



Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Tuesday, November 19, 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 November 5, 2024 4

G. GENERAL MANAGER

1. Amendment Request for Raftelis Rate Study 10

H. CUSTOMER SERVICE

1. Customer Service Report – October 2024 12

I. IT

1. IT Report – October 2024 14

J. BUDGET AND FINANCE

1. Budget and Finance Report – October 2024 16

K. FIELD

1. Field Report – October 2024 19  
2. Exchange Pump Purchase 32

L. PLANT/FACILITIES

M. CAPITAL PROJECTS

1. Capital Projects Report – October 2024 34

## N. ENGINEERING

- |  |    |
|--|----|
| 1. Amendment of WEC Capital Projects Work Authorization WA 24-01 | 50 |
| 2. Amendment of WEC Capital Projects Work Authorization WA 24-02 | 65 |

## O. LEGAL

- |  |    |
|--|----|
| 1. 11395 Property LLC - 301 Buttonwood Cir, AK No. 1621307; Reso No. 23-2024 | 72 |
|--|----|

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") IMPOSING A SYSTEM IMPACT CHARGE ("SIC") FOR THE PROPERTY LOCATED AT 301 BUTTONWOOD CIR, KEY LARGO, FLORIDA, WITH ALTERNATE KEY NUMBER 1621307; 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:

November 19, 2024

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas Mulick

Subject:

**Minutes of November 5, 2024**

Summary:

Staff to present the minutes of November 5, 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: \_\_\_\_\_

11/14/2024





Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, November 5, 2024

## MINUTES

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

Vice-Chairman Timothy Maloney called the meeting to order at 4:00 p.m.

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

Mr. Steve Suggs led the Pledge of Allegiance.

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

Present were: Commissioners Sue Heim, Timothy Maloney, Robert Majeska, and Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Lexi Connor; IT Support Manny Santana

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

### **ANNUAL ELECTION OF BOARD OFFICERS (D)**

#### *Chairman*

Commissioner Majeska nominated Nicolas Rodriguez for the office of Chairman. Nicolas Rodriguez was elected Chairman of Key Largo Wastewater Treatment District.

#### *Vice-Chairman*

Commissioner Heim nominated Timothy Maloney for the office Vice-Chairman. Timothy Maloney was elected Vice-Chairman of Key Largo Wastewater Treatment District.

#### *Secretary/Treasurer*

Commissioner Majeska nominated Sue Heim for the office of Secretary/Treasurer. Commissioner Sue Heim was elected Secretary/Treasurer for Key Largo Wastewater Treatment District.

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

#### *Approval of Agenda (E-1)*

Commissioner Heim requested the addition of item *Q-1 Action for Board Members*

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

### **PUBLIC COMMENT (F)**

No speakers.

## **APPROVAL OF MINUTES (G)**

*Minutes of October 15, 2024 (G-1)*

**Motion:** Commissioner Heim made a motion to approve the minutes of October 15, 2024. Commissioner Schwartz seconded the motion. Motion passed without objection.

## **GENERAL MANAGER (H)**

No report in agenda.

## **CUSTOMER SERVICE (I)**

No report in agenda.

## **IT (J)**

No report in agenda.

## **BUDGET AND FINANCE (K)**

No report in agenda.

## **FIELD (L)**

No report in agenda.

## **PLANT/FACILITIES (M)**

*Plant/Facilities Report – September 2024 (M-1)*

Mr. Dempsey presented the Plant/Facilities monthly report.

## **CAPITAL PROJECTS (N)**

No report in agenda.

## **ENGINEERING (O)**

No report in agenda.

## **LEGAL REPORT (P)**

*Conservation Parcel Waiver Request - 105820 Overseas Hwy, AK No.1656569, Resolution 22-2024 (P-1)*

Mr. Mulick requested adoption of Resolution 22-2024, waiver of service.

**Motion:** Commissioner Schwartz made a motion to adopt Resolution 22-2024. Commissioner Majeska seconded the motion.

## **Vote on Motion:**

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

## **COMMISSIONER ITEMS (Q)**

*Action for Board Members(Q-1)*

Commissioner Heim requested Board approval to enter into 2 separate discussions: 1) KL Fire EMS District and 2) Monroe County, regarding KLWTD providing post disaster related assistance in KL. The Board agreed.

**ROUNDTABLE DISCUSSION (R)**

No report in agenda.

**ADJOURNMENT (S)**

The meeting was adjourned at 4:27 p.m.

\_\_\_\_\_  
Nicolas Rodriquez, Chairman

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

Seal \_\_\_\_\_

**RESOLUTION NO. 22 - 2024**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE BOARD”) APPROVING THE REQUEST BY BO-JO INC (“THE OWNER”), FOR THE REMOVAL OF TAX PARCEL AK# 1656569; FROM THE 2006 NON-AD VALOREM ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Bo-Jo Inc (“The Owner”) is the owner 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 28-08-06 dated August 9, 2006 (the “2006 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 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.: 00533040-000000  
AK NO.: 1656569  
PARCEL DESCRIPTION: BK 2 TRACT A LARGO HI-LANDS PB4-89 KEY LARGO OR338-506 OR989-2134 OR2772-1721

**Section 2.**

**EFFECTIVE DATE.** This Resolution shall take effect and the Subject Tax Parcel excluded from the 2006 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

RESOLUTION NO. 22 – 2024

RESOLVED AND ADOPTED THIS 5<sup>th</sup> DAY OF November

Laydown November 5, 2024  
Agenda Item P-1

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 5<sup>th</sup> day of November 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

# 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

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

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

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

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

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

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

### Financial Impact

\$ 12,000.00

Expense

Funding Source:

Rate Revenue

Budgeted:

No

### Attachments

1. Raftelis Amended Cost Estimate

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

General Manager



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

11/14/2024

**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 Vice President	Actual Vice President	Budget Senior Consultant	Actual Senior Consultant	Budget Consultant	Actual Consultant	Actual Associate Consultant	Actual Analyst	Actual Administrative	Totals
1	<b>Direct Labor Rates [2]</b>	\$340.00	\$340.00	\$240.00	\$240.00	\$210.00	\$210.00	\$175.00	\$135.00	\$100.00	
2	Data Acquisition / Compilation Review	1	2.00	-	2.00	-	4.00	-	-	-	8.0
3	Compilation of Historical Customer Billing Information	2	-	-	2.00	-	12.00	-	-	-	14.0
4	Development of Customer and Billed Flow (Usage) Forecast	2	-	-	1.00	-	5.00	-	-	-	6.0
5	Projection of Wastewater Assessment Revenue	3	-	-	1.00	-	5.00	-	-	-	6.0
6	Projection of Wastewater Rate (including wholesale) Revenue	4	-	-	1.00	-	4.00	-	-	-	5.0
7	Development of Operating Expense Projections	5	1.00	-	2.00	-	12.00	-	-	-	15.0
8	Capital Funding Analysis (Flow of Funds Analysis & Interest Income)	6	1.00	1.00	2.00	4.00	7.00	4.00	4.50	-	23.5
9	Projection of Debt Service by Issue	7	1.00	-	2.00	-	4.00	-	-	-	7.0
10	Compliance Analysis and Management Dashboard	8	1.00	-	1.00	-	2.00	-	-	-	4.0
11	Development of Net Revenue Requirements and Rate Impact Analyses	9	1.00	4.00	2.00	4.00	4.00	-	10.00	4.00	29.0
12	Staff Presentation of Net Revenue Requirements - Presentation Documents	10	2.00	-	2.00	6.00	4.00	-	4.00	-	18.0
13	Technical Memorandum / Report Preparation / Presentation Documents	11	2.00	-	4.00	3.50	8.00	1.25	-	2.25	21.0
14	Total Hours		11.00	5.00	22.00	17.50	71.00	5.25	10.00	14.75	156.5
15	Direct Labor Cost		\$3,740	\$1,700	\$5,280	\$4,200	\$14,910	\$1,103	\$1,750	\$1,991	\$34,674
16	Total Actual Project Cost										<u>\$ 34,674</u>
17	Original Estimated Project Cost										\$ 24,980
18	Amount Above Original Cost Estimate										<u>\$ 9,694</u>
<b>Additional Services*</b>											
		Vice President		Senior Consultant		Consultant					
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>										<u><b>\$ 12,000</b></u>

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

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

Meeting Date:

November 19, 2024

Agenda Item Number: H-1

Action Required:

No

Department:

Customer Service

Sponsor:

Connie Fazio

Subject:

**Customer Service Report - October 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: \_\_\_\_\_

11/14/2024



# Key Largo Wastewater Treatment District Customer Service Report

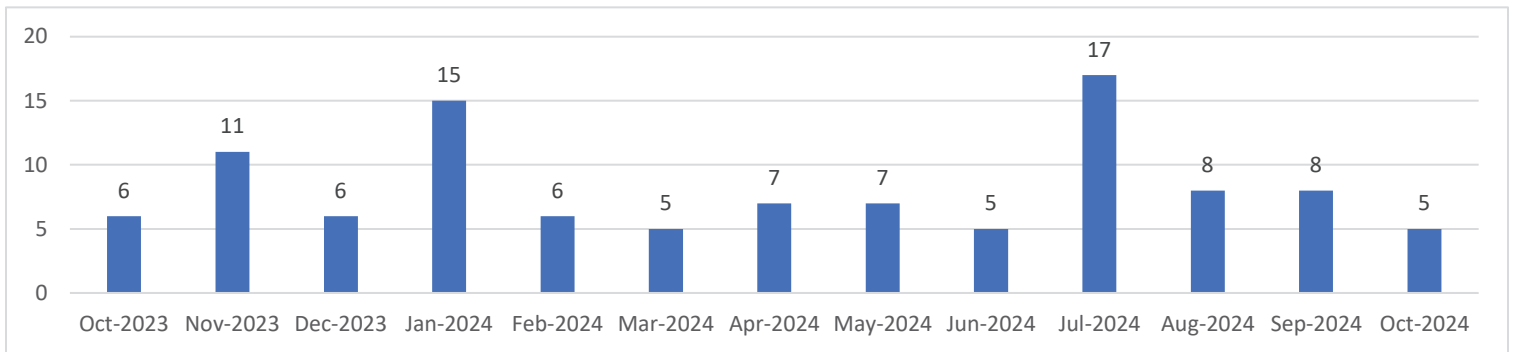
October 2024

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

## Customer Service Requests

	Total
Assessment	2
Billing	9
Demo	4
Field Department	16
Locate	5
MOD	7
NOA	7
Tie In Res	4
Total	54

## Number of Completed Wastewater Connection



## Completed Wastewater Connections Consists of The Following:

- 1 – Commercial Connection
- 2 - New Residential Connections
- 2 – Residential Reconnections

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

Meeting Date:

November 19, 2024

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

**IT Report - October 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: \_\_\_\_\_

11/14/2024

# IT

The IT Department received 419 tickets and completed 402 tickets in October

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>• Held 1<sup>st</sup> training on 11/13</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:

November 19, 2024

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Connie Fazio

Subject:

**Budget and Finance Report - October 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: \_\_\_\_\_

11/14/2024

# October 2024

## Budget and Finance Report

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

***Next payment: January 2025: \$779,480.33***

	Cash Flow	
	Deposits	Expenditures
Wastewater Billing Deposits Received	\$582,351.40	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$639.38	
Islamorada Revenue	\$112,561.52	
Interest Income	\$115,186.73	
Misc. Revenue (includes Stewardship and ACOE reimbursements, if applicable)	\$8,738.06	
District Expenditures (checks written)		\$1,709,653.49
Payroll		\$162,508.62
Total:	\$824,914.38	\$1,872,162.11

### FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
<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>	10,213 (9,334 Residential 879 Commercial)	\$631,716.35
<b>Sept. 2023</b>	10,141 (9,258 Residential 883 Commercial)	\$693,024.47	<b>Sept. 2024</b>	10,200 (9,324 Residential 876 Commercial)	\$606,633.56
<b>Oct. 2023</b>	10,158 (9,275 Residential 883 Commercial)	\$570,143.86	<b>Oct. 2024</b>	FKAA Stats not available as of 11/6/24	\$582,351.40
<b>Total Revenue from Nov 2022 Through Oct 2023</b>		<b>\$7,537,804.02</b>	<b>Total Revenue from Nov 2023 Through Oct 2024</b>		<b>\$7,359,622.60</b>

***Sept 2024 Credit Card Fee Info***

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

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

**\$241,934.19**

**\$6,048.35**

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

Meeting Date:

November 19, 2024

Agenda Item Number: K-1

Action Required:

No

Department:

Field Operations

Sponsor:

Rudy Perez

Subject:

**Field Report - October 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
2. FLOVAC Report
3. Storm Clean Out Check List

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

General Manager



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

11/14/2024

## Wastewater Field Operations

There was a total of 39 service calls for the month of October of these 20 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff 12 of those system generated were found using the Flo vac monitoring. The reports below detail the remaining 19 calls.

Date	Address	Incident	Response	KLWTD Issue
10/1/24	106501 Overseas Hwy	Customer called in to report they're toilets weren't flushing properly.	On arrival pit was manually discharged. Cleanout was observed and found dry. There was no sign of a backup. Issue on private side. (Homeowner notified).	No
10/2/24	460 Bowie Ln	Customer called to report a backup. They stated sewer was coming up in the bathtub.	Tech arrived on site and found pit in working conditions. Pit was manually discharged. And cleanout was found dry. (Homeowner issue).	No
10/2/24	29 S Exuma Rd	Customer called to report a backup.	Tech found everything was working as it should. Advised the homeowner to call a plumber. (Homeowner issue).	No
10/3/24	118 1 <sup>st</sup> Terr	Customer called to report a possible backup.	Tech manually discharged pit and found everything working as it should. Advised homeowner to call a plumber. (Homeowner issue).	No
10/4/24	98750 Overseas Hwy	Customer called and stated that they're toilets and shower were backing up.	Tech found everything to be working as it should. Observed cleanout, no issues found. Issue on homeowner side. (Homeowner issue).	No
10/5/24	102770 Overseas Hwy	Plumber called in that a homeowner was experiencing a backup.	Tech arrived on site found that pit was working as should. There were no signs of any backup inside clean out. Issue on homeowner side. (Homeowner issue).	No



10/6/24	86 Francis Drake Dr	Customer called stating that their toilets were not flushing.	On techs arrival pit was manually discharged. Cleanouts were observed and found clear. Notified the homeowner that they would need to call a plumber. (Homeowner issue.)	No
10/8/24	91865 Overseas Hwy	Homeowner called to inform us of a possible backup.	Arrived at address, the pit was functioning properly and the clean out was found clear. No signs of any backup. (Homeowner issue).	No
10/8/24	701 Grouper Ln	Customer called to report a possible backup on our side.	On techs arrival pit was manually discharged and observed. Located cleanout and verified that it was cleared. Homeowner was notified. (Homeowner Issue.)	No
10/10/24	776 Bostwick Dr	Customer called stating that there was sewage coming up in the shower.	Customer has a private pump on one side of their home, which was taking in a lot of water and causing sump to overwhelm. It was discovered that the cleanout was open on the private side. (Homeowner issue).	No
10/10/24	40 Jewfish Ave	Customer called to report a sewer odor coming from the air terminal.	Tech found everything to be working as it should. Cleanout and pit were checked and found no odor coming from our system.	No
10/10/24	114 Long Ben Dr	Customer called in and stated he was experiencing back up issues.	On techs arrival they noticed the area was under recovery due to storm and tide related issues. Crews were working on restoring area. Sump was cleared and components were changed. Pit was back to working conditions.	Yes
10/14/24	100 Sunset Ln	Customer called to report sewage coming up from the shower drain.	Plumber was already on site, stating issue was on the homeowner side. No one has been living on property and the pipes seem to be rusted. Pit was discharged to verify. (Homeowner issue)	No
10/15/24	130 1 <sup>st</sup> Rd	Customer called stating toilets were not flushing.	On techs arrival they found pit to be unresponsive. Tech found sensor tube hose to have come off. Hose was placed back on. Pit was now back in service.	Yes

10/18/24	35 Atlantic Dr	Customer called stating pump alarm was going off. And thinks sewer was coming from the lid.	Techs arrived to find the SCADA on the grinder pump to have gone bad. Pump was replaced homeowner was notified. System back in service	<b>Yes</b>
10/21/24	156 Marina Ave	Customer called to report that the drains were not draining properly.	Field techs located the homeowner cleanout and found no sign of a back up. They then discharged pit to confirm. No issues found on KLWTD side.	No
10/24/24	720 Gale Pl	Customer called to report a sewer odor coming from the manhole.	Techs found that everything was working as it should. No odors were detected from air terminals or cleanouts. Homeowner notified.	No
10/25/24	208 N Ocean Dr	Customer called to report grinder pump alarm was going off.	Techs arrived on site to find alarm light on, but no sound. They found sump was overwhelmed and pump unresponsive. Pump was swapped out and a new buzzard alarm was placed and tested. System was put back in service.	Yes
10/28/24	102225 Overseas Hwy	Customer called that they were experiencing backup issues. (Arthur's Kitchen)	Once on site, no issues were detected on KLWTD side when running a camera through the private side, so it was determined that there was a blockage in the lateral service.	No

## Areas Addressed with the Flow Vac Monitoring System

Date	Address	Incident	Response	KLWTD Issue
10/6/24	50 N Blackwater, 225 Lower Matecumbe, 257 Upper Matecumbe Calder Rd buffer tank	Received a low vacuum alarm call from vac station A & D	On arrival tech acknowledge alarm. Isolated tank valve to an area. Once determining an area. The tech used the Flo Vac monitoring to find the issue. Under addresses you'll see the locations with issues.	50 N Blackwater (valve) 225 Lower & 257 Upper Matecumbe (valve) Calder (controller)
10/11/24	810 Madrid Rd	Received a low vacuum call from vac station D	Tech checked the Flo vac monitoring and went straight to the address of issue.	(Controller)
10/12/24	7 South Dr	Received a low vacuum alarm from vac station A	Tech isolated area using tank valves at the vac station. Once determining area Flo Vac monitoring was used to find the issue.	(Valve)
10/12/24	453 Bahia Honda 171 Long key	Received a low vacuum alarm at vac station A	After receiving the low vacuum alarm tech used the monitoring system to find the issue. Both addresses on this occasion were from high flow. I&I  453 Bahia Honda had a damaged transition coupling on the service lateral. Repairs were made in house.	453 Bahia Honda (demo) 171 Long Key (cleanout cap)

10/20/24	12 Mangrove Ln	Received a low vacuum alarm from vac station A	Tech checked the Flo vac monitoring system and saw that 12 Mangrove Ln was showing a valve open alarm.	(Valve)
10/21/24	33 Jean Lafitte Dr	Received a low vacuum alarm from vac station G	Tech used the Flo Vac monitoring to determine where the problem was. Monitoring system showed it to be at this address. The valve was stuck open.	(Valve)
10/21/24	92351 Overseas Hwy	Received a low vacuum alarm from Vac Station JK	Tech arrived at station isolated the area. Checked the Flo Vac Monitoring and found the issue.	(Valve)
10/22/24	7 Mutiny Pl	Low vacuum alarm at Vac Station G	Tech determined where the issue was using the monitoring system.	Blown out Ferco, valve
10/24/24	991 Gilbralter Rd/ Num Thai buffer tank	Low vacuum alarm at Vac Station D	Tech isolated issue to A specific area at the station. Then using the Monitoring system issues were found.	991 Gilbralter (surge) Num Thai (Valve)
10/25/24	16 Mangrove Ln	Low vacuum alarm at Vac Station A	Isolated issue at vac station. Determined where the problem was using the Flo Vac Monitoring.	Debris in valve
10/27/24	900 Madrid Rd	Low vacuum alarm at Vac Station D	Isolated issue to an area, while using the monitoring system the problem was found.	Valve & Controller

10/27/24	1021 Valencia Dr	Low vacuum at Vac Station D	Tech determined where the issue was by using the monitoring system.	Bad Controller
			The remaining 8 system generated alarms are not yet under the monitoring system.	

## Clean Out Check List

Here you will find a complete list of open or broken clean outs located using the FloVac monitoring system starting back in June when Hurricane Beryl pushed heavy rains and the tides up higher than normal on the bayside creating flooded streets in our lower lying service areas to the most recent Hurricane Milton in October. These open clean outs show up as higher than normal activations also indicating that we are getting a higher level of water coming into the system. Which give us high salinity readings at the stations. These open clean outs have been addressed by the crews and have also installed DO NOT TAMPER stickers to the cleanouts in our attempt to prevent future issues.

	<b>Address:</b>	<b>Notes:</b>	<b>Corrective action:</b>
	105910 O/S hwy Vac A	c/o cap open (heavy flow increased activations)	Locked cap down
	104355 O/S Hwy Vac A	Broken c/o cap and c/o box missing	Replaced cap and box
	420 Big pine Vac A	c/o cap open (heavy flow increased activations)	Locked cap down
	206 Lower Matecumbe/ Vac A	c/o open and broken inside sump	Replaced cap and locked down

	<b>Address:</b>	<b>Notes:</b>	<b>Corrective action:</b>
	128 Long Key Vac A	c/o cap open (heavy flow increased activations)	Locked cap down
	17 Cindy Vac D	c/o cap loose	Locked down cap
	3 Cindy Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	750,800,807 Madrid Vac D	Missing entire assemblies	Added assemblies and locked caps down
	102025 O/S Hwy Vac D	c/o cap open	Locked cap down
	774 N. Lake Dr Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	708 Bostwick Vac D	c/o cap open (heavy flow increased activations)	Locked down cap

	714 Garden State Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	45 Crane Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	311 Buttonwood circle - Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	397 Laguna Vac E	c/o cap open (heavy flow increased activations)	Locked cap down
	112 Point Pleasant - Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	300 Buttonwood Shores	c/o cap broken (heavy flow increased activations)	Replaced cap and locked down

	714 Garden State Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	306 Buttonwood shores – Vac E	c/o cap open (heavy flow increased activations)	Locked cap down
	13 Atlantic Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	14 Atlantic Vac E	c/o cap broken (heavy flow increased activations)	Replaced cap and locked down
	41 Hibiscus Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	481 Bahia Rd Vac E	c/o cap broken (heavy flow increased activations)	Replaced cap and locked down

	60 Ocean Way Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	98310 O/S Hwy Vac G	4" C/O open on H/O side	Notified homeowner of the issue
	33 Jolly Roger Vac G	c/o cap open (heavy flow increased activations)	Locked down cap
	37 Jolly Roger Vac G	c/o cap open (heavy flow increased activations)	Locked down cap
	70 Jean LaFitte Vac G	c/o cap open (heavy flow increased activations)	Locked down cap
	476 Anne Bonnie Vac G	c/o cap open (heavy flow increased activations)	Locked down cap
	43 Jean LaFitte Vac G	c/o cap open (heavy flow increased activations)	Locked Down cap
	2 Jean LaFitte Vac G	c/o cap open (heavy flow increased activations)	Locked down cap



	60 Ocean Way Vac E	c/o cap open (heavy flow increased activations)	Locked down cap
	1119 Heron Vac I	c/o cap open (heavy flow increased activations)	Locked down cap
	121 Dove Lake Vac J/k	c/o cap gone (heavy flow increased activations)	Replaced cap and locked down
	595 Beach Rd Vac J/K	c/o cap gone (heavy flow increased activations)	Replaced cap and locked down
	476 Bowie Ln Vac D	c/o cap open (heavy flow increased activations)	Locked down cap
	265 Lower Matecumbe Vac A	c/o cap open (heavy flow increased activations)	Locked down cap









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

Meeting Date:

November 19, 2024

Agenda Item Number: K-2

Action Required:

Yes

Department:

Field Operations

Sponsor:

Rudy Perez

Subject:

**Vacuum Pump Re-Build**

Summary:

Mr. Perez will present a proposal from KB Vacuum Pump Solutions, LLC for approval.

## Reviewed / Approved

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

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

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

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

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

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

## Financial Impact

\$ 65,000.00

Expense

Funding Source:

N/A

Budgeted:

Yes

## Attachments

1. KB Vacuum Pump Solutions, LCC  
Proposal

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

General Manager

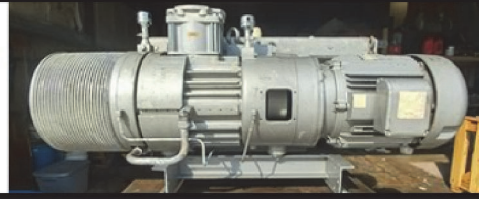


Date: \_\_\_\_\_

11/14/2024



# KB VACUUM PUMP SOLUTIONS, LLC



203 West Marion Ave #2  
Edgewater FL 32132  
386-847-2982

## Estimate

Name / Address
Key Largo Waste Water Treatment District 100301 Overseas HWY Key Largo, FL 33037

Date	Estimate #
10/28/2024	941

Project

Description	Qty	Rate	Total
630 Exchange pump	5	13,000.00	65,000.00
		<b>Total</b>	\$65,000.00

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

Meeting Date:

November 19, 2024

Agenda Item Number: M-1

Action Required:

No

Department:

Capital Projects

Sponsor:

Ed Castle

Subject:

## **Capital Projects Report - October 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: \_\_\_\_\_

11/14/2024

# Key Largo Wastewater Treatment District Capital Projects Report

Including updates through October 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	\$270,000.00	\$3,540,999.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$236,757.50	\$2,419,760.36	\$884,481.90	75%

- 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.
- WEC prepared I&C checklist for the startup of the emergency vacuum trailer and reviewed with all parties.
- Benson Electric completed nighttime shutdowns for the electrical transfers for the vacuum trailer at all stations. The modifications for the trailer were completed in October and startup was scheduled for Nov. 5<sup>th</sup>.
- Reynolds installed most all of the force main, odor control, and vacuum connection piping at all stations as well as installed camlocks at the trailer connection points.
- Reynolds completed the stainless-steel odor control header pipe modifications at Vac Station D during the period.
- Reynolds, WEC staff and KLWTD staff attended the construction progress meeting on October 31<sup>st</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	\$780,000.00	\$10,361,965.61
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$757,881.25	\$7,457,406.55	\$2,146,677.81	79%

- 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: **130** 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 complete)
  - Basin J/K: **437** installed (Basin in progress)
  - Total project installed: **2,371** out of **2,984**
  - **Sensor installation is approx. 79 % complete (Note: This is only sensors and does not include other aspects of the project)**
- Construction progress meeting was held on October 22<sup>nd</sup>. The biweekly meeting slated for October 8<sup>th</sup> was cancelled due to Hurricane Milton.
- During October, Flovac and IVC continued work in Basin J/K and began work in Basin E0.
- Valve rebuilds continued – 674 rebuilds completed. Continuing to target approx. 10-15 per day.
- A punchlist walkthrough was conducted for Basin JK8, JK9, JK3 & JK4 with WEC, KLWTD, IVC and Flovac during October.
- Crews have worked through punch list items for final completion of Basin I. Final Completion paperwork is forthcoming.
- Following the lightning strike at the Coastal Waterways Gateway, Flovac has now installed lightning protection on the Gateway pole and replaced the damaged device. Grounding was previously confirmed, and additional measures are now in place.



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	\$385,000.00	\$3,717,095.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$360,720.00	\$2,419,093.61	\$937,282.15	75%

- The Effluent Filtration Upgrades project was awarded to Reynolds Construction in the amount of \$3,043,820.00 on May 15, 2023.
- 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.
- Pipe supports were installed throughout the period.
- Excavation for the footers of the access walkway/stairs was started and design of walkway continued throughout October.
- Coating of piping materials continued throughout October and was tested by WEC inspector.
- Hydrostatic testing of pipe passed during this period.
- Startup of the filter began on 10/22 with Evoqua staff conducting a start-up inspection and completing testing of control panel.
- Reynolds, WEC staff and KLWTD staff attended the construction progress meeting on October 31<sup>st</sup>.

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	\$28,000.00	\$403,555.75
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$25,442.50	\$338,321.81	\$39,791.44	90%

- 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.
- The construction of this project was completed by October 2<sup>nd</sup>.
- Punch-list walkthrough occurred on October 2<sup>nd</sup> and substantial completion was issued.
- Final completion is awaiting the as-built survey from the contractor, then the project can be closed out.

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
	\$95,095.00	\$39,520.00	\$341,450.33	28%

- 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 in September.
- Construction started for this project on 10/01/2024. Throughout the period the contractor installed a total of 59 lateral kits and valve boxes. Currently working in C-905 and will be moving onto properties on U.S. 1 in this coming month.
- Page Excavation, WEC staff and KLWTD staff attended the first construction progress meeting on October 17<sup>th</sup>.

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and Amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Power Conditioning and Electrical Upgrades at the WWTP	TBD	TBD	\$485,000.00	\$4,359,916.00
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$272,077.30	N/A	N/A	6%

- The Power Conditioning project went out to bid on 10/8.
- The pre-bid meeting was held on 10/28.
- Addendum 1 was uploaded on Monday, 11/4.
- The bids are due on 11/26 by 2:00pm.
- RFP Ranking Meeting is scheduled for Dec. 5<sup>th</sup> at 10am.

## 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. The construction plans and tech specs are being finalized, anticipating posting for bid on November 20 <sup>th</sup> .
<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.
<b>EQ Tank and Headworks Project</b>	\$4,500,000 (Anticipated)	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.
<b>Blower Room Modifications Project</b>	\$250,000 (Anticipated)	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.





**Figure 1. Emergency Vacuum Trailer Connections for VPS Project.**





**Figure 2 and 3. Emergency Vacuum Trailer Connections for VPS Project.**





**Figure 4. Install Conduit in Trench for Collection System Monitoring Project.**





**Figure 5. Install and Leveling of the Pedestal for Collection System Monitoring Project.**





**Figure 6. Filter on Platform during Evoqua Start-up.**



**Figure 7. Interior Disk Filters.**



**Figure 8. Spray Headers being tested during Start-up.**





**Figure 9 and 10. New SS Sewer Lateral Valve Assembly and Valve Box Installed.**

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

Meeting Date:

November 19, 2024

Agenda Item Number: N-1

Action Required:

Yes

Department:

Engineering

Sponsor:

Ed Castle

Subject:

## **Amendment of WEC Capital Projects Work Authorization WA 24-01**

Summary:

WEC Work Authorization WA 24-01 is for engineering services for Capital Projects for FY24 in the original amount of \$1,424,802.00. Due to unforeseen delays in completion of construction and work needed to apply for construction grants under a now format, the Capital Projects engineering budget was exceeded by \$26,550.00 or 1.9%. WEC requests that additional funding for engineering services for Capital Projects under WA 24-01 be authorized in the amount of \$26,550.00, bringing the amended total of this work authorization to \$1,451,352.00. This increase in the engineering budget will not cause a need for a FY 24 budget amendment.



### Reviewed / Approved

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

### Financial Impact

\$ 26,550.00  
Expense  
Funding Source:  
Grant(s)  
Budgeted:  
No

### Attachments

1. WEC Memo
2. Copy of WA 24-1

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

General Manager

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

11/14/2024



*"Excellence in Engineering"*

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

## MEMORANDUM

**To:** Peter Rosasco

**From:** Ed Castle

**Date:** November 7, 2024

**Re:** WEC FY 24 Work Authorization WA 24-01 Amendment

---

The KLWTD Board previously approved the KLWTD FY 24 budget which included four work authorizations issued to Weiler Engineering (WEC). WA 24-01, the Capital Projects work authorization was issued in the amount of \$1,424,802.00.

As the fiscal year progressed, WEC kept track of expenses versus the WA 24-01 amount. It appeared that we would have sufficient funds to complete all of the work assigned to us under the Capital Projects work authorization. However, during the summer of 2024, we found that a few of the construction projects were running longer than anticipated, causing our expenses for inspections, pay application reviews and other such tasks to exceed what was previously projected.

In addition, changes were made to the distribution of grant funds under the Stewardship project, with individual grant application packages needed for each project. WEC was tasked with preparing these grant applications. The District also tasked WEC with applying for grant funding under the Resilient Florida grant program for upcoming construction costs associated with the Monroe County sea level rise project for Stillwright Point. The manhours associated with preparing these grant application packages were billed to the capital projects where the funds would be used.

This unanticipated work caused us to exceed the WA 24-01 amount by \$26,550.00 which represents a 1.9% overrun. We respectfully request that the Board authorize an adjustment to WEC work authorization WA 24-01, increasing the amount of the work authorization by \$26,550.00 for an adjusted total amount of \$1,451,352.00.00.

# WORK AUTHORIZATION WEC 24-01

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 \$1,424,802 for FY24)  
PROJECT SCHEDULE: As needed and directed by the District  
PROJECT BILLING: See EXHIBIT A

Edward Castle

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

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

Witness:  
Shannon McCully  
Shannon McCully, Clerk

Date: 9/5/23



## **WORK AUTHORIZATION WEC 24-01**

### **CAPITAL PROJECTS DESIGN AND CONSTRUCTION ENGINEERING 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 FY24 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 FY24. 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 will 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).

**Duration of Construction Phase:**

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 FY24 "Not to Exceed" amount stated above, without prior written authorization from the District.

Anticipated Capital Projects may include the projects listed in the attached table, depending on Board action.

Other capital projects that may arise during FY24 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 FY24.

## 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*

**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:

November 19, 2024

Agenda Item Number: N-2

Action Required:

Yes

Department:

Engineering

Sponsor:

Ed Castle

Subject:

## **Amendment of WEC Capital Projects Work Authorization WA 24-02**

Summary:

WEC Work Authorization WA 24-02 is for engineering services for the WWTP for FY24 in the amount of \$85,000.00. Due to a slight over-run in the manhours needed to complete our tasks, the WWTP engineering budget was exceeded by \$1,785.00 or 2.1%. WEC requests that additional funding for engineering services for the WWTP under WA 24-02 be authorized in the amount of \$1,785.00, bringing the amended total of this work authorization to \$86,785.00. This increase in the WWTP engineering budget will not cause a need for a FY 24 budget amendment.

### Reviewed / Approved

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

### Financial Impact

\$ 1,785.00  
Expense  
Funding Source:  
Rate Revenue  
Budgeted:  
No

### Attachments

1. WEC Memo
2. Copy of WA 24-02

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

General Manager



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

11/14/2024



*"Excellence in Engineering"*

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

## MEMORANDUM

**To:** Peter Rosasco

**From:** Ed Castle

**Date:** November 7, 2024

**Re:** WEC FY 24 Work Authorization WA 24-02 Amendment

---

The KLWTD Board previously approved the KLWTD FY 24 budget which included four work authorizations issued to Weiler Engineering (WEC). WA 24-02, the WWTP work authorization, currently has a not-to-exceed amount of \$85,000.00 for FY 24.

As the fiscal year progressed, WEC kept track of expenses versus the WA 24-02 amount. As the fiscal year end approached, it appeared that we would have sufficient funds to complete all of the work assigned to us under the WWTP work authorization. However, the WA 24-02 amount was exceeded by \$1,785.00, which represents a 2.1% overrun. We respectfully request that the Board authorize an adjustment to WEC work authorization WA 24-02, increasing the amount of the work authorization by \$1,785.00 for an adjusted total amount of \$86,785.00.



WORK AUTHORIZATION WEC 24-02  
(Revised 08/20/2024)

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: Wastewater Plant Engineering Services

PROJECT COST: Hourly (Not to Exceed \$85,000 FY24)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Edward R. Castle

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

Nicolas Rodriguez

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

Witness:

Shannon McCully

Shannon McCully, Clerk

Date: August 20, 2024



## **WORK AUTHORIZATION WEC 24-02 (Revised 08/20/2024) Wastewater Plant Consulting**

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

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.

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>
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<i>Structural Manager</i>	<i>\$155.00</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>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:

November 19, 2024

Agenda Item Number: O-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas Mulick

Subject:

**11395 Property LLC - 301 Buttonwood Cir, AK No. 1621307;  
Reso No. 23-2024**



Summary of Discussion:

Staff recommends imposing System Impact Charge in the amount of \$4,441.00 and increasing EDU assignment for 11395 Property LLC Ak No. 1621307 pursuant to the District's Rules and Regulations, Section 10.01(c).

The SIC charge is the sum of the System Development Charge ("SDC") plus any fees incurred by the District to provide wastewater service

## Reviewed / Approved

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

## Financial Impact

\$ 4,441.00  
Income  
Funding Source:  
Property Owner  
Budgeted:  
N/A

## Attachments

1. Reso No. 23-2024
2. Notice of System Impact Charge
3. Map

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

General Manager

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

11/14/2024

**RESOLUTION NO. 23-2024**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“THE DISTRICT”) IMPOSING A SYSTEM IMPACT CHARGE (“SIC”) FOR THE PROPERTY LOCATED AT 301 BUTTONWOOD CIR, KEY LARGO, FLORIDA, WITH ALTERNATE KEY NUMBER 1621307; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, 11395 Property LLC, is the owner of real property located at 301 Buttonwood Cir, Key Largo, Florida, with Alternate Key Number 1621307: The property is legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

**WHEREAS**, upon review of 11395 Property LLC's proposed development of two dwelling units on the Subject Tax Parcel, District staff has determined that it will increase the demand on the District’s wastewater facilities; and

**WHEREAS**, the District’s Rules and Regulations, Article X, Section 10.01(c), provide that an SIC shall be imposed on new customers and existing customers who modify, add or construct facilities that impose a potential increased demand on the District’s wastewater facilities; and

**WHEREAS**, staff has recommended that the District’s Board of Commissioners (“the Board”) adopt a Resolution imposing a SIC on the Subject Tax Parcel; and

**WHEREAS**, the Board has considered the staff’s recommendation at a regularly scheduled meeting of the Board held on November 19, 2024

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

- Section 1.     *Recitals.* The above recitals are true and correct and incorporated into this Resolution by reference.
- Section 2.     *System Impact Charge.* The Board finds that there is good and sufficient cause to impose an SIC in the amount of \$4,441.00
- Section 3.     *EDU Increase.* The wastewater base charge will be calculated based on 2.0 EDUs.
- Section 4.     *Effective Date.* This Resolution shall be effective upon adoption by the Board.

Section 5. *Implementation.* The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

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

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

The Chairman thereupon declared this Resolution duly passed and adopted the 19<sup>th</sup> day of November, 2024

KEY LARGO WASTEWATER TREATMENT DISTRICT

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

Approved to as to form and legal sufficiency:

ATTEST:

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

By: \_\_\_\_\_  
Shannon McCully, Clerk

SEAL



# Exhibit “A”

## Legal Description

**Parcel Address:** 301 BUTTONWOOD Cir, KEY LARGO

**Parcel ID:** 00503420-000000

**Ak#** 1621307

**Legal Description:** LOTS 11, BLOCK 13, OF KEY LARGO BEACH ADDITION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 4, AT PAGE 22 OF THE PUBLIC RECORDS OF MONROE COUNTY, FLORIDA.

LESS AND EXCEPT THE FOLLOWING PARCEL OF LAND:

A PORTION OF LOT 11, BLOCK 13, OF KEY LARGO BEACH ADDITION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 4, AT PAGE 22 OF THE PUBLIC RECORDS OF MONROE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: COMMENCE AT THE POINT OF INTERSECTION OF THE DIVIDING LINE BETWEEN SAID LOTS 11 AND 13, BLOCK 13 OF KEY LARGO BEACH ADDITION, WITH A 40 FOOT RADIUS AT THE NORTHERLY TERMINUS OF BUTTONWOOD CIRCLE AS SHOWN ON SAID PLAT; THENCE RUN EASTERLY ALONG SAID DIVIDING LINE FOR A DISTANCE OF 140 FEET, MORE OR LESS TO THE SOUTHEAST CORNER OF SAID LOT 11, BLOCK 13 AND THE POINT OF BEGINNING OF THE PARCEL HEREIN AFTER DESCRIBED; THENCE RUN IN A WESTERLY DIRECTION, ALONG SAID DIVIDING LINE FOR A DISTANCE OF 42.50 FEET TO POINT; THENCE RUN IN A NORTHERLY DIRECTION AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE FOR A DISTANCE OF 2.00 FEET; THENCE RUN IN AN EASTERLY LINE OF A CANAL AS SHOWN ON THE AFOREMENTIONED PLAT, THENCE RUN IN A SOUTHWESTERLY DIRECTION ALONG SAID PLATTED CANAL LINE FOR A DISTANCE OF 2.00 FEET TO THE POINT OF BEGINNING.



## 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)

September 26, 2024

To: 11395 PROPERTY LLC  
101 Almeria Ave  
Coral Gables, FL 33134

RE: System Impact Charge: 11395 Property LLC project, 301 Buttonwood Cir.

Please be advised that the Key Largo Wastewater Treatment District's ("District") Board of Commissioners ("Board") will consider imposing a System Impact Charge ("SIC") for the above-referenced parcel at its regularly scheduled meeting on October 15, 2024.

The SIC is a charge to customers who construct facilities that impose a potential increased demand on the District's wastewater facilities. The SIC is the sum of the System Development Charge ("SDC") plus any additional direct or indirect fees incurred by the District to extend service to your parcel.

Your proposed construction of two dwelling units on the above referenced tax parcel will result in an increased demand on the District's wastewater facilities.

If approved by the Board, the following changes will be made to your account:

EDU Assignment: The District General Rules and Regulations provide that each dwelling unit located on a tax parcel shall be assessed 1 EDU. Each EDU equates to one SDC. The District's General Rules and Regulations also specify that a vacant lot is assessed 1 SDC. Your vacant lot was assessed 1 SDC in 2008. Because your proposed development of two dwelling units on the above referenced tax parcel will result in an increased demand on the District's wastewater facilities, the number of EDUs assigned to your tax parcel will increase from 1 EDU to 2 EDUs. Each additional EDU equates to one SIC.

Additional Fees: None anticipated at this time.

Total SIC Charge: \$4,441.000. Payment is due in full at the time of imposition (Board approval.)

Wastewater Base Charge: The District previously imposed a wastewater base charge in the amount of \$27.13. The wastewater base charge, billed monthly by the Florida Keys Aqueduct Authority ("FKAA"), will be increased from \$27.13 to \$54.26. This charge does not include the monthly volumetric charge (\$4.26 per 1,000 gallons of water consumed.)

If no building on the premises is capable of generating wastewater, you may apply for a temporary deferral of wastewater monthly billing. Upon General Manager approval, such deferral shall expire the earlier of: 1. Issuance of a certificate of occupancy (C.O.), 2. Date the structure connects to the central wastewater system, or 3. Sixty (60) calendar Days.

You have a right to appear at the meeting, present evidence, and have witnesses testify on your behalf. If you choose to appear ~~or~~ present evidence, please notify the District



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Clerk (at 305-451-4019 ext. 210 or [Shannon.McCully@klwtd.com](mailto:Shannon.McCully@klwtd.com)). You may submit any documents you would like the Board to consider no later than 15 calendar days from the date of this notice.

Sincerely,

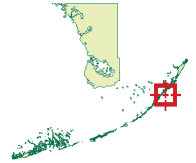
By:   
Peter Rosasco, General Manager



# Monroe County, FL



## Overview



## Legend

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

Parcel ID 00503420-000000

Sec/Twp/Rng 33/61/39

Property Address 301 BUTTONWOOD Cir

KEY LARGO

Alternate ID 1621307

Class VACANT RES

Owner Address 11395 PROPERTY LLC

101 Almeria Ave

Coral Gables, FL 33134

District 500K

Brief Tax KEY LARGO BEACH ADDITION PB4-22 PT LOT 11 BLK 13 OR240-588 OR290-268 OR524-835 OR1278-343/45 OR1278-346/50

Description OR1278-351/52 OR1280-207/08 OR1786-2221/22 OR1786-2223/24 OR1795-1839/40 OR3134-1959

(Note: Not to be used on legal documents)

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