



Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Tuesday, August 19, 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 August 5, 2025	4
G. GENERAL MANAGER	
1. FY2026 Proposed Budget	8
H. IT	
1. IT Report – July 2025	30
I. CUSTOMER SERVICE	
1. Customer Service Report – July 2025	32
J. BUDGET AND FINANCE	
1. Budget and Finance Report – July 2025	34
K. FIELD	
1. Field Report – July 2025	37
L. PLANT/FACILITIES	
M. CAPITAL PROJECTS	
1. Capital Projects Report – July 2025	46
2. KLWTD Power Conditioning Project Change Order #3	56

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:
August 19, 2025

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nick Mulick

Subject:
Minutes of August 5, 2025

Summary:
Staff to present the minutes of August 5, 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: _____

8-14-25



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, August 5, 2025

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:01 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, Timothy Maloney, 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; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Lexi Conner; IT Support Manny Santana

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Support Randy Redmond

Guest Appeared Virtually: Cynergy Consulting Cynthia Henderson

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

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

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES (F)

Minutes of July 15, 2025 (F-1)

Motion: Commissioner Majeska made a motion to approve the Minutes of July 15, 2025. Commissioner Maloney seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

Stewardship ILA (G-1)

Ms. Henderson discussed the current status of the Stewardship ILA.

IT (H)

IT Report – June 2025 (H-1)

Mr. Santana presented the IT monthly report.

CUSTOMER SERVICE (I)

Customer Service Report – June 2025 (I-1)

Ms. Fazio presented the Customer Service monthly report.

BUDGET AND FINANCE (J)

FY2026 Preliminary Budget (J-1)

Mr. Rosasco presented the Preliminary Budget for the Fiscal Year 2026.

FIELD (K)

Field Report – June 2025 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

Plant/Facilities Report - June 2025 (L-1)

Mr. Dempsey presented the Plant/Facilities monthly report.

CAPITAL PROJECTS (M)

Capital Projects Report – June 2025 (M-1)

Ms. Connor presented the Capital Projects monthly report.

KLWTD Power Conditioning Project Change Order #3 (M-2)

Mr. Suggs requested approval of Change Order #3 for the Power Conditioning Project.

Motion: **Commissioner Heim made a motion to table the request.**
 Commissioner Maloney seconded the motion. Motion passed without
 objection.

ENGINEERING (N)

No report in agenda.

LEGAL REPORT (O)

No report in agenda.

COMMISSIONER ITEMS (P)

Meeting Presentations from WQPP Meeting on July 24, 2025 (P-1)

Commissioner Heim presented slides from the WQPP Meeting on July 24, 2025.

ROUNDTABLE DISCUSSION (Q)

Commissioner Heim informed the Board that KLWTD General Rules and Regulations was complete and given to the Clerk.

Chairman Rodriguez informed the Board he was considering going to the WEFTEC Conference in Chicago.

ADJOURNMENT (R)

The meeting was adjourned at 7:01 p.m.

Nicolas Rodriquez, Chairman

Shannon McCully, Clerk

Seal _____

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

Meeting Date:
August 19, 2025

Agenda Item Number: G-1

Action Required:
Yes

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
FY2026 Proposed Budget

Summary of Discussion:

KLWTD's Fiscal Year 2026 proposed budget will be presented to the Board for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. FY26 Budget Memo 2. FY26 KLWTD Budget Narrative 3. FY26 Proposed Budget 4. Budget Resolution 15-2025
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____
General Manager

Date: 8-14-25



KLWTD FY26 Budget Memo

The KLWTD Preliminary FY26 Budget was presented at the 8/5/25 board meeting:

Total Budget: \$26,108,880

The KLWTD PROPOSED FY26 Budget will be presented at the 8/19/25 board meeting:

Total Budget: \$26,119,006

Changes from Preliminary FY25 to Proposed FY25 Budget:

1. Sludge Handling: Plant Dept: Decreased expense by \$57,650, from \$1,150,000 to \$1,092,350, based on quote received on 8/5/25.
2. Health Insurance: Increased by 15% in each department, vs. 3.1%; based on FL League of Cities' initial renewal received on 8/4/25. This amount may decrease based on further review by FL League of Cities. Total group health insurance was \$497,176 on preliminary budget and is now \$544,906 on the proposed budget, an increase of \$47,730.
3. Admin Vehicle: New expense line #257 \$32,000
4. Legal Counsel: Increased by \$3,138 (CPI increase of 3.1%)
5. Finance Director: Increased by \$2,824 (CPI increase of 3.1%)
6. General Manager: Increased by \$4,950 (CPI increase of 3.1%)
7. Property & Other Insurance Renewal: Decreased by \$22,866 (due to recent renewal information received from carrier)

Total of Changes #1 through #7 above: Increase of \$10,126

The Cash On Hand was adjusted to -\$251,070, to balance the budget once these changes were made.



Key Largo Wastewater Treatment District

Fiscal Year 2025/2026

Budget Narrative

Sewer Utility Fund

The Key Largo Wastewater Treatment District (“District”) was formed as an autonomous independent Special District and political body formed in 2002 by the Legislature of the State of Florida by House Bill 471, enacted as Chapter 2002-337, Laws of Florida, for the purpose of carrying out the planning, acquisition, development, operation, and management of a wastewater management system within the District’s boundaries in Key Largo, Monroe County, Florida.

The District operates and maintains a wastewater utility from mile marker 91 to 106 and southern portions of C-905 in North Key Largo. It provides service to approximately 10,500 improved parcels and approximately 10,205 accounts are billed monthly, representing approximately 14,990 EDUs. Operating as an enterprise fund, customer charges and assessments pay for the cost of operations and maintenance, debt service, and administrative costs.

Fund Overview

The District is structured on the basis of one individual enterprise fund. An enterprise fund is established by a government to account for activities similar to private business operations. The intent is that user charges make up for the costs of providing goods or services to the public. Enterprise funds use the accrual basis of accounting. Under this method of accounting revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of when the cash is received or paid. Also, all assets and liabilities associated with the entity are included on the balance sheet. Generally, accepted accounting principles applicable to enterprise funds are similar to those applicable in the private sector.

Budget Development

The annual budget is considered one of the most important documents adopted by the District’s Board of Commissioners each year. The budget reflects the District’s financial policies for the upcoming year by allocating the sources of funds for District services, and projecting expenditures for those services.

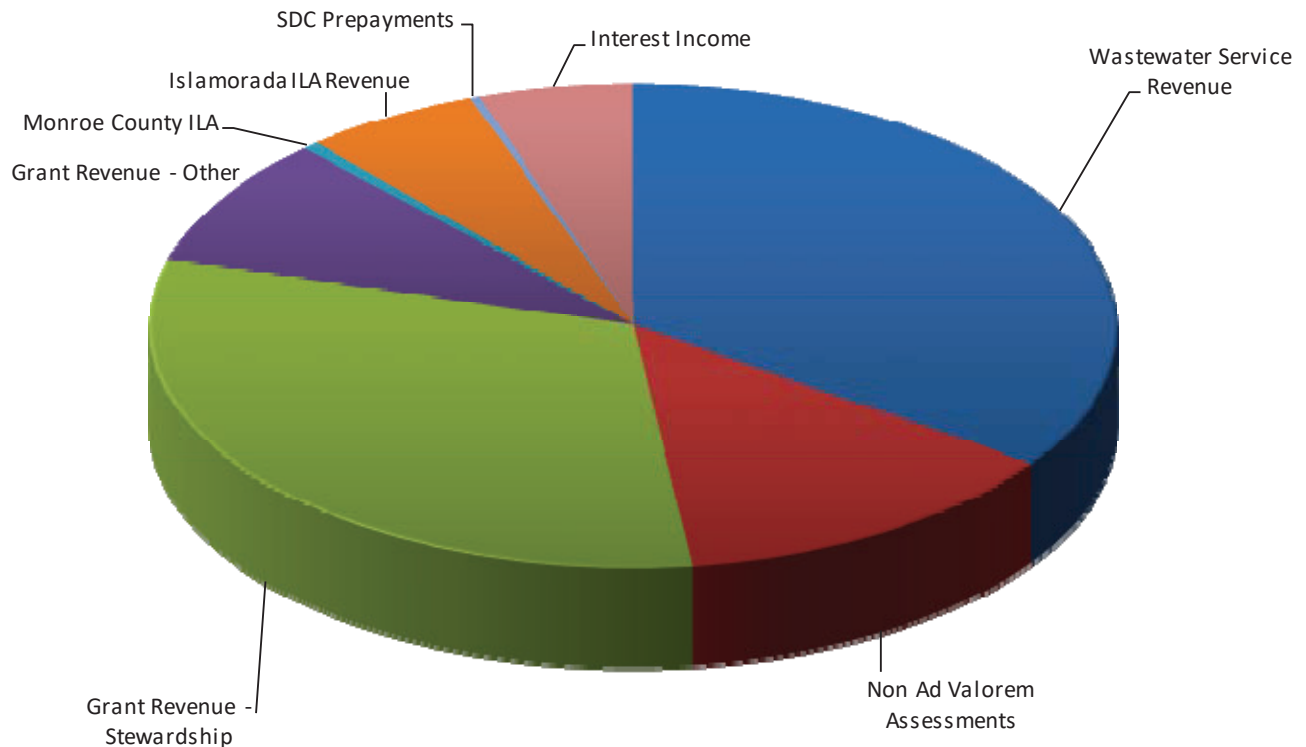
The District is focused on improvements that will continue to supply high quality service to our customers. Staff will continue to focus on the collection and disposal of wastewater in the most effective and efficient methods available. External funding sources, including grants, will continue to be aggressively sought.

Revenue Overview

The FY25-26 projected revenues and other sources of the District are as follows:

	FY 2025-26		FY 2024-25	
	Budget	% of Total	Budget	% of Total
Wastewater Service Revenue	\$ 8,002,067	30.64%	\$ 7,600,000	28.87%
Non Ad Valorem Assessments	3,098,450	11.86%	3,295,000	12.52%
Grant Revenue - Stewardship	7,225,000	27.66%	5,659,628	21.50%
Grant Revenue - Other	2,000,000	7.66%	4,066,373	15.45%
Monroe County ILA	125,000	0.48%	2,125,000	8.07%
Islamorada ILA Revenue	1,368,000	5.24%	1,366,000	5.19%
SDC Prepayments	75,000	0.29%	100,000	0.38%
Interest Income	1,200,000	4.59%	900,000	3.42%
Miscellaneous Revenue	55,000	0.21%	100,000	0.38%
Planned Use of Repair & Replacement Reserves	3,221,559	12.33%	2,346,118	8.91%
Use of/(Addition to) Reserves	(251,070)	-0.96%	(1,230,570)	-4.67%
	<u>\$ 26,119,006</u>	<u>100%</u>	<u>\$ 26,327,549</u>	<u>100%</u>

Where the Money Comes From



Wastewater Service Revenue (\$8,002,067)

The District's revenues, charges for wastewater services represent the largest source of budgeted operating revenue for the District. This revenue is derived by providing sewer collection and treatment services to the public. Users are charged for this service on their monthly water bill from the Florida Keys Aqueduct Authority ("FKAA"). Customers are charged a base service charge and a usage charge, which is based on their monthly water consumption.

Non Ad Valorem Assessments (\$3,098,450)

Non ad valorem assessments revenue is the annual assessments of system development charges to customers for providing the sewer infrastructure. Initially, assessments were levied in phases and customers were given the option to prepay the assessment in full, or to have the assessment spread over 20 years as a non ad valorem assessment on their tax bill from Monroe County. The assessment charge is calculated on the number of equivalent dwelling units ("EDU") for the serviced parcel. An EDU represents the equivalent to a single family unit and is based on 167 gallons per day of potable water usage.

Stewardship Grant Revenue (\$7,225,000)

The District was awarded Stewardship funding from the State of Florida. This cost reimbursable grant program will fund several of the District's capital projects.

Grant Revenue – Other (\$2,000,000)

The District anticipates that it will receive \$1,000,000 from the Federal Government through the Army Corps of Engineers for the reimbursement of capital project expenditures that are included in the project cooperation agreement (PCA). The District is also anticipating \$1,000,000 from the Resilient Florida Grant for mitigation work.

Monroe County ILA (\$125,000)

The District successfully negotiated an interlocal agreement with Monroe County to exchange the \$17,000,000 of Stan Mayfield funding that the State allocated to the District in FY13/14. In FY15/16 the District exchanged \$1,250,000 of Stewardship funding in return for annual payments from the County of funds that have an unrestricted use.

Stan Mayfield Funding Exchange	\$ 17,000,000
Stewardship Bill Funding Exchange	1,250,000
Payments received from Monroe County	(17,875,000)
Balance due from Monroe County	<u>\$ 375,000</u>

Monroe County ILA (\$2,125,000) - continued

Expected Mayfield \$17M & Stewardship	
2026	\$ 125,000
2027	125,000
2028	125,000
	<hr/>
	\$ 375,000
	<hr/>

Islamorada Wastewater Service & Insurance Surcharge Revenue (\$1,368,000)

The District and Islamorada, Village of Islands ("Village") have an interlocal agreement for the use of 32% of the District's plant capacity. The Village is charged a base rate of \$4.65 per 1,000 gallon of influent, not including any rate surcharges, at the District's advanced wastewater treatment plant. That rate is calculated at \$4.30 for treatment cost and \$0.35 for repair and replacement funding. The District began receiving flows from the Village on June 16, 2014.

The Interlocal agreement with the Village requires them to pay 32% of the insurance expense for the advanced treatment plant. The District invoices the Village annually for this surcharge.

System Development Charge Advance Payoff Revenue (\$75,000)

Customers have the option to pay off their system development charge at any time. Although substantially all of the serviced parcels have been assessed, customers may choose to either pay down or pay off their assessment in advance.

Interest Income (\$1,200,000)

The District is projected to earn interest income in FY25/26 from its interest bearing accounts and investing activities.

Miscellaneous Income (\$55,000)

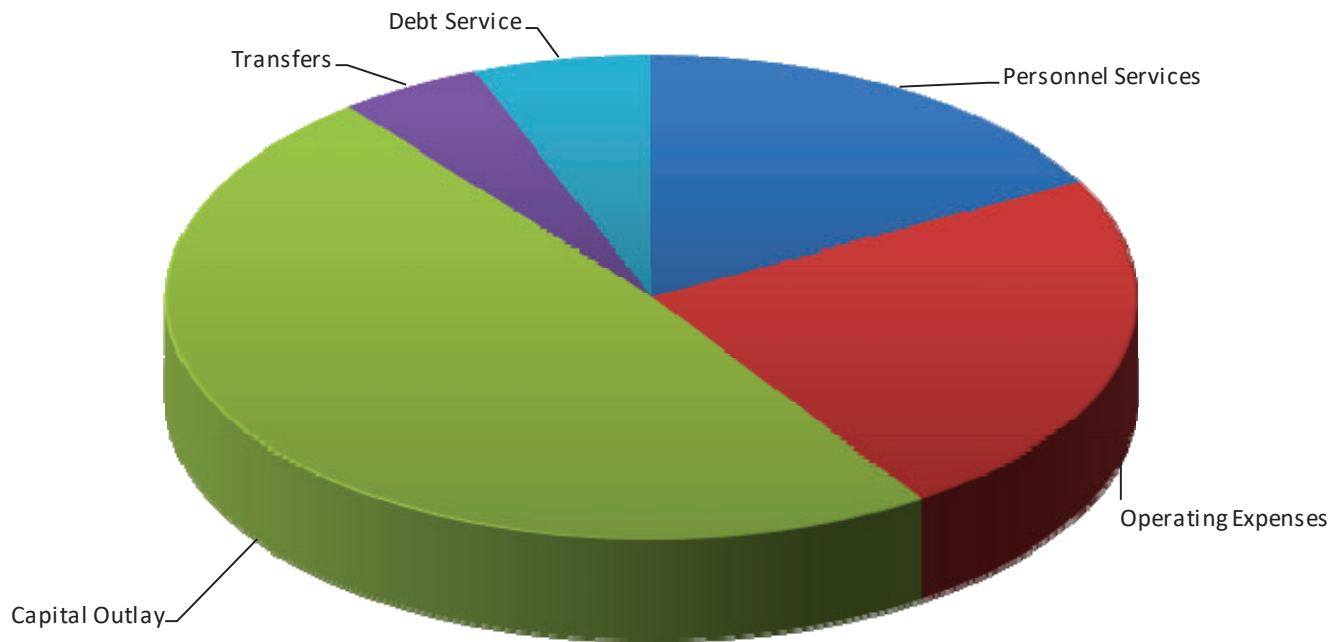
The District is projected to earn miscellaneous income in FY25/26 from various sources.

Expenditure Overview

The total projected appropriations of this budget are \$26,119,006. The following chart shows a summary of the budgeted appropriations by category:

	FY 2025-26		FY 2024-25	
	Budget	% of Total	Budget	% of Total
Personnel Services	\$ 4,493,429	17.20%	\$ 4,012,440	15.24%
Operating Expenses	6,116,632	23.42%	5,669,211	21.53%
Capital Outlay	12,699,984	48.62%	13,836,937	52.56%
Transfers	1,250,000	4.79%	1,250,000	4.75%
Debt Service	1,558,961	5.97%	1,558,961	5.92%
	<u>\$ 26,119,006</u>	<u>100%</u>	<u>\$ 26,327,549</u>	<u>100%</u>

Where the Money Goes



Personnel Services (\$4,493,455)

Personnel Services includes all salaries and benefits (including workers compensation insurance) for District employees.

Department	FY25-26	FY25-26	FY24-25	FY24-25
	FTE	Budget	FTE	Budget
Commissioners	NA	\$71,218	NA	\$69,076
Administrative	6	769,833	6	735,586
Plant	5	701,785	6	655,847
Field	17	2,025,987	17	1,766,665
Facilities	8	924,606	7	785,266
Total	36	\$4,493,429	36	\$4,012,440

Operating Expenses (\$6,116,632)

FY25/26 will be the sixteenth year of full operations.

Capital Outlay (\$12,699,984)

The FY25/26 budget includes appropriations for capital outlay. The following chart provides the details on the specific capital outlay items requested.

Capital Outlay Items***Capital Improvements (includes Engineering Design & CEI)***

Odor Control at Vac Stations	2,560,000
Effluent Filtration Upgrade	50,000
Power Conditioning & Electrical Upgrades WWTP	1,316,000
EQ Tank Headworks	2,700,000
Vac Station Ventilation Upgrades	441,125
Replace Vac Pit Collars	20,000
Ductile Iron Piping Corrosion	1,250,000
Vac System Monitoring	680,000
Engineering: Capital Prelim Design & Bgt	35,000
Engineering: Power Conditioning Vac Stns	61,275
Engineering: Vac Stn Sewage Tank Upg	400,000
Engineering: Coll Sys Action Plan (SAP)	100,000
Engineering: Service Connection Revision	20,000
SCADA Upgrade 3 servers	120,000
Capital Outlay: Vac Pump Rebuild & Spare	67,500
Capital Outlay: Grinder Pumps	21,000

Capital Outlay (\$12,699,984) - continued

Capital Outlay Items (continued)**Capital Improvements (includes Engineering Design & CEI)**

Capital Outlay: Field Ops Truck	70,000	
Capital Outlay: Admin Vehicle	32,000	
Vac Tank Replacement	2,500,000	
Capital Outlay - Computer Equipment	56,000	
Service Connection Construction Revision	75,000	
Sewage Pump VFD Spares	47,000	
Diffuser Sleeves for 1 tank	26,000	
Additional Security Cameras at Plant	10,000	
Vac Tron Tank Replacement	27,084	
New Hydraulic Pump and Power Unit	15,000	12,699,984
Total Capital Outlay		12,699,984

These projects, while budgeted, are still subject to board approval

Debt Service (\$1,558,961)

The FY25/26 budget includes appropriations for debt service on the District's one State Revolving Fund (SRF) loan. The SRF loan is paid semi-annually.

Debt Obligation	Annual Debt		
	Loan Balance @ 9/30/25	Service Principal Reduction	Loan Balance @ 9/30/26
SRF Loan 46401P	\$ 5,887,567	\$ 1,415,571	\$ 4,471,996

Transfers (\$1,250,000)

The FY25/26 budget includes transfers to the District's following reserve accounts: repair and replacement, self-insurance and insurance deductible. \$1,200,000 is projected to be transferred to the reserve for future repairs and replacements. The ILA with the Village also requires that \$0.35 of the \$4.65 flow charge be set aside for future repairs and replacements. The District is also going to reserve \$50,000 for insurance deductibles and for self-insurance. FY25/26 is the eighth year a contribution will be made to the self insurance & insurance deductible fund. At the end of FY25/26, the District expects to have \$13,250,000 in funding designated for repairs and replacements, \$5,375,000 for insurance deductibles and self-insurance.

Budgeted Transfer to R&R fund	\$ 1,200,000
\$0.35 of Islamorada Flow Charge	(97,849)
Total Required Transfer to R&R fund	(97,849)
Amount in EXCESS of minimum requirement	\$ 1,102,151

Excess reserve funding is required to meet the actual reserve and replacement funding necessary based on the engineering estimates. These reserve categories are important due to the District's unique island location. The District's goal is to maintain twelve months of operating expenses in unassigned cash as a reserve balance.

Unassigned Cash Balance as of Sept 30, 2024		\$ 21,428,703
Projected Revenues & Planned Used of Reserves FY24-25	\$ 18,802,579	
Projected Expenditures & Reserve Transfers FY24-25	<u>(15,243,776)</u>	
Projected Revenues in excess of Expenditures & Reserve Transfers FY24-25		<u>3,558,803</u>
Expected Unassigned Cash Balance as of Sept 30, 2025		24,987,506
Budgeted Revenues & Planned Use of Reserves FY25-26	\$ 26,370,076	
Budgeted Expenditures & Reserve Transfers FY25-26	<u>(26,119,006)</u>	
Budgeted Revenues in excess of Expenditures & Reserve Transfers FY25-26		<u>251,070</u>
Expected Unassigned Cash Balance as of Sept 30, 2026		\$ 25,238,576



KLWTD FY2026 PROPOSED BUDGET

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
	Revenues				
1	401-0000-325.100.00	Non Ad Valorem Assessments	3,295,000	3,098,450	-196,550
2	401-0000-343.500.00	Wastewater Service Revenue	7,600,000	8,002,067	402,067
3	401-0000-343.550.01	Islamorada Wastewater Flow Revenue	1,300,000	1,300,000	0
4	401-0000-343.550.02	Salinity Surcharge - Islamorada	0	0	0
5	401-0000-343.550.03	Islamorada Insurance Surcharge	66,000	68,000	2,000
6	401-0000-343.600.00	Monroe County ILA	2,125,000	125,000	-2,000,000
7	401-0000-361.100.00	Interest Income	900,000	1,200,000	300,000
8	401-0000-369.900.00	Miscellaneous Revenues	100,000	55,000	-45,000
9	401-5900-325.100.01	SDC Prepayments	100,000	75,000	-25,000
10	401-5900-334.350.01	ACOE Grant Revenue	1,990,000	1,000,000	-990,000
11	401-5900-334.350.02	Stewardship Grant	5,659,628	7,225,000	1,565,372
12	401-5900-334.350.03	Sea Level Rise Grant	2,076,373	0	-2,076,373
13	401-5900-334.350.04	Resilient FL Grant (mitigation)	0	1,000,000	1,000,000
14	401-5900-389.000.00	Cash on Hand	-1,230,570	-251,070	979,500
15	401-5900-389.000.01	Planned Use of R&R Reserves	2,346,118	1,662,600	-683,518
16	401-5900-389.000.02	Debt Service Reserves	0	1,558,959	1,558,959
TOTAL REVENUES:			26,327,549	26,119,006	-208,543

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
	Non-Departmental Expenses				
17	401-0000-581.000.01	Transfer to Repair & Replacement Fund	1,200,000	1,200,000	0
18	401-0000-581.000.02	Transfer to Insurance Deductible Reserve	50,000	50,000	0
19	401-0000-720.000.00	Debt Service Transfer	1,558,961	1,558,961	0
	TOTAL NON-DEPARTMENTAL EXPENSES		2,808,961	2,808,961	0
	ADMINISTRATIVE DEPT				
20	401-5130-110.000.00	Payroll-Board Meeting Compensation	69,076	71,218	2,142
21	401-5130-120.000.00	Payroll-Administration	558,243	597,260	39,017
22	401-5130-210.000.00	Payroll Taxes	47,990	51,139	3,149
23	401-5130-220.000.00	Retirement Contributions	37,639	38,904	1,265
24	401-5130-230.000.00	Group Health Premiums	79,060	75,726	-3,334
25	401-5130-230.001.00	Employee Benefit Administration Fees	500	500	0
26	401-5130-230.002.00	Group Life Insurance	904	904	0
27	401-5130-240.000.00	Workers Compensation Insurance	1,250	1,400	150
28	401-5130-250.000.00	Unemployment Compensation	10,000	4,000	-6,000
29	401-5130-311.000.00	Professional Services: Website & Misc.	17,000	17,000	0
30	401-5130-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	1,500	1,500	0
31	401-5130-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	3,000	3,740	740
32	401-5130-311.000.03	Prof. Svcs: Managed IT Services	23,100	23,100	0
33	401-5130-311.000.05	Prof,Svcs: NWPS 457(b) Admin Fee	3,500	3,500	0
34	401-5130-311.000.07	Professional Svcs: IT Security Svcs	42,500	42,500	0
35	401-5130-311.000.11	Professional Services: Safety Training	1,000	1,000	0
36	401-5130-311.000.14	Professional Svcs: Mobile Device Mgmt	4,100	5,500	1,400
37	401-5130-311.002.00	Professional Svcs: FKAA Billing Services	315,000	325,458	10,458
38	401-5130-311.003.00	Professional Svcs: Tax Collector Fees	11,000	11,000	0
39	401-5130-311.004.00	Professional Svcs: Utility Rate Consult	25,000	0	-25,000
40	401-5130-311.005.00	Professional Svcs: Tax Roll Svc	1,700	2,500	800
41	401-5130-311.006.00	Professional Svcs: Engineering	10,000	15,000	5,000
42	401-5130-312.000.01	Professional Svcs: Lobbyists-Henderson	60,100	60,100	0
43	401-5130-312.000.02	Professional Svcs: Lobbyists-Hicks	45,000	45,000	0
44	401-5130-313.001.13	Professional Svcs: Legal-General Counsel	101,210	104,348	3,138
45	401-5130-313.001.14	Professional Svcs: Legal-Outside Counsel	20,000	10,000	-10,000
46	401-5130-320.000.01	Professional Svcs: Accounting/Audit Svcs	38,000	35,000	-3,000
47	401-5130-320.000.02	Professional Svcs: Finance Director	91,092	93,916	2,824
48	401-5130-320.000.03	Professional Svcs: General Manager Svcs.	159,692	164,642	4,950
49	401-5130-341.000.02	BSA Software: Annual Licenses & Support	0	40,482	40,482
50	401-5130-341.000.04	GIS Services (ESRI)	11,500	0	-11,500
51	401-5130-341.000.05	EMAIL APPLICATIONS/MICROSOFT	16,000	20,000	4,000
52	401-5130-341.000.11	Document Management (M-Files)	3,000	6,000	3,000
53	401-5130-400.000.01	General Manager Travel & Training	12,000	10,000	-2,000
54	401-5130-400.000.02	Clerk Travel & Training	2,500	2,500	0

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
55	401-5130-400.000.03	Other Travel & Training	20,000	15,000	-5,000
56	401-5130-410.000.02	Advanced Cellular Svc / AT&T FirstNet	6,500	6,000	-500
57	401-5130-410.000.04	Internet (Comcast & AT&T)	7,000	6,300	-700
58	401-5130-410.000.05	Telephones / Data Comms	1,200	1,000	-200
59	401-5130-410.000.07	VOIP	3,600	3,600	0
60	401-5130-410.000.08	GPS / Fleet Services	275	250	-25
61	401-5130-411.000.02	IT:Hardware Repair Parts & Maint Upgrades	7,000	4,000	-3,000
62	401-5130-411.000.03	IT: Software and Software Upgrades	36,720	32,805	-3,915
63	401-5130-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	17,000	18,980	1,980
64	401-5130-420.000.00	Postage & Delivery Expense	2,700	2,700	0
65	401-5130-430.000.00	Water (Utility)-District Office	600	700	100
66	401-5130-432.000.00	Facility Cleaning	21,000	21,000	0
67	401-5130-432.001.00	Solid Waste	1,700	1,700	0
68	401-5130-435.000.00	Electricity	4,400	3,300	-1,100
69	401-5130-440.000.00	Rents & Leases	1,000	1,000	0
70	401-5130-450.000.00	Insurance (excluding W-Comp & Health)	432,882	460,941	28,059
71	401-5130-460.000.01	Repairs & Maintenance: Grounds Keeping	5,000	4,000	-1,000
72	401-5130-460.000.02	Repairs & Maintenance: Vehicles	1,500	2,000	500
73	401-5130-460.000.04	Repairs & Maintenance: Bldgs & Equip	30,000	20,000	-10,000
74	401-5130-470.000.00	Copier	7,260	7,000	-260
75	401-5130-480.000.00	Advertisements	10,000	10,000	0
76	401-5130-491.000.01	Storm Supplies & Preparation	2,000	2,000	0
77	401-5130-492.000.00	Bank Fees	500	500	0
78	401-5130-510.000.01	Office Supplies	12,000	14,000	2,000
79	401-5130-510.000.02	Printings	3,000	2,500	-500
80	401-5130-510.000.03	Office Furnishings	5,000	4,000	-1,000
81	401-5130-520.000.01	Employee Clothing/Uniforms	1,500	1,000	-500
82	401-5130-520.007.00	Regulatory, Permit & Recording Fees	1,000	2,000	1,000
83	401-5130-520.010.02	Fuel: Vehicles	1,000	500	-500
84	401-5130-521.000.00	Board: Travel, Admin, Office Supplies	6,000	8,000	2,000
85	401-5130-540.000.02	Clerk Dues	350	500	150
86	401-5130-540.000.03	Other Dues and Subscriptions	11,000	10,000	-1,000
87	401-5130-645.000.00	Capital Outlay: IT Equipment	8,500	0	-8,500
	TOTAL ADMINISTRATIVE DEPT		2,492,343	2,552,113	59,770
	PLANT DEPT				
88	401-5351-120.000.00	Payroll-Plant	499,307	527,824	28,517
89	401-5351-210.000.00	Payroll Taxes	38,197	40,379	2,182
90	401-5351-220.000.00	Retirement Contributions	28,539	31,669	3,130
91	401-5351-230.000.00	Group Health Premiums	79,060	90,919	11,859
92	401-5351-230.002.00	Group Life Insurance	494	494	0
93	401-5351-240.000.00	Workers Compensation Insurance	10,250	10,500	250
94	401-5351-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	1,600	500	-1,100
95	401-5351-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	6,210	5,000	-1,210

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
96	401-5351-311.000.03	Prof. Svcs: Managed IT Services	23,100	23,100	0
97	401-5351-311.000.11	Professional Services: Safety Training	1,500	2,000	500
98	401-5351-311.000.16	Plant Operating Consultant	0	0	0
99	401-5351-311.006.00	Professional Services: Engineering	75,000	80,000	5,000
100	401-5351-311.006.01	Engineering: Islamorada Misc Engineering	20,000	25,000	5,000
101	401-5351-400.000.00	Training, Education & Travel	5,000	2,500	-2,500
102	401-5351-410.000.02	Advanced Cellular Svc / AT&T FirstNet	1,000	2,100	1,100
103	401-5351-410.000.04	Internet (Comcast & AT&T)	6,300	6,300	0
104	401-5351-410.000.05	Telephones / Data Comms	1,500	1,000	-500
105	401-5351-410.000.08	GPS / Fleet Services	275	250	-25
106	401-5351-410.000.09	Radios / P25 MCSO Agreement	750	750	0
107	401-5351-410.000.10	Plant Gate Data Service	1,500	1,500	0
108	401-5351-411.000.02	IT:Hardware Repair Parts & Maint Upgrades	6,000	4,000	-2,000
109	401-5351-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	13,500	18,600	5,100
110	401-5351-420.000.00	Postage & Delivery Expense	28,000	28,000	0
111	401-5351-430.000.00	Water- Plant	5,200	5,500	300
112	401-5351-432.000.00	Facility Cleaning	4,950	4,950	0
113	401-5351-432.001.00	Solid Waste	12,000	12,000	0
114	401-5351-435.000.00	Electricity - Plant	450,000	480,000	30,000
115	401-5351-440.000.00	Rents & Leases	7,000	7,000	0
116	401-5351-460.000.01	Repairs & Maintenance: Grounds Keeping	6,000	6,000	0
117	401-5351-460.000.02	Repairs & Maintenance: Vehicles	1,000	1,000	0
118	401-5351-460.000.03	Repairs & Maintenance: Equipment	300,000	300,000	0
119	401-5351-460.000.04	Repairs & Maintenance: Buildings	40,000	40,000	0
120	401-5351-491.000.01	Storm Supplies & Preparation	2,000	2,000	0
121	401-5351-510.000.01	Office Supplies	3,500	4,500	1,000
122	401-5351-510.000.03	Office Furnishings	1,500	1,500	0
123	401-5351-511.000.00	Safety Supplies	3,500	7,500	4,000
124	401-5351-520.000.00	Employee Uniforms / Clothing	1,500	1,500	0
125	401-5351-520.001.00	Lab Services (sample analysis)	50,000	46,000	-4,000
126	401-5351-520.002.00	Sludge Handling	840,000	1,092,350	252,350
127	401-5351-520.003.00	Chemicals	800,000	750,000	-50,000
128	401-5351-520.004.00	Lab Supplies	40,000	40,000	0
129	401-5351-520.005.00	Supplies & Tools (plant operations)	12,000	18,000	6,000
130	401-5351-520.006.00	Immunizations	1,200	1,200	0
131	401-5351-520.007.00	Regulatory/ Permit Fees	6,500	1,000	-5,500
132	401-5351-520.010.01	Fuel: Equipment	1,000	500	-500
133	401-5351-520.010.02	Fuel: Vehicles	1,000	1,000	0
134	401-5351-520.010.03	Fuel: Generators	5,500	7,000	1,500
135	401-5351-540.000.00	Dues & Subscriptions	400	400	0
136	401-5351-645.000.00	Capital Outlay - Computer Equipment	5,500	0	-5,500
	TOTAL PLANT DEPT		3,448,332	3,733,285	284,953

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
	FIELD DEPT				
137	401-5352-120.000.00	Payroll-Field	1,336,596	1,532,235	195,639
138	401-5352-210.000.00	Payroll Taxes	102,250	117,216	14,966
139	401-5352-220.000.00	Retirement Contributions	78,420	91,934	13,514
140	401-5352-230.000.00	Group Health Premiums	224,002	257,602	33,600
141	401-5352-230.002.00	Group Life Insurance	1,397	1,400	3
142	401-5352-240.000.00	Workers Compensation Insurance	24,000	25,600	1,600
143	401-5352-311.000.01	Prof. Svcs: Alarm & Fire Monitoring	2,500	2,400	-100
144	401-5352-311.000.02	Prof Svcs: Fire Systems Maintenance Svcs	17,000	19,000	2,000
145	401-5352-311.000.03	Prof. Svcs: Managed IT Services	23,100	23,100	0
146	401-5352-311.000.11	Professional Services: Safety Training	3,500	7,500	4,000
147	401-5352-311.000.15	Solar Maintenance Contract	12,500	12,500	0
148	401-5352-311.006.00	Professional Services: Engineering	75,000	80,000	5,000
149	401-5352-341.000.06	GPServ/Trimble	4,100	4,100	0
150	401-5352-341.000.04	GIS Services (ESRI)		12,500	12,500
151	401-5352-341.000.13	GIS Upgrade	46,440	60,000	13,560
152	401-5352-400.000.00	Training, Education & Travel	11,000	18,000	7,000
153	401-5352-410.000.02	Advanced Cellular Svc / AT&T FirstNet	7,000	6,600	-400
154	401-5352-410.000.04	Internet (Comcast & AT&T)	19,000	18,500	-500
155	401-5352-410.000.05	Telephones / Data Comms	7,800	6,000	-1,800
156	401-5352-410.000.08	GPS / Fleet Services	2,800	3,500	700
157	401-5352-410.000.09	Radios / P25 MCSO Agreement	3,750	3,750	0
158	401-5352-411.000.02	IT:Hardware Repair Parts & Maint Upgrades	6,000	6,000	0
159	401-5352-411.000.03	IT: Software and Software Upgrades	0	10,500	10,500
160	401-5352-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	17,000	17,625	625
161	401-5352-430.000.01	Water- Vac Station A	450	450	0
162	401-5352-430.000.02	Water- Vac Station D	450	550	100
163	401-5352-430.000.03	Water- Vac Station F	450	400	-50
164	401-5352-430.000.04	Water- Vac Station G	450	400	-50
165	401-5352-430.000.05	Water- Vac Station I - house	450	900	450
166	401-5352-430.000.06	Water- Vac Station I & Office	800	500	-300
167	401-5352-430.000.07	Water- Vac Station JK	550	530	-20
168	401-5352-430.000.09	Water- Humpty Dumpty	300	310	10
169	401-5352-430.000.10	Water- Harborage	300	300	0
170	401-5352-430.000.12	Water- Peter Pan	300	300	0
171	401-5352-430.000.13	Water - Coastal WW	300	0	-300
172	401-5352-432.000.00	Facility Cleaning	12,100	12,100	0
173	401-5352-432.001.00	Solid Waste	3,000	3,000	0
174	401-5352-435.000.01	Electricity- Vac Station A	75,000	83,750	8,750
175	401-5352-435.000.02	Electricity- Vac Station D	75,000	78,000	3,000
176	401-5352-435.000.03	Electricity- Vac Station E	50,000	55,000	5,000
177	401-5352-435.000.04	Electricity- Vac Station F	2,500	2,500	0
178	401-5352-435.000.05	Electricity- Vac Station G	35,000	40,000	5,000

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
179	401-5352-435.000.06	Electricity- Vac Station I	15,000	11,000	-4,000
180	401-5352-435.000.07	Electricity- Vac Station I - house	2,000	2,000	0
181	401-5352-435.000.08	Electricity- Vac Station I - office	2,000	2,000	0
182	401-5352-435.000.09	Electricity- Vac Station JK	55,000	55,000	0
183	401-5352-435.000.11	Electricity- Humpty Dumpty	1,000	1,000	0
184	401-5352-435.000.12	Electricity- Harborage	1,000	1,000	0
185	401-5352-435.000.13	Electricity-Coastal WW/Largo Pk Lift Sta	1,200	1,000	-200
186	401-5352-435.000.14	Electricity-Peter Pan/Tweedy Pie	800	800	0
187	401-5352-440.000.00	Rents & Leases	5,000	6,000	1,000
188	401-5352-460.000.01	Repairs & Maintenance: Grounds Keeping	17,500	15,000	-2,500
189	401-5352-460.000.02	Repairs & Maintenance: Vehicles	25,000	30,000	5,000
190	401-5352-460.000.03	Repairs & Maintenance: Equipment	220,000	300,000	80,000
191	401-5352-460.000.04	Repairs & Maintenance: Buildings	25,000	35,000	10,000
192	401-5352-460.000.05	Repairs & Maintenance: Collection System	100,000	100,000	0
193	401-5352-460.000.05-CS SEWER	Repairs & Maintenance: Coll Sys/Cust Svc	2,000	2,000	0
194	401-5352-460.000.08	Grinder Pump Monitoring	4,500	4,500	0
195	401-5352-470.000.00	Copier	1,980	1,980	0
196	401-5352-491.000.01	Storm Supplies & Preparation	2,000	2,000	0
197	401-5352-510.000.01	Office Supplies	2,500	2,500	0
198	401-5352-510.000.03	Office Furnishings	3,000	3,000	0
199	401-5352-511.000.00	Safety Supplies	5,000	5,000	0
200	401-5352-520.000.00	Employee Uniforms / Clothing	3,200	3,200	0
201	401-5352-520.005.00	Supplies and Tools (field operations)	46,000	46,000	0
202	401-5352-520.006.00	Immunizations	1,500	1,500	0
203	401-5352-520.010.01	Fuel: Equipment	2,000	2,000	0
204	401-5352-520.010.02	Fuel: Vehicles	40,000	40,000	0
205	401-5352-520.010.03	Fuel: Generators	8,500	11,000	2,500
205	401-5352-540.000.00	Dues & Subscriptions	100	100	0
206	401-5352-645.000.00	Capital Outlay - Computer Equipment	7,000	0	-7,000
	TOTAL FIELD DEPT		2,882,335	3,301,132	418,797
	FACILITIES DEPT				
207	401-5354-120.000.00	Payroll-Facilities	598,289	695,356	97,067
208	401-5354-210.000.00	Payroll Taxes	45,769	53,195	7,426
209	401-5354-220.000.00	Retirement Contributions	35,897	41,721	5,824
210	401-5354-230.000.00	Group Health Premiums	92,236	120,659	28,423
211	401-5354-230.002.00	Group Life Insurance	575	675	100
212	401-5354-240.000.00	Workers Compensation Insurance	12,500	13,000	500
213	401-5354-311.000.03	Prof. Svcs. Managed IT Services	23,100	23,100	0
214	401-5354-311.000.11	Professional Services: Safety Training	2,550	4,000	1,450
215	401-5354-400.000.00	Training, Education & Travel	10,000	10,000	0
216	401-5354-410.000.02	Advanced Cellular Svc / AT&T FirstNet	1,000	1,300	300
217	401-5354-410.000.08	GPS / Fleet Services	1,300	1,300	0

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
218	401-5354-410.000.09	Radios / P25 MCSO Agreement	1,875	1,875	0
219	401-5354-411.000.02	IT:Hardware Repair Parts & Maint Upgrades	3,000	3,000	0
220	401-5354-411.000.05	Bus. Cont. & IT Disaster Rcvry & Backup	8,600	8,600	0
221	401-5354-432.000.00	Facility Cleaning	4,950	4,950	0
222	401-5354-460.000.02	Repairs & Maintenance: Vehicles	3,000	5,000	2,000
223	401-5354-460.000.03	Repairs & Maintenance: Equipment	1,200	1,200	0
224	401-5354-510.000.01	Office Supplies	1,000	1,000	0
225	401-5354-510.000.03	Office Furnishings	800	800	0
226	401-5354-511.000.00	Safety Supplies	1,500	2,000	500
227	401-5354-520.000.00	Employee Uniforms/ Clothing	1,500	1,800	300
228	401-5354-520.005.00	Supplies & Tools	20,000	20,000	0
229	401-5354-520.006.00	Immunizations	1,500	1,500	0
230	401-5354-520.010.02	Fuel: Vehicles	7,500	7,500	0
231	401-5354-645.000.00	Capital Outlay - Computer Equipment	3,000	0	-3,000
	TOTAL FACILITIES DEPT		882,641	1,023,531	140,890

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
	CAPITAL IMPROVEMENTS				
	Capital Projects with Engineering for FY26				
232	401-5900-311.006.00-2021-002	Engineering: Odor Control at Vac Stns	210,000	160,000	-50,000
233	401-5900-630.000.00-2021-002	Capital Outlay: Odor Control at Vac Stns	987,500	2,400,000	1,412,500
234	401-5900-311.006.00-2022-001	Engineering: Effluent Filtration Upgrade	87,000	50,000	-37,000
235	401-5900-630.000.00-2022-001	Capital Outlay: Effluent Filtration Upg	500,000	0	-500,000
236	401-5900-311.006.00-2022-009	Engineering -Power Cond & Elec Up @ WWTP	169,650	100,000	-69,650
237	401-5900-630.000.00-2022-009	Cap Outlay: Power Cond & Elec Upg WWTP	1,837,500	1,216,000	-621,500
238	401-5900-311.006.00-2022-010	Engineering: EQ Tank Headworks	146,250	450,000	303,750
239	401-5900-630.000.00-2022-010	Cap Outlay: EQ Tank Headworks	1,950,000	2,250,000	300,000
240	401-5900-311.006.00-2023-002	Engineering: Ventilation Upg @ Vac Stns	41,125	41,125	0
241	401-5900-640.000.00-2023-002	Vac Stn Ventilation Upgrade	0	400,000	400,000
242	401-5900-311.006.00-2024-003	Engineering: Replace Vac Pit Collars	25,000	0	-25,000
243	401-5900-630.000.00-2024-003	Capital Outlay: Replace Vac Pit Collar	350,000	20,000	-330,000
244	401-5900-311.006.00-2025-005	Engineering: Ductile Iron Piping Corrosi	150,000	250,000	100,000
245	401-5900-630.000.00-2025-005	Capital Outlay: Ductile Iron Piping Corr	850,000	1,000,000	150,000
246	401-5900-311.006.00-2022-004	Engineering: Vac System Monitoring	62,000	30,000	-32,000
247	401-5900-630.000.00-2022-004	Capital Outlay: Vac System Monitoring	1,225,000	650,000	-575,000
	Engineering Without Capital Projects in FY26				
248	401-5900-311.006.00-2022-000	Engineering: Capital Prelim Design & Bgt	35,000	35,000	0
249	401-5900-311.006.00-2022-008	Engineering: Power Conditioning Vac Stns	61,275	61,275	0
250	401-5900-311.006.00-2025-003	Engineering: Vac Stn Sewage Tank Upg	124,328	400,000	275,672
251	401-5900-311.006.00-2025-006	Engineering: Coll Sys Action Plan (SAP)	500,000	100,000	-400,000
252	401-5900-311.006.00-SvcConRv	Engineering: Service Connection Revision	20,000	20,000	0
	Capital Projects Without Engineering in FY26				
253	401-5900-630.0500-SCADA UPG	SCADA Upgrade 3 servers	0	120,000	120,000
254	401-5900-640.000.00-2023-017	Capital Outlay: Vac Pump Rebuild & Spare	75,000	67,500	-7,500
255	401-5900-640.000.00-2023-020	Capital Outlay: Grinder Pumps	17,500	21,000	3,500
256	401-5900-640.000.00-2024-011	Capital Outlay: Field Ops Truck	140,000	70,000	-70,000
257	401-5900-640.000.00-2024-011	Capital Outlay: Admin Vehicle	0	32,000	32,000
258	401-5900-640.000.00-2025-003	Vac Tank Replacement	0	2,500,000	2,500,000
259	401-5900-640.000.00-CAP IT	Capital Outlay - Computer Equipment	0	56,000	56,000
260	401-5900-650.003.00-SvcConRv	Service Connection Construction Revision	200,000	75,000	-125,000

	GL Number	Description	FY25 Adopted Budget	FY26 PROPOSED:	Change from FY25 to FY26
261	401-5900-640.000.00-2026-001	Sewage Pump VFD Spares	0	47,000	47,000
262	401-5900-640.000.00-2026-001	Diffuser Sleeves for 1 tank	0	26,000	26,000
263	401-5900-640.000.00-2026-002	Additional Security Cameras at Plant	0	10,000	10,000
264	401-5900-640.000.00-2026-0013	Vac Tron Tank Replacement	0	27,084	27,084
265	401-5900-640.000.00-2026-004	New Hydraulic Pump and Power Unit	0	15,000	15,000

Engineering & Capital Projects NOT Budgeted in FY26

266	401-5900-311.006.00-2018-007	Engineering: VPS Piping Mod	45,000	0	-45,000
267	401-5900-311.006.00-2022-003	Engineering: Lift Sta at KL Trailer Park	5,000	0	-5,000
268	401-5900-311.006.00-2023-005	Engineering: Direct Potable Reuse	62,073	0	-62,073
269	401-5900-311.006.00-2023-025	Engineering: Deep Inj Well Permitting	5,000	0	-5,000
270	401-5900-311.006.00-2023-027	Engineering: Isla NPK Pinch Valve FM	25,000	0	-25,000
271	401-5900-311.006.00-2024-001	Engineering: Grinder Pump Latrl Pit Upg	130,000	0	-130,000
272	401-5900-311.006.00-2024-002	Engineering: Ops Blower Room Mod	52,500	0	-52,500
273	401-5900-311.006.00-2025-002	Engineering: Coll Sys Sea Level Ph1 Proj	188,761	0	-188,761
274	401-5900-311.006.00-2025-004	Engineering: MJ Wood Fire Supp Dispute	15,000	0	-15,000
275	401-5900-630.000.00-2018-007	Capital Outlay:VPS PipingMod	200,000	0	-200,000
276	401-5900-630.000.00-2021-005	Capital Outlay: Effluent Inj Pump Repair	45,000	0	-45,000
277	401-5900-630.000.00-2022-003	Cap Outlay: Replace Lift Sta KL Trl Pk	112,800	0	-112,800
278	401-5900-630.000.00-2023-027	Capital Outlay: Isla NPK Pinch Valve FM	250,000	0	-250,000
279	401-5900-630.000.00-2024-001	Cap Outlay: Grinder Pump Lateral Pit Upg	251,000	0	-251,000
280	401-5900-630.000.00-2024-004	Capital Outlay: Vac Stn Interior Paint	105,000	0	-105,000
281	401-5900-630.000.00-2025-002	Cap Outlay:Coll Sys Sea Level Rise Ph1	1,887,612	0	-1,887,612
282	401-5900-640.000.00-2024-005	Cap Outlay: Digester Motive Pump Replace	238,118	0	-238,118
283	401-5900-640.000.00-2024-007	Cap Outlay: Inj Well Check Pump Valves	0	0	0
284	401-5900-640.000.00-2024-009	Capital Outlay: Forklift for Plant	0	0	0
285	401-5900-640.000.00-2025-007	Capital Outlay - Spectrophotometer	7,000	0	-7,000
286	401-5900-640.000.00-2025-008	Capital Outlay - SBR Blower VFD	60,000	0	-60,000
287	401-5900-640.000.00-2025-009	Cap Outlay - Plant Perimeter Security Upgr	12,000	0	-12,000
288	401-5900-640.000.00-2025-010	Capital Outlay - Replacement Vactron	110,000	0	-110,000
289	401-5900-640.000.00-2025-011	Capital Outlay - New Salinity Probes	42,000	0	-42,000
290	401-5900-640.000.00-2025-012	CAPITAL OUTLAY - NEW CLEAR VUS&SS PIPING	30,000	0	-30,000
291	401-5900-640.000.00-2025-013	Capital Outlay - Collection System Valve	32,000	0	-32,000
292	401-5900-640.000.00-2025-014	Capital Outlay - Vac Stn F Minks Vac Pump	16,500	0	-16,500
293	401-5900-640.000.00-2025-015	Solar Upgrades & Repairs to Existing Sys	62,100	0	-62,100
294	401-5900-640.000.00-2025-016	Capital Outlay - BSA Software Cloud Upgr	59,345	0	-59,345
TOTAL CAPITAL IMPROVEMENTS			13,812,937	12,699,984	-1,112,953

TOTAL EXPENDITURES	26,327,549	26,119,006	
---------------------------	-------------------	-------------------	--

TOTAL REVENUES	26,327,549	26,119,006	-208,543
TOTAL EXPENDITURES	26,327,549	26,119,006	-208,543

RESOLUTION NO. 15-2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, LOCATED IN MONROE COUNTY, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026 FOR THE DISTRICT; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the Key Largo Wastewater Treatment District Act (Ch. 2002-337, Laws of Florida, as amended) (the "Act"), the business and affairs of the Key Largo Wastewater Treatment District (the "District") are conducted and administered by its five-member Board of Commissioners (the "Board"); and

WHEREAS, the Board has those administrative duties set forth in the Act and in chapter 189, Florida Statutes, as the both may from time to time be amended; and

WHEREAS, pursuant to the Act and section 189.016(3), Florida Statutes, the Board has the power and the duty to adopt a budget by resolution each fiscal year.

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

Section 1. ADOPTION OF THE BUDGET AND AUTHORIZATION TO EXPEND FUNDS.

(A) The District Utility System Budget for the Fiscal Year ending September 30, 2026, attached hereto as Exhibit "A" is incorporated herein and is hereby adopted.

(B) Subject to the limitation in Section 1(D), below, the General Manager is hereby authorized to expend funds of the District for official purposes of the operation, maintenance, billing, customer services, construction, debt service payment, capital improvements and other business activities of the District in accordance with the adopted Budget.

(C) The amounts shown within the budget are established as a target level for each specific type of revenue or expenditure indicated. Recognizing that the items listed in the Budget may actually be higher or lower than those estimates, the Director of Finance is authorized to reallocate the adopted Budget within each department. Allocation of funds from one department to another is prohibited. Only the Board is authorized to increase the budgeted amounts for a department.

(D) The General Manager is authorized to expend funds not in the Budget in the event of an emergency related to the KLWTD utility system, which the General Manager reasonably believes may result in: danger or injury to persons; damage to assets of the District; or the inability of the district to provide wastewater services. As soon as possible thereafter, the General Manager or Director of Finance shall report to the Chairman of the Board any such actions taken or to be taken in such circumstances. However, such communication shall occur no later than 24 hours after such actions or events.

(E) The Director of Finance shall notify the Board when he or she determines that the actual revenues of the utility system are likely to be less than those indicated in the adopted Budget and shall also prepare a proposed revised Budget for the Board's review and consideration.

(F) The Board authorizes the General Manager and the Director of Finance to do all acts and things required of them by this Resolution and the Budget for the full, punctual, and complete performance thereof, and the Chairman and each member of the Board, officers, attorneys, and other agents of the District are hereby authorized and directed to execute and deliver any and all papers and instruments and to do and cause to be done all acts and things necessary or proper for carrying out the Budget and transactions contemplated by this Resolution, or Florida Statutes.

(G) In the absence of a Director of Finance, the Board may appoint an individual or entity to act on behalf of the Director of Finance and, in such case, all duties and responsibilities listed above of the Director of Finance shall inherently become the duties of that individual or entity.

Section 2. APPLICABILITY AND EFFECTIVE DATE.

This resolution shall take effect upon adoption by the Board of Commissioners.

INTENTIONALLY LEFT BLANK

RESOLVED AND ADOPTED this ____ of _____ 2025.

The foregoing RESOLUTION was offered by_____, who moved its approval.
The motion was seconded by _____, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Nicolas Rodriguez	_____	_____
Commissioner Susan Heim	_____	_____
Commissioner Robert Majeska	_____	_____
Commissioner Philip Schwartz	_____	_____
Commissioner Timothy Maloney	_____	_____

The Chairman thereupon declared Resolution No. 15-2025 duly passed and adopted the ____ day of _____, 2025

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____

Nicolas Rodriguez, Chairman

ATTEST:

Shannon McCully, Clerk

Approved to as to form and legal sufficiency:

Nicholas W. Mulick, General Counsel

SEAL

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

Meeting Date:
August 19, 2025

Agenda Item Number: H-1

Action Required:
No

Department:
IT

Sponsor:
ENS

Subject:
IT Report - July 2025

Summary:
ENS will present the IT monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By: _____

General Manager

Date: _____

8-14-25

IT

The IT Department received 772 tickets and completed 785 tickets in July.

Project	Cost	Description
Comcast Fiber installation.	0\$	<ul style="list-style-type: none"> Completed.
Windows 10 to Windows 11 Update	\$10,312.50 Budgeted	<ul style="list-style-type: none"> Windows 10 will no longer be supported after October 14, 2025. Upgrade will begin august 4th. 5 Machines per night will be upgraded.
Starlink Emergency Backup internet	\$3,039.04 Field and mobile unit \$2,353.18 Admin unit	<ul style="list-style-type: none"> \$65 dollars a month per unit. Back up emergency service. Working with Ryan to install in Admin and Plant

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

Meeting Date:
August 19, 2025

Agenda Item Number: I-1

Action Required:
No

Department: Customer Service
Sponsor: Connie Fazio

Subject:
Customer Service Report - July 2025

Summary:
Ms. Fazio will present the Customer Service monthly report.

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

Approved By: _____
General Manager



Date: 8.14.25

Key Largo Wastewater Treatment District
Customer Service Report

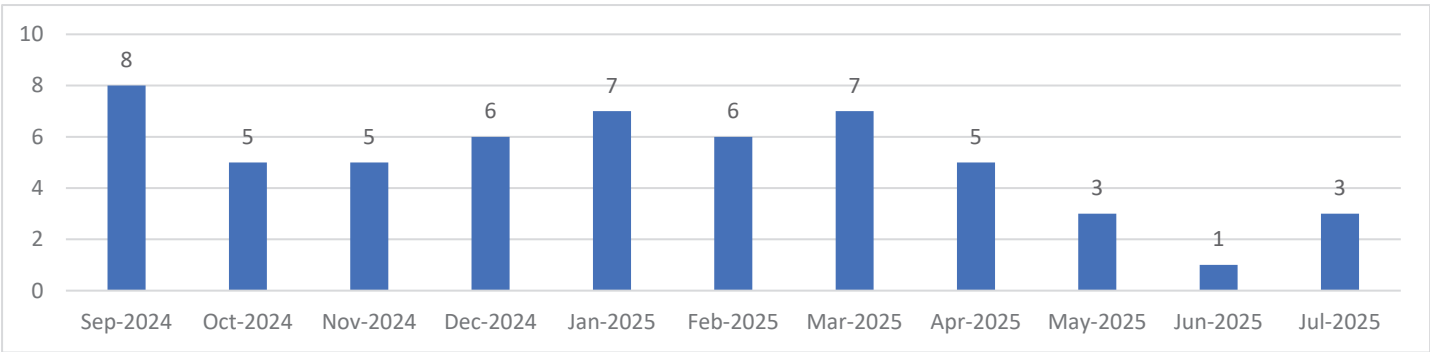
July 2025

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

Customer Service Requests

	Total
Billing	15
Demo	4
Field Department	12
Locate	1
MOD	9
NOA	6
Tie In Res	6
Total	53

Number of Completed Wastewater Connections



Completed Wastewater Connections of 3 Residential Properties:

New Connections:

Reconnections:

- 127 Mangrove Ln
- 128 Ellington Ct
- 116 Hilson Ct

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

Meeting Date:
August 19, 2025

Agenda Item Number: J-1

Action Required:
No

Department: Budget and Finance Sponsor: Connie Fazio

Subject:
Budget and Finance Report - July 2025

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

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

Approved By: _____

General Manager

Date: _____

8-14-25

July 2025

Budget and Finance Report

Long-Term Debt Summary	
SRF Loan KLNC 46401P	\$5,887,566.60

Next payment: January 2026: \$779,480.33

	Cash Flow	
	Deposits	Expenditures
Wastewater Billing Deposits Received	\$639,287.25	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$12,409.11	
Islamorada Revenue	\$115,650.15	
Interest Income	\$124,982.75	
Misc. Revenue (includes Stewardship and ACOE reimbursements, if applicable)	\$217,020.26	
District Expenditures (checks written)		\$1,213,936.58
Payroll		\$161,261.62
Total:	\$1,109,349.52	\$1,375,198.20

FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
Aug 2023	10,167 (9,282 Residential 885 Commercial)	\$599,881.28	Aug 2024	10,213 (9,334 Residential 879 Commercial)	\$631,716.35
Sept. 2023	10,141 (9,258 Residential 883 Commercial)	\$693,024.47	Sept. 2024	10,200 (9,324 Residential 876 Commercial)	\$606,633.56
Oct. 2023	10,158 (9,275 Residential 883 Commercial)	\$570,143.86	Oct. 2024	10,201 (9,323 Residential 878 Commercial)	\$582,351.40
Nov. 2023	10,152 (9,272 Residential 880 Commercial)	\$567,443.79	Nov. 2024	10,200 (9,322 Residential 878 Commercial)	\$521,665.22
Dec. 2023	10,154 (9,275 Residential 879 Commercial)	\$638,428.80	Dec. 2024	10,204 (9,326 Residential 878 Commercial)	\$594,943.07
Jan. 2024	10,160 (9,278 Residential 882 Commercial)	\$534,961.66	Jan. 2025	10,207 (9,330 Residential 877 Commercial)	\$603,109.67
Feb. 2024	10,153 (9,274 Residential 879 Commercial)	\$431,382.57	Feb. 2025	10,211 (9,337 Residential 874 Commercial)	\$631,840.90
Mar. 2024	10,170 (9,286 Residential 884 Commercial)	\$863,381.29	Mar. 2025	10,188 (9,313 Residential 875 Commercial)	\$616,286.54
April 2024	10,195 (9,317 Residential 878 Commercial)	\$599,239.78	April 2025	10,219 (9,342 Residential 877 Commercial)	\$681,706.55
May 2024	10,212 (9,335 Residential 877 Commercial)	\$646,584.43	May 2025	10,227 (9,350 Residential 877 Commercial)	\$778,032.51
June 2024	10,182 (9,304 Residential 878 Commercial)	\$624,252.64	June 2025	FKAA Stats not available as of 8/13/25	\$670,479.78
July 2024	10,212 (9,331 Residential 881 Commercial)	\$633,246.33	July 2025	FKAA Stats not available as of 8/13/25	\$639,287.25
Total Revenue from Aug 2023 Through July 2024		\$7,401,970.90	Total Revenue from Aug 2024 Through July 2025		\$7,558,052.80

June 2025 Credit Card Fee Info

CC Total of KLWTD Customer Payments to FKAA \$
2.5% of CC Charges: Total Cost to KLWTD \$

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

Meeting Date:
August 19, 2025

Agenda Item Number: K-1

Action Required:
No

Department:
Field Operations

Sponsor:
Rudy Perez

Subject:
Field Report - July 2025

Summary:
Mr. Perez will present the Field monthly report.

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

Approved By: _____

General Manager

Date: _____

8-14-25

Wastewater Field Operations

There were a total of 28 service calls for the month of JULY of these 13 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff 8 of those systems generated were found using the **(FVMS) Flo Vac Monitoring System**. The reports below detail the remaining 15 calls.

Date	Address	Incident	Response	KLWTD Issue
7/1/25	307 Buttonwood Cir.	A customer called stating that there might be a possible backup their shower was backing up.	Field Tech arrived and found that the pit was working properly. The cleanout was also observed and found dry, so the homeowner was advised to call a plumber.	NO
7/2/25	97000 Overseas Hwy	Plumber called needing assistance from KLWTD to shut down valve to Buttonwood Bay.	Upon Field Techs arrival it was noticed there was a broken pipe within the property. Tech was able to shut down the ISO valve so that the proper repairs were made.	NO
7/5/25	97280 Overseas Hwy	A customer called in to report that their grinder pump alarm was going off.	Upon Field Techs arrival pump was diagnosed to have failed. Once new pump was set up the system was put back into service.	YES
7/8/25	151 Marina Ave	Customers called in to report a backup. (Tavernier Fire Station)	Upon Techs arrival pit was found to be working properly. Cleanout was checked and found clear of any debris. The customer was notified. Private issue.	NO
7/8/25	8 120 E Shores Dr	A customer called to report a possible back up.	Field Tech arrived on site and found the pit to be in working order. The pit was manually discharged; the cleanout was found dry. (Homeowner issue)	NO

7/14/25	34 Atlantic Dr	The customer called to report sewage backing up.	Field Tech arrived onsite and found the pit to be working properly. Cleanout was checked and found clear of any blockage. (Homeowner issue)	NO
7/14/25	77 Lake Shores Dr	A customer called in to report a possible backup on KLWTD side.	Field tech arrived and found the pit to be working properly. All components were checked. (Homeowner issue)	NO
7/18/25	5 Palm Dr	The customer called stating that grinder pump was not working.	Field Tech arrived and found the system to be overwhelmed. Once the pump was changed the system was put back into service.	YES
7/18/25	1 Hibiscus Ave	A customer called to report a grinder pump alarm going off.	Upon Field Techs arrival the systems disconnect was found in the off position. Once breaker was turned on sump was cleared and alarm turned off.	NO
7/18/25	98200 Overseas Hwy	A customer called stating they've been having drainage issues for two days on both sides of the property.	Field Techs arrived and found that the issue was on the private side. The property has a private liberty pump that was not working. Issue on the private side.	NO
7/21/25	142 1 st Ct	Customer called stating that his cleanout was backing up.	Upon Field Tech's arrival they found that the pit was overwhelmed. Tech manually drained down the sewage in the sump. Tech found that the pit had a grease blockage within the sensor tube causing the pit to malfunction. Once blockage was removed pit was back in service.	YES

7/23/25	135 Casa Ct.	Customer called to report a backup at his duplex.	Field Tech arrived and manually discharged pit with no issues. Cleanout was located and observed and found dry, so the homeowner was notified. (Homeowners issue)	NO
7/23/25	101780 Overseas Hwy	The homeowner called to report the grinder pump alarm was going off.	Upon arrival, Field techs found that the alarm was on. When checking on the level of the sump, it was full. Opened panel and tested voltage and noticed the pump was way out of range. When further investigation the stainless-steel check valve combo was closed. Once opening sump was drained down and pump was back into service.	NO
7/25/25	96030 Overseas Hwy	Customer called to report that the grinder pump was not working.	Upon Field Techs' arrival they found everything to be working properly. The actual gravity side of the property was backed up, which fell on the homeowner's side. Property falls under KLWTD unique property program responsible for the grinder pump and the line that runs out to the connection point.	NO
7/30/25	106200 Overseas Hwy	Homeowner called stating that the bathrooms were not draining properly.	Pit was manually discharged to ensure proper function. Located cleanout found no signs of a backup, so the homeowner was notified. (Homeowner issue)	NO

Area Addressed with the Flow Vac Monitoring System

Date	Address	Incident	Response	Issue Found
7/4/25	50 Waterways Dr	Received a low vacuum alarm call from Vac Station E	Field Tech checked on the (FVMS) Flow Vac Monitoring System and went straight to the address with issue.	Controller
7/4/25	23 Mangrove Ln	Received a low vacuum alarm call from Vac Station A	Field Tech went to the Vac Station to isolate an area. Once determining an area. The (FVMS) was used to find the issue.	Bad Valve
7/11/25	571 Boyd Dr	Received a low vacuum alarm from Vac Station D	Field Tech Isolated tank valves into an area. Once determined they used the (FVMS) to find the issue.	Bad Valve
7/20/25	13 Seagate Blvd	Received a low vacuum call from Vac Station E	Field Tech isolated the tank to determine an area, once they isolated, they used the (FVMS) to find the issue.	Pit was diagnosed with having a bad valve.
7/20/25	1029 Adams	Received a low vacuum call from Vac Station D	Field Tech checked on the (FVMS) and went straight to the address with issue.	Bad Controller

7/24/25	40 Lauderdale Dr	Received a low vacuum alarm from Vac Station E	Tech isolated issue using the tank valves at the station. Then they used the (FVMS) ; Field Tech was able to locate the issue.	Bad valve
7/27/25	768 Bostwick Dr	Received a low vacuum alarm from Vac Station D	Using (FVMS) Field Tech was able to go directly to the issue.	Bad Valve
7/28/25	1016 Crane St	Received a low vacuum alarm from Vac Station D	Tech isolated the tank valves to determine the area. Once they determined the area, they used the (FVMS) to locate the issue.	Bad valve
			The remaining 5 generated calls: Are not under the (FVMS) FLO VAC MONITORING SYSTEM	

Field Techs tapping into an existing pit to run a new service lateral to 46 Seagate Blvd.



Field Techs adding a service lateral connection to
533 Sound Dr.



Field Techs assisting contractors at 1000 Shaw Dr. on off setting the lateral service to provide clearance to the Twin Lake drainage project.



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

Meeting Date:
August 19, 2025

Agenda Item Number: M-1

Action Required:
No

Department:
Capital Projects

Sponsor:
Steve Suggs

Subject:
Capital Projects Report - July 2025

Summary of Discussion:

Mr. Suggs will present the Capital Projects monthly report.

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

Approved By: _____

General Manager

Date: _____

8-14-25

Key Largo Wastewater Treatment District Capital Projects Report

Including updates through July 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	\$379,882.50	\$3,668,205.31
	Engineering Paid to Date	Construction Paid to Date	Balance to Completed (Anticipated)	Percentage Complete
	\$354,882.50	\$3,288,332.81	\$25,000.00	99%

- 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 the operation of the vacuum trailer at each vacuum station have been reviewed and adjusted based on the comments received from Benson and Reynolds.
- Final completion walkthrough was completed on 6/16 and all items have been completed to the satisfaction of the Engineer for project closeout.
- Reynolds and WEC worked together throughout the period to get the documentation together for project closeout on 7/08.
- Reynolds, Benson, WEC staff and KLWTD staff did not attend the construction progress meetings as items were closed out in the month of July.
- Meeting with AirVac was held on July 31st to get feedback from AirVac about operational documents and discuss the request for the AirVac proposal to program the pressure transmitter into control panel.
 - Awaiting proposal for the programming of the pressure failsafe.
 - Pressure transmitter device delivered on site and awaiting installation by District staff and Pedro Falcon to wire signal and power wiring into trailer control panel.

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	\$990,000.00	\$10,571,964.94
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$980,751.25	\$7,882,378.44	\$1,708,835.25	84%

- 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: **280** installed (Basin installation in progress)
 - Basin D: **232** installed (Basin complete)
 - Basin E: **308** installed (Install complete)
 - 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: **2,768** out of **2,899**
 - **Sensor installation is approx. 95 % complete (Note: This is only sensors and does not include other aspects of the project)**
- Valve rebuilds continued – 1,365 rebuilds completed.
- Flovac and IVC continued working in Basin C (C-3 and C-4). Crews installed conduit and monitoring equipment, and rebuilt valves were installed throughout July.
 - Specifically, installations were completed along Colson Dr, Miramar Dr, Musa Dr, Bunky St, Bostwick Dr, George St, Bowie Ln, Crane St, Pimlico Ln, Belmont Ln, and Ellen Dr.
- It was discussed that KLWTD would like to do a trial run of the sensors in areas that will not require the addition of holes in the mains. WEC and FloVac have been working together throughout the period to determine 5-7 initial locations and areas of high concern or easy installation.
- A construction progress meeting was held on July 17th 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	\$505,000.00	\$3,848,823.76
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete
	\$448,725.00	\$2,882,800.16	\$517,298.60	87%

- The Effluent Filtration Upgrades project was awarded to Reynolds Construction in the amount of \$3,043,820.00 on May 15, 2023.
- 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, prompting the filter to be removed from the project site (5/29) and transported to Evoqua's facility in Thomasville, GA where it would undergo thorough inspection, testing, and necessary repairs.
- Evoqua's engineering team performed hydrostatic leak testing, and a 3rd party inspector performed Positive Material Identification (PMI) on the stainless-steel filter tank components, conducted dye penetrant testing, and visual inspections on all interior welds.
- WEC staff attended the Certified Weld Inspection (CWI) testing on June 30-July 2nd and witnessed the tail end of the hydrostatic testing, PMI results, and dye penetration testing in the Evoqua factory, documented locations of failure, and discussed corrective actions with Evoqua project manager.
- Results received on 7/18 from the water samples collected at the WWTP. Evoqua provided a final inspection report documenting all test results and corrective actions to the District on July 18th.
- WEC and Reynolds are working together to provide a formal response to Evoqua's inspection summary report and complete the necessary steps needed in order to have the filter fixed and returned to the site in operational condition.
- Reynolds, WEC staff and KLWTD staff attended the construction progress meeting on July 24th.

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
	\$393,998.55	\$843,189.41	\$2,331,795.11	35%

- The Power Conditioning and Electrical Upgrades at the WWTP was awarded to Pedro Falcon in the amount of \$2,670,450.00 on January 29th, 2025.
- By the end of July, approximately 70% of all conduits for the project had been installed.
- Pedro Falcon installed pull strings in completed conduit runs in preparation for pulling wire. The crew began pulling power wiring from the new PVC junction box on SBR #3 to the Post EQ tank at the end of the month.
- Rubber isolation barrier was installed between the stainless-steel Unistrut racks and the aluminum column of the elevated walkway to prevent galvanic corrosion.
- The contractor labeled and color-coded new PVC conduits throughout the period.
- Almost all site lighting and poles have been installed except for the pole near the front gate and the Filter Platform.
- Unit deliveries and staging were completed for the upcoming disconnect modifications at all vacuum stations. Deliveries included disconnect switches, conduits, and mounting hardware needed to provide safe connection points for powering the vacuum trailer at each vacuum station wall.
 - Pedro Falcon began work at Vacuum Stations E and D at the end of July.
- During July, technical discussions were held with the manufacturer (UST) regarding the internal electronic bypass included in the SureVolt design. Unlike a traditional “cold” bypass that isolates the unit during an overheat or failure, the installed bypass still allows power to flow through the unit while in “bypass mode.”
 - WEC and Pedro Falcon evaluated the operational risks and developed a proposed change order to address the bypass configuration. This recommendation will be presented to the KLWTD Board for review.
- Pedro Falcon, KLWTD and WEC staff attended the construction progress meetings on July 9th and July 23rd.

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
	\$180,485.00	\$668,255.88	\$3,560,400.38	19%

- The full Odor Control project was awarded to Belle Construction, LLC in the amount of \$4,009,141.26 on March 28th, 2025.
- As of July, 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.
- **Vacuum Station A** – During July, the new fence line was installed after clearing and grubbing the easement area. Base material for the building foundation extension was spread and compacted. A drainage swale was rough-graded behind building and along the fence line. Piles for the foundation were drilled, rebar cages formed, and concrete poured on 7/29. Additionally, drainpipe was placed in the trench to be cast into the new foundation.
- **Vacuum Station D** – Contractor formed the rebar and placed forms for (2) concrete slabs to support the odor control system and generator enclosure, with the concrete pour completed on 7/8. Page Excavating trenched for new generator conduit and conduits were installed in the trench and along the vacuum station wall. Wall penetrations were cored, and unistrut racks were mounted to the ceiling inside the station for electrical conduit in late July.
- **Vacuum Station E** – Lime rock base was installed and compacted for the new odor control slab. The piles for the foundation were drilled, rebar cages installed, and concrete for piles poured. Form boards and rebar mat were installed for the slab, with concrete poured on 7/25.
- Drywell locations at **Vacuum Stations G, I, J/K, and E** were GPS-located by WEC inspector and locations were reviewed by WEC staff for approval.
- Belle Construction, KLWTD, and WEC staff attended a progress meeting on July 17th and July 31st.

Upcoming Construction Projects

Project	Estimated Total Cost	Status
Direct Potable Reuse Demonstration Project	\$1,504,301.25 (Anticipated)	The district has budgeted funds for a demonstration project to produce potable water from the WWTP's treated effluent. 2021 Florida legislation established Direct Potable Reuse (DPR) as a preferred effluent disposal method and provides for DPR projects to be eligible for grant funding, treating WWTP effluent as an Alternative Water Supply. The District has applied for a planning grant for this project and has requested grant funding to be allocated for the design, permitting, and construction of the DPR demonstration project. Initial estimates indicate that the volume of water produced in the DPR demonstration project would be in the range of 150,000 to 250,000 GPD.
EQ Tank and Headworks Project	\$8,000,000.00 - \$10,000,000.00 (Anticipated)	The EQ Tank and Headworks project consists of a new 1.00 MGD pre-equalization tank and a new headworks screening system. The design for this project has surpassed the 60% milestone. The project team is actively coordinating with manufacturers and suppliers on key design components such as the odor control system, aeration diffusers, headworks screens, and disposal system. Pricing for several components has been received and is under review as design coordination and equipment selection progress. A permit modification has been submitted to FDEP to reflect the proposed improvements, with coordination ongoing to address any RAIs. The District is also working closely with the Village of Islamorada, its largest customer, as they evaluate design changes involving in-line booster pumps and macerators, which could increase peak flows and require additional screening capacity. Hydraulic modeling has been completed to assess potential impacts, and once results are finalized, the District will review for compatibility with the upgraded headworks system.
Blower Room Modifications Project	\$250,000 (Anticipated)	The KLWTD staff has requested the addition of an access door behind blower #4 to better service the blower. Currently, the other blowers must be removed to access blower #4. These modifications will allow for more efficient service of the blowers. This project is currently in the preliminary design phase.



Figures 1 & 2. FloVac Crew Securing Module to Pedestal and Controller and Module Close-up.



Figure 3. Strapping Conduits to Newly Installed Unistrut Racks Underneath Grate Bridge at SBR #3.

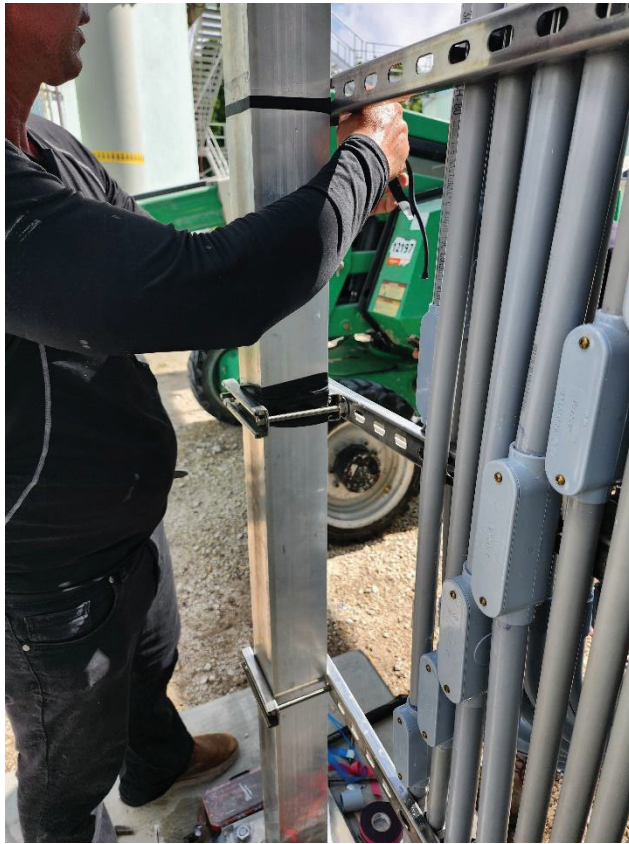


Figure 4 & 5. Barrier Rubber Tape & Wire Pull Strings Installed



Figures 6 & 7. New Odor Control and Generator Slabs at Vacuum Stations D



Figures 8. New Odor Control Slab at Vacuum Station E

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

Meeting Date:
August 19, 2025

Agenda Item Number: M-2

Action Required:
Yes

Department:
Capital Projects

Sponsor:
Steve Suggs

Subject:
KLWTD Power Conditioning Project Change Order #3

Summary of Discussion:

Change Order #3 for the Power Conditioning Project will be submitted to the Board for approval. This change order includes the addition of receptacles and conduit around the SBR tanks, the installation of conduit for the booster pump basin, and the incorporation of an automatic bypass in the SureVolt power conditioning unit, to address design considerations.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 125,162.46	1. Change Order Form #3 2. Engineer's Memos
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	Grant(s)	
District Clerk: _____	Budgeted:	
Engineering: _____	No	

Approved By: _____

General Manager

Date: _____

8-14-25

MEMORANDUM

To: Peter Rosasco, General Manager
From: Steve Suggs, PE
Date: August 19th, 2025
Re: Power Conditioning Change Order #3

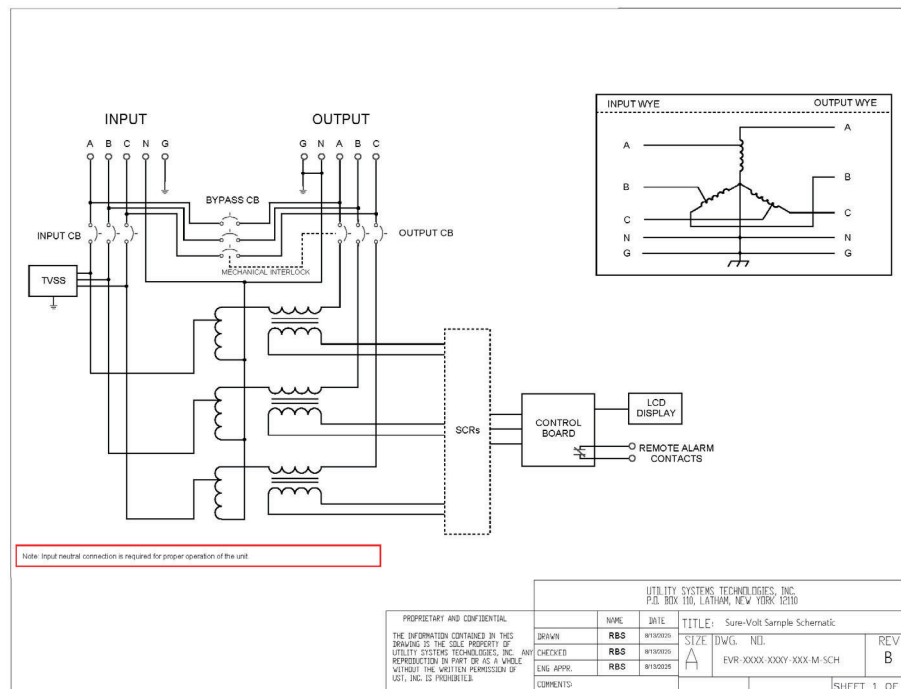
Additional Information

Following the Board meeting on 8/5, WEC coordinated with Pedro Falcon and the manufacturer (UST) to obtain additional technical details addressing the Board's questions and comments. This effort was to ensure full confidence that the proposed automatic bypass design meets KLWTD's operational redundancy and safety requirements. The key findings are as follows:

1. Wiring Diagram & Bypass Operation

The bypass CB and output CB are mechanically and electrically interlocked such that both can not be in the closed position at the same time. This means that the transition from normal operation to mechanical bypass mode is a break-before-make transition.

- **Normal Mode:** INPUT CB and OUTPUT CB are closed, the BYPASS CB is open, and the Sure-Volt provides regulated, conditioned power to the load.
- **3 Different Mode Operations via Switch on Unit:**
 - *Open* – BYPASS CB AND OUTPUT CB are open; no power through unit.
 - *Bypass (Manual)* – BYPASS CB closed, OUTPUT CB open, INPUT CB remains closed; load receives unregulated grid power.
 - *Auto* – INPUT CB opens (if thermal or overcurrent error), BYPASS closes, OUTPUT CB opens; load received unregulated grid power.





2. Reset Requirements After Automatic Bypass

If the automatic bypass is activated, the system must be manually reset to return to normal, regulated operation. This manual reset requirement is intentional, preventing rapid, unintended switching between generator power and Sure-Volt power during unstable conditions.

3. Servicing in Bypass Mode

Bypass mode allows servicing of most components without interrupting facility operations. However, the breakers themselves (BYPASS, INPUT, OUTPUT) cannot be serviced unless the internal disconnect switch is used to isolate the breaker control power. This additional disconnect significantly increases safety during maintenance activities.

4. Performance During Grid Power Loss and Restoration

The bypass system only engages during internal Sure-Volt faults (thermal overload or overcurrent). A standard grid outage does not activate the bypass. If grid power is lost, the bypass will not function—however, the load would not be powered in this case regardless.

5. Bypass Impact on Downstream Electronics

The bypass function does not affect the operation of downstream electronics (e.g., generator, ATS, etc.), which will function as intended when operating on either generator or grid power.



MEMORANDUM

To: Peter Rosasco, General Manager
From: Steve Suggs, PE
Date: August 5th, 2025
Re: Power Conditioning Change Order #3

1. Additional Receptacles, Conduit, and Boxes around SBR Tanks

At District's staff request, the contractor ran new 120V receptacles throughout the WWTP as well as replaced several existing ones on each SBR. This improvement was requested by the District to give the staff more flexibility with tools used when cleaning the diffusers and replacing the aeration socks.

2. Conduit for Wiring in Booster Pump Basin

At District's staff request, new conduit was installed for power and controls wiring to each booster pump, to protect the wiring harness from UV exposure.

3. Secondary Failsafe Bypass

The SureVolt system regulates voltage and surges as they come from the grid. However, if the SureVolt is in need of service or if it fails for some reason, the unit must be by-passed until it is made operational again. The ability to bypass the unit and redundancy in systems is a key point in design of critical infrastructure such as WWTPs. In order to provide this redundancy, the following excerpt from project's Technical Specifications was included as a requirement for the unit.

Tech Spec Section 16200 Excerpt:

3.1.19	Internal Bypass:	The unit shall have an internal automatic electronic bypass that actuates automatically on malfunction or component failure and maintains load current while protecting the unit. Unit shall not require de-energizing to actuate the internal bypass and shall be capable of operation on internal bypass indefinitely. All unit functionality, except voltage regulation, shall be operable while the internal bypass is active
--------	------------------	---

WEC worked in good faith with the manufacturer, UST, to ensure the unit meets the unique redundancy requirements of wastewater infrastructure. During submittals, UST confirmed compliance with the specs, as shown in Submittal 16-16200-1.

Submittal 16-16200-1:

3.1.19 Internal Bypass: The unit shall have an internal automatic electronic bypass that actuates automatically on malfunction or component failure and maintains load current while protecting the unit. Unit shall not require de-energizing to actuate the internal bypass and shall be capable of operation on internal bypass indefinitely. All unit functionality, except voltage regulation, shall be operable while the internal bypass is active	Comply
---	--------

However, a recent incident at another facility revealed the provided “bypass” is not a true bypass. When an AC unit on a SureVolt failed, the unit overheated and went into “bypass,” which only rerouted power internally away from the transformer. The unit continued to heat past its 120°F max operating temperature and then shut down entirely—including the electronic bypass—resulting in total loss of power and triggering the generator via the ATS.

Upon review, it became clear the manufacturer’s bypass was not a true electrical bypass. WEC is working with the manufacturer and contractor on that project to resolve the issue, though the solution is neither simple nor inexpensive.

Fortunately, KLWTD’s unit has not yet been built, and a true bypass can still be integrated. Despite efforts by WEC and Pedro Falcon to avoid added costs, the manufacturer insists on a price increase. Alternative manufacturers like EATON were considered, but no more competitive options were found. UST has offered a \$5,000 discount off their original price. If the bypass is not installed, the system will still function. However, if the SureVolt fails, the WWTP would rely solely on its generator until repairs are made. While that offers some level of redundancy, WEC recommends installing the true bypass to ensure uninterrupted operation.

Please advise if the District would prefer to escalate the specification issue with the manufacturer or proceed with the change order.

Summary:

These additions, including the advanced capabilities of the SureVolt automatic voltage regulator with its secondary bypass system, are critical in response to a documented failure incident, evolving design considerations, and aging infrastructure. A summary of the cost implications for each item is shown below, with the total cost being \$125,162.46 should the District elect to proceed.

PCO Item	Cost Implication
Additional Receptacles, Conduit, and Boxes around SBR Tanks	\$51,680.76
Conduit for Wiring in Booster Pump Basin	\$13,383.85
Secondary Failsafe Bypass	\$60,097.85
Total	\$125,162.46

**SECTION 00950
CHANGE ORDER FORM**

CONTRACTOR ("Contractor"): Pedro Falcon Contractors, Inc.	CHANGE ORDER No. 3 PROJECT TITLE: KLWTD Power Conditioning & Electrical Upgrades PROJECT No. 03105.086:151
OWNER: Key Largo Wastewater Treatment District ("Owner" or "District")	ENGINEER: Weiler Engineering 6805 Overseas Hwy Marathon, Florida 33050
DATE OF ISSUE: August 19, 2025	EFFECTIVE DATE: <u>August 19, 2025</u> , contingent upon approval by the District's Board of Commissioners. Contractor shall commence work only after receipt of notification to proceed by the District's Contract Manager.
<p>Description of Work to be Performed: The Contractor is hereby authorized and directed to perform the following Work, generally described as: Add additional receptacles and conduit around the SBR tanks, Provide conduit and wiring for the booster pump basin, and adding a secondary failsafe bypass due to design considerations.</p> <p>Reason for Change: Additional Scope to be added to the project in the form of additional conduit and receptacles to replace the aged infrastructure, improve resiliency and add conduit in areas that need protection. The sure Volt auto bypass will provide a secondary form of bypass in the case that the manufacture's electric bypass does not function in its intended function.</p> <p>Work to be Performed is more specifically described as: See attached</p> <p>Attachments: Pedro Falcon PCO</p>	
Total Proposed Increase (decrease) in Contract Price and Contract Time for this Change Order	
Increase (decrease) in Contract Price: <div style="text-align: center; font-weight: bold;">\$125,162.46</div>	Increase (decrease) in Contract Time (Calendar days): <div style="text-align: center; font-weight: bold;">13 Days</div>
<p>Acknowledgments:</p> <p>The aforementioned change, and work affected thereby, is subject to and governed by all provisions of the original Agreement and RFP. It is expressly understood and agreed that the approval of this Change Order shall have no effect on the original Agreement, including all GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS, other than matters expressly provided herein.</p> <p>This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Change Order constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order. Owner may require consent of the Contractor's surety, if any, to the terms of this Change Order.</p>	
Original Contract Price: \$2,670,450.00	Original Contract Time: 500 Days (calendar days or dates)

SUMMARY OF PRIOR CHANGE ORDERS			
C-O No.	Description of Change	Change in Contract Price	Change in Contract Time
1	Service Upgrade to 3000A	\$ 277,454.87	10 Days
2	Furnish and install disconnects at Vacuum Stations	\$ 136,078.20	0 Days
3		\$	Days
4		\$	Days
5		\$	Days
6		\$	Days
TOTAL OF ALL PRIOR CHANGES		\$ 413,533.07	10 Days
CURRENT CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders BUT before adjusting for this Change Order)		\$ 3,083,983.07	510 Days
NEW CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders AND this Change Order)		\$ 3,209,145.53	523 Days
Original Contract Substantial Completion Date: 06/15/2026		New Contract Substantial Completion Date: 07/08/2026	
APPROVAL AND CHANGE ORDER AUTHORIZATION			
Contractor: <u>Pedro Falcon Contractors, Inc.</u> _____ By (Signature) <u>Christian Brisson, Owner</u> (Printed Name and Title of Officer) (Date) _____ ATTEST: _____ (Secretary) (Corporate Seal)		Owner: <u>Key Largo Wastewater Treatment District</u> _____ By (Signature) <u>Peter Rosasco, General Manager</u> (Printed Name and Title of Officer) (Date) _____ ATTEST: _____ District Clerk (Seal)	