



Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Tuesday, February 18, 2025
4:00 PM

AGENDA

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

Meeting link for computer, tablet, or
smartphone.

www.gotomeet.me/KLWTDCLerkboard-meeting

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

Access Code: 587-583-005

BOARD MEMBERS:

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

DISTRICT STAFF:

Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	Clerk

MISSION STATEMENT:

"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."

Please mute cell phones.

A. CALL TO ORDER	
B. PLEDGE OF ALLEGIANCE	
C. ROLL CALL	
D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS	
E. PUBLIC COMMENT	
F. APPROVAL OF MINUTES OF PREVIOUS MEETING	
1. Minutes of February 4, 2025	4
G. GENERAL MANAGER	
H. CUSTOMER SERVICE	
1. Customer Service Report – January 2025	19
I. IT	
1. IT Report – January 2024	21
J. BUDGET AND FINANCE	
1. Budget and Finance Report – January 2025	24
K. FIELD	
1. Field Report – January 2025	27
L. PLANT/FACILITIES	
M. CAPITAL PROJECTS	
1. Capital Projects Report – January 2025	36

N. ENGINEERING

1. Vacuum Stations Odor Control Project Recommendation of Award 50

O. LEGAL

1. Board Practices and Policies Manual – Resolution No. 02-2025 56

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE DOCUMENT ENTITLED, BOARD PRACTICES AND POLICIES; AND PROVIDING FOR AN EFFECTIVE DATE.

2. General Rules and Regulations – Resolution No. 03-2025 64

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING AMENDMENTS TO THE DISTRICT'S GENERAL RULES AND REGULATIONS; AMENDING SECTION 9.03(b)(i) TO ELIMINATE THE 12,000-GALLON LIMIT ON THE MONTHLY VOLUMETRIC CHARGE PER RESIDENTIAL DWELLING UNIT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

3. Adoption of Resolution No. 04-2025 Increasing Rates 68

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE KEY LARGO WASTEWATER TREATMENT DISTRICT GENERAL RULES AND REGULATIONS; INCREASING THE MONTHLY BASE CHARGE; INCREASING THE MONTHLY VOLUMETRIC CHARGE AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

4. South Cliff Estates SIC/ILA – Status Update 74

P. COMMISSIONER'S ITEMS

Q. ROUNDTABLE

R. ADJOURNMENT

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

Meeting Date:

February 18, 2025

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas W. Mulick

Subject:

Minutes of February 4, 2025

Summary:

Staff to present the minutes of February 4, 2025 for approval.

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

Approved By: _____

General Manager

Date: _____

2-13-25



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, February 4, 2025

MINUTES

CALL TO ORDER (A)

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

PLEDGE OF ALLEGIANCE (B)

Mr. Rudy Perez led the Pledge of Allegiance.

ROLL CALL (C)

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

Appeared Virtually (non-voting): Commissioner Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; 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

Guest Appeared Virtually: Fred Hicks, Hicks – Richardson and Associates

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (E-1)

Commissioner Maloney requested the addition of item *Q-1 Letter to the Editor*

Commissioner Heim requested item *Q-1* be presented before *E-Public Comment*

Commissioner Heim requested the addition of items *O-2 Vote on 12,000 Gallon Cap Removal*, and *O-3 Vote on Rate Increase, Q-2 RAD Drill*

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

PUBLIC COMMENT (E)

Name and Address:

John Brooke, Key Largo

Subject:

Agenda Item O-1

Burke Cannon, Key Largo

Agenda Item O-1

William Falver, Key Largo

Agenda Item O-1

Chris Zischka, Key Largo

Agenda Item O-1

Eric Neitzer, Key Largo	Agenda Item O-1
Anthony Gibus, Key Largo	Agenda Item O-1
Jeffery Belitz, Key Largo	Agenda Item O-1
Glenn Wright, Key Largo	Agenda Item O-1
Connie Duque, Key Largo	Agenda Item O-1
Sonniah Abraham, Key Largo	Agenda Item O-1

APPROVAL OF MINUTES (F)

Minutes of January 21, 2025 (F-1)

Motion: **Commissioner Maloney made a motion to approve the minutes of January 21, 2025. Commissioner Heim seconded the motion. Motion passed without objection.**

GENERAL MANAGER (G)

FKWQIP/ACOE Update (Laydown) (G-1)

Mr. Hicks gave an update on the current FKWQIP/ACOE funding for KLWTD.

KLWTD Safety Committee Update (G-2)

Mr. Rosasco discussed changes to the KLWTD Safety Program.

CUSTOMER SERVICE (H)

No report in agenda.

IT (I)

No report in agenda.

BUDGET AND FINANCE (J)

No report in agenda.

FIELD (K)

No report in agenda.

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)

KLWTD Grinder Lateral Kit Upgrades Project Final Balancing CO#2 (M-1)

Mr. Suggs requested approval for CO#2.

Motion: **Commissioner Heim made a motion to approve M-1
Commissioner Maloney seconded the motion.**

Vote on Motion:

**Commissioner Heim – Aye
Commissioner Maloney – Aye
Commissioner Majeska – Aye**

Chairman Rodriguez – Aye

ENGINEERING (N)

No report in agenda.

5:00 PM Commissioner Heim made a motion to close the Board Meeting and Open the Public Hearing

Commissioner Majeska seconded. Motion passed without objection.

LEGAL REPORT (O)

12,000 Gallon Cap Removal/Rate Change – 5:00 PM Public Hearing (O-1)

Public speakers addressed the Board.

5:56 PM Chairman Rodriguez called the Board Meeting back to order.

12,000 Gallon Cap Removal (O-2)

Motion: Commissioner Heim made a motion that the last sentence of Rule 9.03 (b) (i) be stricken from KLWTD Rules and Regulations. Commissioner Maloney seconded the motion.

Vote on Motion:

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

Motion: Commissioner Heim made a motion to amend the agenda to allow votes on the cap issue and rate increase (O-2 – 12,000 Gallon Cap and O-3 – Rate Increase). Commissioner Maloney seconded the motion.

Vote on Motion:

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

Rate Increase (O-3)

Motion: Commissioner Heim made a motion to approve Option 4 through FY2028 with a new Rate Study in January 2028 with the inclusion that the GM give direction each year.
Commissioner Maloney seconded the motion.

Vote on Motion:

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

COMMISSIONER ITEMS (P)

No report in agenda.

ROUNDTABLE DISCUSSION (Q)

Letter to the Editor (Q-1)

The Board discussed Commissioner Majeska's letter to the editor in the January 30, 2025, FreePress.

RAD Drill (Q-2)

Commissioner Heim discussed the Monroe County's Radiological Drill scheduled for February 11, 2025.

ADJOURNMENT (R)

The meeting was adjourned at 6:29 p.m.

Nicolas Rodriquez, Chairman

Shannon McCully, Clerk

Seal _____

**PRESENTATION BEFORE THE KEY LARGO WASTEWATER TREATMENT
DISTRICT ON FEBRUARY 4, 2025**

The 119th Congress convened on January 3 earlier this month. President Trump was sworn into office on January 20th.

--Here are some updates on District's Federal agenda.

--Three paths for Energy and Water Appropriations funding for the FKWQIP: (1) FY25 Energy and Water Appropriations. (2) The FY26 Energy and Water Appropriations. (3) A substantial new source for water infrastructure which is funding for disaster relief passed by the Congress in late December.

--The FKWQIP is pursuing all three opportunities. For FY25 this includes \$5.65 million in the Army Corps of Engineers budget in "Congressionally Directed Funding."

Although FY25 began on October 1, 2024, the bill had not been finished by the start of the Federal fiscal year on October 1. Additional time is needed to agree on a final bill that the President can sign. The Energy and Water FY25 Appropriations bill was put on Continuing Resolution [CR] from October 1 through March 14. This can be extended if necessary.

--It is hoped that a FY25 CR would give Congress time to work through any problems encountered and to pass and for the President to sign the Legislation.

--The second source of Energy and Water Appropriations funding is the FY2026 funding cycle, and a similar path could be taken.

--In addition to regular Appropriations cycles Congress also passed a large disaster relief Appropriations bill late in December.

--The bill was introduced on December 20 of last year and signed into law the next day.

--\$700 million for Corps Construction of which \$300 million is reserved for Environmental Infrastructure.

--The FKWQIP advocates have always stressed (1) Key unity. (2) The fact is that there will be more competition for future Corps Environmental infrastructure than in the past.

--Nothing sinks a program faster than a group of local sponsors battling amongst themselves for Federal funding.

--We always stressed that if FKWQIP wasn't funded then no Florida agency would receive funds either. This is no longer correct.

--WRDA-24 included 7 new projects:

Broward County, \$50,000,000, Water and Wastewater

Deltona County, \$31,200,000. Water and Wastewater

Long Boat Key, \$2,000,000/ Water and Wastewater

Marion County, \$10,000,000, Water and Wastewater

Oviedo County, \$10,000,000 Water and Wastewater

Ocala County, \$5,000,000 Water and Wastewater

Central Florida \$45,000,000 Water and Wastewater

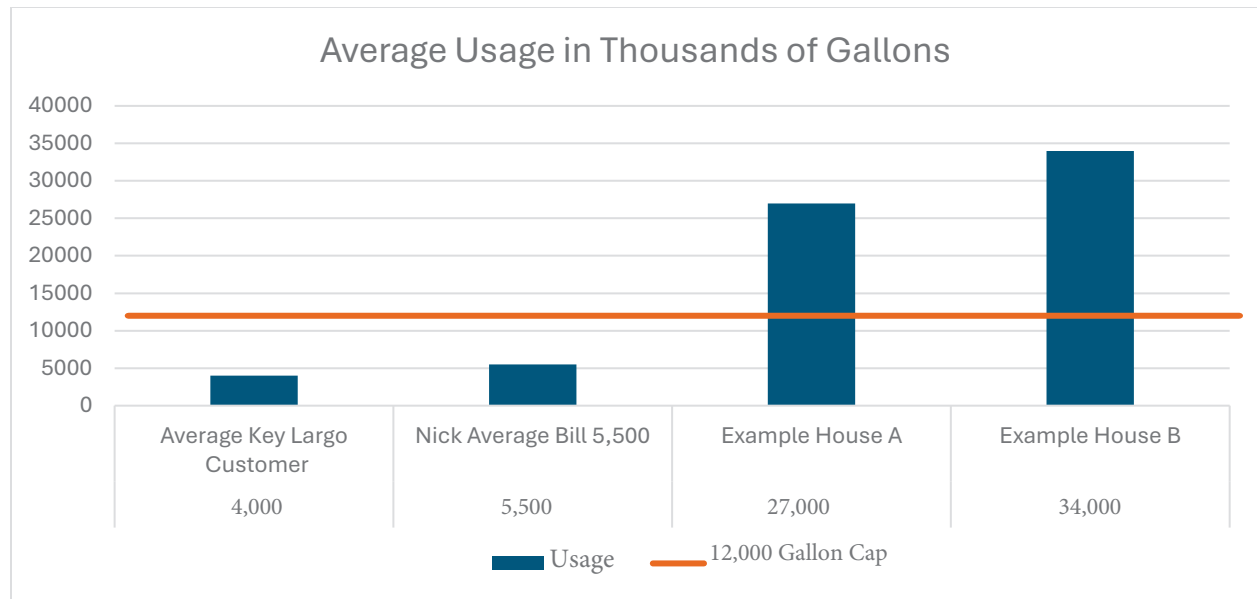
CONGRESS DOESN'T MAKE FUNDING DECISIONS LIKE IT DID IN THE PAST.

**USED TO BE MANY MEETINGS AND LETTERS WITH LOTS OF
SIGNATURES.**

NEW WAY is to submit funding requests to your Member of Congress via a special portal.

15 Appropriations requests per House Member.

Congressman G. submits his chosen request to the appropriate Appropriations Subcommittee. FL Senators do not support Congressional Funding so it's just 1 House Member.





Chairman Rodriguez's House



Example House A



Example House A



Example House B



Example House B

**Approximately 97% of KLWTD Residential Customers use less than
12,000 gallons of water per month**

**ADDITIONAL Monthly Wastewater Flow Charge if the 12,000
Residential Cap is removed**

Total Gallons Per Month:	Add'l Monthly Charge if WW Flow Rate increased to \$4.53 per 1,000 Gallons
Average KLWTD Residential Customer	\$0.00
Chairman Rodriguez's Home on Bass Avenue	\$0.00
House A: 27,000 Gallons (15,000 add't'l billed gallons)	\$67.95
House B: 34,000 Gallons (22,000 add't'l billed gallons)	\$99.66

If the 12,000-gallon cap for residential customers remains in place, the monthly base and flow rates will need to be increased by more than the recommended 6.2% for Fiscal Year 2025. In this scenario, lower users would essentially be subsidizing higher users.

Option 3: Alternative Rate Increases – Maintain Residential Sewer Cap

6.8% Increase (FY25 change: \$28.97 base + \$4.55 flow charge per 1,000 gallons)

	Exist.	FY25	FY26	FY27	FY28*	FY29	FY30	FY31	FY32	FY33	FY34
Bill at 4,000 gallons	\$44.17	\$47.17	\$50.17	\$53.17	\$56.17	\$59.17	\$62.17	\$65.17	\$68.17	\$71.17	\$74.17
\$ Change	N/A	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00

Option 4: Alternative Rate Increases – Remove Residential Sewer Cap

6.2% Increase (FY25 change: \$28.80 base + \$4.53 flow charge per 1,000 gallons)

No Cap	Exist.	FY25	FY26	FY27	FY28*	FY29	FY30	FY31	FY32	FY33	FY34
Bill at 4,000 gallons	\$44.17	\$46.92	\$49.67	\$52.42	\$55.17	\$57.92	\$60.67	\$63.42	\$66.17	\$68.92	\$71.67
\$ Change	N/A	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75

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

Meeting Date:

February 18, 2025

Agenda Item Number: H-1

Action Required:

No

Department:

Customer Service

Sponsor:

Connie Fazio

Subject:

Customer Service Report - January 2025

Summary:

Ms. Fazio will present the Customer Service monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____

\$

1. Monthly Report

Administration: _____

Finance: _____

Funding Source:

District Counsel: _____

N/A

District Clerk: _____

Budgeted:

Engineering: _____

N/A

Approved By: _____

General Manager



Date: _____

2-13-25

Key Largo Wastewater Treatment District Customer Service Report

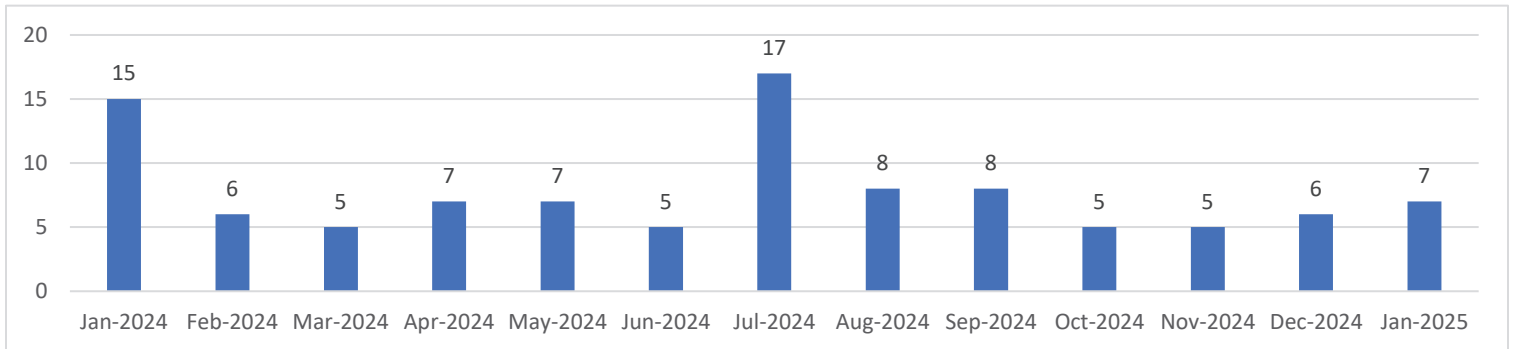
January 2025

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

Customer Service Requests

	Total
Billing	9
Demo	6
Field Department	8
Locate	3
MOD	12
NOA	3
Tie In Res	9
Total	50

Number of Completed Wastewater Connection



Completed Wastewater Connections of 7 Residential Properties:

New Connections:

- 25 Jean La Fitte Dr
- 210 Trinidad Ln
- 25 Bonita Ln
- 95370 Overseas Hwy

Reconnections:

- 510 Tina Pl
- 177 Grassy Rd
- 78 Avenue D

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

Meeting Date:

February 18, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

IT Report - January 2025

Summary:

ENS will present the IT monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____

\$

1. Monthly Report

Administration: _____

Finance: _____

Funding Source:

District Counsel: _____

N/A

District Clerk: _____

Budgeted:

Engineering: _____

N/A

Approved By: _____

General Manager

Date: _____

2-13-25

IT

The IT Department received 453 tickets and completed 340 tickets in January.

Project	Cost	Description
GIS Emergency applications project	\$18,960.00 One time	<ul style="list-style-type: none">• Training with FTC is still on going.• Brandons new workstation has been setup.• FTC training report listed below.

TRAINING REPORT

Past Training

1. Reviewing the folder Structure from the shared drive.
 - a. _Training Documents
 - b. Asbuilts
 - c. Data
 - d. Georeference
 - e. Maps
 - f. Project
 - g. Table
2. Pro Map Overview
 - a. Reviewing the tabs in the ribbon.
 - b. Reviewing the difference between saving the map vs the layers.
 - c. Reviewing Content pane
 - i. Turning layers on and off
 - ii. Opening Attribute Table
 - iii. Layer property
 - iv. Seeing the data sources
 - v. Turning on and off layers selecting
 - vi. Turning on and off layers editing
 - d. Reviewing Catalog
 - i. Locating share drive

- ii. Portal to the online
 - e. Advise map setup – Popups ready to use.
 - i. Catalog Pane
 - ii. Attribute Pane
 - iii. Create Feature
 - iv. Modify Feature
 - v. Locate Add
- 3. Learn how to add and edit points.
 - a. Worked on the map updated points
 - b. Added points
 - c. Modify vertices of a line
 - d. Edited attribute table
- 4. Georeferenced PFD – (Ongoing)
 - a. Learning the tools
 - i. Move
 - ii. Scale
 - iii. Rotate
 - iv. Add transparent (If needed)
 - b. Used the parcels as guide
 - i. How to add and subtract control points.
 - ii. Learn how to strategically add control points.
- 5. Adding visualization to the AGOL pro map
 - a. To help with overwriting layers seamlessly.
- 6. Overwriting Layers
- 7. Copying symbology from another layer.

Upcoming Training

- 1. Viewing CAD on Pro Map

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

Meeting Date:

February 18, 2025

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Connie Fazio

Subject:

Budget and Finance Report - January 2025

Summary:

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

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

Approved By: _____

General Manager

Date: 2-13-25

January 2025

Budget and Finance Report

Long-Term Debt Summary	
SRF Loan KLNC 46401P	\$6,581,808.64

Next payment: July 2025: \$779,480.33

	Cash Flow	
	Deposits	Expenditures
Wastewater Billing Deposits Received	\$603,109.67	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$146,785.19	
Islamorada Revenue	\$106,131.60	
Interest Income	\$120,562.35	
Misc. Revenue (includes Stewardship and ACOE reimbursements, if applicable)	\$8,490.49	
District Expenditures (checks written)		\$1,088,403.72
Payroll		\$200,687.79
Total:	\$985,079.30	\$1,289,091.51

FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
Feb. 2023	10,123 (9,239 Residential 884 Commercial)	\$600,360.56	Feb. 2024	10,153 (9,274 Residential 879 Commercial)	\$431,382.57
March 2023	10,148 (9,266 Residential 882 Commercial)	\$655,947.71	March 2024	10,170 (9,286 Residential 884 Commercial)	\$863,381.29
April 2023	10,141 (9,255 Residential 886 Commercial)	\$603,364.07	April 2024	10,195 (9,317 Residential 878 Commercial)	\$599,239.78
May 2023	10,168 (9,286 Residential 882 Commercial)	\$641,650.94	May 2024	10,212 (9,335 Residential 877 Commercial)	\$646,584.43
June 2023	10,164 (9,281 Residential 883 Commercial)	\$610,223.04	June 2024	10,182 (9,304 Residential 878 Commercial)	\$624,252.64
July 2023	10,140 (9,260 Residential 880 Commercial)	\$644,707.07	July 2024	10,212 (9,331 Residential 881 Commercial)	\$633,246.33
Aug 2023	10,167 (9,282 Residential 885 Commercial)	\$599,881.28	Aug 2024	10,213 (9,334 Residential 879 Commercial)	\$631,716.35
Sept. 2023	10,141 (9,258 Residential 883 Commercial)	\$693,024.47	Sept. 2024	10,200 (9,324 Residential 876 Commercial)	\$606,633.56
Oct. 2023	10,158 (9,275 Residential 883 Commercial)	\$570,143.86	Oct. 2024	10,201 (9,323 Residential 878 Commercial)	\$582,351.40
Nov. 2023	10,152 (9,272 Residential 880 Commercial)	\$567,443.79	Nov. 2024	10,200 (9,322 Residential 878 Commercial)	\$521,665.22
Dec. 2023	10,154 (9,275 Residential 879 Commercial)	\$638,428.80	Dec. 2024	10,204 (9,326 Residential 878 Commercial)	\$594,943.07
Jan. 2024	10,160 (9,278 Residential 882 Commercial)	\$534,961.66	Jan. 2025	FKAA Stats not available as of 2/11/25	\$603,109.67
Total Revenue from Feb 2023 Through Jan 2024		\$7,360,137.25	Total Revenue from Feb 2024 Through Jan 2025		\$7,338,506.31

Dec 2024 Credit Card Fee Info

CC Total of KLWTD Customer Payments to FKAA

\$224,344.80

CC Total x 2.5% Fee Total Cost to KLWTD

\$5,608.62

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

Meeting Date:

February 18, 2025

Agenda Item Number: K-1

Action Required:

No

Department:

Field Operations

Sponsor:

Rudy Perez

Subject:

Field Report - January 2025

Summary:

Mr. Perez will present the Field monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____

\$

1. Monthly Report

Administration: _____

Finance: _____

Funding Source:

District Counsel: _____

N/A

District Clerk: _____

Budgeted:

Engineering: _____

N/A

Approved By: _____

General Manager

Date: _____

2-13-25

Wastewater Field Operations

There was a total of 20 service calls for the month of January of these 7 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff 2 of those system generated were found using the Flo vac monitoring. The reports below detail the remaining 13 calls.

Date	Address	Incident	Response	KLWTD Issue
1/3/25	48 Buttonwood Dr	Customer called stating they were experiencing backup issues.	Field Tech arrived and found that there were roots coming in from behind our cleanout. The field manager called out for Jetter assistance. With the help of the Jetter root ball was successfully removed. The camera was run through the service line, and it was determined that the roots came from a repair coupling from the homeowner's side. (Homeowner notified)	NO
1/3/25	209 West 1 st Ct	Customer called to report that the sink and shower will not drain	On Techs arrival. Pit was manually discharged and found that all was working accordingly. Issue on the homeowner's side.	NO
1/7/25	1518 Aqueduct Ln	A customer called to report water coming from the air terminal.	The tech arrived and found the pit to be overwhelmed. Tech quickly addressed the issue and diagnosed the pit as having a dirty surge. Component was changed. Pit was put back into service	YES

1/9/25	130 Harbor Dr	Plumber called to report a backup. He wanted to confirm it was not a KLWTD issue.	Pit was manually discharged and found working as they should. Clean out was observed and found clear and dry. Advised the customer and plumber of findings. (Homeowner issue)	NO
1/10/25	92720 Ovs Hwy	Plumber called to advise us that Circle K was experiencing backup issues.	Tech found everything to be working as it should at the buffer tank open lid and found it to be dry. Blockage on the private side. (Customer issue)	NO
1/10/25	700 Grouper Ln	The customer called to report the manhole lid had shifted.	The tech arrived on site and found pit lid was sitting about an inch high. Tech grinded down a piece of metal from the riser so that the lid can fit it right full position.	DAMAGE
1/12/25	92680 Ovs Hwy	The homeowner called to report that their grinder pump alarm was going off.	Tech arrived on site and noticed that the pump would not pump out the sewage. After diagnosing pump, it was determined that there was a blockage in Force Main. Vac Tron was brought, it was connected to our flush out port connection. Blockage was removed and the pump was back in service.	YES
1/14/25	4 Coconut Dr	The customer called to report a backup coming up in their toilets. They stated that guys were working outside the day before.	Field techs arrived and found the pit to be overwhelmed. They found that the hose clamp was not tightened. Causing pit to overwhelm, also still had a blue hose and steel ¼ tubing. Components changed and tightened. Pit was back in service.	YES
1/23/25	122 Atlantic Ave	A customer called to report a backup.	On arrival the tech found that the pit was in proper working conditions, cleanout was checked and found to be dry and cleared. The issue was on homeowner side. (Homeowner issue)	NO

1/25/24	219 S Ocean Shores Dr	The customer called to report a backup.	On techs arrival, the pit was in proper working conditions, cleanout was checked and found to be dry and cleared. (Homeowner Issue)	NO
1/26/25	483 Barracuda Blvd	Received a call from a customer regarding a backup.	All components were checked pit was manually discharged and working. (Issue on Homeowner side)	NO
1/28/25	125 Ocean Shores Dr	The customer called to report an odor coming from the bathroom and kitchen sinks.	The tech opened and checked clean out and did not detect any odor. The in-sump breather was pulled and observed pit was working and no odor detected as well. Homeowner notified.	NO
1/31/25	Lot #85 Calusa	Customer called to report a gas smell from the sewer.	On techs' arrival no odor was detected from KLWTD system. Tech opened and inspected cleanout and pit. Property is on the mangrove side and an odor was detected from that area.	NO

Area Addressed with the Flow Vac Monitoring System

Date	Address	Incident	Response	Issue Found
1/4/25	120 Dove Ave	Received a low vacuum alarm call from Vac Station I	Tech checked on the Flo Vac Monitoring and went straight to the address with issue.	Pit was diagnosed to have a faulty valve.
1/11/25	5 Garden Cove	Received a low vacuum alarm call from Vac Station A	Tech went to the vac station to isolate an area. Once determining an area. The Flo Vac Monitoring system was used to find the issue.	Pit was diagnosed with having a bad valve and controller.
			The remaining 5 system generated calls are not under the Flow Vac Monitoring System.	

Collections Field Work



Tina Pl and Michelle Dr. Punctured 45* coming off vacuum main to street service line.
Created a struggle at Vac Station D with a constant loss of vacuum during day time hours.



Collections Field Work



1013 Adams contractors doing storm drains on Shaw Dr and Adams struck our vacuum line with bucket of excavator cracking the pipe. Crews responded promptly to dig site and quickly repaired leak

Collections Field Work



719 Grouper Lane manhole ring damaged and repaired with new ring and 6" concrete slab reinforced with rebar



705 Grouper Lane manhole ring damaged and repaired with new ring and 6" concrete slab with rebar reinforcement

Collections Field Work



New 6" concrete valve box slab Oakwood and Sexton.



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

Meeting Date:

February 18, 2025

Agenda Item Number: M-1

Action Required:

No

Department:

Capital Projects

Sponsor:

Ed Castle

Subject:

Capital Projects Report - January 2025

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: _____

2-13-25

Key Largo Wastewater Treatment District Capital Projects Report

Including updates through January 2025

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 (LPA0136)	\$ 3,155,800.00	\$3,270,999.76	\$285,000.00	\$3,555,999.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$281,487.50	\$2,478,994.07	\$795,518.19	78%

- 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.
- Reynolds worked through the period to complete corrections for the open items addressed during the 12/12 preliminary walkthrough.
 - Work included installing pipe hangers for the odor control piping, patching and painting holes from pipe penetrations on walls, installing camlocks on hose-to-pipe connectors for trailer, and replacing galvanized bolts with stainless steel.
- Reynolds, Benson, WEC staff and KLWTD staff attended a site walkthrough of all vacuum stations to determine the best locations for disconnects at the main power receptacle for the vacuum trailer on 1/30.
- Correspondence between WEC staff, Reynolds, and AirVac continued throughout January about additional safety scope items. All parties are working on design of interlocking safety switches on the VPS valves for connection of the emergency trailer. These switches will not allow the emergency trailer to run unless the safety switches are connected and verify that all valves are in the correct positions for emergency operations. This will require a change order and will increase construction and engineering costs. We are working on estimates now.
- Reynolds, Benson, WEC staff and KLWTD staff attended the construction progress meetings on January 9th and January 23rd.

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 (LPA0424)	\$7,575,677.00	\$9,581,965.61	\$850,000.00	\$10,431,965.61
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$816,823.75	\$7,558,883.34	\$2,056,258.52	80%

- Work was completed in Basins A, B, D, G, H, F and JK
- 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: **208** 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: **2,449** out of **2,984**
 - **Sensor installation is approx. 82 % complete (Note: This is only sensors and does not include other aspects of the project)**
- During January, Flovac and IVC continued work in Basin E0, installing conduit, monitoring equipment, and rebuilding valves
- Valve rebuilds continued – 1075 rebuilds completed. Continuing to target approx. 10-15 per day.
- Crews completed punch list items for Basin JK during January – issuing Final Completion for this Basin.
- Construction progress meeting was held on January 14th. The biweekly meeting slated for January 1st was cancelled due to the Holiday. The meeting on January 14 was attended by KLWTD, WEC, Flovac and Island Villa staff.

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 (LPA0243)	\$ 3,043,820.00	\$3,332,095.76	\$400,000.00	\$3,732,095.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$391,156.25	\$2,659,183.12	\$681,756.39	82%

- The Effluent Filtration Upgrades project was awarded to Reynolds Construction in the amount of \$3,043,820.00 on May 15, 2023.
- Pipe supports were installed throughout the period.
- Excavation for the footers of the access walkway/stairs was completed and design of walkway continued throughout January.
- Coating of piping materials continued throughout January and was tested by WEC inspector.
- Installed turbidity meter and stainless-steel sun-shield for turbidity meter equipment throughout the period.
- Turbidimeter computer was sent back to manufacturer to repair defective programming.
- Installed valve position indicators in the booster pump basin in January.
- Aqua Aerobics completed the programming upload of the filter, flow meter, valve position indicators, and turbidity meter into SCADA. WEC provided I&C checklist for testing alarms and programming of all the new equipment into SCADA.
 - Initial I&C testing occurred on 1/30 and revealed the need for more programming work to be done before completing the checklist. A subsequent testing date was scheduled for the second week of February.
- Reynolds, Benson, WEC staff and KLWTD staff attended the construction progress meetings on January 9th and January 23rd.

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	\$145,000.00	\$491,065.33
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$132,463.75	\$171,855.00	\$186,746.58	95%

- 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 1st of July 2024. The Notice to Proceed was executed on the 12th 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 January the contractor installed 56 lateral kits and valve boxes, reaching the subtotal of 147 valves kits and boxes and completing valve kit installations. Restorations were completed of most the project sites throughout January, and a walkthrough was scheduled for early February.
- WEC Inspector completed GPS surveying the new valve box elevations in January, determining the elevations of each valve lateral kit and assessing the extent of project sites that would need cathodic protection to address the rusting valve assemblies.
- WEC held a meeting with FJ Nugent on January 24th to discuss the sacrificial anode kits to be used as cathodic protection in the valve boxes that are at low elevations. FJ Nugent agreed to WEC suggestions for the anode kit and to put together a quote for each kit. WEC has been surveying elevations of valves to develop a list of valves that will be immersed in saltwater. It is anticipated that FJ Nugent will prepare sacrificial anode kits for installation by District staff.
- The deductive change order (CO #2) was sent the board for approval at the first board meeting in February and approved in order to balance the contract.
- A punch list walkthrough is scheduled for the first week in February with final closeout anticipated for the second week in February.
- Page Excavation, WEC staff and KLWTD staff attended the construction progress meeting on January 16th.

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 (LPA0426)	TBD	TBD	\$485,000.00	\$4,359,916.00
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$286,946.05	N/A	N/A	0%

- The Power Conditioning project went out to bid on 10/8.
- The pre-bid meeting was held on 10/28.
- The bids were due on 12/19 by 10:00 am. Pedro Falcon was the sole bidder at \$2,670,450.00. The Engineer's Opinion of Probable Cost Estimate was \$3,495,186.94.
- The project was approved by the board on January 21st 2025 and the notice of award was received January 29th 2025, all insurance and bonds have been received.
- Notice to Proceed was issued on January 30th, 2025. Final completion date is July 15th, 2026.
- Pre-construction meeting was held on February 7th, 2025.
- The Anticipated start date is February 10th 2025 and Pedro Falcon is anticipating having a CPM schedule by the second week after some exploration is completed on site for lighting and conduit routing

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 Odor Control	TBD	TBD	TBD	TBD
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$TBD	N/A	N/A	0%

- The Odor Control project went out to bid on December 9th, 2024.
- The pre-bid meeting was held on January 8th, 2025, at 10am.
- The bids were due on February 4th by 2:00pm. Two bids were received.
- Bid packages were examined for responsiveness and responsibility. All bidders were found to be responsive and responsible. A Bid Ranking Meeting has been scheduled for February 11th at 2:00pm.
- Engineer's Opinion of Probable Cost Estimate: Total Estimated Construction Cost: \$3,939,280.00
- The bid amount in the proposals were received as shown below:
 - Belle Construction: Total Bid: \$4,009,141.26
 - Reynolds Construction: Total Bid: \$4,417,000.00
- The proposal ranking committee will prepare the final ranking and WEC will prepare a Recommendation of Award. It is anticipated that the ROA will be brought to the Board at the February 15, 2025 Board meeting.

Upcoming Construction Projects

Project	Estimated Total Cost	Status
Direct Potable Reuse Demonstration Project	\$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.
EQ Tank and Headworks Project	\$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. Permitting efforts are underway with FDEP.
Blower Room Modifications Project	\$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. IVC installing conduit in the KLWTD ROW for the Flovac monitoring equipment (1/3)



Figure 2. IVC bedding the conduit and installing detection tape (2/3)



Figure 3. IVC crew compacting the trench with the newly installed conduit, preparing pit for restoration (3/3)



Figure 4. New 316 SS sun shield with turbidity and flow meters installed



Figure 5. New Valve Position Indicators on Booster Pump Valves



Figure 6. Newly coated odor control piping at Vac E painted in candy apple red from TNEMEC



Figure 7. Newly fabricated pipe supports to re-route effluent pipe around to front of building at Vac A



Figure 8. Installation of lateral kits on Coastal Dr.



Figure 9. GPSing elevations and locations of all valves

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

Meeting Date:

February 18, 2025

Agenda Item Number: N-1

Action Required:

Yes

Department:

Engineering

Sponsor:

Steve Suggs

Subject:

Vacuum Stations Odor Control Project Recommendation of Award

Summary:

The Key Largo Wastewater Treatment District plans to upgrade its odor control systems at the Vacuum Stations. Weiler Engineering recommends awarding the Vacuum Stations Odor Control Project to Belle Construction Services, LLC, in the amount of \$2,218,360.89 for their base bid with a potential total cost of \$4,009,141.26, with the option for the Board to approve any or all additive alternates at its discretion.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 4,009,141.26	1. Recommendation of Award Memo to the Key Largo Wastewater District 2. Notice of Intent to Award
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	Grant(s)	
District Clerk: _____	Budgeted:	
Engineering: _____	Partially	

Approved By: _____

General Manager

Date: _____

2-13-25



MEMORANDUM

To: Peter Rosasco, General Manager
From: Steve Suggs, P.E.
Date: February 18th, 2025
Re: Recommendation of Award for Vacuum Stations Odor Control Project

The Key Largo Wastewater Treatment District is undertaking improvements to their Odor Control Systems at Vacuum Stations A and D. Included as additive alternates are Vacuum Stations E, G, I, and JK. At Vacuum Station A and D, these upgrades include the replacement of the existing generator, its accessories, and the odor control system. Additionally, the building at Vacuum Station A will be extended to accommodate these improvements and the Generator and Odor Control Systems will be placed outdoors at both stations in the interest of preventing hazardous confined space conditions.

The District issued a Request for Proposals (RFP) for the Vacuum Stations Odor Control Project on December 6th, 2024. A mandatory pre-bid meeting was held on January 8th, 2025, offering potential bidders a comprehensive overview of the project and an opportunity to ask questions. The bid submission deadline was set for February 4th, 2025, for interested contractors.

Several firms expressed interest in the project, including Reynolds Construction, Belle Construction Services, Pedro Falcon, TLC Diversified, and Key Honey Contracting. At the submission deadline, Reynolds Construction and Belle Construction Services were the two bidders to submit proposals of which the base bid amounts were within six percent (6%) of the Engineer's Estimate. After a thorough review, the bids submitted by each bidder were determined to be both responsive and responsible by WEC staff. Each proposal was then sent to the bid ranking committee, Alexis Connor (WEC Engineer Project Manager), Ryan Dempsey (KLWTD Plant Operations and Facilities Manager), and Rudy Perez (KLWTD Field Operations Manager).

Submitted Proposals			
Company	Responsive and Responsible?	Base Bid Amount	Total Bid Amount
Belle Construction Services, LLC	Y	\$2,218,360.89	\$4,009,141.26
Reynolds Construction, LLC	Y	\$2,488,000.00	\$4,417,000.00
Engineers Estimate	N/A	\$2,339,280.00	\$3,939,280.00

After consideration from the ranking committee, the KLWTD General Manager approved the final ranking and recommended presenting the result to the KLWTD Board of Commissioners for final approval. Below are the scoring results of the Bid-Ranking Meeting:

Scoring Sheet for Belle Construction Services' Proposal						Scoring Sheet Reynolds Construction's Proposal					
Section No.	Description	Max Points	Alexus Connor	Rudy Perez	Ryan Dempsey	Section No.	Description	Max Points	Alexus Connor	Rudy Perez	Ryan Dempsey
1	Executive Summary	5	5	5	5	1	Executive Summary	5	5	5	5
2	Relevant Past Experience and References	10	8	10	9	2	Relevant Past Experience and References	10	10	10	10
3	Project Methodology and Management Approach	10	8	10	10	3	Project Methodology and Management Approach	10	10	10	10
4	Key Personnel Qualifications and Project Staffing	5	4	5	5	4	Key Personnel Qualifications and Project Staffing	5	5	4	5
5	Litigation and Financial Information	10	10	10	10	5	Litigation and Financial Information	10	10	10	10
6	KLWTD Forms	0	0	0	0	6	KLWTD Forms	0	0	0	0
Cost	\$2,218,360.89	60	60	60	60	Cost	\$2,488,000.00	60	54	54	54
Individual Total Score:			95	100	99	Individual Total Score:			94	93	94
Weighted Total Score:			98			Weighted Total Score:			94		

The following outline of Belle Construction Services' Proposal breaks down their pricing by Vacuum Station. Vacuum Stations E, G, I, and JK are included as Additive Alternates to the Base Bid, with their approval subject to the discretion of the KLWTD Board.

Belle Construction Services Bid Price Breakdown	
Mobilization/Demobilization, Bonds & Insurance, & Acrulog Sensor	\$150,620.00
Vacuum Station A:	\$1,136,792.95
Vacuum Station D:	\$930,947.94
Base Bid Sub-Total:	\$2,218,360.89
Vacuum Station E:	\$481,220.34
Vacuum Station G:	\$420,711.88
Vacuum Station I:	\$417,709.68
Vacuum Station JK:	\$471,138.47
Additive Alternate Sub-Total:	\$1,790,780.37
Complete Bid Total:	\$4,009,141.26

In Summary, Belle's proposal has been determined to meet all project requirements. The ranking committee has recommended that the project be awarded to Belle Construction Services in the amount of \$2,218,360.89 up to a potential total of \$4,009,141.26 dependent on the Boards decision on the project Additive Alternates. WEC agrees with the ranking committee's recommendation and would like the Board to consider the Additive Alternates bearing in mind



that the current odor control systems are aging and will likely need the project improvements in the coming years.

Key Largo Wastewater Treatment District

103355 Overseas Highway
Key Largo, FL 33037
Phone: (305) 451-4019
www.klwtd.com



February 18, 2025

NOTICE OF INTENT TO AWARD

Solicitation Title	KLWTD Vacuum Stations Odor Control Project
Procurement Method	Request for Proposal (RFP)
Solicitation Number	
Contracting Entity	Key Largo Wastewater Treatment District
Solicitation Submission Deadline	February 4, 2025 at 2:00PM EST
Solicitation Opening Day & Time	February 4, 2025 at 2:00PM EST

The following Proposers submitted responses to the above Solicitation:

Name	Street Address	City, State, Zip
Reynolds Construction, LLC	12421 San Jose Blvd, Ste 200B	Jacksonville, FL 32223
Belle Construction Services, LLC	95175 Overseas Highway	Key Largo, FL 33037

After taking into consideration the evaluation factors set forth in the Solicitations described above and the responses submitted by the Proposers listed above, at its regularly scheduled meeting held on February 18th, 2025, the Board of Commissioners of the Key Largo Wastewater Treatment District voted to authorize the District Engineer to enter contract negotiations with Belle Construction Services.

Proposers are hereby notified that in accordance with the KLWTD's Procurement Policy and the Solicitation documents, they have limited rights to protest the Intent of Award. **A protest may be filed no later than TEN (10) CALENDAR DAYS after receipt of oral or written notification of the Intent to Award.** A protest must comply with the requirements of Section 4-401.02.2 of the KLWTD Procurement Policy, which can be found online at www.klwtd.com.

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the KLWTD and the apparent successful Proposer. The apparent successful Proposer shall not acquire any legal or equitable rights relative to the Solicitation and/or Notice of Intent to Award until a contract containing terms and conditions acceptable to the KLWTD is executed. If the apparent successful Proposer fails to negotiate and execute a contract with the KLWTD, the KLWTD may revoke the award and award the contract to the next highest ranked Proposer or reject all proposals. The KLWTD further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

The apparent successful Proposer is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the Proposer and the Key Largo Wastewater Treatment District have signed the contract.

This Notice of Intent to Award is being transmitted to all the Proposers listed above via the USPS, by ordinary mail, to the addresses shown in their Proposals, and is being posted to DemandStar on this date.

The Key Largo Wastewater Treatment District would like to thank all the Proposers for their time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the District. We invite you to contact the KLWTD if you would like additional information or have any questions about the evaluation process.

Sincerely,

Laura Weinstock
Project Administration
Email: clerk.rfp@klwtd.com
Phone: (305) 451-4019 Ext 307

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

Meeting Date:

February 18, 2025

Agenda Item Number: O-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas W. Mulick

Subject:

BOARD PRACTICES AND POLICIES MANUAL - RESOLUTION NO. 02-2025

Summary:

Mr. Mulick will present proposed amendments to the KLWTD Board Practices and Policies Manual to be adopted by Resolution No. 02-2025.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Proposed amendments to Board Practices and Policies Manual
Administration: _____		2. Resolution No. 02-2025
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____

General Manager

Date: _____

2-13-25

BOARD POLICIES AND PRACTICES

EFFECTIVE FEBRUARY 18, 2025 ¹

TABLE OF CONTENTS

- 1. CONDUCT OF MEETINGS**
- 4. ELECTION OF OFFICERS**
- 8. BOARD ATTENDANCE**
- 12. LENGTH OF MEETING**
- 13. ABSTAIN FROM VOTING**
- 14. THE RIGHT TO DISSENT**
- 15. PUBLIC COMMENTS**
- 21. ROLE OF THE CHAIRMAN**
- 25. RESOLUTIONS**
- 26. MOTIONS**
- 37. MINUTES OF THE MEETING**
- 40. APPROVAL OF THE MINUTES**
- 43. DRAFT AGENDA**
- 48. COMMISSIONER ITEMS**
- 50. ROUNDTABLE DISCUSSION**
- 53. STAFF SUPPORT & LEGAL ADVICE**

This Board Policies and Practices Manual replaces previous versions of the Board Practices and Policies manual.

¹ [Resolution 02-2025 corrects sentence numbering. No other changes have been made.](#)

CONDUCT OF MEETINGS

1. The Board usually applies the following "Meeting Rules" to its meetings: (1) It shall not be necessary to have a motion on the floor to discuss an item; (2) Commissioners have the right to request reconsideration of any item only once regardless of whether a commissioner was on the winning or losing side of a prior vote, or did not vote; (3) A point of order normally takes precedence over other matters; (4) On matters of extreme importance, a Commissioner may request the Board consider the matter at two separate hearings; (5) The Board should encourage full and open discussion of all items without regard to how long it takes to reach consensus; (6) The Board should not take action on an item unless it has been provided sufficient back-up and an opportunity to review and to consider the matter.
2. The Board shall update its "Meeting Rules" from time to time when appropriate.
3. The Board shall be guided but is not required to follow Robert's Rules of Order (Small Group Edition).

ELECTION OF OFFICERS

4. The Board elects a chairman, vice chairman, and treasurer annually. In years in which general elections are held pursuant to s. 189.405(2)(a), F.S, the Board elects officers at the first meeting following certification of results by the Supervisor of Elections. In non-election years, the election of officers is held on the first meeting in November.
5. Commissioners may nominate themselves for office.
6. No second is required for nominations.
7. Contested elections for Board officers may be held by signed ballots, which shall be opened by the Clerk and made a part of the record.

BOARD ATTENDANCE

8. Commissioners must attend all meetings of the Board in person, unless excused by the Board. A commissioner may be excused from being personally present at a meeting under the following circumstances:
 - a. A quorum has been established by the personal presence of a majority of the commissioners; and
 - b. The commissioner participates in the meeting remotely; and
 - c. The commissioner is unable to be personally present at the meeting for any of the following reasons:
 1. Illness of the commissioner or the commissioner's immediate family.
 2. Death of a family member.
 3. Unanticipated events beyond the commissioner's control such as a canceled flight, road closure or delay due to an accident, severe inclement weather, etc.
 4. A previously scheduled commitment, such as a doctor's appointment that cannot be rescheduled without adverse consequences to the commissioner.
 5. Any other reason not specifically listed above and deemed by the Board to constitute exigent circumstances.
9. A commissioner who is excused may vote, make motions, and participate in all official business of the Board as though personally present at the meeting.

10. A commissioner who is not excused is deemed absent and not entitled to be compensated for that meeting but may participate remotely in Board discussion and may not make motions nor vote on Board business.

11. The Minutes of a meeting with a commissioner participating remotely with an Excused absence shall reflect that 1) a quorum is present; 2) that the present commissioners make a finding that extraordinary circumstances exist to permit remote participation; and 3) that commissioners are participating remotely.

LENGTH OF MEETING

12.. The Board should endeavor to complete business within two (2) hours.

ABSTAINING FROM VOTING

13. A Commissioner should not abstain from voting unless, there is, or appears to be, a possible conflict of interest or unless a Commissioner lacks sufficient information to cast an informed vote.

THE RIGHT TO DISSENT

14. Commissioners shall have the right to publicly disagree with any official action taken by the Board.

PUBLIC COMMENTS

15. The Board should welcome public participation and comments at all meetings.

16. A person who desires to speak should register his or her request with the Clerk prior to the item being called for discussion.

17. The public may speak on any item, including "Bulk" items, either at the time General Public Comment is called, or at the time a Specific Item is called for discussion.

18. Public Comment regardless of being a General Public Comment, or a Specific Item Comment is usually limited to three (3) minutes for an individual and five (5) minutes for representatives of organizations, unless the Board believes additional time is appropriate.

19. Public speakers may provide written material to the Board and request that the material be included in minutes; however, the Chair may decline the request for inclusion if the material is unduly voluminous or is offensive.

20. Commissioners and Staff should refrain from responding to public speakers but may do so with the consent of the Chair.

ROLE OF CHAIRMAN

21. The Chair should encourage full and open debate.

22. The Chair is not obliged to recognize a request to "call the question" unless and until there has been full and open discussion by the Board.

23. The Chair shall discourage disrespectful comments.

24. The Chair's ruling on procedural matters is subject to a vote if challenged by any commissioner.

RESOLUTIONS

25. The Board shall adopt written resolutions on matters of importance and all KLWTD policies.

MOTIONS

26. Matters of importance shall be resolved by a vote rather than by "giving direction."

27. Commissioners may request a formal vote on any issue.
28. A motion can be made by any Commissioner;
29. If the Chair makes a motion, it must pass the gavel to the Vice Chair;
30. A motion can be seconded by any Commissioner including the Chair, who need not pass the gavel;
31. A vote can only be called by the Chair after a motion has been made and seconded.
32. Motions that do not receive a second shall automatically fail.
33. When a motion has been moved and seconded, and following the end of the discussion of an item, the Chair must:
 - a. Restate the motion, and
 - b. Call for a vote by yeas and nays or by roll
34. Any Commissioner may request a roll call vote.
35. Only one motion at a time may be considered.
36. The Board may table a motion to the next meeting, at which time the Board shall resume debate.

MINUTES OF THE MEETING

37. The minutes should be promptly recorded and should summarize the events of the meeting.
38. All motions made during the course of a meeting should be recorded in the minutes, including motions that fail to receive a second.
39. At the very least, the minutes should reflect the maker of the motion; the nature of the motion; the second, and the Commissioners voting yea/nay.

APPROVAL OF THE MINUTES

40. The draft minutes should be presented to the board for adoption at the next meeting.
41. The adoption of the minutes is *prima facie* evidence of the Board's decision, resolutions, and acts only. Comments included in the minutes are not to be considered as exact quotes
42. Commissioners have the right to request corrections to the minutes.

DRAFT AGENDA

43. The Clerk shall be responsible for the preparation, content, and form of the draft agenda with the assistance of the General Manager.
44. Commissioners shall have the right to include items and materials in the draft agenda for dissemination to the other commissioners, to staff, and to the general public. Such items shall be added under the "Commissioner Items" section, and shall not require backup.
45. In addition to Commissioners, the following persons shall have the right to include items in the draft agenda for dissemination to the commissioners, the staff, and the general public: 1) the General Manager, 2) the Director of Finance, 3) the District Engineer, and 4) the General Counsel.

46. The Draft Agenda shall be approved by the Board.

47. The Board shall not entertain items that have not been included in the Agenda.

COMMISSIONER ITEMS

48. Commissioners may bring forward items for discussion and possible voting action. Board meeting rules shall apply to voting actions.

49. The regular rules of conduct and procedure shall be in effect.

ROUNDTABLE DISCUSSION

50. The Roundtable portion of the meeting is where Commissioners may have open and free discussions among themselves.

51. No motion shall be required for a matter to be raised and discussed. No votes will be taken on Roundtable items.

52. The regular rules of conduct and procedure, including Roberts *Rules of Order*, shall not be in effect.

STAFF SUPPORT & LEGAL ADVICE

53. In order to carry out their legislative duties, Commissioners may request information, research or support from the General Manager, Senior Staff Members, Department Managers, or the District's Attorneys and Consultants provided that any such request is not unduly burdensome or excessive, i.e., will not take more than 1 hour per month. The District's staff shall have the right (but is not obligated) to ask the full board to authorize the request if the request is unduly burdensome.

RESOLUTION NO. 02-2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE DOCUMENT ENTITLED, *BOARD PRACTICES AND POLICIES*; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Commissioner Heim has proposed certain amendments renumbering sections of the *Board Practices and Policies* manual; and

WHEREAS, the Key Largo Wastewater Treatment District's (the "District") *Board Practices and Policies* is a document that can be amended at any time by action of the Board of Commissioners (the "Board"); and

WHEREAS, the Board has considered the proposed amendments; and

WHEREAS, the Board finds that it is in the best interests of the District and its customers to adopt the proposed amendments in their entirety.

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

Section 1. Recitals. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Amended *Board Practices and Policies*. The District's *Board Practices and Policies* document is hereby amended in the form attached hereto and incorporated herein as Exhibit "A."

Section 3. Effective Date. The District's *Board Practices and Policies*, as amended herein, shall be effective immediately upon the adoption of this Resolution by the Board.

Section 4. Ratification. Except as amended herein, all of the terms, provisions, and requirements of the District's *Board Practices and Policies* are hereby ratified and shall remain in full force and effect.

Section 5. Authorization of District Officials. The General Manager and/or his designee(s) and the District General Counsel are authorized to take all actions necessary to implement the terms and conditions of this Resolution.

RESOLVED AND ADOPTED THIS 18th DAY OF FEBRUARY 2025.

The foregoing RESOLUTION was offered by Commissioner Heim, 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 Majeska	_____	_____
Commissioner Maloney	_____	_____
Commissioner Schwartz	_____	_____

The Chairman thereupon declared this Resolution No. 02-2025 duly passed and adopted the 18th day of February 2025.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Chairman Nicolas Rodriguez

ATTEST:

Approved as to form
and legal sufficiency:

By: _____
Shannon McCully, Clerk

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

SEAL

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

Meeting Date:

February 18, 2025

Agenda Item Number: O-2

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas W. Mulick

Subject:

GENERAL RULES AND REGULATIONS - RESOLUTION NO. 03-2025

Summary:

Mr. Mulick will present a proposed amendment to the KLWTD General Rules and Regulations, Section 9.03(b)(i), eliminating the 12,000-gallon cap on the Monthly Volumetric Charge to residential customers.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Proposed amendment to General Rules and Regulations, Section 9.03(b)(i)
2. Resolution No. 03-2025

Approved By: _____

General Manager

Date: _____

2-13-25

RESOLUTION NO. 03-2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING AMENDMENTS TO THE DISTRICT'S GENERAL RULES AND REGULATIONS; AMENDING SECTION 9.03(b)(i) TO ELIMINATE THE 12,000-GALLON LIMIT ON THE MONTHLY VOLUMETRIC CHARGE PER RESIDENTIAL DWELLING UNIT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 4(2) of the Key Largo Wastewater Treatment District's ("District") Charter authorizes the District's Board of Commissioners ("Board") to adopt rules and regulations necessary for the effective exercise of its powers; and

WHEREAS, the District has promulgated General Rules and Regulations ("District's R&Rs"); and

WHEREAS, Section 9.03(b)(i) of the District's R&Rs provides a 12,000-gallon limit on the monthly volumetric charge per residential dwelling unit; and

WHEREAS, the Board finds that the 12,000-gallon limit does not encourage conservation of potable water; and

WHEREAS, the Board finds that limiting the amount residential customers are charged for water usage to 12,000 gallons per month unfairly burdens the majority of customers who consume, on average, less than 12,000 gallons of water per month; and

WHEREAS, the Board proposes to delete from the District's R&Rs the 12,000-gallon maximum monthly volumetric charge for which residential customers are billed, and

WHEREAS, the Board finds it is in the District's best interests, and that of its customers, to eliminate the disparity between residential and nonresidential customers with respect to the maximum monthly volumetric charge billed to its residential customers by eliminating the 12,000-gallon limit on the monthly volumetric charge for residential customers.

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

Section 1. RECITALS. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. AMENDMENT APPROVED. The amended text of the District’s R&Rs as hereby approved is shown on “Exhibit A” annexed hereto and made a part hereof by reference. The amendment is notated with the deleted text stricken through.

Section 3. RATIFICATION. Except as amended herein, all the terms, provisions, and requirements of the District’s R&Rs are hereby ratified and shall remain in full force and effect.

Section 4. EFFECTIVE DATE. The District’s R&Rs, as amended herein, shall be effective immediately upon the adoption of this Resolution by the Board.

Section 5. IMPLEMENTATION. The General Manager, or his designee, shall promulgate a revised edition of the District’s R&Rs reflecting the amendment hereby approved.

RESOLVED AND ADOPTED THIS _____ DAY OF FEBRUARY 2025.

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 _____ day of February 2025.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Nicolas Rodriguez, Chairman

Approved as to form and legal sufficiency:

ATTEST:

Shannon McCully, Clerk

Nicholas W. Mulick, General Counsel

SEAL

EXHIBIT A

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

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

Meeting Date:

February 18, 2025

Agenda Item Number: O-3

Action Required:

Yes

Department:

Legal

Sponsor:

Nicholas W. Mulick

Subject:

ADOPTION OF RESOLUTION NO. 04-2025 INCREASING RATES

Summary:

The Board approved Option 4 of the Raftelis Rate Study increasing rates and charges by 6.2% per year, subject to the General Manager's recommendation that another rate increase is warranted, each year until 2028.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Resolution No. 04-2025
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____

General Manager

Date: 2-13-25

RESOLUTION NO. 04-2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE KEY LARGO WASTEWATER TREATMENT DISTRICT GENERAL RULES AND REGULATIONS; INCREASING THE MONTHLY BASE CHARGE; INCREASING THE MONTHLY VOLUMETRIC CHARGE AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 4(2) of the Key Largo Wastewater Treatment District (“the District”) Charter authorizes the District Board of Commissioners (“the Board”) to adopt rules and regulations necessary for the effective exercise of its powers; and

WHEREAS, the District has promulgated General Rules and Regulations (“the Rules”) effective March 8, 2016, and

WHEREAS, Section 9.03 of the Rules, *Fees and Charges for Wastewater Service*, imposes a monthly base charge and monthly volumetric charge for customers receiving wastewater treatment services from the District, and

WHEREAS, Section 4(j) of the District’s Charter authorizes the District to fix and collect rates and charges for the use of the District’s wastewater treatment services, and

WHEREAS, the Board finds that it is in the District’s best interest and that of its customers to increase its previously established charges by 6.2% to ensure fair, justifiable and equitable charges for wastewater treatment services while, at the same time, generate sufficient revenue to fulfill its commitment to “preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”

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. AMENDED DISTRICT RULES AND REGULATIONS. The Key Largo Wastewater Treatment District General Rules and Regulations are amended in the form attached hereto as “Exhibit A.”

Section 4. EFFECTIVE DATE. Key Largo Wastewater Treatment District General Rules and Regulations, as amended herein, shall be effective _____ 2025.

Section 3. RATIFICATION. Except as amended herein, all of the terms, provisions, and requirements of the Key Largo Wastewater Treatment District General Rules and Regulations are hereby ratified and shall remain in full force and effect.

Section 5. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designees and the District General Counsel are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 18 DAY OF FEBRUARY, 2025.

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 Cullen	_____	_____
Commissioner Tobin	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted the 18th day of February, 2025.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Nicolas Rodriguez, Chairman

ATTEST:

Shannon McCully, Clerk

Approved as to form and legal sufficiency:

Nicholas W. Mulick, General Counsel

SEAL

EXHIBIT A

Section 1. The KLWTD General Rules and Regulations are amended as follows: (all deleted text is lined through and additional text underlined)

Section 9.03 Fees and Charges for Wastewater Service.

- (a) Monthly Base Charge for Customers receiving water from FKAA:
 - i. For each Customer that is the sole FKAA Customer owning or occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is \$28.81 per Dwelling Unit or Equivalent Dwelling Unit reflected in the most recent assessment of the Tax Parcel.
 - ii. For each Customer that is one of several FKAA Customers occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is \$28.81 multiplied by the number of Dwelling Units or Equivalent Dwelling Units attributed to that Customer.
 - iii. For each FKAA Customer owning or occupying a Tax Parcel that has not yet been assessed by the District, the District will calculate the number of Dwelling Units or Equivalent Dwelling Units attributable to the Tax Parcel and to the Customer in the manner provided in the District's most recent final Non-Ad Valorem Assessment Resolution, and will calculate the Customer's Monthly Base Charge on that basis until the District has assessed that Tax Parcel. After the District has assessed that Tax Parcel, the Monthly Base Charge for that Customer will be calculated in the manner provided in other paragraphs of this Section.
 - iv. In addition to the Monthly Base Charges provided herein, the District may impose BOD surcharges as provided in Section 9.04 below.
 - v. For FKAA meters coded as Fire or Irrigation Meters, there will be no Monthly Base Charge.
 - vi. The Monthly Base Charge for a Laundromat is \$28.81.
- (b) Monthly Volumetric Charge for Customers receiving water from FKAA:

- i. For each FKAA Customer with a residential use meter, the Monthly Volumetric Charge is \$4.52 per 1,000 gallons of water billed, as reflected on the Customer's FKAA monthly statement. The maximum monthly volume for which the Monthly Volumetric Charge will be billed is 12,000 gallons per residential Dwelling Unit.
- ii. For each FKAA Customer with a non-residential use meter, the Monthly Volumetric Charge is \$4.52 per 1,000 gallons of water billed, as reflected on the Customer's FKAA monthly statement. There is no maximum monthly volume for which the Monthly Volumetric Charge will be billed on non-residential use meters.
- iii. For water meters coded in FKAA records with a location class that indicates that the water be used solely for fire or irrigation, there will be no Monthly Volumetric Charges.

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

(i) Boating facilities pumpout systems connected to the District's wastewater system:

- (1) the annual base charge is \$500 and shall be billed semiannually.
- (2) the volumetric charge of \$18.92 per thousand gallons of wastewater discharged into the District's system shall be billed semiannually.

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

Meeting Date:

February 18, 2025

Agenda Item Number: O-4

Action Required:

No

Department:

Legal

Sponsor:

Nicholas W. Mulick

Subject:

South Cliff Estates SIC/ILA - Status Update

Summary:

Mr. Mulick will update the Board on the current status of South Cliff Estates, LLC.

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: 2-13-25