

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

Meeting Date:  
November 19, 2024

Agenda Item Number: G-1

Action Required:  
Yes

Department:  
General Manager

Sponsor:  
Peter Rosasco

Subject:  
**Amendment Request for Raftelis Rate Study**

Summary:

Raftelis' current project-to-date costs are \$34,673.75, which is \$9,693.75 over the \$24,980 rate study agreement from FY2024.

A \$12,000 amendment is requested, due to additional work spent to address board questions, revised draft and virtual attendance at one additional future board meeting.

**Reviewed / Approved**

**Financial Impact**

**Attachments**

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

\$ 12,000.00  
Expense  
Funding Source:  
Rate Revenue  
Budgeted:  
No

1. Raftelis Amended Cost Estimate

Approved By:  Date: 11/14/2024  
General Manager

**ATTACHMENT C**  
**Key Largo Wastewater Treatment District**  
**Amended Cost Estimate to Prepare a Wastewater Revenue Sufficiency Rate and Financial Forecast Analysis**

Line No.	Task Ref. [1]	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Totals
		Vice President	Vice President	Senior Consultant	Senior Consultant	Consultant	Consultant	Associate Consultant	Associate Consultant	Analyst	Analyst	Administrative	Administrative	
1	<b>Direct Labor Rates [2]</b>													
2	Data Acquisition / Compilation Review	\$340.00	\$340.00	\$240.00	\$240.00	\$210.00	\$210.00	\$175.00	\$175.00	\$135.00	\$135.00	\$100.00	\$100.00	8.0
3	Completion of Historical Customer Billing Information	2.00	-	2.00	-	4.00	-	-	-	-	-	-	-	14.0
4	Development of Customer and Billed Flow (Usage) Forecast	-	-	2.00	-	12.00	-	-	-	-	-	-	-	6.0
5	Projection of Wastewater Assessment Revenue	-	-	1.00	-	5.00	-	-	-	-	-	-	-	6.0
6	Projection of Wastewater Rate (including wholesale) Revenue	-	-	1.00	-	4.00	-	-	-	-	-	-	-	5.0
7	Development of Operating Expense Projections	1.00	-	2.00	-	12.00	-	-	-	-	-	-	-	15.0
8	Capital Funding Analysis (Flow of Funds Analysis & Interest Income)	1.00	1.00	4.00	4.00	7.00	4.00	2.00	2.00	4.50	4.50	-	-	23.5
9	Projection of Debt Service by Issue	1.00	-	2.00	-	4.00	-	-	-	-	-	-	-	7.0
10	Compliance Analysis and Management Dashboard	1.00	-	1.00	-	2.00	-	-	-	-	-	-	-	4.0
11	Development of Net Revenue Requirements and Rate Impact Analyses	1.00	4.00	4.00	4.00	4.00	4.00	10.00	10.00	4.00	4.00	-	-	29.0
12	Staff Presentation of Net Revenue Requirements - Presentation Documents	2.00	-	2.00	6.00	4.00	-	-	-	4.00	4.00	-	-	18.0
13	Technical Memorandum / Report Preparation / Presentation Documents	2.00	-	4.00	3.50	8.00	1.25	-	-	2.25	2.25	-	-	21.0
14	Total Hours	11.00	5.00	22.00	17.50	71.00	5.25	10.00	10.00	14.75	14.75	-	-	156.5
15	Direct Labor Cost	\$3,740	\$1,700	\$5,280	\$4,200	\$14,910	\$1,103	\$1,750	\$1,750	\$1,991	\$1,991	\$-	\$-	\$34,674
16	Total Actual Project Cost													\$ 34,674
17	Original Estimated Project Cost													\$ 24,980
18	Amount Above Original Cost Estimate													\$ 9,694
	<b>Additional Services*</b>													
19	Additional Rate Path Scenario	-	-	1.00	-	-	-	-	-	-	-	-	-	1.0
20	Address Other Board Questions from Public Meeting	-	-	1.00	-	-	-	-	-	-	-	-	-	1.0
21	Revised Technical Memorandum to Incorporate Above Items	1.00	-	2.00	-	2.50	-	-	-	-	-	-	-	5.5
22	Attendance of 1 Additional Virtual Board Meeting	-	-	2.00	-	-	-	-	-	-	-	-	-	2.0
23	Total Hours	1.00	-	6.00	-	2.50	-	-	-	-	-	-	-	9.5
24	Direct Labor Cost	\$340	-	\$1,440	-	\$525	-	-	-	-	-	-	-	\$2,305
25	Miscellaneous Expenses (Rounding)													\$1
26	<b>Total Additional Services Request</b>													\$ 12,000

\*Reflects additional services yet to be completed as of 11/13/2024.