



Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Tuesday, March 4, 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 18, 2025

4

G. GENERAL MANAGER

1. Upcoming Projects for Key Largo Wastewater Treatment District

10

2. KLWTD Stewardship Project Listing 2018-2025

13

3. Fiscal Impact of Changes to Rate Increase Implementation Date

17

H. CUSTOMER SERVICE

I. IT

J. BUDGET AND FINANCE

1. 1st Quarter Fiscal Year 2025 Financial Reports

20

K. FIELD

L. PLANT/FACILITIES

1. Plant/Facilities Report – January 2025

29

M. CAPITAL PROJECTS

N. ENGINEERING

O. LEGAL

P. COMMISSIONER'S ITEMS

Q. ROUNDTABLE

R. ADJOURNMENT

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

Meeting Date:

March 4, 2025

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

Minutes of February 18, 2025

Summary:

Staff to present the minutes of February 18, 2025, 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: _____

02/27/2025



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, February 18, 2025

MINUTES

CALL TO ORDER (A)

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

PLEDGE OF ALLEGIANCE (B)

Commissioner Sue Heim led the Pledge of Allegiance.

ROLL CALL (C)

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

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

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (E-1)

Commissioner Heim requested the addition of item *P-1 Key Largo Fisheries Discussion*

Mr. Rosasco requested the addition of item *G-1 Plant Permit Update*

Mr. Rosasco requested the deletion of item *N-1 Vacuum Stations Odor Control Project Recommendation of Award*

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

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES (F)

Minutes of February 4, 2025 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of February 4, 2025. Commissioner Schwartz seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)*Plant Permit Update (G-1)*

Mr. Rosasco informed the Board our DEP permit for the Plant was finalized.

CUSTOMER SERVICE (H)*Customer Service Report – January 2025 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

IT (I)*IT Report – January 2025 (I-1)*

Mr. Redmon presented the IT monthly report.

BUDGET AND FINANCE (J)*Budget and Finance Report – January 2025 (J-1)*

Ms. Fazio present the Budget and Finance monthly report.

FIELD (K)*Field Report – January 2025 (K-1)*

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)*Capital Projects Report – January 2025 (M-1)*

Ms. Connor presented the Capital Projects monthly report.

ENGINEERING (N)*Vacuum Stations Odor Control Project Recommendation of Award (N-1)*

Deleted.

LEGAL REPORT (O)*Board Practices and Policies Manual – Resolution No. 02-2025 (O-1)*

Mr. Mulick recommended adoption of Resolution 02-2025

Motion: Commissioner Heim made a motion to adopt Resolution 02-2025.
Commissioner Schwartz seconded the motion.

Vote on Motion:

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

General Rules and Regulations – Resolution No. 03-2025 (O-2)

Mr. Mulick recommended adoption of Resolution 03-2025.

Motion: Commissioner Heim made a motion to adopt Resolution 03-2025 with
an effective date of March 1, 2025.
Commissioner Maloney seconded the motion.

Vote on Motion:

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

Adoption of Resolution No. 04-2025 Increasing Rates (O-3)

Mr. Mulick recommended adoption of Resolution 04-2025.

Motion: **Commissioner Maloney made a motion to adopt Resolution 04-2025 with an effective date of March 1, 2025.
Commissioner Heim seconded the motion.**

Vote on Motion:

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

South Cliff Estates SIC/ILA - Status Update (O-4)

Mr. Mulick updated the Board on the current status of the South Cliff Estates SIC and ILA.

COMMISSIONER ITEMS (P)

Key Largo Fisheries Discussion (P-1)

Commissioner Heim requested clarification on the current proceedings with Key Largo Fisheries.

ROUNDTABLE DISCUSSION (Q)

Commissioner Maloney told the Board KLWTD's Safety Committee Meeting will be Tuesday, February 25th.

ADJOURNMENT (R)

The meeting was adjourned at 5:34 p.m.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

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 ~~\$27.13~~\$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 ~~\$27.13~~\$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 ~~\$27.13~~\$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 ~~\$4.26~~\$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 ~~\$4.26~~\$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 ~~\$17.82~~\$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:

March 4, 2025

Agenda Item Number: G-1

Action Required:

No

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

Upcoming Projects for Key Largo Wastewater Treatment District

Summary:

Mr. Rosasco will present the ACOE Project list.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Upcoming Projects for Key Largo Wastewater Treatment District Memo

Approved By: _____

General Manager

Date: _____

02/27/2025

MEMORANDUM

To: Peter Rosasco, General Manager
From: Lexi Connor, E.I., Weiler Engineering
Date: February 21st, 2025
Re: Upcoming Projects for Key Largo Wastewater Treatment District
CC: Connie Fazio, Finance Manager; Steve Suggs, District Engineer

The Key Largo Wastewater Treatment District (KLWTD) is undertaking a series of critical infrastructure projects aimed at improving wastewater treatment, addressing vulnerabilities from sea level rise, and ensuring compliance with evolving environmental regulations. These projects, which are estimated to cost a total of \$30 million, are ranked in order of importance to ensure that the most urgent needs are addressed first. The following provides an overview of each initiative and its significance.

Rank	Project Description	Project Start Date	Total Capital Cost	USACE Funded to Date	Other Funding to Date (Non-FKWQIP)	Additional Funds Needed (FKWQIP)
#1	Headworks and Influent EQ Tank	Aug. 2025	\$4,704,000	\$0.00	\$3,372,133	\$1,331,867.47
#2	Collection System Elevation Adjustments for Monroe County's Sea Level Rise Projects, First Phase 2025-2030	Sept. 2025	\$9,632,489	\$0.00	\$0.00	\$9,632,488.71
#3	Collection System Elevation Adjustments for Monroe County's Sea Level Rise Projects, Second Phase 2030-2035	Sept. 2030	\$2,230,116	\$0.00	\$0.00	\$2,230,115.84
#4	Collection System Elevation Adjustments for Monroe County's Sea Level Rise Projects, Third Phase 2035-2040	Sept. 2035	\$865,155	\$0.00	\$0.00	\$865,155.29
#5	Collection System Elevation Adjustments for Monroe County's Sea Level Rise Projects, Fourth Phase 2040-2045	Sept. 2040	\$1,085,110	\$0.00	\$0.00	\$1,085,110.03
#6	Vacuum Station Sewage Tanks Upgrades	May 2025	\$7,334,918	\$0.00	\$0.00	\$7,334,917.66
#7	Sludge Conditioning Upgrades (membrane thickening)	Oct. 2025	\$2,117,500	\$0.00	\$0.00	\$2,117,500.00
#8	Pharmaceuticals Treatment and Potable Reuse Demonstration Project	Jan. 2028	\$2,652,845	\$0.00	\$0.00	\$2,652,845.00
#9	Reclaimed Water to John Pennekamp State Park	Jan. 2028	\$2,750,000	\$0.00	\$0.00	\$2,750,000.00
					Total	\$30,000,000.00

Table 1. Project Ranking and Funding Summary

The Headworks and Influent EQ Tank project is ranked as the top priority, focusing on upgrading the wastewater treatment plant's headworks and influent equalization tank. These improvements will help stabilize influent flow variations, increasing the efficiency of wastewater treatment while reducing the risk of system overloads. By optimizing treatment processes, this project will contribute to better water quality and minimize the risk of untreated discharges into sensitive coastal ecosystems.

KLWTD is also addressing sea level rise through a series of Collection System Elevation Adjustments planned through 2045. These projects, ranked as the next highest priorities, aim to



modify wastewater infrastructure in response to rising groundwater levels and increased flooding risks, as highlighted in the Florida Department of Environmental Protection Statewide Resilience Plan. One example is the Stillwright Point Neighborhood Vacuum Sewer Pits project, which has received \$749,375 in funding from the FDEP Resilient Florida Grant but requires an equal match to complete. As roads in the neighborhood are elevated to mitigate flooding, the vacuum sewer pits must also be raised to maintain system integrity. These elevation adjustments will help ensure that KLWTD's wastewater collection system continues functioning despite rising sea levels, preventing potential service failures and environmental contamination.

The Vacuum Station Sewage Tanks Upgrades project is another high-priority initiative, addressing the deteriorating condition of KLWTD's vacuum station sewage tanks, which have developed corrosion and holes due to the harsh, salty environment of the Florida Keys. Since these tanks are vital to the wastewater collection system, replacing and upgrading them is essential to maintaining reliable service, preventing leaks that would negatively impact water quality.

Another key initiative is the Sludge Conditioning Upgrades (Membrane Thickening) project, which will improve sludge processing efficiency at KLWTD's wastewater treatment facility. By implementing membrane thickening technology, the district will be able to reduce sludge volume, while enhancing the quality of treated effluent. This improvement directly supports water quality initiatives by ensuring that discharged water meets or exceeds environmental standards.

In response to new state regulations, KLWTD is implementing the Pharmaceuticals Treatment and Potable Reuse Demonstration Project to comply with Florida Statute 403.064, which mandates that wastewater treatment plants phase out surface water discharges by 2032 and transition toward water reuse. This initiative will help remove pharmaceutical contaminants from treated wastewater, protect aquatic ecosystems, and contribute to a sustainable water supply. By advancing potable reuse technology, KLWTD is taking a proactive approach to both regulatory compliance and environmental stewardship.

Finally, KLWTD is working on the Reclaimed Water to John Pennekamp State Park project, which will provide treated wastewater for non-potable uses at the park. This initiative supports water conservation efforts by reducing reliance on potable water for irrigation and other non-drinking purposes. Additionally, it aligns with Florida's push toward water reuse, demonstrating KLWTD's commitment to sustainable water management practices.

These projects, prioritized based on urgency and impact, collectively represent a significant investment in the long-term resilience of KLWTD's wastewater infrastructure. They will enhance system reliability, protect local water quality, and position the district to meet future regulatory requirements. By securing the necessary funding and implementing these improvements, KLWTD is ensuring that its infrastructure remains robust and sustainable in the face of environmental and regulatory challenges and supports KLWTD's mission to preserve and protect the delicate ecosystem of the Florida Keys.

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

Meeting Date:

March 4, 2025

Agenda Item Number: G-2

Action Required:

No

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

KLWTD Stewardship Project Listing 2018-2025

Summary:

Mr. Rosasco will present the Stewardship Project Listing for 2018-2025

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. KLWTD Stewardship Project List
2. Florida Keys Day Flyer

Approved By: _____

General Manager

Date: _____

02/27/2025

KLWTD Stewardship Project Listing 2018-2025

LPA#	KLWTD Project Name:	Year of Agreement:	\$ Amt Funded:	Project Completed:	Project in Progress:
LP00463	Solar Photo Voltaic	2018	\$397,560	X	
LP44064	Capital Upgrade	2018	\$1,428,167	X	
LP44065	CCC (Chlorine Contact Chambers) Rehabilitation & Coating Project	2019	\$382,265	X	
LPA0074	Steel Storage Building	2019	\$316,606	X	
LPA0081	Solar Vac Stations	2020	\$428,724	X	
LPA0082	Safety Systems (Fire Suppression)	2019	\$941,690	X	
LPA0083	Solar WWTP && Admin Bldg	2020	\$2,286,065	X	
LPA0136	VPS Modifications/Vac Pump Trailer	2020	\$1,962,518		X
LPA0242	Concrete Coating of Tank	2021	\$543,543	X	
LPA0243	Filtration Upgrade	2021	\$3,384,010		X
LPA0245	Sewage Pumps Upgrade	2021	\$792,644	X	
LPA0424	Collections Monitoring System	2022	\$4,321,992		X
LPA0425	WWTP EQ Tank, Headworks & Screening	2022	\$3,372,133		X
LPA0426	Power Conditioning Plant	2022	\$4,085,416		X

TOTAL: \$24,643,333

Stewardship Allocations by Year:

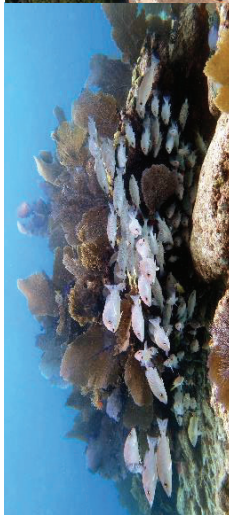
FY2018	\$3,333,333
FY2019	\$1,250,000
FY2020	\$1,500,000
FY2021	\$5,000,000
FY2022	\$5,280,000
FY2023	\$5,400,000
FY2024	<u>\$2,880,000</u>
	\$24,643,333

FY2025 Portal Application Submitted



FLORIDA KEYS WASTEWATER PROJECTS

A WISE INVESTMENT IN THE ECONOMY AND THE ENVIRONMENT



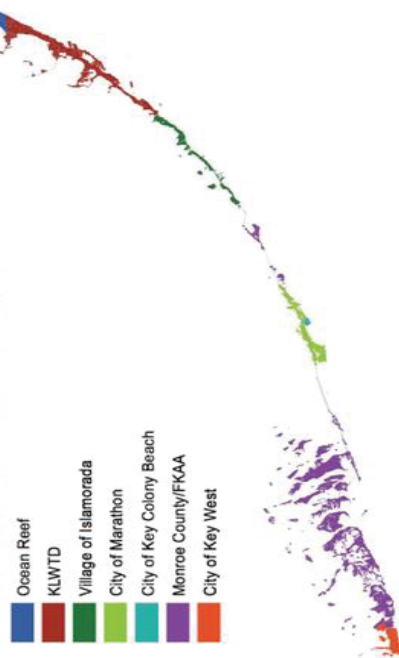
PROJECT BENEFITS

- Protect the only living barrier reef in the continental United States.
- Eliminate 23,000 cesspits and septic tanks polluting nearshore waters.
- Preserve \$56M recreational and commercial fisheries and 90% of the state's stone crab, lobster, and finfish harvest.
- Enhance the \$2.3B marine-based tourism industry.
- Protect 33,000 tourism-related jobs.

COMPLETED PROJECTS

- Installation of solar arrays at the WWTP and at all the vacuum stations, producing an output of 663 kWp, the largest solar project in the FL Keys.
- Installation of the fire detection and suppression systems and toxic gas detection at all District facilities.
- Constructed a mobile emergency vacuum pump station to ensure continuous wastewater conveyance in catastrophic events. This mobile vacuum station can be used at any of KLWTD's vacuum pump stations in the event of system failures, power outages, or even maintenance events.

Wastewater Service Providers



CURRENT PROJECTS

- The installation of a proactive monitoring system for the Key Largo collection system focuses on improving water quality by reducing inflow and infiltration (I&I) from wet weather and high tide events. Vacuum valve activation detection devices have been installed to identify and mitigate leaks, preventing excess stormwater and saltwater from entering the system. By addressing these infiltration sources, the project has already reduced 105,000 gallons per day (GPD) of saltwater I&I and 205,000 GPD of wet weather I&I. Construction is approximately 82% complete.
- The Effluent Filtration Upgrade project enhances water quality by improving the wastewater treatment plant's filtration capacity. The installation of a more efficient filtration system increases the removal of total suspended solids (TSS), ensuring clearer effluent and reducing contaminants before disposal. This upgrade strengthens system reliability, prevents filtration failures, and enhances nutrient removal, protecting local waters, including the Florida Keys National Marine Sanctuary. Construction is approximately 85% complete. Replacing corroded piping at all KLWTD Vacuum Stations with non-corrosive materials like stainless steel and PVC. The project also includes installing piping and electrical fittings to support the emergency mobile vacuum station, ensuring continued operation during system failures, which ultimately protects water quality and the surrounding environment from system backups and potential spills. Construction is approximately 88% complete.
- Electrical upgrades at the wastewater treatment plant including stabilizing power supply to protect critical equipment from surges, adding lighting protection, and replacing corroded electrical conduit with above-ground PVC. This reduces power disruptions, preventing system failures that could lead to untreated / partially treated wastewater discharge. Construction began February 2025.

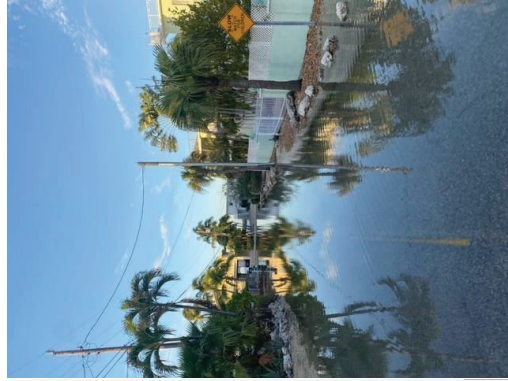
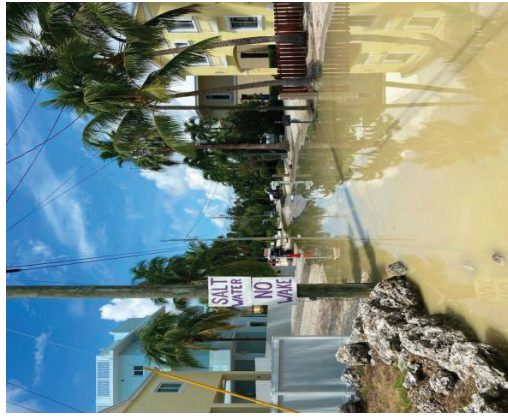
STILL YET TO DO IN KEY LARGO

- Adjust KLWTD infrastructure elevations concurrently with Monroe County road raising projects to adjust for sea level rise. (See Reverse Side)
- Install an influent equalization tank to manage peak flows, preventing hydraulic overloads and providing short-term storage during maintenance or high-flow events. By ensuring a consistent flow rate, it optimizes biological treatment efficiency and ensures that untreated effluent does not spill on the ground or into the shallow well at the wastewater plant.
- Install an upgraded headworks with high-efficiency center flow screens that improve solids removal, reducing blockages and wear on downstream equipment. This upgrade enhances treatment reliability, prevents debris from disrupting biological processes, and supports compliance with nitrogen reduction goals, further safeguarding local water quality.
- Implementation of a Direct Potable Reuse Demonstration Project that will treat effluent using reverse osmosis technology to produce potable water. This will reduce withdrawal from already-stressed potable water aquifers and will provide a potable water source should pump stations or water mains be damaged and unable to transport water from mainland Florida into the Keys.
- Upgrading KLWTD's odor control at all vacuum pump stations by replacing aging indoor systems with advanced dual carbon filtration units installed outdoors. The new lead/lag dual-tank design ensures continuous operation, significantly enhancing odor management. Relocating the system outdoors reduces hydrogen sulfide exposure, improving worker safety and eliminating confined space hazards. Additionally, the upgrade protects critical vacuum station infrastructure by preventing sulfuric acid corrosion, preserving the collection system and water quality.

Protecting the Investment in the Economy & the Environment



- KLWTD has evaluated the Monroe County Roadway Vulnerability Analysis and Capital Plan technical memorandum which provides detailed information on the County's plans for raising roads to address projected sea level rise in unincorporated Monroe County.
- All or portions of 187 roads in the KLWTD service area are identified to be raised between now and 2045. KLWTD will need to raise portions of its wastewater infrastructure concurrently with the County's adjustment of road elevations to match the new proposed surface elevations.
- The new proposed flood maps show increases in the 100-year flood elevations for locations where KLWTD facilities currently exist. KLWTD is planning to implement flood-proofing of its facilities in these locations to accommodate the increased flood risks.
- The cost of adjusting the KLWTD infrastructure to accommodate sea level rise has been estimated to be approximately \$16 Million to \$20 Million.
- KLWTD is coordinating with Monroe County on its sea level rise projects to ensure proper planning and integration of wastewater infrastructure adjustments.
- Failure to protect and adjust KLWTD's wastewater infrastructure as roads are elevated will jeopardize the entire wastewater collection system, leading to severe service disruptions, increased maintenance costs, and potential environmental contamination.
- The economy of the Florida Keys is directly tied to infrastructure resilience. If roads remain flooded and impassible, residents will struggle to access their homes, businesses will suffer, and tourism – an essential economic driver – will be severely impacted. Ensuring that wastewater infrastructure keeps pace with road elevation projects is critical for maintaining livability, property values, and economic stability.



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

Meeting Date:

March 4, 2025

Agenda Item Number: G-3

Action Required:

Yes

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

Fiscal Impact of Changes to Rate Increase Implementation Date

Summary:

Raftelis has provided a memo regarding the fiscal impact of changes to the implementation date of KLWTD's wastewater rate change.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Memo from Raftelis

Approved By: _____

General Manager

Date: _____

02/27/2025

MEMO

To: Ms. Connie Fazio, Finance Director
Key Largo Wastewater Treatment District

From: Trevor McCarthy, Manager
Raftelis Financial Consultants, Inc.

Date: February 26, 2025

Re: Fiscal Impact of Changes to Rate Increase Implementation Date

The Key Largo Wastewater Treatment District Board recently adopted a 3-year rate increase based on recommendations from Raftelis' rate study completed in December of 2024. The study assumed rate increases would begin January 1, 2025 and subsequent increases would be effective on October 1st of each year. Due to additional meetings held to discuss the rate study, the initial implementation date was deferred to March 1, 2025.

Raftelis was asked to identify the projected fiscal impacts of changing subsequent implementation dates from the initial assumption of October 1st of each year to January 1st or March 1st. The table below shows the projected revenues for potential future effective dates compared to the initial assumptions:

Description	FY2025	FY2026	FY2027	Total	Difference
Jan. 1, 2025 / Oct. 1, 2025 & 2026	\$8,206,617	\$8,841,701	\$9,353,920	\$26,402,239	
Mar. 1, 2025 / Oct. 1, 2025 & 2026	\$8,125,260	\$8,841,701	\$9,353,920	\$26,320,881	(\$81,358)
Mar. 1, 2025 / Jan. 1, 2026 & 2027	\$8,125,260	\$8,719,320	\$9,231,241	\$26,075,821	(\$326,417)
Mar. 1, 2025 / Mar. 1, 2026 & 2027	\$8,125,260	\$8,637,733	\$9,149,455	\$25,912,448	(\$489,791)

As shown above, deferring the 2025 rate increase may result in approximately \$81,000 less revenues if subsequent increases are made on October 1, 2025 and 2026 as initially planned. Postponing the fiscal year 2026 and 2027 increases to January 1 or March 1 has a more significant and compounding effect resulting in between \$326,000 and \$490,000 less revenues cumulatively through fiscal year 2027.

It should be noted that the District is currently in an operating deficiency based on the results of the rate study, meaning that revenues are not fully recovering operating and maintenance expenses. These shortfalls must be funded from finite cash reserves. Other expenditures, such as capital projects, are projected to become more reliant on rate revenues as the availability of grant proceeds diminish.

It should also be noted that the rate plan adopted by the Board (alternative with removal of residential sewer cap or alternative #4) offered a more phased approach to rate increases than other options presented and, as a result, produces less revenues in the near term by comparison (the “proposed” options had higher rate increases during the first 5 years and lower increases in the subsequent 5 years, whereas the “alternative” options flattened the increases over the 10-year forecast period).

Though a January 1 or March 1 implementation date does not create a significant impact through fiscal year 2027, subsequent increases may need to be higher than initially planned to maintain cash reserves at appropriate levels, meet the debt service coverage required by the District’s State Revolving Fund loan agreement, and fully fund the capital improvement plan.

The Board should consider implementation of the fiscal year 2026 and 2027 rate increases no later than January 1 to minimize fiscal impacts. The sufficiency of rates should be reviewed, whether internally or by a consultant, before implementation of the fiscal year 2028 rates, upon the need for the District to issue additional debt, or if other significant changes occur compared to the assumptions relied upon in the rate study.

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

Meeting Date:

March 4, 2025

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Peter Rosasco

Subject:

1st Quarter Fiscal Year 2025 Financial Reports

Summary of Discussion:

The 1st Qtr FY25 financial reports will be presented to the board.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Stmt of Net Position/Balance Sheet at 12/31/24
2. Revenue & Expenditure Report at 12/31/24

Approved By: _____

General Manager

Date: _____

02/27/2025



KLWTD STATEMENT OF NET POSITION / BALANCE SHEET

PERIOD ENDING 12/31/24

Fund: 401 GENERAL FUND

*** Assets ***

1	401-0000-101.000.11	First State Bank Acct-3292	2,643,838.76
2	401-0000-101.000.14	Centennial Gen Op 1084	13,302,098.63
3	401-0000-101.000.15	Centennial Payroll 1092	1,218,006.62
4	401-0000-101.000.16	Centennial Debt Svc 1108	2,305,500.37
5	401-0000-101.000.17	Centennial R&R 1116	11,032,164.43
6	401-0000-101.000.19	Centennial Self Insurance 8728	5,187,313.42
7	401-0000-115.000.01	Accounts Receivable	(117,346.87)
8	401-0000-131.000.00	Due From Other Governments	2,874,613.27
9	401-0000-131.000.02	Due From Monroe County ILA	2,092,459.70
10	401-0000-155.000.00	Prepaid Insurance	12,312.69
11	401-0000-155.000.01	Prepaid Assets	13,316.95
12	401-0000-156.000.00	Deposits	58,295.00
13	401-0000-161.900.00	Land	2,012,494.19
14	401-0000-162.900.00	Buildings	4,182,419.42
15	401-0000-166.900.00	Equipment & Furniture - Office & Field	192,719.11
16	401-0000-166.900.01	Equipment & Furniture - Computer	432,280.25
17	401-0000-166.900.02	Equipment & Furniture - Tools	169,241.53
18	401-0000-166.900.03	Equipment & Furniture - Plant Office/Lab	6,514.20
19	401-0000-166.900.04	Equipment & Furniture - Main Office	46,227.30
20	401-0000-166.900.05	Equipment & Furniture - Plant Equipment	977,858.34
21	401-0000-169.900.00	Construction In Progress	17,190,252.22
22	401-0000-170.900.00	Collection Facilities	117,059,006.74
23	401-0000-170.900.01	Treatment Facilities	42,949,375.43
24	401-0000-170.900.03	Vehicles	575,645.26
25	401-0000-170.950.00	Accumulated Depreciation	(62,779,634.01)
	Total Assets		163,636,972.95

*** Liabilities ***

26	401-0000-202.000.00	Accounts Payable	701,686.31
27	401-0000-203.900.00	SRF Loan - KLNC 01P	7,267,175.75
28	401-0000-205.000.00	Retainage Payable	388,384.65
29	401-0000-210.900.00	Accrued Compensated Absences	135,193.78
30	401-0000-215.000.00	Accrued Interest Payable	38,682.82
31	401-0000-216.000.00	Accrued Payroll	38,529.01
32	401-0000-217.000.01	Accrued Taxes Payable	14,134.57
33	401-0000-229.000.01	Health & Optional Withholdings	27,469.95
34	401-0000-231.000.00	Workers Compensation Insurance	6,436.59
35	401-0000-237.000.00	Other Post Empl Benefit (OPEB) Liability	42,610.00
36	401-0000-237.000.01	Deferred Inflows of Resources-OPEB	65,602.00
	Total Liabilities		8,725,905.43

= ENDING FUND BALANCE

154,911,067.52



KLWTD UNAUDITED REVENUE AND EXPENDITURE REPORT PERIOD ENDING 12/31/2024

<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
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Fund: 401 GENERAL FUND

Revenues

1	401-0000-325.100.00	Non Ad Valorem Assessments	2,466,738.30	3,295,000.00	74.86
2	401-0000-343.500.00	Wastewater Service Revenue	1,698,959.69	7,600,000.00	22.35
3	401-0000-343.550.01	Islamorada Wastewater Flow Revenue	292,875.60	1,300,000.00	22.53
4	401-0000-343.550.02	Salinity Surcharge - Islamorada	39,766.42	0.00	100.00
5	401-0000-343.550.03	Islamorada Insurance Surcharge	0.00	66,000.00	0.00
6	401-0000-343.600.00	Monroe County ILA	0.00	2,125,000.00	0.00
7	401-0000-361.100.00	Interest Income	361,308.95	900,000.00	40.15
8	401-0000-369.900.00	Miscellaneous Revenues	13,872.37	100,000.00	13.87
Total Dept 0000 - Non-Departmental			4,873,521.33	15,386,000.00	31.68

Department: 5900 CAPITAL IMPROVEMENTS

9	401-5900-325.100.01	SDC Prepayments	5,480.87	100,000.00	5.48
10	401-5900-334.350.01	ACOE Grant Revenue	0.00	1,990,000.00	0.00
11	401-5900-334.350.02	Stewardship Grant	1,190,860.82	5,659,628.00	21.04
12	401-5900-334.350.03	Sea Level Rise Grant	0.00	2,076,373.00	0.00
13	401-5900-389.000.00	Cash on Hand	0.00	(1,230,570.00)	0.00
14	401-5900-389.000.01	Planned Use of Reserves	0.00	2,346,118.00	0.00
Total Dept 5900 - CAPITAL IMPROVEMENTS			1,196,341.69	10,941,549.00	10.93

Revenues: 6,069,863.02 26,327,549.00 23.06

Expenditures

Department: 0000 Non-Departmental

15	401-0000-581.000.01	Transfer to Repair & Replacement Fund	0.00	1,200,000.00	0.00
16	401-0000-581.000.02	Transfer to Insurance Deductible Reserve	0.00	50,000.00	0.00
17	401-0000-720.000.00	Debt Service Transfer	0.00	1,558,961.00	0.00
Total Dept 0000 - Non-Departmental			0.00	2,808,961.00	0.00

Department: 5130 ADMINISTRATIVE

18	401-5130-110.000.00	Payroll-Board Meeting Compensation	16,117.92	69,076.00	23.33
19	401-5130-120.000.00	Payroll-Administration	137,589.23	558,243.00	24.52
20	401-5130-210.000.00	Payroll Taxes	11,496.58	47,990.00	23.96
21	401-5130-220.000.00	Retirement Contributions	5,668.27	37,639.00	15.06
22	401-5130-230.000.00	Group Health Premiums	21,575.72	79,060.00	27.29
23	401-5130-230.001.00	Employee Benefit Administration Fees	0.00	500.00	0.00
24	401-5130-230.002.00	Group Life Insurance	205.50	904.00	22.73
25	401-5130-240.000.00	Workers Compensation Insurance	390.16	1,250.00	31.21
26	401-5130-250.000.00	Unemployment Compensation	0.00	10,000.00	0.00
27	401-5130-311.000.00	Professional Services: Website & Misc.	1,085.00	17,000.00	6.38
28	401-5130-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	603.57	1,500.00	40.24
29	401-5130-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	0.00	3,000.00	0.00
30	401-5130-311.000.03	Prof. Svcs: Managed IT Services	5,100.00	23,100.00	22.08

	<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
31	401-5130-311.000.05	Professional Svcs: NWPS 457(b) Admin Fee	0.00	3,500.00	0.00
32	401-5130-311.000.07	Professional Svcs: IT Security Svcs	5,520.00	42,500.00	12.99
33	401-5130-311.000.11	Professional Services: Safety Training	0.00	1,000.00	0.00
34	401-5130-311.000.14	Professional Svcs: Mobile Device Mgmt	1,020.00	4,100.00	24.88
35	401-5130-311.002.00	Professional Svcs: FKA Billing Services	70,225.52	315,000.00	22.29
36	401-5130-311.003.00	Professional Svcs: Tax Collector Fees	0.00	11,000.00	0.00
37	401-5130-311.004.00	Professional Svcs: Utility Rate Consult	11,933.75	25,000.00	47.74
38	401-5130-311.005.00	Professional Svcs: Tax Roll Svc	0.00	1,700.00	0.00
39	401-5130-311.006.00	Professional Svcs: Engineering	5,892.50	10,000.00	58.93
40	401-5130-312.000.01	Professional Svcs: Lobbyists-Henderson	15,000.00	60,100.00	24.96
41	401-5130-312.000.02	Professional Svcs: Lobbyists-Hicks	11,250.00	45,000.00	25.00
42	401-5130-313.001.13	Professional Svcs: Legal-General Counsel	25,250.04	101,210.00	24.95
43	401-5130-313.001.14	Professional Svcs: Legal-Outside Counsel	1,210.60	20,000.00	6.05
44	401-5130-320.000.01	Professional Svcs: Accounting/Audit Svcs	7,500.00	38,000.00	19.74
45	401-5130-320.000.02	Professional Svcs: Finance Director	22,773.00	91,092.00	25.00
46	401-5130-320.000.03	Professional Svcs: General Manager Svcs.	39,923.01	159,692.00	25.00
47	401-5130-341.000.04	GIS Services (ESRI)	0.00	11,500.00	0.00
48	401-5130-341.000.05	Email Applications/Microsoft/Google Apps	3,300.00	16,000.00	20.63
49	401-5130-341.000.11	Document Management (M-Files)	0.00	3,000.00	0.00
50	401-5130-400.000.01	General Manager Travel & Training	1,169.16	12,000.00	9.74
51	401-5130-400.000.02	Clerk Travel & Training	0.00	2,500.00	0.00
52	401-5130-400.000.03	Other Travel & Training	6,330.77	20,000.00	31.65
53	401-5130-410.000.02	Advanced Cellular Svc / AT&T FirstNet	1,494.81	6,500.00	23.00
54	401-5130-410.000.04	Internet (Comcast & AT&T)	1,550.19	7,000.00	22.15
55	401-5130-410.000.05	Telephones / Data Comms	612.00	1,200.00	51.00
56	401-5130-410.000.07	VOIP	726.00	3,600.00	20.17
57	401-5130-410.000.08	GPS / Fleet Services	58.50	275.00	21.27
58	401-5130-411.000.02	IT:HARDWARE REPAIR-PARTS&MAINT UPGRADES	177.90	7,000.00	2.54
59	401-5130-411.000.03	IT: Software and Software Upgrades	21,163.71	36,720.00	57.64
60	401-5130-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	4,151.44	17,000.00	24.42
61	401-5130-420.000.00	Postage & Delivery Expense	290.58	2,700.00	10.76
62	401-5130-430.000.00	Water (Utility)-District Office	119.11	600.00	19.85
63	401-5130-432.000.00	Facility Cleaning	5,040.00	21,000.00	24.00
64	401-5130-432.001.00	Solid Waste	341.78	1,700.00	20.10
65	401-5130-435.000.00	Electricity	778.98	4,400.00	17.70
66	401-5130-440.000.00	Rents & Leases	0.00	1,000.00	0.00
67	401-5130-450.000.00	Insurance (excluding W-Comp & Health)	390,240.75	432,882.00	90.15
68	401-5130-460.000.01	Repairs & Maintenance: Grounds Keeping	675.00	5,000.00	13.50
69	401-5130-460.000.02	Repairs & Maintenance: Vehicles	394.50	1,500.00	26.30
70	401-5130-460.000.04	Repairs & Maintenance: Bldgs & Equip	2,162.66	30,000.00	7.21
71	401-5130-470.000.00	Copier	1,342.94	7,260.00	18.50
72	401-5130-480.000.00	Advertisements	328.00	10,000.00	3.28
73	401-5130-491.000.01	Storm Supplies & Preparation	0.00	2,000.00	0.00
74	401-5130-492.000.00	Bank Fees	105.00	500.00	21.00
75	401-5130-510.000.01	Office Supplies	3,038.39	12,000.00	25.32
76	401-5130-510.000.02	Printings	156.75	3,000.00	5.23
77	401-5130-510.000.03	Office Furnishings	359.98	5,000.00	7.20
78	401-5130-520.000.01	Employee Clothing/Uniforms	0.00	1,500.00	0.00
79	401-5130-520.007.00	Regulatory, Permit & Recording Fees	750.00	1,000.00	75.00
80	401-5130-520.010.02	Fuel: Vehicles	26.01	1,000.00	2.60
81	401-5130-521.000.00	Board: Travel, Admin, Office Supplies	370.66	6,000.00	6.18
82	401-5130-540.000.02	Clerk Dues	0.00	350.00	0.00

	<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
83	401-5130-540.000.03	Other Dues and Subscriptions	4,971.54	11,000.00	45.20
84	401-5130-645.000.00	Capital Outlay: IT Equipment	0.00	8,500.00	0.00
	Total Dept 5130 - ADMINISTRATIVE		869,557.48	2,492,343.00	34.89
	Department: 5351 PLANT				
85	401-5351-120.000.00	Payroll-Plant	120,814.24	499,307.00	23.23
86	401-5351-210.000.00	Payroll Taxes	9,039.60	38,197.00	23.67
87	401-5351-220.000.00	Retirement Contributions	4,461.64	28,539.00	15.63
88	401-5351-230.000.00	Group Health Premiums	26,003.76	79,060.00	32.89
89	401-5351-230.002.00	Group Life Insurance	123.30	494.00	24.96
90	401-5351-240.000.00	Workers Compensation Insurance	2,586.90	10,250.00	25.24
91	401-5351-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	359.88	1,600.00	22.49
92	401-5351-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	0.00	6,210.00	0.00
93	401-5351-311.000.03	Prof. Svcs: Managed IT Services	5,100.00	23,100.00	22.08
94	401-5351-311.000.11	Professional Services: Safety Training	180.00	1,500.00	12.00
95	401-5351-311.006.00	Professional Services: Engineering	21,543.75	75,000.00	28.73
96	401-5351-311.006.01	Engineering: Islamorada Misc Engineering	1,765.00	20,000.00	8.83
97	401-5351-400.000.00	Training, Education & Travel	503.43	5,000.00	10.07
98	401-5351-410.000.02	Advanced Cellular Svc / AT&T FirstNet	240.99	1,000.00	24.10
99	401-5351-410.000.04	Internet (Comcast & AT&T)	1,550.19	6,300.00	24.61
100	401-5351-410.000.05	Telephones / Data Comms	974.25	1,500.00	64.95
101	401-5351-410.000.08	GPS / Fleet Services	58.50	275.00	21.27
102	401-5351-410.000.09	Radios / P25 MCSO Agreement	0.00	750.00	0.00
103	401-5351-410.000.10	Plant Gate Data Service	289.75	1,500.00	19.32
104	401-5351-411.000.02	IT:HARDWARE REPAIR-PARTS&MAINT UPGRADES	738.48	6,000.00	12.31
105	401-5351-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	3,356.94	13,500.00	24.87
106	401-5351-420.000.00	Postage & Delivery Expense	6,755.00	28,000.00	24.13
107	401-5351-430.000.00	Water- Plant	1,178.38	5,200.00	22.66
108	401-5351-432.000.00	Facility Cleaning	1,120.00	4,950.00	22.63
109	401-5351-432.001.00	Solid Waste	2,481.85	12,000.00	20.68
110	401-5351-435.000.00	Electricity - Plant	96,615.75	450,000.00	21.47
111	401-5351-440.000.00	Rents & Leases	0.00	7,000.00	0.00
112	401-5351-460.000.01	Repairs & Maintenance: Grounds Keeping	0.00	6,000.00	0.00
113	401-5351-460.000.02	Repairs & Maintenance: Vehicles	0.00	1,000.00	0.00
114	401-5351-460.000.03	Repairs & Maintenance: Equipment	59,184.60	300,000.00	19.73
115	401-5351-460.000.04	Repairs & Maintenance: Buildings	977.54	40,000.00	2.44
116	401-5351-491.000.01	Storm Supplies & Preparation	0.00	2,000.00	0.00
117	401-5351-510.000.01	Office Supplies	1,176.20	3,500.00	33.61
118	401-5351-510.000.03	Office Furnishings	0.00	1,500.00	0.00
119	401-5351-511.000.00	Safety Supplies	176.19	3,500.00	5.03
120	401-5351-520.000.00	Employee Uniforms / Clothing	18.93	1,500.00	1.26
121	401-5351-520.001.00	Lab Services (sample analysis)	10,828.00	50,000.00	21.66
122	401-5351-520.002.00	Sludge Handling	163,965.44	840,000.00	19.52
123	401-5351-520.003.00	Chemicals	147,599.90	800,000.00	18.45
124	401-5351-520.004.00	Lab Supplies	4,629.61	40,000.00	11.57
125	401-5351-520.005.00	Supplies & Tools (plant operations)	2,274.93	12,000.00	18.96
126	401-5351-520.006.00	Immunizations	0.00	1,200.00	0.00
127	401-5351-520.007.00	Regulatory/ Permit Fees	0.00	6,500.00	0.00
128	401-5351-520.010.01	Fuel: Equipment	197.21	1,000.00	19.72
129	401-5351-520.010.02	Fuel: Vehicles	88.94	1,000.00	8.89
130	401-5351-520.010.03	Fuel: Generators	0.00	5,500.00	0.00
131	401-5351-540.000.00	Dues & Subscriptions	0.00	400.00	0.00

	<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
132	401-5351-645.000.00	Capital Outlay - Computer Equipment	0.00	5,500.00	0.00
	Total Dept 5351 - PLANT		698,959.07	3,448,332.00	20.27
	Department: 5352 FIELD				
133	401-5352-120.000.00	Payroll-Field	328,987.07	1,336,596.00	24.61
134	401-5352-210.000.00	Payroll Taxes	24,895.60	102,250.00	24.35
135	401-5352-220.000.00	Retirement Contributions	12,490.95	78,420.00	15.93
136	401-5352-230.000.00	Group Health Premiums	62,738.17	224,002.00	28.01
137	401-5352-230.002.00	Group Life Insurance	323.95	1,397.00	23.19
138	401-5352-240.000.00	Workers Compensation Insurance	6,546.17	24,000.00	27.28
139	401-5352-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	2,121.84	2,500.00	84.87
140	401-5352-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	0.00	17,000.00	0.00
141	401-5352-311.000.03	Prof. Svcs: Managed IT Services	5,100.00	23,100.00	22.08
142	401-5352-311.000.11	Professional Services: Safety Training	390.00	3,500.00	11.14
143	401-5352-311.000.15	Solar Maintenance Contract	0.00	12,500.00	0.00
144	401-5352-311.006.00	Professional Services: Engineering	11,055.00	75,000.00	14.74
145	401-5352-341.000.06	GPServ/Trimble	0.00	4,100.00	0.00
146	401-5352-341.000.13	GIS Upgrade	10,120.00	46,440.00	21.79
147	401-5352-400.000.00	Training, Education & Travel	684.65	11,000.00	6.22
148	401-5352-410.000.02	Advanced Cellular Svc / AT&T FirstNet	1,500.63	7,000.00	21.44
149	401-5352-410.000.04	Internet (Comcast & AT&T)	4,609.26	19,000.00	24.26
150	401-5352-410.000.05	Telephones / Data Comms	3,271.92	7,800.00	41.95
151	401-5352-410.000.08	GPS / Fleet Services	764.16	2,800.00	27.29
152	401-5352-410.000.09	Radios / P25 MCSO Agreement	0.00	3,750.00	0.00
153	401-5352-411.000.02	IT:HARDWARE REPAIR-PARTS&MAINT UPGRADES	0.00	6,000.00	0.00
154	401-5352-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	4,300.11	17,000.00	25.29
155	401-5352-430.000.01	Water- Vac Station A	123.02	450.00	27.34
156	401-5352-430.000.02	Water- Vac Station D	235.65	450.00	52.37
157	401-5352-430.000.03	Water- Vac Station F	70.29	450.00	15.62
158	401-5352-430.000.04	Water- Vac Station G	101.61	450.00	22.58
159	401-5352-430.000.05	Water- Vac Station I - house	157.01	450.00	34.89
160	401-5352-430.000.06	Water- Vac Station I & Office	128.66	800.00	16.08
161	401-5352-430.000.07	Water- Vac Station JK	85.33	550.00	15.51
162	401-5352-430.000.09	Water- Humpty Dumpty	68.68	300.00	22.89
163	401-5352-430.000.10	Water- Harborage	68.66	300.00	22.89
164	401-5352-430.000.12	Water- Peter Pan	69.56	300.00	23.19
165	401-5352-430.000.13	Water - Coastal WW	0.00	300.00	0.00
166	401-5352-432.000.00	Facility Cleaning	2,520.00	12,100.00	20.83
167	401-5352-432.001.00	Solid Waste	51.68	3,000.00	1.72
168	401-5352-435.000.01	Electricity- Vac Station A	19,169.04	75,000.00	25.56
169	401-5352-435.000.02	Electricity- Vac Station D	19,064.15	75,000.00	25.42
170	401-5352-435.000.03	Electricity- Vac Station E	12,200.88	50,000.00	24.40
171	401-5352-435.000.04	Electricity- Vac Station F	415.93	2,500.00	16.64
172	401-5352-435.000.05	Electricity- Vac Station G	9,009.96	35,000.00	25.74
173	401-5352-435.000.06	Electricity- Vac Station I	3,543.80	15,000.00	23.63
174	401-5352-435.000.07	Electricity- Vac Station I - house	379.30	2,000.00	18.97
175	401-5352-435.000.08	Electricity- Vac Station I - office	378.15	2,000.00	18.91
176	401-5352-435.000.09	Electricity- Vac Station JK	12,229.49	55,000.00	22.24
177	401-5352-435.000.11	Electricity- Humpty Dumpty	162.49	1,000.00	16.25
178	401-5352-435.000.12	Electricity- Harborage	212.34	1,000.00	21.23
179	401-5352-435.000.13	Electricity-Coastal WW/Largo Pk Lift Sta	172.89	1,200.00	14.41
180	401-5352-435.000.14	Electricity-Peter Pan/Tweedy Pie	158.70	800.00	19.84

	<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
181	401-5352-440.000.00	Rents & Leases	0.00	5,000.00	0.00
182	401-5352-460.000.01	Repairs & Maintenance: Grounds Keeping	3,000.00	17,500.00	17.14
183	401-5352-460.000.02	Repairs & Maintenance: Vehicles	21,495.61	25,000.00	85.98
184	401-5352-460.000.03	Repairs & Maintenance: Equipment	83,024.39	220,000.00	37.74
185	401-5352-460.000.04	Repairs & Maintenance: Buildings	12,641.44	25,000.00	50.57
186	401-5352-460.000.05	Repairs & Maintenance: Collection System	10,970.91	100,000.00	10.97
187	401-5352-460.000.05-CS SEWER	Repairs & Maintenance: Coll Sys/Cust Svc	348.64	2,000.00	17.43
188	401-5352-460.000.08	Grinder Pump Monitoring	400.00	4,500.00	8.89
189	401-5352-470.000.00	Copier	536.18	1,980.00	27.08
190	401-5352-491.000.01	Storm Supplies & Preparation	1,152.06	2,000.00	57.60
191	401-5352-510.000.01	Office Supplies	197.66	2,500.00	7.91
192	401-5352-510.000.03	Office Furnishings	0.00	3,000.00	0.00
193	401-5352-511.000.00	Safety Supplies	705.19	5,000.00	14.10
194	401-5352-520.000.00	Employee Uniforms / Clothing	31.29	3,200.00	0.98
195	401-5352-520.005.00	Supplies and Tools (field operations)	6,616.39	46,000.00	14.38
196	401-5352-520.006.00	Immunizations	0.00	1,500.00	0.00
197	401-5352-520.010.01	Fuel: Equipment	17.16	2,000.00	0.86
198	401-5352-520.010.02	Fuel: Vehicles	9,374.25	40,000.00	23.44
199	401-5352-520.010.03	Fuel: Generators	0.00	8,500.00	0.00
200	401-5352-540.000.00	Dues & Subscriptions	0.00	100.00	0.00
201	401-5352-645.000.00	Capital Outlay - Computer Equipment	4,212.44	7,000.00	60.18
Total Dept 5352 - FIELD			715,400.36	2,882,335.00	24.82

Department: 5354 FACILITIES

202	401-5354-120.000.00	Payroll-Facilities	145,097.45	598,289.00	24.25
203	401-5354-210.000.00	Payroll Taxes	11,050.04	45,769.00	24.14
204	401-5354-220.000.00	Retirement Contributions	8,011.91	35,897.00	22.32
205	401-5354-230.000.00	Group Health Premiums	28,352.07	92,236.00	30.74
206	401-5354-230.002.00	Group Life Insurance	143.85	575.00	25.02
207	401-5354-240.000.00	Workers Compensation Insurance	2,892.88	12,500.00	23.14
208	401-5354-311.000.03	Prof. Svcs. Managed IT Services	5,100.00	23,100.00	22.08
209	401-5354-311.000.11	Professional Services: Safety Training	180.00	2,550.00	7.06
210	401-5354-400.000.00	Training, Education & Travel	(1,655.06)	10,000.00	(16.55)
211	401-5354-410.000.02	Advanced Cellular Svc / AT&T FirstNet	314.91	1,000.00	31.49
212	401-5354-410.000.08	GPS / Fleet Services	292.50	1,300.00	22.50
213	401-5354-410.000.09	Radios / P25 MCSO Agreement	0.00	1,875.00	0.00
214	401-5354-411.000.02	IT:HARDWARE REPAIR-PARTS&MAINT UPGRADES	0.00	3,000.00	0.00
215	401-5354-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	2,131.92	8,600.00	24.79
216	401-5354-432.000.00	Facility Cleaning	1,120.00	4,950.00	22.63
217	401-5354-460.000.02	Repairs & Maintenance: Vehicles	1,667.51	3,000.00	55.58
218	401-5354-460.000.03	Repairs & Maintenance: Equipment	0.00	1,200.00	0.00
219	401-5354-510.000.01	Office Supplies	167.31	1,000.00	16.73
220	401-5354-510.000.03	Office Furnishings	0.00	800.00	0.00
221	401-5354-511.000.00	Safety Supplies	209.76	1,500.00	13.98
222	401-5354-520.000.00	Employee Uniforms/ Clothing	0.00	1,500.00	0.00
223	401-5354-520.005.00	Supplies & Tools	1,579.69	20,000.00	7.90
224	401-5354-520.006.00	Immunizations	0.00	1,500.00	0.00
225	401-5354-520.010.02	Fuel: Vehicles	1,547.05	7,500.00	20.63
226	401-5354-645.000.00	Capital Outlay - Computer Equipment	0.00	3,000.00	0.00
Total Dept 5354 - FACILITIES			208,203.79	882,641.00	23.59

Department: 5900 CAPITAL IMPROVEMENTS

	GL Number	Description	YTD Balance 12/31/2024	24-25 Adopted Budget	% Bdgt Used
227	401-5900-311.006.00-2018-007	Engineering: VPS Piping Mod	54,935.00	45,000.00	122.08
228	401-5900-311.006.00-2021-002	Engineering: Odor Control at Vac Stns	65,473.75	210,000.00	31.18
229	401-5900-311.006.00-2022-000	Engineering: Capital Prelim Design & Bgt	5,386.25	35,000.00	15.39
230	401-5900-311.006.00-2022-001	Engineering: Effluent Filtration Upgrade	29,168.75	87,000.00	33.53
231	401-5900-311.006.00-2022-003	Engineering: Lift Sta at KL Trailer Park	4,090.00	5,000.00	81.80
232	401-5900-311.006.00-2022-004	Engineering: Vac System Monitoring	63,817.50	62,000.00	102.93
233	401-5900-311.006.00-2022-008	Engineering: Power Conditioning Vac Stns	0.00	61,275.00	0.00
234	401-5900-311.006.00-2022-009	Engineering -Power Cond & Elec Up @ WWTP	25,536.25	169,650.00	15.05
235	401-5900-311.006.00-2022-010	Engineering: EQ Tank Headworks/Scrn Upg	62,310.00	146,250.00	42.61
236	401-5900-311.006.00-2023-002	Engineering: Ventilation Upg @ Vac Stns	0.00	41,125.00	0.00
237	401-5900-311.006.00-2023-005	Engineering: Direct Potable Reuse	0.00	62,073.00	0.00
238	401-5900-311.006.00-2023-025	Engineering: Deep Inj Well Permitting	3,158.75	5,000.00	63.18
239	401-5900-311.006.00-2023-027	Engineering: Isla NPK Pinch Valve FM	0.00	25,000.00	0.00
240	401-5900-311.006.00-2024-001	Engineering: Grinder Pump Latrl Pit Upg	39,240.00	130,000.00	30.18
241	401-5900-311.006.00-2024-002	Engineering: Ops Blower Room Mod	0.00	52,500.00	0.00
242	401-5900-311.006.00-2024-003	Engineering: Replace Vac Pit Collars	0.00	25,000.00	0.00
243	401-5900-311.006.00-2025-002	Engineering: Coll Sys Sea Level Ph1 Proj	0.00	188,761.00	0.00
244	401-5900-311.006.00-2025-003	Engineering: Vac Stn Sewage Tank Upg	0.00	124,328.00	0.00
245	401-5900-311.006.00-2025-004	Engineering: MJ Wood Fire Supp Dispute	1,392.50	15,000.00	9.28
246	401-5900-311.006.00-2025-005	Engineering: Ductile Iron Piping Corrosi	6,505.00	150,000.00	4.34
247	401-5900-311.006.00-2025-006	Engineering: Coll Sys Action Plan (SAP)	32,961.25	500,000.00	6.59
248	401-5900-311.006.00-SvcConRv	Engineering: Service Connection Revision	0.00	20,000.00	0.00
249	401-5900-630.000.00-2018-007	Capital Outlay:VPS PipingMod	108,835.78	200,000.00	54.42
250	401-5900-630.000.00-2021-002	Capital Outlay: Odor Control at Vac Stns	0.00	987,500.00	0.00
251	401-5900-630.000.00-2021-005	Capital Outlay: Effluent Inj Pump Repair	0.00	45,000.00	0.00
252	401-5900-630.000.00-2022-001	Capital Outlay: Effluent Filtration Upg	88,748.16	500,000.00	17.75
253	401-5900-630.000.00-2022-003	Cap Outlay: Replace Lift Sta KL Trl Pk	37,233.94	112,800.00	33.01
254	401-5900-630.000.00-2022-004	Capital Outlay: Vac System Monitoring	101,476.79	1,225,000.00	8.28
255	401-5900-630.000.00-2022-009	Cap Outlay: Power Cond & Elec Upg WWTP	0.00	1,837,500.00	0.00
256	401-5900-630.000.00-2022-010	Cap Outlay: EQ Tank Headworks/Scrn Upg	0.00	1,950,000.00	0.00
257	401-5900-630.000.00-2023-027	Capital Outlay: Isla NPK Pinch Valve FM	0.00	250,000.00	0.00
258	401-5900-630.000.00-2024-001	Cap Outlay: Grinder Pump Lateral Pit Upg	261,698.02	251,000.00	104.26
259	401-5900-630.000.00-2024-003	Capital Outlay: Replace Vac Pit Collar	0.00	350,000.00	0.00
260	401-5900-630.000.00-2024-004	Capital Outlay: Vac Stn Interior Paint	0.00	105,000.00	0.00
261	401-5900-630.000.00-2025-002	Cap Outlay:Coll Sys Sea Level Rise Ph1	0.00	1,887,612.00	0.00
262	401-5900-630.000.00-2025-005	Capital Outlay: Ductile Iron Piping Corr	0.00	850,000.00	0.00
263	401-5900-640.000.00-2023-017	Capital Outlay: Vac Pump Rebuild & Spare	78,500.00	75,000.00	104.67
264	401-5900-640.000.00-2023-020	Capital Outlay: Grinder Pumps	0.00	17,500.00	0.00
265	401-5900-640.000.00-2024-005	Cap Outlay: Digester Motive Pump Replace	238,118.00	238,118.00	100.00
266	401-5900-640.000.00-2024-007	Cap Outlay: Inj Well Check Pump Valves	5,294.46	0.00	100.00
267	401-5900-640.000.00-2024-011	Capital Outlay: Field Ops Truck	0.00	140,000.00	0.00
268	401-5900-640.000.00-2025-007	Capital Outlay - Spectrophotometer	0.00	7,000.00	0.00
269	401-5900-640.000.00-2025-008	Capital Outlay - SBR Blower VFD	0.00	60,000.00	0.00
270	401-5900-640.000.00-2025-009	Cap Outlay - Plant Perimeter Security Up	0.00	12,000.00	0.00
271	401-5900-640.000.00-2025-010	Capital Outlay - Replacement Vactron	0.00	110,000.00	0.00
272	401-5900-640.000.00-2025-011	Capital Outlay - New Salinity Probes	0.00	42,000.00	0.00
273	401-5900-640.000.00-2025-012	Capital Outlay - New Clear Vus & SS Pipi	16,710.66	30,000.00	55.70
274	401-5900-640.000.00-2025-013	Capital Outlay - Collection System Valve	0.00	32,000.00	0.00
275	401-5900-640.000.00-2025-014	Capital Outlay - Vac Stn F Minks Vac Pum	0.00	16,500.00	0.00
276	401-5900-640.000.00-2025-015	Solar Upgrades & Repairs to Existing Sys	62,054.13	62,100.00	99.93
277	401-5900-640.000.00-2025-016	Capital Outlay - BSA Software Cloud Upgr	66,119.00	59,345.00	111.41
278	401-5900-650.003.00-SvcConRv	Service Connection Construction Revision	5,520.00	200,000.00	2.76

<u>GL Number</u>	<u>Description</u>	<u>YTD Balance</u> <u>12/31/2024</u>	<u>24-25</u> <u>Adopted Budget</u>	<u>% Bdgt</u> <u>Used</u>
Total Dept 5900 - CAPITAL IMPROVEMENTS		1,464,283.94	13,812,937.00	10.60
	Expenditures:	3,956,404.64	26,327,549.00	15.03
Fund 401 - GENERAL FUND:				
	TOTAL REVENUES	6,069,863.02	26,327,549.00	
	TOTAL EXPENDITURES	3,956,404.64	26,327,549.00	
	NET OF REVENUES & EXPENDITURES:	2,113,458.38	0.00	

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

Meeting Date:

March 4, 2025

Agenda Item Number: L-1

Action Required:

No

Department:

Plant/Facilities

Sponsor:

Ryan Dempsey

Subject:

Plant/Facilities Report - January 2025

Summary:

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

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager

Date: _____

02/27/2025

Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 1.92 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

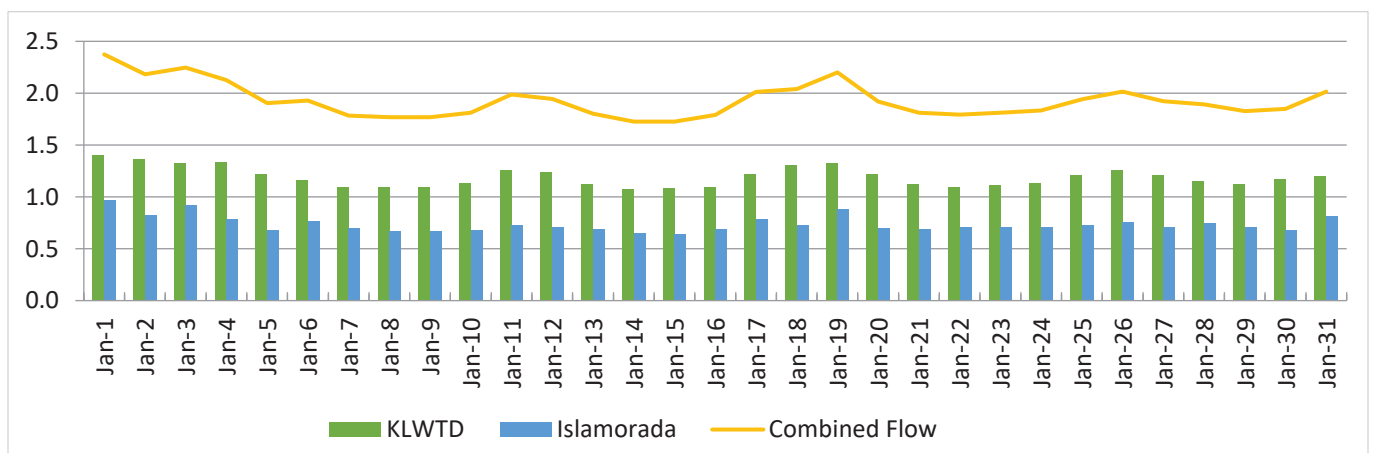
Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

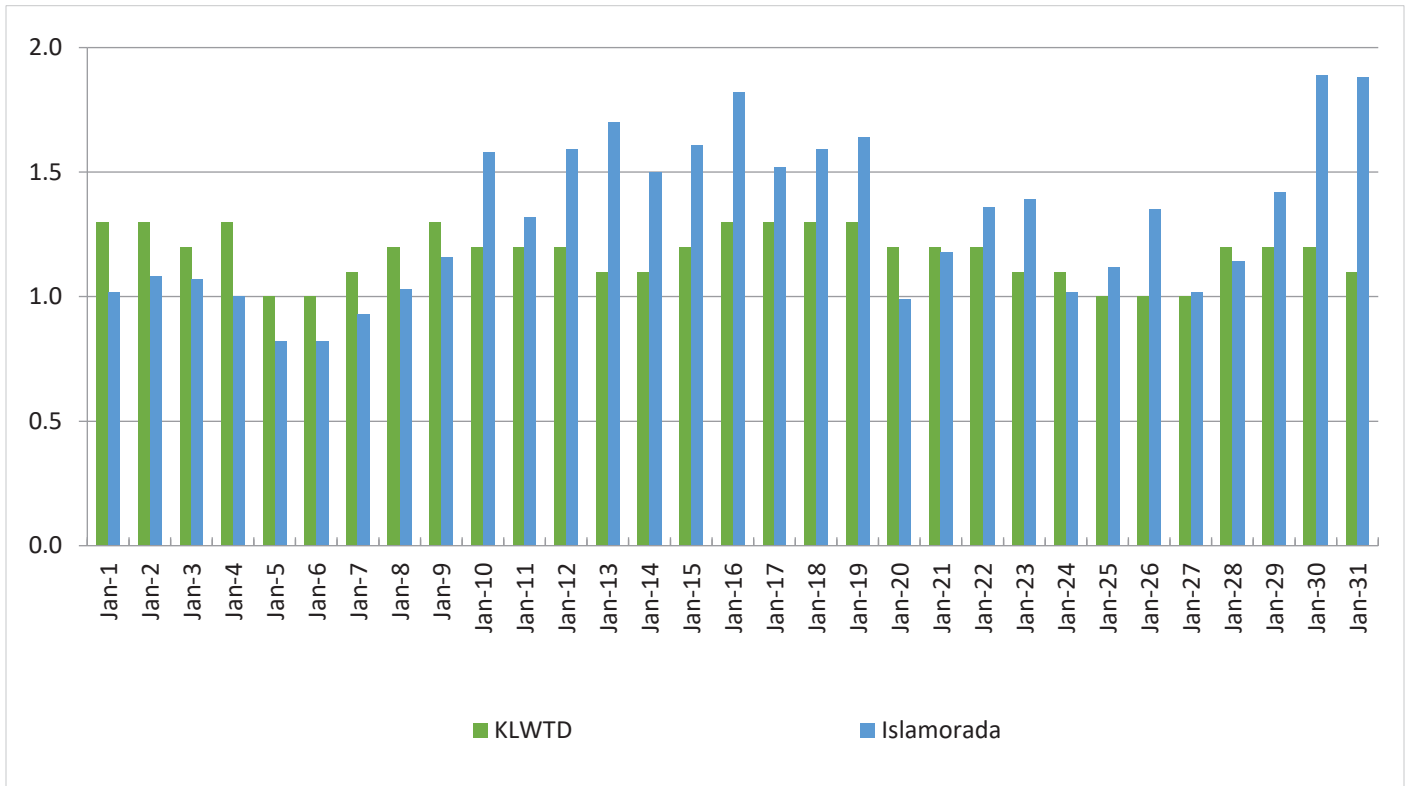
Effluent Quality Report	January 2025 Plant Performance	12 Month Average Plant Performance	Effluent Limits
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	1.5	1.7	5
TSS (Total Suspended Solids)	1.2	1.2	5
TN (Total Nitrogen)	2.9	2.4	Report only
TP (Total Phosphorous)	.3	.7	Report only

Daily Flow (MGD)

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



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



Islamorada

Average Daily Flow: .736 MGD

Highest Daily Flow: .974 MGD

Monthly Peak Salinity: 1.9 PPT

Days over 4.0 PPT Salinity: 0

3-month average of Islamorada flow capacity (1.104 MGD): 65%

Corrosion control/painting projects at the treatment plant.



Fleet

New Field construction truck was outfitted with water tank and pump, emergency strobes, power inverter, air compressor system, spray in bed liner, pipe/ladder rack and a vacuum pit pump system.

