



Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Tuesday, June 17, 2025  
4:00 PM

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## AGENDA

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

Meeting link for computer, tablet, or  
smartphone.

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

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

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

### BOARD MEMBERS:

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

### DISTRICT STAFF:

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Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	Clerk

### *MISSION STATEMENT:*

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

***Please mute cell phones.***

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETING

1. Minutes of June 3, 2025

4

G. GENERAL MANAGER

1. Contractor Agreement

15

H. CUSTOMER SERVICE

1. Customer Service Report – May 2025

19

I. IT

1. IT Report – May 2025

21

J. BUDGET AND FINANCE

1. Budget and Finance Report – May 2025

23

K. FIELD

L. PLANT/FACILITIES

M. CAPITAL PROJECTS

1. Capital Projects Report – May 2025

26

## N. ENGINEERING

## O. LEGAL

## P. COMMISSIONER'S ITEMS

- |  |    |
|--|----|
| 1. General Rules and Regulations Draft (P-1-A Draft Pages 28 & 29<br>P-1-B Draft Pages 50, 51, & 52) | 39 |
| 2. General Rules and Regulations Draft (General Rules Draft Page 31)                                 | 45 |

## Q. ROUNDTABLE

## R. ADJOURNMENT

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

Meeting Date:  
June 17, 2025

Agenda Item Number: F-1

Action Required:  
Yes

Department:  
Legal

Sponsor:  
Nick Mulick

Subject:  
**Minutes of June 3, 2025**

Summary:  
Staff to present the minutes of June, 3, 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: \_\_\_\_\_

6-12-25



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, June 3, 2025

## MINUTES

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

Chairman Nicolas Rodriguez called the meeting to order at 4:10 p.m.

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

Ms. Connie Fazio led the Pledge of Allegiance.

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

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

Present Virtually (non-voting): Commissioner Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Project Administration and HR Coordinator Laura Weinstock; Weiler Engineering Lexi Connor; IT Support Manny Santana

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

*Approval of Agenda (E-1)*

Chairman Rodriguez requested the addition of item *P-4 Big Kahuna*

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

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

No speakers.

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

*Minutes of May 20, 2025 (F-1)*

**Motion:** Commissioner Heim made a motion to approve the Minutes of May 20, 2025. Commissioner Majeska seconded the motion. Motion passed without objection.

### **GENERAL MANAGER (G)**

*Employee Recognitions (G-1)*

Ms. Weinstock presented employee recognitions from January 2025 to March 2025

### **CUSTOMER SERVICE (H)**

*Customer Service Report – April 2025 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

**IT (I)**

*IT Report – April 2025 (I-1)*

Mr. Santana presented the IT monthly report

**BUDGET AND FINANCE (J)**

No report in agenda.

**FIELD (K)**

No report in agenda.

**PLANT/FACILITIES (L)**

*Plant/Facilities Report – April 2025 (L-1)*

Ms. Dempsey presented the Plant/Facilities monthly report.

**CAPITAL PROJECTS (M)**

*Capital Projects Report – April 2025 (M-1)*

Ms. Connor presented the Capital Projects monthly report.

**ENGINEERING (N)**

No report in agenda.

**LEGAL REPORT (O)**

No report in agenda.

**COMMISSIONER ITEMS (P)**

*Rules and Regulations Update (P-1) (Laydown)*

Chairman Rodriguez requested an update on the Rules and Regulations amendments.

P-1 will be brought back to Board 6/17/2025.

P-1 laydown discussion 1: Rules 9.07(a)(ii) FKAA Leak Abatement program, amend 2 yr to 1 yr.

P-1 laydown discussion 2: new District Fee Schedule – Rule 3.08 remains, Rules 3.06, 9.01, and 9.06 not subject to Raftelis rate increases.

*SIC Payment Plan – Future Discussions (P-2) (Laydown)*

Chairman Rodriguez requested a discussion of future SIC Payment Plans.

P-2 will be brought back to Board 6/17/2025.

P-2 laydown discussion: Rules 10.01(c) System Impact Charges (SIC) payable in full or create payment plan options.

*Solar Update (P-3)*

Chairman Rodriguez requested an update on KLWTD's Solar Project.

*Good Health Fundraising Contest (P-4) (Laydown)*

Chairman Rodriguez announced he is representing KLWTD in the Good Health Clinic's fundraising contest and invited the Board and staff to participate in fundraising.

**ROUNDTABLE DISCUSSION (Q)**

No report in agenda.

**ADJOURNMENT (R)**

The meeting was adjourned at 5:50 p.m.

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

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

Seal \_\_\_\_\_

(b) Review of Monthly Base Charge Procedure: <sup>42</sup> ~~Procedure for District Review~~

(i) Request for Review.

- 1) The District may initiate a review of the EDUs assigned to a tax parcel.
- 2) The owner of a tax parcel may request that the District review a tax parcel's EDU assignment used to calculate the monthly base charge by submitting an application provided by the District Clerk. The application must include:
  - a) a concise statement of the facts supporting the request for review and, if applicable, a statement of all disputed issues of material fact.
  - b) such other information the applicant believes to be material to the request.
  - c) Description of the relief the applicant is seeking.

(ii) Filing Application.

- 1) The application must be submitted to the District Clerk using US Postal service, or other third party service, facsimile, electronic mail (email), or in person to the District office.
- 2) Upon receipt at the District, the application shall be promptly time/date stamped received by the District Clerk.

(iii) Staff Review

- 1) The District may conduct one (1) or more informal discussions with the applicant and may request additional information and documentation.
- 2) An application is not considered complete until all additional information and documentation have been received and deemed sufficient.
- 3) District staff shall review, and if appropriate, recalculate the EDU's for the parcel using the methodology in Section 10.02(a)-(i) (Calculation of EDUs for Improved Nonresidential or Mixed Use tax Parcels.)
- 4) Staff shall endeavor to complete its review within fifteen (15) days of receipt of a complete application.
- 5) Upon completion of its review, staff shall prepare and submit a recommendation to the Board.
- 6) The District Clerk shall transmit, by US Postal Service and email, a copy of staff's recommendation to the applicant.
- 7) Within fifteen (15) days after receipt of the staff's recommendation, if the applicant disagrees with staff's recommendation, the applicant may request the Board hold a public hearing on the request.
- 8) The District Clerk shall place the request and staff recommendation on the Board's regular meeting agenda not less than thirty (30) days after staff issues its recommendation.

(c) Board Consideration.

- (i) The Board may accept, reject or modify the staff recommendation or, if the Board concludes that there are issues of material fact, the Board may schedule a public hearing.
- (ii) The Board's decision shall be the District's final action on the request.

(d) Monthly Volumetric Charge per 1000 Gallons (FKAA bill).

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<sup>48</sup> Section 9.07(b) amended by Res #? to rewrite and completely replace rule 9.07(b).

(i) Except under one of the circumstances below and at the direction of the Board, there shall be no adjustment of a Monthly Volumetric Charge.

- 1) The customer provides proof of and FKAA confirms an error in the meter reading.
- 2) The customer has properly filed for and successfully obtained a credit from FKAA under the FKAA Leak Abatement Program. The adjustment of wastewater charges shall be calculated based upon the volumetric rate applicable at the time of the leak multiplied by the number of gallons that the FKAA has credited pursuant to its Leak Abatement Program.

**9.07(b) COMPLETELY DELETED AND REPLACED BY NEW 9.07(b) above..**

*9.07 (b) Procedure for District Review:*

~~(9.07)(b)(i) A customer may request adjustment of monthly charges at any time within sixty (60) days after the date of a bill for wastewater service. The District shall not be obligated to make any adjustment of monthly charges unless a written request is received within sixty (60) days of the bill date, unless otherwise addressed in the provisions of this Section. The District may initiate a review and possible adjustment of monthly charges at any time.~~

~~(9.07)(b)(ii) .. A customer request for review must contain:~~

~~(9.07)(b)(ii) 1) A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate.~~

~~(9.07)(b)(ii) 2) The rules, statutes, and other legal authority that the owner contends form the basis for relief.~~

~~(9.07)(b)(ii) 3) A demand for the relief the customer believes is appropriate; and~~

~~(9.07)(b)(ii) 4) Such other information which the owner believes to be material to the request for review.~~

~~(9.07)(b)(iii) . The request for review must be delivered to the District Customer Service Department where upon receipt, it shall be appropriately logged and time stamped. Acceptable methods of delivery includes US Postal service or other third party delivery service, facsimile, electronic mail (email) or in person.~~

~~(9.07)(b)(iv) The District shall review the customer request using the following process:~~

~~(9.07)(b)(iv) 1) District staff will exercise due diligence to undertake review of a customer request promptly. If practicable, District staff will issue a recommendation decision to the Board within fifteen (15) business days after receipt of a completed customer request for review.~~

~~(9.07)(b)(iv) 2) . At any time prior to or during staff review, the District may conduct one or more informal discussions with the owner, and may request additional information and documentation. A request is not considered complete until after all additionally requested documentation has been submitted to the District.~~

~~(9.07)(b)(iv) 3) The assessment coordinator will review the EDU assignment of the customer's account, using the methodology provided in the most recent non-ad-valorem assessment resolution under which the District assessed the tax parcel. If the customer's account is one of two or more accounts for service on a single tax parcel, and the assessment coordinator finds that there is sufficient evidence to change the EDU assignment for the requested account, the assessment coordinator will also review the EDU assignment for the entire parcel and all other customer accounts for service on the tax parcel.~~

Article XIII. District Fee Schedule <sup>63</sup>

**EFFECTIVE 3/1/2025 through 9/30/2025**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: (((NOT INCLUDED IN STUDY)))**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence \$700.00

3.06(e) 3<sup>rd</sup> Repeat Occurrence \$1,000.00

**3.08 Customer's Duty to Maintain: FLAT FEE – NOT IN STUDY – DELETE FROM SCHEDULE?? – IT'S A LI,IT – NOT A FEE OR RATE))**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: (((NOT INCLUDED INSTUDY)))**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Rates for Wastewater Service:**

9.03(a)(i) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$28.81~~ ~~\$27.13~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change !!**)

9.03(b)(i) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

**9.06 Service Charges: ((NOT INCLUDED IN STUDY))**

9.06(a) \$150.00 per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually) ((NOT INCLUDED IN STUDY – BUT DID GET INCREASED)))**

12.03(a) Annual Base Charge ~~\$531.00~~ ~~\$500.00~~

Volumetric Charge per each 1,000 gallons ~~\$18.92~~ ~~\$17.82~~

<sup>63</sup>Article XIII added by Res#?

**EFFECTIVE 10/1/2025 through 9/30/2026**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence ~~\$700.00~~

3.06(e) 3<sup>rd</sup> Repeat Occurrence ~~\$1,000.00~~

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$30.60~~ ~~\$28.81~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes?? !!**)

9.03(b)(i) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$583.92~~ ~~\$531.00~~

Volumetric Charge per each 1,000 gallons ~~\$20.09~~ ~~\$18.92~~

**EFFECTIVE 10/1/2026 through 9/30/2027**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence ~~\$700.00~~

3.06(e) 3<sup>rd</sup> Repeat Occurrence ~~\$1,000.00~~

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$32.49~~ ~~\$30.60~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) xxx ~~\$32.49~~ ~~\$30.60~~ -monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) xxx ~~\$32.49~~ ~~\$30.60~~ monthly base charge.

9.03(a)(vii) \$44.14 monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes !!**)

9.03(b)(i) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

9.03(b)(ii) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$598.89~~ ~~\$583.92~~

Volumetric Charge per each 1,000 gallons ~~\$21.34~~ ~~\$20.09~~

**Article X. System Impact Charges (SIC) and System Development Assessment Charges (SDC) and System Impact Charges (SIC)** <sup>43</sup>

(A.) System Impact Charge (SIC) The System Impact Charge ("SIC") is a charge to new customers and to existing customers who modify, add, or construct facilities that impose a potential increased demand on the District's wastewater facilities.

Section 10.01 ~~System Development Charge (SDC) and~~ System Impact Charge (SIC)

- (a) The SIC is in addition to any amount that may be expended by the customer ~~owner/customer~~ for system improvements and other fees required by the District.
- (b) The SIC includes the calculations listed in Section 10.02 plus any additional direct or indirect fees incurred by the District to extend service to the tax parcel.
- (c) The SIC is due and payable ~~in full at the time of imposition by the Board.~~
  - 1) In full at the time of imposition by the Board.
  - 2) In accordance with a payment plan imposed by the Board.
  - 3) ???
- (d) For the purpose of calculating the SIC, the wastewater treatment plant capacity fee, force main pipe capacity fee, and connection fee published in the latest final assessment resolution before the effective date of the applicable charge shall be used.
- (e) The SIC is dependent upon the EDU assignment as calculated in Section 10.02 and the tax parcel's classification as follows:
  - (i) **Residential Tax Parcels.** For residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per dwelling unit, plus
    - 2) A force main pipe capacity fee per dwelling unit, plus
    - 3) A connection fee for connection to the wastewater system.
  - (ii) **Non-Residential Tax Parcels.** For non-residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus
    - 3) A fee per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
  - (iii) **Laundromats.** For purposes of calculating EDU ~~SDC's~~, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
  - (iv) **Mixed-Use Tax Parcels.** For mixed-use wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus

<sup>43</sup> Article X amended by Res #? to convert all future system impacts to SIC calculations, delete SDC calculations, delete subsections 10.01(b)(v)4, 10.01(b)(vi) & (vii), 10.01(c), 10.01(d), and supersedes Resolution 21-08-14.  
~~added by Resolution 21-08-14 on August 19, 2014.~~

# Do you have what it takes to be THE NEXT BIG KAHUNA?



**2025** **Your Name Here!**

**2024** **Mary Houston**  
Houston Insurance Agency

**2023** **Emily Strain & Heather Paboty**  
Coldwell Banker Schmitt

**2022** **Yvette Doherty**  
Coldwell Banker Schmitt

**2021** **Derek Papp, MD**  
Mariners Hospital

**2019** **Tom Morrison**  
Doc on The Rock

**2018** **Jason Richards**  
Coldwell Banker  
Schmitt

**2017** **Retz Reeves**  
Islamorada Investments

**2016** **Nelson Sanchez**  
Monroe County Sheriff

**2015** **Rob Stober, Esq.**  
Hershoff, Lupino & Yagel

**2013** **Vicki Walker**  
Centennial Bank

**2012** **Captain Skip Bradeen**  
Blue Chip Too Charters

**2011** **Rick Freeburg**  
Mariners Hospital

## YOU HAVE BEEN NOMINATED as one of the select few to participate in Good Health Clinic's BIG KAHUNA FUNDRAISING CONTEST!

### The Kahuna Purpose

Use your personal and professional contacts to promote awareness and support for Good Health Clinic - the ONLY free clinic providing comprehensive medical care to uninsured, financially struggling Keys residents.

### The Need

Good Health Clinic is an independent, community-funded 501(c)(3) nonprofit, and the support we receive is vital to helping us change and save the lives of our uninsured friends and neighbors in the Florida Keys.

### The Celebration

Enjoy an evening of fun where we reveal the winner of the Big Kahuna Contest and celebrate all your hard work!

For questions or to confirm your acceptance, contact:

Kate Banick, 305-619-0154  
kate@thegoodhealthclinic.org or  
Brittany Parker, 330-414-9610  
brittany@thegoodhealthclinic.org



**Good Health Clinic**

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

Meeting Date:

June 17, 2025

Agenda Item Number: G-1

Action Required:

Yes

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

**Contractor Agreement**

Summary:

Staff to present a contact agreement for approval.

## Reviewed / Approved

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

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

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

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

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

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

## Financial Impact

\$ 43,000.00

Expense

Funding Source:

N/A

Budgeted:

Yes

## Attachments

1. Contract for Caridad Pinon

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

General Manager

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

6-12-25



**Key Largo Wastewater Treatment District**

103355 Overseas Highway, Key Largo, FL 33037

Post Office Box 491, Key Largo, FL 33037

Phone (305) 451-4019 • Fax (305) 453-5807 • [www.klwtd.com](http://www.klwtd.com)

## **AGREEMENT**

**THIS AGREEMENT** is made this 1st day of July, 2025, by and between the following parties:

**PARTIES:**

The **Key Largo Wastewater Treatment District** (the “**District**”), whose address is:  
PO Box 491, Key Largo, FL 33037, and

Caridad Pinon (“**Contractor**”), whose address is:

106003 Overseas Highway, Apt. 1401, Key Largo, FL 33037

**STATEMENT OF WORK TO BE PERFORMED:**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Contractor agrees to perform the following work:

**KLWTD Facility Cleaning Services:**

Administration Office at \$200 per cleaning \* 105 per year = \$21,000.00

Plant cleaning at \$150 per cleaning \* 105 times per year = \$14,700.00

Vac I Office cleaning at \$120 per cleaning \* 53 times per year = \$6,360.00

Vac I House at \$60 per cleaning \* 6 times per year = \$360.00

Total - \$42,420.00

FY25 Budget - \$43,000.00

**CONSIDERATION:**

For and in consideration of the work to be performed by Contractor, the District agrees to pay Contractor the following sums at the following times or under the following conditions:

**Not To Exceed Amount to be paid to Contractor: \$ 43,000 Annually**

**When payment is to be made (date and/or conditions of payment):**

Payment is to be made under the following schedule and conditions: Bi-Monthly Billing

#### **INDEPENDENT CONTRACTOR:**

Contractor shall perform any and all work due under this Agreement as an independent entity. It is explicitly understood and agreed that Contractor, its employees, agents, and representatives are not employees of the District. No part of this Agreement shall be construed to establish an employer/employee relationship between the District and Contractor.

#### **AUTHORITY TO CONTRACT AND SUBCONTRACT:**

Contractor shall have no authority to incur any obligations or liabilities on behalf of the District. Contractor shall not enter into any subcontracts, other than those described herein, without obtaining prior written approval from the District. Should Contractor obtain prior written approval to enter into a subcontract with a qualified provider of services or materials, the Subcontractor shall acknowledge the binding nature of this Agreement and incorporate this Agreement, with attachments, into the subcontract.

#### **TERM AND TERMINATION:**

The term of this Agreement shall begin on July 1, 2025 and shall continue in effect until either party inform the other party by written notice that they wish to renegotiate the terms. Either party, upon thirty (30) days written notice may terminate this Agreement.

#### **COMPLIANCE WITH LAWS AND REGULATIONS:**

Contractor shall comply with all laws and ordinances, and the rules, regulations, or orders of all governmental authorities relating to the performance of the work. If any of the Agreement documents are at variance with any such requirements, the Contractor shall notify the District promptly on discovery of the variance.

#### **E-VERIFY SYSTEM PARTICIPATION:**

The District participates in the E-Verify System operated by the United States Department of Homeland Security. The Contractor shall certify to the District that it has registered with and utilizes the E-Verify System to confirm the work authorization of all newly hired employees and agrees to use the E-Verify System throughout the duration of this contract. The Contractor shall deliver to the District a copy of each affidavit required to be provided to Contractor by each Subcontractor stating that the Subcontractor does not employ, contract or subcontract with any unauthorized alien. In the event the District notifies the Contractor it has reason to believe that any Subcontractor providing services or materials in connection with Contractor's performance of its obligations under this contract is not using the E-Verify System, the Contractor shall immediately dismiss the Subcontractor.

#### **INDEMNITY AND HOLD HARMLESS AGREEMENT:**

Contractor agrees to indemnify and hold harmless the District, its agents and its employees, from and against all claims, damages, losses, and expenses, arising out of Contractor's performance of the work,

for bodily injury, illness, or death, or for property damage, including loss of use, caused in whole or in part by Contractor's negligent act or omission, or that of a Subcontractor, or that of anyone employed by them or for whose acts Contractor or the Subcontractor may be liable.

**ENTIRE UNDERSTANDING:**

This Agreement, along with any exhibits attached hereto, represents the entire understanding between the parties; and any representations, inducements, promises, or agreements, oral or otherwise, entered into prior to the execution of this Agreement are null and void. In the event of any inconsistency between the provisions of this Agreement and any provision of the Statement of Work or any other documents attached hereto, the provisions of this Agreement shall control. The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

**APPLICABLE LAW AND FORUM SELECTION:**

This Agreement shall be governed by and construed according to the laws of the State of Florida and venue shall be proper exclusively in Monroe County, Florida. EACH OF THE PARTIES HERETO IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

**ATTORNEYS' FEES**

If suit is brought by either party to enforce this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorneys' fees and costs of suit.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in duplicate on the day and year first above written.

KEY LARGO WASTEWATER  
TREATMENT DISTRICT

CARIDAD PINON

By: \_\_\_\_\_  
Peter Rosasco, General Manager

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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

Meeting Date:

June 17, 2025

Agenda Item Number: H-1

Action Required:

No

Department:

Customer Service

Sponsor:

Connie Fazio

Subject:

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

8-12-25

# Key Largo Wastewater Treatment District

## Customer Service Report

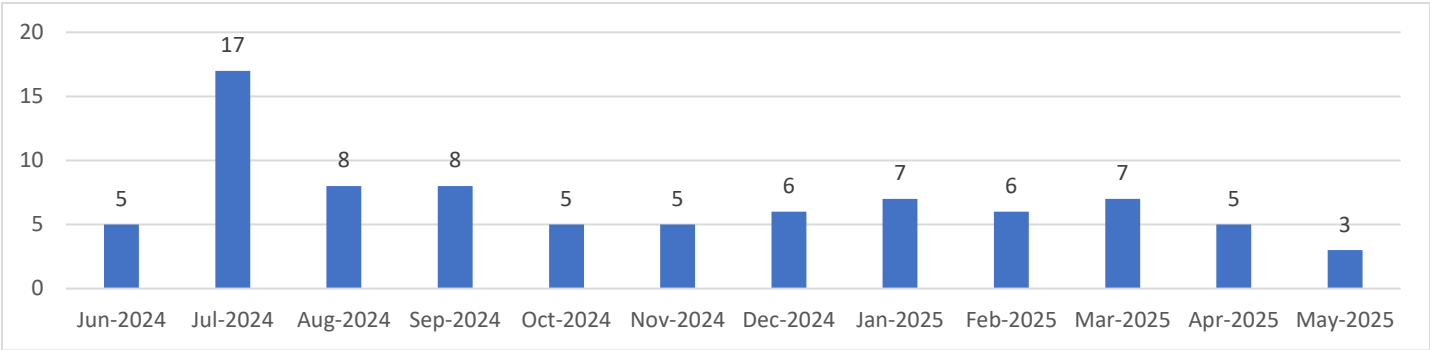
May 2025

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

### Customer Service Requests

	Total
Assessment	1
Billing	13
Damage	1
Demo	2
Field Department	9
Locate	1
MOD	5
NOA	6
Tie In Res	6
Total	44

### Number of Completed Wastewater Connections



### Completed Wastewater Connections of 3 Residential Properties:

#### New Connections:

- 530 Sound Dr
- 793 Oceana Ave
- 43 1<sup>st</sup> Ct

#### Reconnections:

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

Meeting Date:

June 17, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

**IT Report - May 2025**

Summary:

ENS will present the IT monthly report.

## Reviewed / Approved

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

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

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

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

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

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

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Monthly Report

Approved By: \_\_\_\_\_  
General Manager

Date: 6.12.25

## IT

The IT Department received 700 tickets and completed 694 tickets in May.

Project	Cost	Description
Comcast Contract Renewal	0\$	<ul style="list-style-type: none"><li>Working with Comcast to schedule Fiber installation at the plant and Admin.</li></ul>

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

Meeting Date:

June 17, 2025

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Connie Fazio

Subject:

**Budget and Finance Report - May 2025**

Summary:

Ms. Fazio will present the Budget and Finance 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: 6.12.25

# May 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	\$778,032.51	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$111,865.35	
Islamorada Revenue	\$107,568.45	
Interest Income	\$128,525.60	
Misc. Revenue (includes Stewardship and ACOE reimbursements, if applicable)	\$160,459.34	
District Expenditures (checks written)		\$1,211,523.51
Payroll		\$197,499.65
Total:	\$1,286,451.25	\$1,409,023.16

### FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
<b>June 2023</b>	10,164 (9,281 Residential 883 Commercial)	\$610,223.04	<b>June 2024</b>	10,182 (9,304 Residential 878 Commercial)	\$624,252.64
<b>July 2023</b>	10,140 (9,260 Residential 880 Commercial)	\$644,707.07	<b>July 2024</b>	10,212 (9,331 Residential 881 Commercial)	\$633,246.33
<b>Aug 2023</b>	10,167 (9,282 Residential 885 Commercial)	\$599,881.28	<b>Aug 2024</b>	10,213 (9,334 Residential 879 Commercial)	\$631,716.35
<b>Sept. 2023</b>	10,141 (9,258 Residential 883 Commercial)	\$693,024.47	<b>Sept. 2024</b>	10,200 (9,324 Residential 876 Commercial)	\$606,633.56
<b>Oct. 2023</b>	10,158 (9,275 Residential 883 Commercial)	\$570,143.86	<b>Oct. 2024</b>	10,201 (9,323 Residential 878 Commercial)	\$582,351.40
<b>Nov. 2023</b>	10,152 (9,272 Residential 880 Commercial)	\$567,443.79	<b>Nov. 2024</b>	10,200 (9,322 Residential 878 Commercial)	\$521,665.22
<b>Dec. 2023</b>	10,154 (9,275 Residential 879 Commercial)	\$638,428.80	<b>Dec. 2024</b>	10,204 (9,326 Residential 878 Commercial)	\$594,943.07
<b>Jan. 2024</b>	10,160 (9,278 Residential 882 Commercial)	\$534,961.66	<b>Jan. 2025</b>	10,207 (9,330 Residential 877 Commercial)	\$603,109.67
<b>Feb. 2024</b>	10,153 (9,274 Residential 879 Commercial)	\$431,382.57	<b>Feb. 2025</b>	10,211 (9,337 Residential 874 Commercial)	\$631,840.90
<b>Mar. 2024</b>	10,170 (9,286 Residential 884 Commercial)	\$863,381.29	<b>Mar. 2025</b>	10,188 (9,313 Residential 875 Commercial)	\$616,286.54
<b>April 2024</b>	10,195 (9,317 Residential 878 Commercial)	\$599,239.78	<b>April 2025</b>	10,219 (9,342 Residential 877 Commercial)	\$681,706.55
<b>May 2024</b>	10,212 (9,335 Residential 877 Commercial)	\$646,584.43	<b>May 2025</b>	FKAA Stats not available as of 6/9/25	\$778,032.51
<b>Total Revenue from June 2023 Through May 2024</b>		<b>\$7,399,402.04</b>	<b>Total Revenue from June 2024 Through May 2025</b>		<b>\$7,505,784.74</b>

***April 2025 Credit Card Fee Info***

**CC Total of KLWTD Customer Payments to FKAA \$191,759.51**

**2.5% of CC Charges: Total Cost to KLWTD \$4,793.99**

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

Meeting Date:

June 17, 2025

Agenda Item Number: M-1

Action Required:

No

Department:

Capital Projects

Sponsor:

Ed Castle

Subject:

**Capital Projects Report - May 2025**

Summary:

Mr. Castle will present the Capital Projects 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: 6.12.25

# Key Largo Wastewater Treatment District Capital Projects Report

Including updates through May 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	\$3,288,332.81	\$340,000.00	\$3,628,332.81
	Engineering Paid to Date	Construction Paid to Date	Balance to Completed (Anticipated)	Percentage Complete
	\$333,771.25	\$2,478,994.07	\$815,567.49	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.
- Modified SOP documents and Exhibits for operation of the vacuum trailer at each vacuum station are required to include additional safety items and feedback learned from startup of the trailer. Further discussion with AirVac has determined that they are not willing to own or validate the SOP and Exhibits directly but are willing to review the improved documents WEC has prepared and provide informal feedback if anything stands out or seems inconsistent.
  - The SOP and Exhibits are currently being reviewed by Reynolds and Benson Electric for their input.
- Change Orders #6 was approved at the board meeting (5/20) to add the cost of installing the blow-off valve on the discharge manifold of the District's vacuum trailer into Reynold's contract. This is 1/3 added safety features that relieve pressure in the event of over pressurization.
- District staff will complete the installation of the pressure transducer on the discharge manifold in house and is awaiting delivery of the part. This is 2/3 safety features added.
- Substantial completion was issued on 5/20 and Reynolds received a formal punch list of items to be completed to close out the project. The construction crew and project manager worked on completing this list through May.
  - Including: relocating butterfly valves on the vacuum lines to more accessible locations, coating touch ups, pipe supports, grating, supplying O&M manuals, as-buits, etc.
- Final completion is scheduled for 6/19, and Reynolds and WEC are working together to get the documentation together for project closeout.
- Reynolds, Benson, WEC staff and KLWTD staff attended the construction progress meetings on May 8th and May 22nd.

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	\$9,581,964.94	\$940,000.00	\$10,521,964.94
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$933,763.75	\$7,732,064.50	\$1,856,136.69	82%

- Work was completed in Basins A, B, D, G, H, F, I and JK
- Current Status:
  - Basin A: **316** installed (Basin complete)
  - Basin B: **376** installed (Basin complete)
  - Basin C: **113** installed (Basin installation in progress)
  - Basin D: **232** installed (Basin complete)
  - Basin E: **308** installed (Install complete Basin restoration in progress)
  - Basin F: **338** installed (Basin complete)
  - Basin G: **221** installed (Basin complete)
  - Basin H: **27** installed (Basin complete)
  - Basin I: **227** installed (Basin complete)
  - Basin J/K: **443** installed (Basin Complete)
  - Total project installed: **2,601** out of **2,899**
  - **Sensor installation is approx. 90 % complete (Note: This is only sensors and does not include other aspects of the project)**
- During April, Flovac, IVC, WEC, and KLWTD completed walkthroughs in Basin E0 (KLTV & KLTP). Punchlist was distributed and Substantial Completion was executed.
- Flovac and IVC continued working in Basin C (C-1 and C-2). Crews installed conduit and monitoring equipment, and rebuilt valves were installed.
- Valve rebuilds continued – 1,318 rebuilds completed.
- Change Order #6 was approved at the Board Meeting (5/20), and consisted of a balancing change order to allow for payment for missed months, (3) additional gateways that have been installed in the service area and the addition of tapping the force main in (30) locations to install pressure sensors.
- A construction progress meeting was held on May 20<sup>th</sup> and 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	\$3,343,823.76	\$435,000.00	\$3,778,823.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$429,732.50	\$2,720,372.62	\$628,718.64	83%

- The Effluent Filtration Upgrades project was awarded to Reynolds Construction in the amount of \$3,043,820.00 on May 15, 2023.
- WEC continued looking into additional testing through a separate company during this period as well as at the facility in Thomasville, GA.
- Reynolds conducted I&C testing in May, before removing the filter, to attempt to receive beneficial use of booster pump #4. It was not passed due to additional programming needed for the turbidimeter. They will be required to re-test again once the filter returns to the site.
- The catwalk metals were delivered on site for installation, the footers were poured in early May, and the catwalk was completed with the exception a few miscellaneous metal railings.
- It was determined that the filter had some manufacturer's defects and/or chemical reactions have occurred at multiple places on the filter, predominately on the welds. Reynolds met with Evoqua several times in May in efforts to come to a resolution and it was determined best and recommended by Evoqua to address this issue at the factory.
  - WEC also met with Alex Mass, Evoqua rep, to discuss ongoing resolution to warrantee and cost issues. This resolution will continue in the coming period.
- The filter was removed from the project site and transported to Evoqua's facility in Thomasville, GA, where it will undergo thorough inspection, testing, and necessary repairs.
- Evoqua's engineering team will perform hydrostatic leak testing and have a 3<sup>rd</sup> party inspector perform Positive Material Identification (PMI) on the stainless-steel filter tank components, conduct dye penetrant testing, and visual inspections on all interior welds. Results are pending from the water samples collected as well. Evoqua is to provide a final inspection report documenting all test results and corrective actions to the District.
- Reynolds, Benson, WEC staff and KLWTD staff attended the construction progress meetings on May 8th and May 22nd.

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)	\$2,670,450.00	\$3,083,983.07	\$485,000.00	\$3,568,983.07
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$362,868.55	\$159,135.26	\$3,046,979.26	15%

- The Power Conditioning and Electrical Upgrades at the WWTP was awarded to Pedro Falcon in the amount of \$2,670,450.00 on January 29<sup>th</sup>, 2025.
- The A/C Mini Split was mounted in the ATS room and pending complete hookup. The existing A/C unit is temporarily mounted to allow for the ATS to be cooled and prevent it from overheating. Contractor is awaiting the arrival of fuses rated for the unit to arrive on site before the AC can be put into commission.
- Pedro Falcon ran conduit along the tops of the SBRs to allow for the lighting and outlets to be ready to be pulled when the project is going on to its next phase.
- Conduit has mostly been run along the walkways of the SBRs 2 and 3 with the SBR 1 progressing quickly toward the end of the report period.
- Pedro Falcon worked with WEC staff to provide several pricing options for the change order which was approved at the 5/6 Board Meeting. This change order allows for the upgrade of the power conditioning device to 2500kVa, as well as the upgrading of the system conduit/wiring to allow for increased amperage of the system which will be required for the EQ Tank and Headworks project or any other future expansions. This change order is included in the costs above.
- Pedro Falcon was awarded Change Order #2 at the (5/20) Board Meeting. This change order authorizes Pedro Falcon to provide and install (6) disconnects, (1) at each vacuum station, and is the third and final modification needed for the safe operation of the vacuum trailer.
  - Submittals for the disconnects to be used have been approved and released by manufacturers to be installed at the (6) equipped vacuum stations. The contractor is awaiting the delivery then estimates 2 weeks for complete installations.
- Pedro Falcon, KLWTD and WEC staff attended the construction progress meetings on May 14<sup>th</sup> and May 28<sup>th</sup>.

Project	Original Contract Amount	Current Contract Amount (Including Direct Purchases, change orders and Amendments)	Engineering And Other Cost (Anticipated)	Total Project Cost (Anticipated)
Vacuum Stations Odor Control	\$4,009,141.26	\$4,009,141.26	\$400,000.00	\$4,409,141.26
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$152,267.50	\$153,817.66	\$4,103,056.10	7%

- The full Odor Control project was awarded to Belle Construction, LLC in the amount of \$4,009,141.26 on March 28<sup>th</sup>, 2025.
- The Pre-Construction meeting occurred on Thursday, April 10<sup>th</sup> at the KLWTD Plant.
- Belle Construction has submitted submittals for WEC review including relocation of existing odor control tank plans, fuel tank relocations, concrete and rebar submittals.
- The Easement Agreement at Vac Station A was approved at the May 6<sup>th</sup> Meeting. Belle Construction plans to begin placing the new fence line and clearing the vegetation in the next period.
- The existing Odor Control systems have been relocated at Vacuum Stations E, G, I, & JK and routed through only the smaller tank, with no fan. Odor Control effectiveness remains the same. Belle Construction will be removing the back-up large tank in the next period due to the small tanks effectiveness.
- The fuel tank at both Vacuum Station A and D has been replaced with a 500-gal temporary tank which has been wired into the existing generator while construction of the new generator slab commences. Belle Construction has sent FDEP the closure paperwork for Vacuum Station D and plans to submit the forms for Vacuum Station A in the next period.
- The concrete slab modification at Vacuum Station JK was poured on Tuesday, April 27<sup>th</sup>. Belle plans to coat the slab in the next period.
- The Rebar and formwork for the rehabilitation work for concrete slabs that will house the new odor control system at Vacuum Stations G and I are completed. Belle Construction plans to finish pouring concrete at these stations in the next period.

### Upcoming Construction Projects

Project	Estimated Total Cost	Status
<b>Direct Potable Reuse Demonstration Project</b>	\$1,504,301.25 (Anticipated)	The district has budgeted funds for a demonstration project to produce potable water from the WWTP's treated effluent. 2021 Florida legislation established Direct Potable Reuse (DPR) as a preferred effluent disposal method and provides for DPR projects to be eligible for grant funding, treating WWTP effluent as an Alternative Water Supply. The District has applied for a planning grant for this project and has requested grant funding to be allocated for the design, permitting, and construction of the DPR demonstration project. Initial estimates indicate that the volume of water produced in the DPR demonstration project would be in the range of 150,000 to 250,000 GPD.
<b>EQ Tank and Headworks Project</b>	\$4,500,000 (Anticipated)	The EQ Tank and Headworks Project involves the installation of 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.
<b>Blower Room Modifications Project</b>	\$250,000 (Anticipated)	The KLWTD staff has requested the addition of an access door behind blower #4 to better service the blower. Currently, the other blowers must be removed 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 Cutting Hole for Grommet in Sidewall of Pit (318 Belmont Ln.).**



**Figure 2 and 3. Dr. Mike excavating trench with Yeremi as a spotter (785 Bostwick St.).**



**Figure 4 and 5. Corrosion on the 316SS Evoqua 40X filter (On Site).**



**Figure 6 and 7. Corrosion on the 316SS Evoqua 40X filter (At Evoqua Factory).**



**Figure 8 and 9. Crane Removing a Flange to allow for the removal of the 40X Disk Filter.**



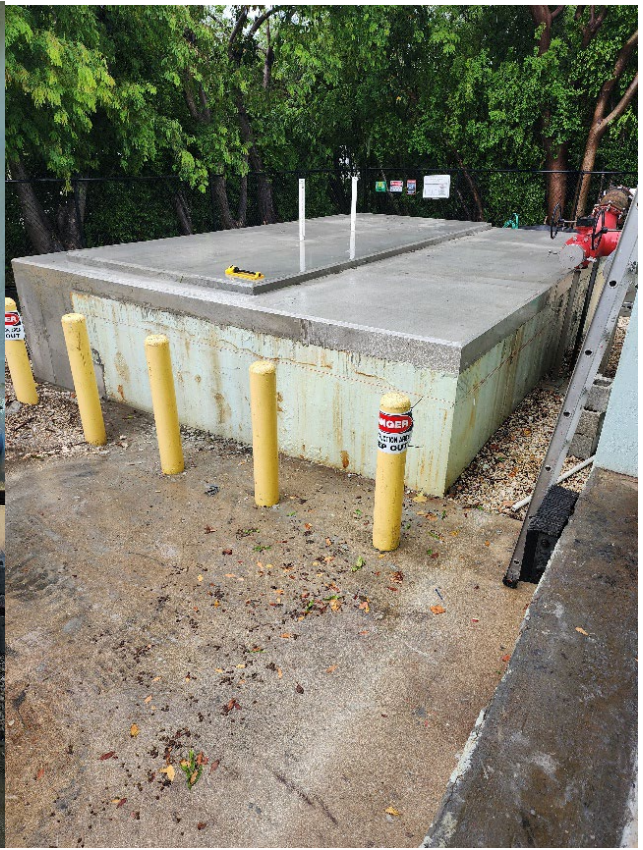
**Figure 10 and 11. Conduit stubbed up to both SBRs 2 & 3.**



**Figure 12 and 13. Running conduit and wires to complete installation of the Mini Split unit.**



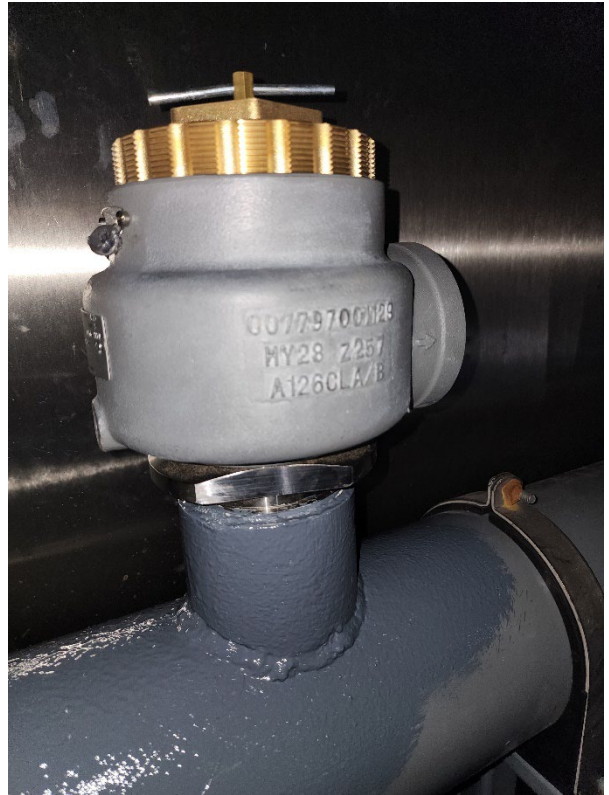
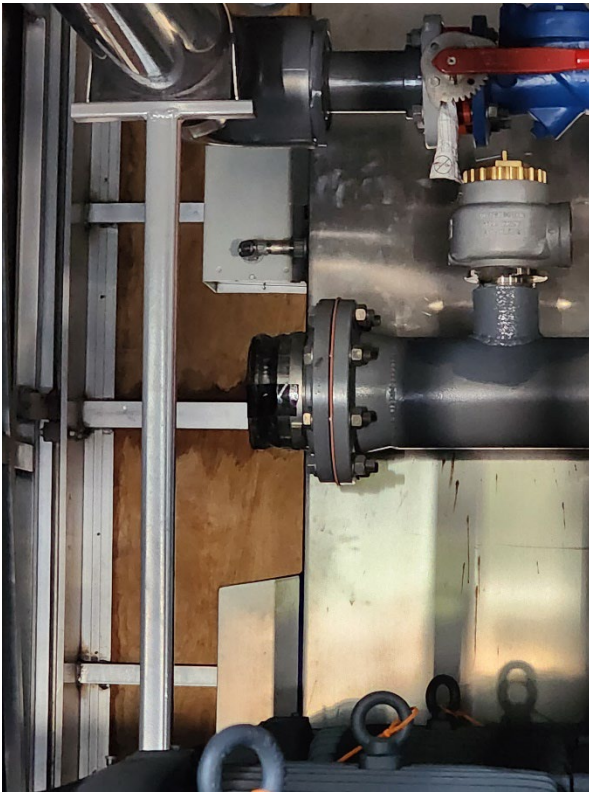
**Figure 14. Temporary Fuel Tank has been installed at Vacuum Station A by BOI and passed pressure testing.**



**Figure 15 and 16. Odor Control Slab curing at Vacuum Station JK. Coating occurring next period.**



**Figure 17 and 18. Rebar and Formwork for the Odor Control Slabs at Station G & I.**



**Figure 19 and 20. Pressure Relief Valve Installed on the Discharge Pipe of the Vacuum Trailer.**

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

Meeting Date:  
June 17, 2025

Agenda Item Number: P-1

Action Required:  
Yes

Department: Commissioner's Item  
Sponsor: Commissioner Heim

Subject:  
**General Rules and Regulations Draft**

Summary:

Commissioner Heim request Board decision on General Rules and Regulations Draft for P-1-A Leak abatement Rule and P-1-B District Fee Schedule Rule.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. P-1-A Draft Pages 28 & 29 2. P-1-B Draft Pages 50, 51, & 52
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

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

General Manager

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

6-12-25

(b) Review of Monthly Base Charge Procedure:<sup>42</sup> ~~Procedure for District Review~~

(i) Request for Review.

- 1) The District may initiate a review of the EDUs assigned to a tax parcel.
- 2) The owner of a tax parcel may request that the District review a tax parcel's EDU assignment used to calculate the monthly base charge by submitting an application provided by the District Clerk. The application must include:
  - a) a concise statement of the facts supporting the request for review and, if applicable, a statement of all disputed issues of material fact.
  - b) such other information the applicant believes to be material to the request.
  - c) Description of the relief the applicant is seeking.

(ii) Filing Application.

- 1) The application must be submitted to the District Clerk using US Postal service, or other third party service, facsimile, electronic mail (email), or in person to the District office.
- 2) Upon receipt at the District, the application shall be promptly time/date stamped received by the District Clerk.

(iii) Staff Review

- 1) The District may conduct one (1) or more informal discussions with the applicant and may request additional information and documentation.
- 2) An application is not considered complete until all additional information and documentation have been received and deemed sufficient.
- 3) District staff shall review, and if appropriate, recalculate the EDU's for the parcel using the methodology in Section 10.02(a)-(i) (Calculation of EDUs for Improved Nonresidential or Mixed Use tax Parcels.)
- 4) Staff shall endeavor to complete its review within fifteen (15) days of receipt of a complete application.
- 5) Upon completion of its review, staff shall prepare and submit a recommendation to the Board.
- 6) The District Clerk shall transmit, by US Postal Service and email, a copy of staff's recommendation to the applicant.
- 7) Within fifteen (15) days after receipt of the staff's recommendation, if the applicant disagrees with staff's recommendation, the applicant may request the Board hold a public hearing on the request.
- 8) The District Clerk shall place the request and staff recommendation on the Board's regular meeting agenda not less than thirty (30) days after staff issues its recommendation.

(c) Board Consideration.

- (i) The Board may accept, reject or modify the staff recommendation or, if the Board concludes that there are issues of material fact, the Board may schedule a public hearing.
- (ii) The Board's decision shall be the District's final action on the request.

(d) Monthly Volumetric Charge per 1000 Gallons (FKAA bill).

<sup>42</sup> Section 9.07(b) amended by Res #? to rewrite and completely replace rule 9.07(b).

(i) Except under one of the circumstances below and at the direction of the Board, there shall be no adjustment of a Monthly Volumetric Charge.

- 1) The customer provides proof of and FKAA confirms an error in the meter reading.
- 2) The customer has properly filed for and successfully obtained a credit from FKAA under the FKAA Leak Abatement Program. The adjustment of wastewater charges shall be calculated based upon the volumetric rate applicable at the time of the leak multiplied by the number of gallons that the FKAA has credited pursuant to its Leak Abatement Program.

**9.07(b) COMPLETELY DELETED AND REPLACED BY NEW 9.07(b) above..**

*9.07 (b) Procedure for District Review.*

~~(9.07)(b)(i) A customer may request adjustment of monthly charges at any time within sixty (60) days after the date of a bill for wastewater service. The District shall not be obligated to make any adjustment of monthly charges unless a written request is received within sixty (60) days of the bill date, unless otherwise addressed in the provisions of this Section. The District may initiate a review and possible adjustment of monthly charges at any time.~~

~~(9.07)(b)(ii) .. A customer request for review must contain:~~

~~(9.07)(b)(ii) 1) A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate.~~

~~(9.07)(b)(ii) 2) The rules, statutes, and other legal authority that the owner contends form the basis for relief.~~

~~(9.07)(b)(ii) 3) A demand for the relief the customer believes is appropriate; and~~

~~(9.07)(b)(ii) 4) Such other information which the owner believes to be material to the request for review.~~

~~(9.07)(b)(iii) . The request for review must be delivered to the District Customer Service Department where upon receipt, it shall be appropriately logged and time stamped. Acceptable methods of delivery includes US Postal service or other third party delivery service, facsimile, electronic mail (email) or in person.~~

~~(9.07)(b)(iv) The District shall review the customer request using the following process:~~

~~(9.07)(b)(iv) 1) .District staff will exercise due diligence to undertake review of a customer request promptly. If practicable, District staff will issue a recommendation decision to the Board within fifteen (15) business days after receipt of a completed customer request for review.~~

~~(9.07)(b)(iv) 2) . At any time prior to or during staff review, the District may conduct one or more informal discussions with the owner, and may request additional information and documentation. A request is not considered complete until after all additionally requested documentation has been submitted to the District.~~

~~(9.07)(b)(iv) 3) The assessment coordinator will review the EDU assignment of the customer's account, using the methodology provided in the most recent non-ad valorem assessment resolution under which the District assessed the tax parcel. If the customer's account is one of two or more accounts for service on a single tax parcel, and the assessment coordinator finds that there is sufficient evidence to change the EDU assignment for the requested account, the assessment coordinator will also review the EDU assignment for the entire parcel and all other customer accounts for service on the tax parcel.~~

**EFFECTIVE 3/1/2025 through 9/30/2025**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: (((NOT INCLUDED IN STUDY)))**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

~~3.06(e) 2<sup>nd</sup> Repeat Occurrence \$700.00~~

~~3.06(e) 3<sup>rd</sup> Repeat Occurrence \$1,000.00~~

**3.08 Customer's Duty to Maintain: FLAT FEE – NOT IN STUDY – DELETE FROM SCHEDULE?? – IT'S A LI,IT – NOT A FEE OR RATE))**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: (((NOT INCLUDED INSTUDY)))**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour ~~or portion thereof~~ over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour ~~of portion thereof~~ over 5 hours.

**9.03 Rates for Wastewater Service:**

9.03(a)(i) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$28.81~~ ~~\$27.13~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change !!**)

9.03(b)(i) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

**9.06 Service Charges: ((NOT INCLUDED IN STUDY))**

9.06(a) ~~\$150.00 per service call.~~

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually) ((NOT INCLUDED IN STUDY – BUT DID GET INCREASED)))**

12.03(a) Annual Base Charge ~~\$531.00~~ ~~\$500.00~~

Volumetric Charge per each 1,000 gallons ~~\$18.92~~ ~~\$17.82~~

**EFFECTIVE 10/1/2025 through 9/30/2026**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence \$700.00

3.06(e) 3<sup>rd</sup> Repeat Occurrence \$1,000.00

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$30.60~~ ~~\$28.81~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes?? !!**)

9.03(b)(i) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) \$150.00 per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$563.92~~ ~~\$531.00~~

Volumetric Charge per each 1,000 gallons ~~\$20.09~~ ~~\$18.92~~

**EFFECTIVE 10/1/2026 through 9/30/2027**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence \$700.00

3.06(e) 3<sup>rd</sup> Repeat Occurrence \$1,000.00

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$32.49~~ ~~\$30.60~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) xxx ~~\$32.49~~ ~~\$30.60~~ -monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) xxx ~~\$32.49~~ ~~\$30.60~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes !!**)

9.03(b)(i) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

9.03(b)(ii) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$598.89~~ ~~\$563.92~~

Volumetric Charge per each 1,000 gallons ~~\$21.34~~ ~~\$20.09~~

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

Meeting Date:

June 17, 2025

Agenda Item Number: P-2

Action Required:

Yes

Department:

Commissioner's Item

Sponsor:

Commissioner Heim

Subject:

## **General Rules and Regulations Draft**

Summary:

Commissioner Heim request Board discussion on General Rules an Regulations Draft for System Impact Charges (SIC) Rule.

### Reviewed / Approved

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

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

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

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

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

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

### Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

### Attachments

1. General Rules Draft Page 31

Approved By: \_\_\_\_\_  
General Manager

Date: 6.12.25

**Article X. System Impact Charges (SIC) and System Development Assessment Charges (SDC) ~~and System Impact Charges (SIC)~~** <sup>43</sup>

(A.) System Impact Charge (SIC) The System Impact Charge ("SIC") is a charge to new customers and to existing customers who modify, add, or construct facilities that impose a potential increased demand on the District's wastewater facilities.

Section 10.01 ~~System Development Charge (SDC) and~~ System Impact Charge (SIC)

- (a) The SIC is in addition to any amount that may be expended by the customer ~~owner/customer~~ for system improvements and other fees required by the District.
- (b) The SIC includes the calculations listed in Section 10.02 plus any additional direct or indirect fees incurred by the District to extend service to the tax parcel.
- (c) The SIC is due and payable ~~in full at the time of imposition by the Board.~~
  - 1) In full at the time of imposition by the Board.
  - 2) In accordance with a payment plan imposed by the Board.
  - 3) ???
- (d) For the purpose of calculating the SIC, the wastewater treatment plant capacity fee, force main pipe capacity fee, and connection fee published in the latest final assessment resolution before the effective date of the applicable charge shall be used.
- (e) The SIC is dependent upon the EDU assignment as calculated in Section 10.02 and the tax parcel's classification as follows:
  - (i) **Residential Tax Parcels.** For residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per dwelling unit, plus
    - 2) A force main pipe capacity fee per dwelling unit, plus
    - 3) A connection fee for connection to the wastewater system.
  - (ii) **Non-Residential Tax Parcels.** For non-residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus
    - 3) A fee per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
  - (iii) **Laundromats.** For purposes of calculating EDU ~~SDC's~~, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
  - (iv) **Mixed-Use Tax Parcels.** For mixed-use wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus

<sup>43</sup> Article X amended by Res #? to convert all future system impacts to SIC calculations, delete SDC calculations, delete subsections 10.01(b)(v)4, 10.01(b)(vi) & (vii), 10.01(c), 10.01(d), and supersedes Resolution 21-08-14.  
<sup>46</sup> ~~added by Resolution 21-08-14 on August 19, 2014.~~