval to cover efforts for the listed conceptual projects and any other projects that may arise in FY25.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b><i>Title</i></b>	<b><i>Rate</i></b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
<i>Mining Specialist PhD (non-P.E.)</i>	<i>\$160.00</i>
<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
<i>Registered Engineer Intern (E.I.)</i>	<i>\$140.00</i>
<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
<i>Structural Inspector</i>	<i>\$130.00</i>
<i>Code Inspector</i>	<i>\$130.00</i>
<i>Senior Construction Inspector</i>	<i>\$115.00</i>
<i>Senior Engineering Designer</i>	<i>\$115.00</i>
<i>Engineering Designer</i>	<i>\$100.00</i>
<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### ***Reimbursable Expenses:***

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*

## **EXHIBIT B**

### **Resident Project Representative**

- A. WEC shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist WEC in observing progress and quality of the Work. The District shall provide at least one staff employee to assist the RPR with inspections and other duties as directed by the RPR. The RPR, assistants, and other field staff as described within this Exhibit B may provide full time representation or may provide representation to a lesser degree, at the District's option, with deductions in billing to the District based on reduced services.
- B. Through such additional observations of the Contractor(s)'s work in progress and field checks of materials and equipment by the RPR and assistants, WEC shall endeavor to provide further protection for the District against defects and deficiencies in the Work. However, WEC shall not, during such visits or as a result of such observations of the Contractor(s)'s work in progress, supervise, direct, or have control over the Contractor(s)'s Work nor shall WEC have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by the Contractor(s), for safety precautions and programs incident to the Contractor(s)'s work in progress, for any failure of the Contractor(s) to comply with Laws and Regulations applicable to the Contractor(s)'s performing and furnishing the Work, or responsibility of construction for the Contractor(s)'s failure to furnish and perform the Work in accordance with the Contract Documents.
- C. The duties and responsibilities of the RPR are limited to those of WEC in the Scope of Services and Contract for Consulting/Professional Services with the District and in the Contract Documents, and are further limited and described as follows:
  - 1. General: RPR is WEC's agent at the Site, will act as directed by and under the supervision of WEC, and will confer with WEC regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor(s)'s work in progress shall in general be with WEC and the Contractor(s), keeping the District advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of the Contractor(s). RPR shall generally communicate with the District with the knowledge of and under the direction of WEC.

2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by the Contractor(s) and consult with WEC concerning acceptability.
3. Conferences and Meetings: Attend meetings with the Contractor(s), such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
4. Liaison: Serve as WEC's liaison with the Contractor(s), working principally through the Contractor(s)'s superintendent and assist in understanding the intent of the Contract Documents.
  - a. Assist WEC in serving as the District's liaison with the Contractor(s) when the Contractor(s)'s operations affect the District's on-Site operations.
  - b. Assist in obtaining additional details or information from the District, when required for proper execution of the Work.
5. Interpretation of Contract Documents: Report to WEC when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor(s) clarifications and interpretations as issued by WEC.
6. Shop Drawings and Samples:
  - a. Record date of receipt of Samples and approved Shop Drawings.
  - b. Receive Samples which are furnished at the Site by the Contractor(s), and notify WEC of availability of Samples for examination.
  - c. Advise WEC and the Contractor(s) of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by WEC.
7. Modifications: Consider and evaluate the Contractor(s)'s suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to WEC. Transmit requests for modifications to the Designer as needed. Transmit to the Contractor(s) in writing decisions as issued by WEC and the Designer.
8. Review of Work and Rejection of Defective Work:

- a. Conduct on-Site observations of the Contractor(s)'s work in progress to assist WEC in determining if the Work is in general proceeding in accordance with the Contract Documents.
- b. Report to WEC whenever RPR believes that any part of the Contractor(s)'s work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise WEC of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9. Inspections: Tests and System Startups:

- a. Consult with WEC in advance of scheduled major inspections, tests, and system startups of important phases of the Work.
- b. Verify that tests, equipment, and system start-ups and operating and maintenance training are conducted in the presence of appropriate District personnel, and that the Contractor(s) maintains adequate records thereof.
- c. Observe, record, and report to WEC appropriate details relative to the test procedures and system startups.
- d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to WEC.

10. Records:

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, WEC's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to the Contractor(s), and other Project related documents.

- b. Prepare a daily report or keep a diary or log book, recording the Contractor(s)'s hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to WEC.
- c. Record names, addresses and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.
- d. Maintain records for use in preparing Project documentation.
- e. Upon completion of the Work, furnish original set of all RPR Project documentation to WEC.

11. Reports:

- a. Furnish to WEC periodic reports as required of progress of the Work and of the Contractor(s)'s compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to WEC and the Designer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from the Contractor(s).
- c. Furnish to WEC and the District copies of all inspection, test, and system startup reports.
- d. Report immediately to WEC the occurrence of any Site accidents, any Hazardous Environmental Conditions, emergencies, or Acts of God endangering the Work, and property damaged by fire or other causes.

12. Payment Requests: Review Applications for Payment with the Contractor(s) for compliance with the established procedure for their submission and forward with recommendations to WEC, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. Certificates. Operation and Maintenance Manuals: During the course of the Work,



verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by the Contractor(s) are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to WEC for review and forwarding to the District prior to payment for that part of the Work.

*14. Completion:*

- a. Before WEC issues a Certificate of Substantial Completion, submit to the Contractor(s) a list of observed items requiring completion or correction.
- b. Observe whether the Contractor(s) has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public agencies having jurisdiction over the Work.
- c. Participate in a final inspection in the company of WEC, the District, and the Contractor(s) and prepare a final list of items to be completed or corrected.
- d. Observe whether all items on final list have been completed or corrected and make recommendations to WEC concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of WEC's authority as set forth in the Agreement or the Contract Documents.
3. Undertake any of the responsibilities of the Contractor(s), subcontractors, suppliers, or the Contractor(s)'s superintendent.
4. Advise on issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Contractor(s)'s work unless such advice or directions are specifically required by the Contract Documents.
5. Advise on issue directions regarding, or assume control over safety precautions and programs in connection with the activities or operations of the District or the

Contractor(s).

6. Participate in specialized field or laboratory testing or inspections conducted off-site by others except as specifically authorized by WEC.
7. Accept Shop Drawing or Sample submittals from anyone other than the Contractor(s).
8. Authorize the District to occupy the Project in whole or in part.

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

Meeting Date:  
October 1, 2024

Agenda Item Number: N-2

Action Required:  
Yes

Department:  
Engineering

Sponsor:  
Ed Castle

Subject:

## **WEC FY 2025 Work Authorization- WWTP Engineering Services**

Summary of Discussion:

Attached is the WEC work authorization for FY 2025 matching the amounts in the approved budget. As is typical the WA request is an hourly not to exceed contract. WEC is offering to maintain its current fee schedule with no increase for this fiscal year. The WWTP WA not-to-exceed fee is broken into two components: \$75,000 for miscellaneous engineering services for the WWTP and \$20,000 for engineering work associated with Islamorada as KLWTD's largest customer.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 95,000.00  
Expense  
Funding Source:  
District  
Budgeted:  
Yes

### Attachments

1. WEC FY 2025 WA-WWTP  
Engineering Services

Approved By:  \_\_\_\_\_ Date: 09/26/2024  
General Manager

# WORK AUTHORIZATION WEC 25-02

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)  
an independent special district created by  
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Wastewater Plant Engineering Services

PROJECT COST: Hourly (Not to Exceed \$95,000 FY25)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

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Edward R. Castle, Vice Pres.  
The Weiler Engineering Corp.  
6805 Overseas Highway  
Marathon, FL 33050

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Nicolas Rodriguez  
Chairman KLWTD  
103355 Overseas Hwy  
Key Largo, FL 33037

Witness:

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Shannon McCully, Clerk

Date: \_\_\_\_\_

## **WORK AUTHORIZATION WEC 25-02**

### **Wastewater Plant Consulting**

#### **Weiler Engineering's Scope of Services**

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater treatment and disposal system located at the WWTP site. From time to time, the District requires opinions, reports, studies and other professional engineering services in support of the WWTP operations. The District currently has a Contract for Consulting/Professional Services by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to perform duties in support of the wastewater treatment plant operations, as needed by the District. WEC's duties may include but are not limited to:

- Attend District Board meetings
- Participate in weekly staff meetings
- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater treatment and disposal systems
- Assist the District's financial staff in preparation of annual capital and operating budgets
- Assist the District in establishing policies and procedures for operation and maintenance
- Assist the District in planning for expansions, upgrades, and modifications to

the WWTP

- Assist the District's staff in permitting issues and compliance issues as needed.
- Consult with the District Board members, General Manager, and other staff as needed
- Prepare Construction and Engineering sections of the Monthly Status Reports and other documentation as required for the Board meetings
- Perform studies, provide reports, and provide consultation on miscellaneous topics as directed
- Meet at least weekly with the Operations Manager to review and discuss the status of operations and compliance at the facility, including:
  - Influent flows and characteristics and any non-routine issues such as odors, grit accumulation, salinity increases and influent strength
  - SBR performance data and trending including DO trends, cycle timing, MLSS concentration and settling characteristics, chemical usage and any non-routine occurrences
  - Filtration and disinfection process performance
  - Effluent flows and disposal performance
  - General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
  - Status of FDEP reporting and compliance
  - Planning for capital upgrades
- Assist the Operations Manager in preparation of annual capital and operating budgets

- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Operations Manager and support staff
- Perform reviews and recommend approvals for FDEP construction permit application packages for Islamorada connections to Key Largo when directed.
- Perform reviews and recommend approvals for FDEP Approval for Use applications, including review of Engineer's Conditions Reports, testing records and record drawings for Islamorada connections to Key Largo when directed.
- Prepare FDEP application for renewal of the WWTP Operating Permit

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b>Title</b>	<b>Rate</b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
<i>Mining Specialist PhD (non-P.E.)</i>	<i>\$160.00</i>
<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
<i>Registered Engineer Intern (E.I.)</i>	<i>\$140.00</i>
<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
<i>Structural Inspector</i>	<i>\$130.00</i>
<i>Code Inspector</i>	<i>\$130.00</i>
<i>Senior Construction Inspector</i>	<i>\$115.00</i>
<i>Senior Engineering Designer</i>	<i>\$115.00</i>
<i>Engineering Designer</i>	<i>\$100.00</i>
<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### **Reimbursable Expenses:**

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*



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

Meeting Date:

October 1, 2024

Agenda Item Number: N-3

Action Required:

Yes

Department:

Engineering

Sponsor:

Ed Castle

Subject:

## **WEC FY 2025 Work Authorizations- Field Operations General Consulting**

Summary of Discussion:

Attached is the WEC work authorization for FY 2025 matching the amounts in the approved budget. As is typical the WA request is an hourly not to exceed contract. The total not-to-exceed budget will be invoiced at our current hourly rates, with no increase in rates requested for FY25.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 75,000.00  
Expense  
Funding Source:  
Grant(s)  
Budgeted:  
Yes

### Attachments

1. WEC FY 25 WA-Field Operations  
General Consulting

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

09/26/2024

# WORK AUTHORIZATION WEC 25-03

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District  
(District) an independent special district created by  
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Field Operations General Consulting  
PROJECT COST: Hourly (Not to Exceed \$75,000 in FY25)  
PROJECT SCHEDULE: As directed by the District  
PROJECT BILLING SCHEDULE: See EXHIBIT A

---

Edward R. Castle, Vice President  
The Weiler Engineering Corp.  
6805 Overseas Highway  
Marathon, FL 33050

---

Nicolas Rodriquez  
Chairman KLWTD  
Post Office Box 491  
Key Largo, FL 33037

Witness:

---

Shannon McCully, Clerk  
KLWTD

Date: \_\_\_\_\_

## **WORK AUTHORIZATION WEC 25-03**

### **Field Operations General Consulting**

#### **Weiler Engineering's Scope of Services**

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater collection and transmission systems located throughout the District's service area. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the Collection System. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to consulting services to routine Field Operations, as needed by the District. These duties may include but are not limited to:

- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater collection and transmission systems
- Assist the District's financial staff in preparation of annual capital and operating budgets for Field Operations
- Assist the District in establishing policies and procedures for operation and maintenance of the collection and transmission systems
- Assist the District in planning for expansions, upgrades, and modifications to the collection and transmission systems
- Provide reviews of plans for private or public collection systems connecting to the District's collection and transmission systems

- Assist the District in identification and correction of inflow and infiltration
- Assist the District's staff in permitting issues and compliance issues as needed
- Consult with the District's Board members, General Manager and other staff as needed
- Meet at least weekly with the Field Operations Manager to review and discuss the status of operations and compliance in the collection system, including:
  - ❖ Vacuum pump stations performance, including run times of vacuum pumps and sewage pumps, changes in flow or increasing salinity, odor, noise or other nuisance issues
  - ❖ Review the logs of alarm calls from vacuum stations and discuss trends and frequencies with the Field Operations Manager
  - ❖ Review the logs of trouble calls from residents and discuss trends and frequencies with the Field Operations Manager, attempt to determine causes to help reduce recurrences
  - ❖ General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
  - ❖ Review and recommendation for any small projects and new connections
- Assist the Field Operations Manager in preparation of annual capital and operating budgets
- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Field Operations Manager and support staff
- Assist the Field Operations Manager with investigation of problems at Vacuum Stations and provide recommendations for upgrades to equipment and changes to operating procedures to eliminate problems

- Assist the Field Operations Manager in planning for expansions, upgrades, and modifications to the vacuum pump stations, submersible pump stations and collection and transmission systems
- Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b>Title</b>	<b>Rate</b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
<i>Mining Specialist PhD (non-P.E.)</i>	<i>\$160.00</i>
<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
<i>Registered Engineer Intern (E.I.)</i>	<i>\$140.00</i>
<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
<i>Structural Inspector</i>	<i>\$130.00</i>
<i>Code Inspector</i>	<i>\$130.00</i>
<i>Senior Construction Inspector</i>	<i>\$115.00</i>
<i>Senior Engineering Designer</i>	<i>\$115.00</i>
<i>Engineering Designer</i>	<i>\$100.00</i>
<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### **Reimbursable Expenses:**

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*

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

Meeting Date:  
October 1, 2024

Agenda Item Number: N-4

Action Required:  
Yes

Department:  
Engineering

Sponsor:  
Ed Castle

Subject:

## **WEC FY 2025 Work Authorizations- Admin General Consulting Services**

Summary of Discussion:

Attached is the WEC work authorization for FY 2025 matching the amounts in the approved budget. As is typical the WA request is an hourly not to exceed contract. The total not-to-exceed budget will be invoiced at our current hourly rates, with no increase in rates requested for FY25.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 10,000.00  
Expense  
Funding Source:  
Grant(s)  
Budgeted:  
Yes

### Attachments

1. WEC FY 2025 WA-Admin General Consulting Services

Approved By:  \_\_\_\_\_ Date: 09/26/2024  
General Manager

# WORK AUTHORIZATION WEC 25-04

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District) an  
independent special district created by  
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: KLWTD Admin General Consulting Services

PROJECT COST: Hourly (Not to Exceed \$10,000 FY25)

PROJECT SCHEDULE: As directed by the General Manager

PROJECT BILLING SCHEDULE: See EXHIBIT A

---

Edward R. Castle, Vice Pres.  
The Weiler Engineering Corp.  
6805 Overseas Highway  
Marathon, FL 33050

---

Nicolas Rodriguez  
Chairman KLWTD  
103355 Overseas Hwy  
Key Largo, FL 33037

Witness:

---

Shannon McCully, Clerk

Date: \_\_\_\_\_



## **WORK AUTHORIZATION WEC 25-04**

### **KLWTD Admin General Consulting**

#### **Weiler Engineering's Scope of Services - General Consulting**

The Key Largo Wastewater Treatment District (District) is the service provider for wastewater for the property owners within the District's service area and provide treatment and disposal for the wastewater from Islamorada, Village of Islands. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the District's operations. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. These duties may include but are not limited to:

- Consult with the District's General Manager
- Provide engineering and consulting services on an as-needed basis as directed by the General Manager
- Provide studies and reports on non-departmental issues as directed by the General Manager
- Assist with planning and budgets for all departments
- Review and provide opinions on insurance renewals, self-insurance, value of insured properties and components and risks of loss.

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b>Title</b>	<b>Rate</b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
<i>Mining Specialist PhD (non-P.E.)</i>	<i>\$160.00</i>
<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
<i>Registered Engineer Intern (E.I.)</i>	<i>\$140.00</i>
<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
<i>Structural Inspector</i>	<i>\$130.00</i>
<i>Code Inspector</i>	<i>\$130.00</i>
<i>Senior Construction Inspector</i>	<i>\$115.00</i>
<i>Senior Engineering Designer</i>	<i>\$115.00</i>
<i>Engineering Designer</i>	<i>\$100.00</i>
<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### **Reimbursable Expenses:**

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*

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

Meeting Date:

October 1, 2024

Agenda Item Number: N-5

Action Required:

Yes

Department:

Engineering

Sponsor:

Ed Castle

Subject:

## **WEC FY 2025 Work Authorizations- CSAP Preparation**

Summary of Discussion:

Attached is the WEC work authorization for FY 2025 matching the amounts in the approved budget. As is typical the WA request is an hourly not to exceed contract. The total not-to-exceed budget will be invoiced at our current hourly rates, with no increase in rates requested for FY25.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 500,000.00

Expense

Funding Source:

Grant(s)

Budgeted:

Yes

### Attachments

1. WEC FY 2025 WA-CSAP  
Preparation

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

09/26/2024

# WORK AUTHORIZATION WEC 25-05

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District  
(District) an independent special district created by  
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: KLWTD Collection System Action Plan  
Preparation

PROJECT COST: Hourly (Not to Exceed \$500,000 FY25)

PROJECT SCHEDULE: As directed by the General Manager

PROJECT BILLING SCHEDULE: See EXHIBIT A

---

Edward R. Castle, Vice Pres.  
The Weiler Engineering Corp.  
6805 Overseas Highway  
Marathon, FL 33050

---

Nicolas Rodriguez  
Chairman KLWTD  
103355 Overseas Hwy  
Key Largo, FL 33037

Witness:

---

Shannon McCully, Clerk

Date: \_\_\_\_\_

## **WORK AUTHORIZATION WEC 25-05**

### **KLWTD Admin General Consulting**

#### **Weiler Engineering's Scope of Services**

The Key Largo Wastewater Treatment District (District) is the service provider for wastewater for the property owners within the District's service area and provide treatment and disposal for the wastewater from Islamorada, Village of Islands. Chapter 62-705 F.A.C requires preparation of a Collection System Action Plan to be submitted concurrently with the renewal of the WWTP permit. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will prepare the Collection System Action Plan for the District in accordance with the requirements of the rule, with assistance from the District's Field Operations Department and from its GIS personnel. The scope of work will include:

- Preparation of a Power Outage Contingency Plans for all areas of the collection and transmission systems
- Assist in compiling the inventory of the District's collection and transmission system using data available in the Record Drawings and on the District's GIS system.
- Assist the District with television inspections, leak detection efforts and other efforts needed to prepare the initial condition report.
- Assist with updating the GIS mapping of the system
- Assist with updating the District's CMMS system to include all assets in the collection and transmission system.
- Assist the District with preparation of the initial annual reports required by the rule.

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for Collection System Action Plan preparation services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District. Note that the estimated cost for production of the plan was \$750,000. WEC will attempt to complete the plan within the

\$500,000 not-to-exceed limit of this work authorization. As the work progresses, WEC may request a budget amendment if the work can't be completed for less than the FY25 budgeted amount of \$500,000.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b>Title</b>	<b>Rate</b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
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<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
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<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
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<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### **Reimbursable Expenses:**

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
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<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*

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

Meeting Date:  
October 1, 2024

Agenda Item Number: N-6

Action Required:  
Yes

Department:  
Engineering

Sponsor:  
Ed Castle

Subject:

## **Correction of Weiler Engineering Work Authorization 24-03**

Summary of Discussion:

The amount of current FY24 WEC work authorization for Field Operations Engineering Services was incorrect when presented to the Board in 2023. The total amount shown in the work authorization should have been \$95,000 rather than the \$75,000 that was presented. The attached revised work authorization 24-03 corrects that mistake, increasing the authorized amount to \$95,000 to match the approved FY24 budget amount. The financial impact is zero since there is no change to the District's FY24 budget.

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 0.00  
Expense  
Funding Source:  
N/A  
Budgeted:  
N/A

### Attachments

1. WEC Memo
2. Revised WEC Work Authorization 24-03.

Approved By:  \_\_\_\_\_ Date: 09/26/2024  
General Manager





*"Excellence in Engineering"*

6805 Overseas Highway  
Marathon, Florida 33050  
(305) 289-4161 ph  
(305) 289-4162 fax

**To:** KLWTD Board of Commissioners

**From:** Ed Castle, PE

**Date:** September 25, 2024

**Re:** Correction of WEC Work Authorization 24-03 Field Operations

---

Weiler Engineering prepared work authorizations for FY24 in the summer of 2024. The work authorization for Field Operations was written in the amount of \$75,000.00. However, another \$20,000.00 was also budgeted for Professional Services for Engineering for consulting services for general sea level rise items.

WEC did not have any expenses under this category until August, at which time WEC staff began preparation of a grant application under the Resilient Florida grant program. The grant application is intended to provide funding for raising vacuum pits and other infrastructure to accommodate the Monroe County project to raise the elevation of roads in the Stillwright Point area. The time logged for this sea level rise grant application, along with other related work has caused us to exceed the \$75,000.00 limit in the current version of the WEC 24-03 work authorization.

We request that the Board authorize a modification to the current WEC 24-03 work authorization revising the not-to-exceed amount of \$95,000.00. This will cause the work authorization amount to match the FY24 Field Operations budget amounts for engineering services.

If Board members would like to review the sea level rise grant application package, it can be viewed by copying and pasting this link into a browser:

[https://weilerengineeringcorp-my.sharepoint.com/:b:/g/personal/aconnor\\_weilerengineering\\_org/EVcUrnXAZPhFvVmug1shzBoBILplWlfeFnxk1TQWCqdRQQ](https://weilerengineeringcorp-my.sharepoint.com/:b:/g/personal/aconnor_weilerengineering_org/EVcUrnXAZPhFvVmug1shzBoBILplWlfeFnxk1TQWCqdRQQ)

The upcoming individual sea level rise projects for FY25 have been placed under the Capital Projects budget rather than under the Field Operations budget.

WORK AUTHORIZATION WEC 24-03  
(Revised 10/01/2024)

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District  
(District) an independent special district created by  
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Field Operations Engineering Services

PROJECT COST: Hourly (Not to Exceed \$95,000 in FY24)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

---

Edward R. Castle, Vice President  
The Weiler Engineering Corp.  
6805 Overseas Highway  
Marathon, FL 33050

---

Nicolas Rodriquez  
Chairman KLWTD  
Post Office Box 491  
Key Largo, FL 33037

Witness:

---

Shannon McCully, Clerk  
KLWTD

Date: \_\_\_\_\_

## **WORK AUTHORIZATION WEC 24-03**

(Revised 10/01/2024)

### **Field Operations General Consulting**

#### **Weiler Engineering's Scope of Services - General Consulting**

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater collection and transmission systems located throughout the District's service area. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the Collection System. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to consulting services to routine Field Operations, as needed by the District. These duties may include but are not limited to:

- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater collection and transmission systems
- Assist the District's financial staff in preparation of annual capital and operating budgets for Field Operations
- Assist the District in establishing policies and procedures for operation and maintenance of the collection and transmission systems
- Assist the District in planning for expansions, upgrades, and modifications to the collection and transmission systems
- Provide reviews of plans for private or public collection systems connecting to the District's collection and transmission systems

- Assist the District in identification and correction of inflow and infiltration
- Assist the District's staff in permitting issues and compliance issues as needed
- Consult with the District's Board members, General Manager and other staff as needed
- Meet at least weekly with the Field Operations Manager to review and discuss the status of operations and compliance in the collection system, including:
  - ❖ Vacuum pump stations performance, including run times of vacuum pumps and sewage pumps, changes in flow or increasing salinity, odor, noise or other nuisance issues
  - ❖ Review the logs of alarm calls from vacuum stations and discuss trends and frequencies with the Field Operations Manager
  - ❖ Review the logs of trouble calls from residents and discuss trends and frequencies with the Field Operations Manager, attempt to determine causes to help reduce recurrences
  - ❖ General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
  - ❖ Review and recommendation for any small projects and new connections
- Assist the Field Operations Manager in preparation of annual capital and operating budgets
- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Field Operations Manager and support staff
- Assist the Field Operations Manager with investigation of odors at Vacuum Station A and provide recommendations for upgrades to equipment and changes to operating procedures to eliminate odor complaints

- Assist the Field Operations Manager in planning for expansions, upgrades, and modifications to the vacuum pump stations, submersible pump stations and collection and transmission systems
- Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<b>Title</b>	<b>Rate</b>
<i>Principal in Charge</i>	<i>\$210.00</i>
<i>Expert Witness</i>	<i>\$280.00</i>
<i>Registered Professional Engineer (P.E.)</i>	<i>\$165.00</i>
<i>Environmental Scientist</i>	<i>\$160.00</i>
<i>Mining Specialist PhD (non-P.E.)</i>	<i>\$160.00</i>
<i>Project Manager</i>	<i>\$160.00</i>
<i>Structural Manager</i>	<i>\$155.00</i>
<i>Senior Planner</i>	<i>\$140.00</i>
<i>Registered Engineer Intern (E.I.)</i>	<i>\$140.00</i>
<i>Certified Floodplain Manager (CFM)</i>	<i>\$140.00</i>
<i>Plans Examiner</i>	<i>\$130.00</i>
<i>Structural Inspector</i>	<i>\$130.00</i>
<i>Code Inspector</i>	<i>\$130.00</i>
<i>Senior Construction Inspector</i>	<i>\$115.00</i>
<i>Senior Engineering Designer</i>	<i>\$115.00</i>
<i>Engineering Designer</i>	<i>\$100.00</i>
<i>Construction Inspector</i>	<i>\$100.00</i>
<i>Engineering Technician</i>	<i>\$90.00</i>
<i>Structural Technician</i>	<i>\$90.00</i>
<i>Field Technician</i>	<i>\$90.00</i>
<i>Clerical</i>	<i>\$60.00</i>

#### **Reimbursable Expenses:**

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

*\*Outside of Monroe County*

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

Meeting Date:  
October 1, 2024

Agenda Item Number: O-1

Action Required:  
Yes

Department:  
Legal

Sponsor:  
Nick Mulick

Subject:

**Conservation Parcel Waiver Request - 1004 Gibraltar Rd, AK No. 1668460; 1006 Gibraltar Rd, AK No. 1668451 (Reso 19-2024)**

Summary:

A request for waiver of wastewater service and exemption from SDC assessment for AK No's. 1668460, and 1668451 per KLWTD General Rules and Regulations, Section 10.06 (a)(iii).

## Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

## Financial Impact

\$ 0.00      \$248.50 Each Property  
                 \$497.00 Total  
Refunded      Uncollected  
Funding Source:  
Assessment Revenue  
Budgeted:  
No

## Attachments

1. KLWTD Form F-19
2. Resolution 19-2024
3. Map

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

09/26/2024



103355 Overseas Highway, Key Largo, FL 33037

Phone (305) 451-4019

www.klwtd.com

## Request for Wastewater Assessment Waiver or Exemption

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

Property Owner of Record: Crawdaddy Inc.

Requested By\*: Owner

\*If not Owner of Record, authorization documentation must be submitted.

Email (optional): Jamesjill@bellsouth.net

Phone: \_\_\_\_\_

RE/Parcel ID: 00544950-000000

Alternate Key: 1668460

Physical Location: 1004 Gibraltar Rd., Key Largo, FL 33037

RE/Parcel ID: 00544940-000000

Alternate Key: 1668451

Physical Location: 1006 Gibraltar Rd., Key Largo, FL 33037

RE/Parcel ID: \_\_\_\_\_

Alternate Key: \_\_\_\_\_

Physical Location: \_\_\_\_\_

I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and has been aggregated with an adjoining parcel that is connected to the District's central wastewater collection system. *Section 10.05 (a)*
- ☐ The parcel is a marina, boat slip or rack minimum that is not capable of creating wastewater. *Section 10.05 (b)*
- ☐ The parcel cannot be improved due to zoning regulations or other legal constraints. *Section 10.05 (c)*
- ☐ The parcel cannot be improved due to physical conditions of the property. *Section 10.05 (d)*

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i) Contiguous Vacant Parcel*  
**\*\$200.00 administrative fee required.**
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii) Tier 1 (one) Vacant Parcel*  
**\*\$200.00 administrative fee required.**
- ☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06 (a)(iv) Minimum Tax Bill*
- ☐ The parcel is owned by Monroe County Land Authority or any other Federal, State or Local Agency for the purpose of protecting the natural environment. *Section 10.06 (a)(iii) - Conservation Parcel*
- ☒ The parcel is being conveyed to the Monroe County Land Authority or any other Government Agency for conservation purpose. **The Waiver shall take effect upon receipt by the District of proof that the Government Entity has acquired title to the Subject Tax Parcel.** *Section 10.06 (a)(iii) - Conservation Parcel*

**Acknowledgement Box required to process all exemptions Section 10.04(a) or waiver requests Section 10.06(b)**

- ☒ Certify that if wastewater service to the parcel is reinstated, the then-current owner must pay the full direct and indirect District costs of providing the same. The amount charged at that time is expected to be significantly greater than the current non-ad valorem assessment.

Signature

James Crawford

Date

August 12, 2024

This completed request form may be emailed to customerservice@klwtd.com or submitted to the District office located at:



## RESOLUTION NO. 19 - 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY CRAWDADDY INC (“THE OWNER”), FOR THE REMOVAL OF TWO TAX PARCELS AK# 1668460; AND AK# 1668451 FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Crowdaddy Inc (“The Owner”) is the owner of the tax parcels described in Section 1 below (“the Subject Tax Parcels”); and

**WHEREAS**, the Key Largo Wastewater Treatment District (the “District”) assessed the Subject Tax Parcels via Resolution 28-08-06 dated August 9, 2006 (the “2006 Non-ad Valorem Assessment Roll”); and

**WHEREAS**, the Subject Tax Parcels are being conveyed to the Monroe County Comprehensive Plan Land Authority for conservation purposes; and

**WHEREAS**, the Owner requests that the District remove the Subject Tax Parcels from the 2006 Non-ad Valorem Assessment Roll, pursuant to the Key Largo Wastewater Treatment District’s General Rules and Regulations, Section 10.06(a)(iii).

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

**Section 1.**

PARCEL I.D.: 00544950-000000  
AK NO.: 1668460  
PARCEL DESCRIPTION: BK 9 LT 11 BAHIA MAR EST PB4-79 KEY LARGO OR517-96 OR733-768 OR825-1582D/C OR825-1583 OR1944-1071

PARCEL I.D.: 00544940-000000  
AK NO.: 1668451  
PARCEL DESCRIPTION: BK 9 LT 10 BAHIA MAR EST PB4-79 KEY LARGO OR519-96 OR733-768 OR825-1582D/C OR825-1583 OR1944-1071

**Section 2.**

EFFECTIVE DATE. This Resolution shall take effect and the Subject Tax Parcels excluded from the 2006 Final Assessment Roll upon receipt by the District of proof that the Subject Tax Parcels have been purchased by the Monroe County Comprehensive Plan Land Authority for conservation purposes. No part of the System Development Charge paid prior to the effective date of this Resolution shall be refunded.

**Section 3.**

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

**RESOLVED AND ADOPTED THIS 1<sup>st</sup> DAY OF OCTOBER 2024.**

The foregoing RESOLUTION was offered by Commissioner \_\_\_\_\_, who moved for its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Majeska	_____	_____
Commissioner Heim	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Maloney	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted this 1<sup>ST</sup> day of October 2024.

**KEY LARGO WASTEWATER TREATMENT DISTRICT**

By: \_\_\_\_\_  
Nicolas Rodriguez,  
Chairman

ATTEST:

*Approved as to form  
and legal sufficiency:*

\_\_\_\_\_  
Shannon McCully, District Clerk

By: \_\_\_\_\_  
Nicholas W. Mulick, Esq.,  
General Counsel

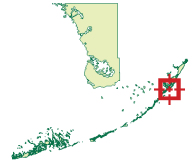
SEAL



# Monroe County, FL



## Overview



## Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

Parcel ID 00544940-000000 Alternate ID 1668451 Owner Address CRAWDADDY INC  
Sec/Twp/Rng 22/61/39 Class VACANT RES PO Box 373021  
Property Address 1006 GIBALTAR Rd Key Largo, FL 33037  
KEY LARGO  
District 500K  
Brief Tax Description BK 9 LT 10 BAHIA MAR EST PB4-79 KEY LARGO OR519-96 OR733-768 OR825-1582D/C OR825-1583 OR1944-1071  
(Note: Not to be used on legal documents)

Date created: 9/10/2024  
Last Data Uploaded: 9/10/2024 6:08:32 AM

Developed by Schneider  
GEOSPATIAL

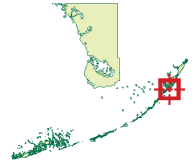




# Monroe County, FL



## Overview



## Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

Parcel ID 00544950-000000 Alternate ID 1668460 Owner Address CRAWDADDY INC  
Sec/Twp/Rng 22/61/39 Class VACANT RES PO Box 373021  
Property Address 1004 GIBALTAR Rd Key Largo, FL 33037  
KEY LARGO  
District 500K  
Brief Tax Description BK 9 LT 11 BAHIA MAR EST PB4-79 KEY LARGO OR517-96 OR733-768 OR825-1582D/C OR825-1583 OR1944-1071  
(Note: Not to be used on legal documents)

Date created: 9/10/2024  
Last Data Uploaded: 9/10/2024 6:08:32 AM

Developed by Schneider  
GEOSPATIAL

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

Meeting Date:  
October 1, 2024

Agenda Item Number: O-2

Action Required:  
Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

**Rescission of Resolution 15-2024 Removing Parcels from Tax Roll (Reso. 20-2024)**

Summary:

Recission of Resolution 15-2024 approving the request by Crawdaddy, Inc. to remove tax parcels AK Nos. 1668435 and 1668443 from the 2006 non-ad valorem assessment roll due to nonconveyance of the tax parcels to the Monroe County Land Authority.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Resolution 20-2024
2. Resolution 15-2024
3. Notice of nonconveyance of the tax parcels from MCLA

Approved By: \_\_\_\_\_

General Manager



Date: 09/26/2024

## **RESOLUTION NO. 20-2024**

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RESCINDING RESOLUTION NO. 15-2024; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on August 6, 2024, the Key Largo Wastewater Treatment District Board of Commissioners adopted Resolution No. 15-2024 approving the request by Crawdaddy Inc. for the removal of tax parcels AK No. 1668435 (Lot 8) and AK No. 1668443 (Lot 9) from the 2006 non-ad valorem assessment roll pursuant to Key Largo Wastewater Treatment District General Rules and Regulations Section 10.06(a)iii, which provides for the waiver of wastewater service and exclusion from the non-ad valorem assessment roll of tax parcels that are being conveyed to the Monroe County Land Authority for purposes of conservation, and

**WHEREAS**, the District has been informed by the Monroe County Land Authority that the proposed conveyances of title to the subject tax parcels will **not** take place, and

**WHEREAS**, in light of the foregoing, the District desires to rescind Resolution 15-2024 and restore tax parcels AK No. 1668435 (Lot 8) and AK No. 1668443 (Lot 9) to the 2006 non-ad valorem tax roll.

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

**Section 1.** LEGAL DESCRIPTION. Lots 8 and 9, Block 9, BAHIA MAR ESTATES, according to the Plat thereof, as recorded in Plat Book 4, at Page 79, of the Public Records of Monroe County, Florida.

**Section 2.** RESCISSION. Resolution No. 15-2024 shall be and is hereby rescinded in its entirety and the tax parcels identified in Section 1 are restored to the 2006 ad valorem tax roll.

**Section 3.** EFFECTIVE DATE. This Resolution shall be effective immediately upon its adoption by the Board.

**Section 4.** AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this Resolution.

RESOLVED AND ADOPTED THIS 1<sup>st</sup> DAY OF OCTOBER 2024.

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

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Heim	_____	_____
Commissioner Maloney	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Majeska	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted the 1<sup>st</sup> day of October 2024.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: \_\_\_\_\_  
Nicolas Rodriguez, Chairman

*Approved as to form and legal sufficiency:*

ATTEST:

\_\_\_\_\_  
Nicholas W. Mulick, General Counsel

\_\_\_\_\_  
Shannon McCully, Clerk

SEAL

## RESOLUTION NO. 15 - 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY CRAWDADDY INC (“THE OWNER”), FOR THE REMOVAL OF TWO TAX PARCELS AK# 1668435; AND AK# 1668443 FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Crowdaddy Inc (“The Owner”) is the owner of the tax parcels described in Section 1 below (“the Subject Tax Parcels”); and

**WHEREAS**, the Key Largo Wastewater Treatment District (the “District”) assessed the Subject Tax Parcels via Resolution 28-08-06 dated August 9, 2006 (the “2006 Non-ad Valorem Assessment Roll”); and

**WHEREAS**, the Subject Tax Parcels are being conveyed to the Monroe County Comprehensive Plan Land Authority for conservation purposes; and

**WHEREAS**, the Owner requests that the District remove the Subject Tax Parcels from the 2006 Non-ad Valorem Assessment Roll, pursuant to the Key Largo Wastewater Treatment District’s General Rules and Regulations, Section 10.06(a)(iii).

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

**Section 1.**

PARCEL I.D.: 00544920-000000  
AK NO.: 1668435  
PARCEL DESCRIPTION: BK 9 LT 8 BAHIA MAR EST PB4-79 KEY LARGO OR301-534 OR1102-1059DC OR1102-1060/64 OR1180-2269/70PR OR1948-614 OR1948-602D/C OR1948-607/12WILL

PARCEL I.D.: 00544930-000000  
AK NO.: 1668443  
PARCEL DESCRIPTION: BK 9 LT 9 BAHIA MAR EST PB4-79 KEY LARGO OR339-249 (COUNTY HELD CERT) OR810-474T/D OR1952-1946

**Section 2.**

**EFFECTIVE DATE.** This Resolution shall take effect and the Subject Tax Parcels excluded from the 2006 Final Assessment Roll upon receipt by the District of proof that the Subject Tax Parcels have been purchased by the Monroe County Comprehensive Plan Land Authority for conservation purposes. No part of the System Development Charge paid prior to the effective date of this Resolution shall be refunded.



Section 3.

**RESOLUTION NO. 15 – 2024**

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

**RESOLVED AND ADOPTED THIS 6<sup>th</sup> DAY OF AUGUST 2024.**

The foregoing RESOLUTION was offered by Commissioner Heim, who moved for its adoption. The motion was seconded by Commissioner Majeska, and being put to a vote the result was as follows:

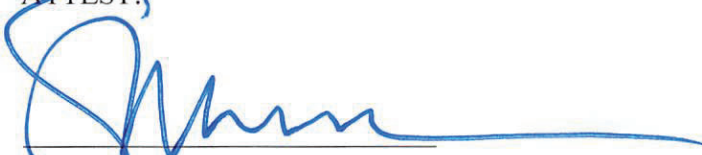
	AYE	NAY
Chairman Rodriguez	<u>✓</u>	_____
Commissioner Majeska	<u>✓</u>	_____
Commissioner Heim	<u>✓</u>	_____
Commissioner Schwartz	_____	_____
Commissioner Maloney	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted this 6<sup>th</sup> day of August 2024.

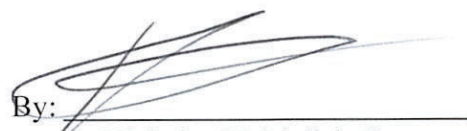
KEY LARGO WASTEWATER TREATMENT DISTRICT

By:   
Nicolas Rodriguez,  
Chairman

ATTEST:

  
Shannon McCully, District Clerk

*Approved as to form  
and legal sufficiency:*

By:   
Nicholas W. Mulick, Esq.,  
General Counsel





---

**RE: 1008 Gibraltar Rd, 1010 Gibraltar Rd - Resolution Rescission**

---

**From** Scull-Paunece <Scull-Paunece@MonroeCounty-FL.Gov>  
**Date** Wed 9/25/2024 11:03 AM  
**To** Alexis Irizarry <Alexis.Irizarry@klwtd.com>  
**Cc** lisafrins@florida-keys-homes.com <lisafrins@florida-keys-homes.com>

[Report This Email](#)

Hello Alexis,

MCLA never had 1008 and 1010 Gibraltar under contract for purchase.

The applicant erroneously listed those lots on the waiver request. The waiver request should be for lots RE00544940-000000 and RE005455950-000000 (1006 and 1004 Gibraltar Road) which MCLA has under contract to purchase for conservation.

Thank you,

Neecie  
Paunece Scull  
Property Acquisition Specialist  
Monroe County Land Authority  
1200 Truman Avenue, Suite 207  
Key West, FL 33040  
Ph: (305) 295-5180; Cell: (786) 883-6945 Fx: (305) 295-5181  
Mail stop: 5B  
[scull-paunece@monroecounty-fl.gov](mailto:scull-paunece@monroecounty-fl.gov)

---

**From:** Alexis Irizarry <[Alexis.Irizarry@klwtd.com](mailto:Alexis.Irizarry@klwtd.com)>  
**Sent:** Wednesday, September 25, 2024 9:27 AM  
**To:** Scull-Paunece <Scull-Paunece@MonroeCounty-FL.Gov>  
**Subject:** 1008 Gibraltar Rd, 1010 Gibraltar Rd - Resolution Rescission

...

**CAUTION:** This email originated from outside of the County. Whether you know the sender or not, do not click links or open attachments you were not expecting.

Good morning Paunece,

I am currently working on the rescission of the listed lots. Could you please email me confirmation from MCLA that they are withdrawing from purchasing the properties located at 1008 and 1010 Gibraltar Rd?

An email confirmation will suffice.

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

Meeting Date:  
October 1, 2024

Agenda Item Number: O-3

Action Required:  
Yes

Department:  
Legal

Sponsor:  
Nick Mulick

Subject:

## **Conservation Parcel Waiver Request - 128 Caribbean Ave, AK No. 1548987 (Reso. 21-2024)**

Summary:

A request for waiver of wastewater service and exemption from SDC assessment for AK No. 1548987 per KLWTD General Rules and Regulations, Section 10.06(a)(iii).

### Reviewed / Approved

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

### Financial Impact

\$ 0.00                      \$ 1,040.00  
Refunded              Uncollected  
Funding Source:  
Assessment Revenue  
Budgeted:  
No

### Attachments

1. KLWTD Form F-19
2. Resolution 21-2024
3. Map

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

09/26/2024



**Request for Wastewater Assessment Waiver or Exemption***ALL fields must be completed, unless indicated as optional, before the request will be reviewed.*Property Owner of Record: HAROLD FRIED SHERRY FRIEDRequested By\*: SIA

\*If not Owner of Record, authorization documentation must be submitted.

Email (optional): TOOTSNEFRIED@YAHOO.COM Phone: 305-852-1635RE/Parcel ID: 00449340-000000Alternate Key: 1548987Physical Location: 128 CARIBBEAN AV. TAV, FL.RE/Parcel ID: NAAlternate Key: -Physical Location: -RE/Parcel ID: NAAlternate Key: -Physical Location: -I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and has been aggregated with an adjoining parcel that is connected to the District's central wastewater collection system. *Section 10.05 (a)*
- ☐ The parcel is a marina, boat slip or rack minimum that is not capable of creating wastewater. *Section 10.05 (b)*
- ☐ The parcel cannot be improved due to zoning regulations or other legal constraints. *Section 10.05 (c)*
- ☐ The parcel cannot be improved due to physical conditions of the property. *Section 10.05 (d)*

I request a **WAIVER** of wastewater assessment for the parcel(s) listed above because:

- ☐ The parcel is vacant and immediately adjacent to an assessed parcel that is connected to the District's central wastewater collection system. *Section 10.06 (a)(i) Contiguous Vacant Parcel*  
\*\$200.00 administrative fee required.
- ☐ The parcel is vacant and designated as Tier I. *Section 10.06 (a)(ii) Tier 1 (one) Vacant Parcel*  
\*\$200.00 administrative fee required.
- ☐ The parcel is vacant and only receives an annual tax notice due to the wastewater assessment. *Section 10.06 (a)(iv) Minimum Tax Bill*
- ☐ The parcel is owned by Monroe County Land Authority or any other Federal, State or Local Agency for the purpose of protecting the natural environment. *Section 10.06 (a)(iii) - Conservation Parcel*
- ☒ The parcel is being conveyed to the Monroe County Land Authority or any other Government Agency for conservation purpose. **The Waiver shall take effect upon receipt by the District of proof that the Government Entity has acquired title to the Subject Tax Parcel.** *Section 10.06 (a)(iii) - Conservation Parcel*

**Acknowledgement Box required to process all exemptions Section 10.04(a) or waiver requests Section 10.06(b)**

- ☒ Certify that if wastewater service to the parcel is reinstated, the then-current owner must pay the full direct and indirect District costs of providing the same. The amount charged at that time is expected to be significantly greater than the current non-ad valorem assessment.

Signature Sherry FriedDate 7/3/24

This completed request form may be emailed to customerservice@klwtd.com or submitted to the District office located at:

## RESOLUTION NO. 21 - 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY HAROLD FRIED AND SHERRY FRIED (“THE OWNERS”), FOR THE REMOVAL OF TAX PARCEL AK# 1548987; FROM THE 2009 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Harold Fried and Sherry Fried (“The Owners”) are the owners of the tax parcel described in Section 1 below (“the Subject Tax Parcel”); and

**WHEREAS**, the Key Largo Wastewater Treatment District (the “District”) assessed the Subject Tax Parcel via Resolution 20-05-09 dated May 19, 2009 (the “2009 Non-ad Valorem Assessment Roll”); and

**WHEREAS**, the Subject Tax Parcel is being conveyed to the Monroe County Comprehensive Plan Land Authority for conservation purposes; and

**WHEREAS**, the Owners request that the District remove the Subject Tax Parcel from the 2009 Non-ad Valorem Assessment Roll, pursuant to the Key Largo Wastewater Treatment District’s General Rules and Regulations, Section 10.06(a)(iii).

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

**Section 1.**

PARCEL I.D.:	00449340-000000
AK NO.:	1548987
PARCEL DESCRIPTION:	BK 6 LT 36 HARRIS OCEAN PK ESTATES KEY LARGO OR447-134-135 OR789-1732 OR1003-2476AFF OR1627-1107/08 OR2448-1522/32 OR2448-1524/25 OR2947-0412 OR2962- 100/101(DEC/REST)

**Section 2.**

EFFECTIVE DATE. This Resolution shall take effect and the Subject Tax Parcel excluded from the 2009 Final Assessment Roll upon receipt by the District of proof that the Subject Tax Parcel has been purchased by the Monroe County Comprehensive Plan Land Authority for conservation purposes. No part of the System Development Charge paid prior to the effective date of this Resolution shall be refunded.

**Section 3.**

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

RESOLVED AND ADOPTED THIS 1<sup>st</sup> DAY OF OCTOBER 2024.

The foregoing RESOLUTION was offered by Commissioner \_\_\_\_\_, who moved for its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Majeska	_____	_____
Commissioner Heim	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Maloney	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted this 1<sup>ST</sup> day of October 2024.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: \_\_\_\_\_  
Nicolas Rodriguez,  
Chairman

ATTEST:

*Approved as to form  
and legal sufficiency:*

\_\_\_\_\_  
Shannon McCully, District Clerk

By: \_\_\_\_\_  
Nicholas W. Mulick, Esq.,  
General Counsel

SEAL

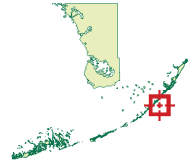




# Monroe County, FL



## Overview



## Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

**Parcel ID** 00449340-000000 **Alternate ID** 1548987 **Owner Address** FRIED HAROLD  
**Sec/Twp/Rng** 23/62/38 **Class** VACANT RES **PO Box** 9357  
**Property Address** 128 CARIBBEAN Ave  
TAVERNIER  
**District** 500P  
**Brief Tax** BK 6 LT 36 HARRIS OCEAN PK ESTATES KEY LARGO OR447-134-135 OR789-1732 OR1003-2476AFF OR1627-1107/08 OR2448-  
**Description** 1522/32 OR2448-1524/25 OR2947-0412 OR2962-100/101(DEC/REST)  
(Note: Not to be used on legal documents)

Date created: 9/10/2024  
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