



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

AGENDA

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

Meeting link for computer, tablet, or
smartphone.

www.gotomeet.me/KLWTDCLerkboard-meeting

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

Access Code: 578-583-005

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 November 4, 2025

4

G. GENERAL MANAGER

1. FY25 Financial Audit Schedule

8

H. IT

I. CUSTOMER SERVICE

1. Customer Service Report – October 2025

10

J. BUDGET AND FINANCE

1. Budget and Finance Report – October 2025

12

K. FIELD

1. Field Report – October 2025

15

L. PLANT/FACILITIES

1. Solar Project Update

22

M. CAPITAL PROJECTS

1. Capital Projects Report – October 2025

23

2. KLWTD Vacuum Monitoring CO #7

32

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:

November 18, 2025

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

Minutes of November 4, 2025

Summary:

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

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Minutes

Approved By: _____

General Manager



Date: 11/13/2025



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

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:01 p.m.

PLEDGE OF ALLEGIANCE (B)

Commissioner Sue Heim led the Pledge of Allegiance.

ROLL CALL (C)

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

Present Virtually (voting): Commissioner Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; WWTP Lead Operator Adam Baptiste; Weiler Engineering Steve Suggs and Richard Lindsay; IT Support Manual Santana

Appeared Virtually: Finance Manager Connie Fazio; Project Administration and HR Coordinator Laura Weinstock; IT Support Randy Redmond

ANNUAL ELECTION OF BOARD OFFICERS (D)

Chairman

Commissioner Majeska nominated himself for the office of Chairman.

Commissioner Heim nominated Nicolas Rodriguez for the office of Chairman.

Nicolas Rodriguez was elected Chairman of Key Largo Wastewater Treatment District.

Vice-Chairman

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

Secretary/Treasurer

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

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (E)

Approval of Agenda (E-1)

Commissioner Majeska requested the addition of item *H-1 Islamorada*

Commissioner Schwartz requested the addition of item *Q-1 Participation in Wastewater Organizations*

Commissioner Heim requested the addition of items *Q-2 Injection RAI* and *Q-3 DEP Award*

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

PUBLIC COMMENT (F)

No speakers.

APPROVAL OF MINUTES (G)

Minutes of October 21, 2025 (G-1)

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

GENERAL MANAGER (H)

Islamorada (H-1)

Commissioner Majeska requested additional information regarding the DEP Consent Order sent to the Village of Islamorada.

IT (I)

No report in agenda.

CUSTOMER SERVICE (J)

No report in agenda.

BUDGET AND FINANCE (K)

No report in agenda.

FIELD (L)

Field Report – September 2025 (L-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (M)

Plant/Facilities Report – September 2025 (M-1)

Mr. Dempsey presented the Plant/Facilities monthly report.

CAPITAL PROJECTS (N)

No report in agenda.

ENGINEERING (O)

No report in agenda.

LEGAL (P)

Conservation Parcel Waiver Request – AK No's. 1631965 and 1631973 - Resolution No. 19-2025 (P-1)

Mr. Mulick presented Resolution 19-2025.

Motion: Commissioner Heim made a motion to adopt Resolution 19-2025. Commissioner Maloney seconded the motion.

Vote on Motion:

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

COMMISSIONER ITEMS (Q)

Participation in Wastewater Organizations (Q-1)

Commissioner Schwartz requested Board direction to bring additional information about Wastewater Organizations to the Board at a future Board meeting.

Injection RAI (Q-2)

Commissioner Heim requested a specific GL Code be setup titled Injection Well Project.

DEP Award (Q-3)

Commissioner Heim discussed the Stillwright Point DEP Grant Funding.

ROUNDTABLE DISCUSSION (R)

Commissioner Majeska requested information on the meeting scheduled with Gilbert's Resort.

ADJOURNMENT (S)

The meeting was adjourned at 5:33 p.m.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____

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

Meeting Date:

November 18, 2025

Agenda Item Number: G-1

Action Required:

No

Department:

General Manager

Sponsor:

Peter Rosasco

Subject:

FY25 Financial Audit Schedule

Summary:

The District has a 3 year contract renewal with Grau and Associates for financial auditing services. Fiscal Year 2025 is the last year of the 3 year renewal agreement. The contracted amount for this year's audit is \$27,000, with an additional single audit fee of \$4,000 for the state compliance audit. The schedule for fieldwork and audit results presentation is included in the memo.

Reviewed / Approved

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

Financial Impact

\$ 31,000.00

Expense

Funding Source:

Rate Revenue

Budgeted:

Yes

Attachments

1. Schedule of FY25 Financial Audit

Approved By: _____

General Manager



Date: 11/13/2025



Key Largo Wastewater Treatment District

103355 Overseas Highway, Key Largo, FL 33037

Post Office Box 491, Key Largo, FL 33037

Phone (305) 451-4019 • www.klwtd.com

November 18, 2025

Subject: KLWTD FY2025 Financial Audit Schedule and Pre-Audit Meeting

FY2025 Audit Schedule:

Thursday Jan. 22, 2026: Pre-Audit Meeting with a KLWTD Commissioner and Jaime of Grau and Associates. Following this meeting, fieldwork will take place at KLWTD's Administrative office with Jaime, the Finance and Human Resources Department.

April 2026: Annual Comprehensive Financial Report (ACFR) completed by auditors and presented to staff for preliminary review.

May 5, 2026: Grau and Associates presents CAFR to KLWTD Board at a Board Meeting

A state single audit will be required due to FDEP funds received in Fiscal Year 2025.

Pre-Audit Meeting with Grau and Associates and a KLWTD Board Member:

The Board shall appoint a KLWTD Commissioner for an onsite meeting with the auditor on Friday January 23, 2026.

Respectfully submitted,

Connie Fazio
Finance Manager

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

Meeting Date:

November 18, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

Customer Service

Sponsor:

Connie Fazio

Subject:

Customer Service Report - October 2025

Summary:

Ms. Fazio will present the Customer Service monthly report.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager



Date: 11/13/2025

Key Largo Wastewater Treatment District

Customer Service Report

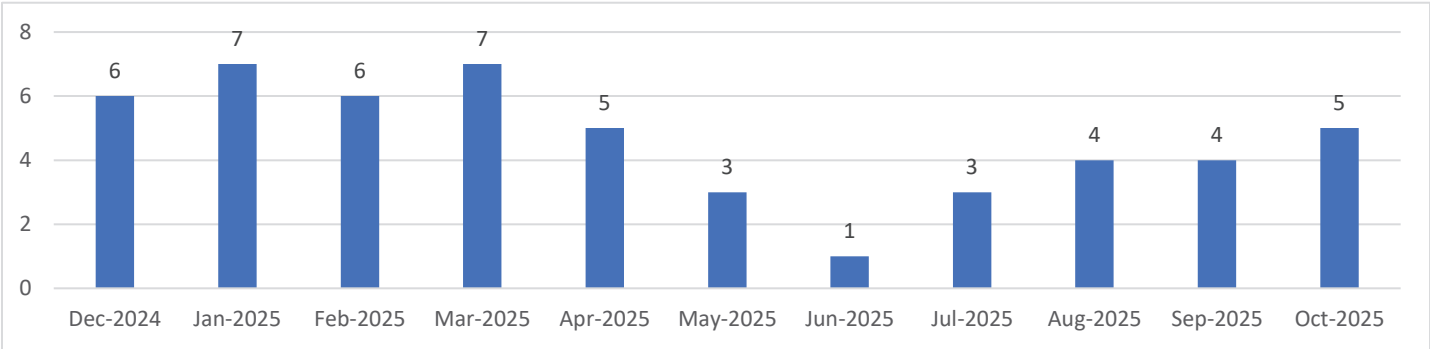
October 2025

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

Customer Service Requests

	Total
Billing	11
Demo	5
Field Department	9
Locate	2
MOD	9
NOA	12
Tie In Res	4
Total	52

Number of Completed Wastewater Connections



Completed Wastewater Connections of 5 Residential Properties:

- 2108 Coral Way
- 13 Oceanview Blvd
- 22 S Bounty Ln
- 16 Seaside Ave
- 98703 Overseas Hwy

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

Meeting Date:

November 18, 2025

Agenda Item Number: J-1

Action Required:

No

Department:

Budget and Finance

Sponsor:

Connie Fazio

Subject:

Budget and Finance Report - October 2025

Summary:

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

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager



Date: 11/13/2025

October 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	\$474,913.01	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$30,712.30	
Islamorada Revenue	\$136,106.08	
Interest Income	\$114,065.78	
Grant Revenue (includes Stewardship and ACOE reimbursements, if applicable)	\$102,400.27	
District Expenditures (checks written)		\$1,517,199.38
Payroll		\$197,176.75
Total:	\$858,197.54	\$1,714,376.13

FKAA Wastewater Revenue Statistics

Date	Number of Customers Billed	WW Revenue Received	Date	Number of Customers Billed	WW Revenue Received
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	10,214 (9,337 Residential 877 Commercial)	\$670,479.78
July 2024	10,212 (9,331 Residential 881 Commercial)	\$633,246.33	July 2025	10,235 (9,361 Residential 874 Commercial)	\$639,287.25
August 2024	10,213 (9,334 Residential 879 Commercial)	\$631,716.35	August 2025	10,235 (9,358 Residential 877 Commercial)	\$715,933.48
Sept. 2024	10,200 (9,324 Residential 876 Commercial)	\$606,633.56	Sept. 2025	10,246 (9,367 Residential 879 Commercial)	\$683,411.61
Oct. 2024	10,201 (9,323 Residential 878 Commercial)	\$582,351.40	Oct. 2025	FKAA Stats not available as of 11/12/25	\$474,913.01
Total Revenue from November 2023 Through October 2024		\$7,359,622.60	Total Revenue from November 2024 Through October 2025		\$7,611,609.59

September 2025 Credit Card Fee Info

CC Total of KLWTD Customer Payments to FKAA \$253,639.37

2.5% of CC Charges: Total Cost to KLWTD \$6,340.98

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

Meeting Date:

November 18, 2025

Agenda Item Number: K-1

Action Required:

No

Department:

Field Operations

Sponsor:

Rudy Perez

Subject:

Field Report - October 2025

Summary:

Mr. Perez will present the Field monthly report.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager



Date: 11/13/2025

Wastewater Field Operations

There were a total of 31 service calls for the month of October of these 19 were system-generated alarms, mostly by low vacuum detection at a vacuum station. The system-generated alarms were addressed quickly by the field staff 12 of those systems generated were found using the **(FVMS) Flo Vac Monitoring System**. The reports below detail the remaining 12 calls from customers.

Date	Address	Incident	Response	KLWTD Issue
10/2/25	97280 Overseas Hwy	A customer called stating that the grinder pump at Villa 1 was going off.	Field Techs arrived on site and found that the pump was not working properly, it would run on manual but not on auto. Once pump was replaced the system was put back in service.	YES
10/4/25	101500 Overseas Hwy	A customer called to report the lift station alarm was going off.	Upon Techs arrival it was noticed that both pumps were running but having a hard time keeping up. Tides were extremely high at the time. Causing a lot more flow coming in. Property is being investigated.	NO
10/11/25	29 Bass Ave	A customer called in to report that their toilets were starting to back up.	Upon Field Techs arrival they found that the cleanout was dry. Pit was manually discharged and working accordingly. Homeowner was notified of findings. Homeowner issue.	NO
10/13/25	315 2 nd Terr	Customers called in to report that the air terminal was making noise.	Upon Field Techs arrival they found that the pit was hung open. While trouble shooting the issue it was notice that debris caused valve to stay open. Once debris were removed, pit was put back in service.	YES

10/14/25	98775 Oversea Hwy	We received a customer call regarding a backup at his property.	Field Techs arrived onsite and found that the pit was working properly. Techs noticed that the property has a private pump station that was not working properly. Homeowner was notified to call a plumber. HOMEOWNER ISSUE	NO
10/15/25	164 N Bay Dr	A customer called stating that their toilets were not draining properly.	Field Techs arrived and found that the cleanout was dry. They manually discharged pit and inspected all components. No issue on KLWTD side. Homeowner issue.	NO
10/18/25	125 Dove Lake Dr	The customer called stating that their house was backing up.	Field Techs arrived and found the pit to be working properly. It was manually discharged, and cleanout was found dry. System was working as expected. Homeowner issue.	NO
10/18/25	121 Westminster Dr	A customer called to report a backup.	Upon Field Techs arrival cleanout was inspected and found dry. Pit was manually discharged and working as should issue on homeowner side.	NO
10/19/25	108 Coastal Dr	A customer called in to report a noise coming from the grinder pump.	Field Techs arrived and found that the grinder pump alarm was off. Tech tested all functions and found that the pump was running with higher amps than usual. Pump was replaced; system was simulated and put back in service.	YES
10/21/25	11 Cindy Pl	A customer called stating that the shower and toilets were backing up.	Upon Field Techs arrival pit was manually discharged and working properly. Cleanout was opened and found dry. Homeowner was notified. (Homeowner Issue)	NO

10/27/25	1215 Mockingbird Rd	Customer called stating that they were experiencing back issues.	Field Techs arrived on site and inspected the cleanouts on the private side and Districts. Both were found dry. Pit was also manually discharged with homeowner present. Issue was on the private side.	NO
10/28/25	34 Atlantic Dr	Customer called to report the grinder pump light and alarm were on.	Techs found that an electrical company was working on site and cut off the power from the main breaker. Doing so the pumps function was disabled. Once power was restored system was back in service.	NO

Area Addressed with the Flow Vac Monitoring System

Date	Address	Incident	Response	Issue Found
10/4/25	1. 218 W Canal Dr 2. 971 Valencia Rd 3. 803 Bonito Ln 4. 32 Mangrove Ln	Received a low vacuum alarm call from Vac Station G, D & A	Field Tech checked on the (FVMS) Flow Vac Monitoring System and went straight to the address with issue.	1.Bad Valve 2. Bad valve 3.Bad Valve 4.Bad Controllers
10/5/25	1. 18 Jenny Pl- Vac D 2. 37 Judy Pl – Vac D 3. 102101 OVS HWY Vac D	Received a low vacuum alarm from Vac Station D	Field Tech isolated the tank valves to determine an area. Once determined they used the (FVMS) to find the issue.	1.Bad Valve 2. Bad Controller 3. Bad Controller
10/6/25	147 Casa Court Ln	Received a low vacuum call from Vac Station I	Field Tech isolated the tank valves to determine an area. Once determined they used the (FVMS) to find the issue.	Pit was diagnosed with having a bad valve.
10/8/25	436 Lime Dr	Received a low vacuum call from Vac Station D	Field Tech checked on the (FVMS) and went straight to the address with the issue.	Bad Controller
10/13/25	92720 Ovs Hwy	Received a low vacuum call from Vac Station D	Field Tech Checked on the (FVMS) and went straight to the address with the issue.	Debris in Valve
10/17/25	171 Lore Lane Pl	Received a low vacuum	Field Tech isolated the tank valves to determine an area.	Controller

		call from Vac Station E	Once determined they used the (FVMS) to find the issue.	
10/20/25	624 Island Dr	Received a call from Vac Station A	Field Tech isolated tank valves at the vac station to determine an area. Once determined they used the (FVMS) to find the issue.	Bad Valve
10/22/25	167 Ocean Shores Dr	Received a low vacuum call from Vac Station E	Field Tech checked the (FVMS) and went straight to the address with the issue.	Bad Valve
10/24/25	854 Narragansett Ln	Received a low vacuum alarm from Vac Station D	Field tech checked the (FVMS) and went straight to the address with the issue.	Bad Valve
10/25/25	886 Ellen Dr	Received a low vacuum alarm at Vac Station D	Field tech isolated tank valve at the vac station to determine an area. Once determined they used the (FVMS) to find the issue.	Bad Valve
10/26/25	238 Ellen Dr	Received a low vacuum alarm at Vac Station D	Field tech checked the (FVMS) and went straight to the address with the issue.	Debris in Valve
10/29/25	714 Grouper Ln	Received a low vacuum alarm from Vac Station I	Field tech checked the (FVMS) and went straight to the address with the issue.	Bad Controller

The other 7 remaining system generated calls; Are not under the Flow Vac Monitoring System.

10/4/25	12 Mockingbird Rd	Vac Station A called with high level lockout	Station lockouts due to the amount of flow coming in. Exceeding PSI pressure in force main.	
10/7/25	12 Mockingbird Rd	Low vacuum call from Vac Station A	Soft Start #3 Fault	
10/11/25	100301 Over Seas Hwy	Low vacuum call from Vac Station E	Vacuum pump # 3 VFD Fault	
10/13/25	Lot# 320 Calusa Campground	Low vacuum at Vac Station E	Isolated tank valve to an area. Not on the (FVMS).	Bad valve
10/15/25 10/23/25	100301 Overseas Hwy	Low vacuum call from Vac Station E	Vacuum pumps #3 & 4 soft start failure	
10/30/25	92431 Overseas Hwy	High level lockout call from Station JK	2 Clogged EQ lines causing sewer pumps from pumping.	And a compressor failure

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

Meeting Date:

November 18, 2025

Agenda Item Number: L-1

Action Required:

No

Department:

Plant/Facilities

Sponsor:

Ryan Dempsey

Subject:

Solar Project Update

Summary:

Mr. Dempsey will give an update on the Solar Project.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

Approved By: _____

General Manager



Date: 11/13/2025

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

Meeting Date:

November 18, 2025

Agenda Item Number: M-1

Action Required:

No

Department:

Capital Projects

Sponsor:

Steve Suggs

Subject:

Capital Projects Report - October 2025

Summary of Discussion:

Mr. Suggs will present the Capital Projects monthly report.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

Attachments

1. Monthly Report

Approved By: _____

General Manager



Date: 11/13/2025

Key Largo Wastewater Treatment District Capital Projects Report

Including updates through October 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)
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 (Based off current processed pay applications)
	\$468,174.25	\$2,882,800.16	\$497,849.35	87%

Start of Contract: 5/18/2023
Substantial Completion Date: 6/17/2025 (755 Days) **Project on Schedule?:** No
Current Time Extensions to Contract: 395 Days
Funding Source: FDEP Stewardship (LPA0243)

Project Updates:

- Evoqua submitted their Final Inspection Report Summary on July 18th, attributing the corrosion issues to process/reuse water and stagnant conditions rather than workmanship.
- WEC/KLWTD and Reynolds prepared and sent a response rejecting Evoqua's conclusions.
- KLWTD issued its formal response on Sept 3rd; Evoqua replied on Sept 19th disagreeing with Key Largo's claims but offering to repair and transport the filter at no cost.
- WEC responded on Sept 23rd requesting a repair plan and timeline and instructing that a drain be added to the filter. Evoqua pushed back on Oct 10th citing API 650 compliance, but WEC disputed that claim. After further correspondence, Evoqua agreed to add additional drains to improve complete filter drainage. No updated repair/delivery timeline has been provided for the filter, and it is still projected to be on site the week of November 24th.
- Reynolds, WEC staff, and KLWTD staff did not attend any construction progress meetings.

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	\$1,025,000.00	\$10,606,964.94
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete (Based off current processed pay applications)
	\$1,022,659.00	\$7,917,332.19	\$1,666,973.75	84%

Start of Contract:

7/26/2022

Substantial Completion Date:

4/22/2026 (1,399 days)

Project on Schedule?: Yes

Current Time Extensions to Contract:

609 days

Funding Source:

Combination of USACE & FDEP
Stewardship (LPA0424)

Project Updates:

- Work is completed in Basins A, B, C, D, F, G, H, I and JK
- Sensor installation is 100% complete (Note: This is only sensors and does not include other aspects of the project).
 - Walkthroughs have been completed for all basins, pending substantial and final completion for only Basin E0 and C.
- Valve rebuilds continued – 1,600 rebuilds completed.
- At the beginning of the period WEC, IVC, KLWTD and FloVac performed a walkthrough of the remaining subbasins of Basin C. The final punch list was distributed in early October along with Substantial Completion. IVC and Flovac notified WEC inspector of completed substantial completion punch list items in early November and WEC completed final punch list walkthrough.
- WEC and FloVac are working out the details for a final balancing change order as the construction is coming to an end.
 - The only remaining construction items are the low-pressure and high-pressure monitoring on the grinder pumps and force mains, respectively.
- The construction progress meeting was postponed throughout October due to scheduling conflicts among all parties and was ultimately held on November 4th with 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)
Power Conditioning and Electrical Upgrades at the WWTP (LPA0426)	\$2,670,450.00	\$3,209,145.53	\$485,000.00	\$3,694,145.53
	Engineering Paid to Date	Construction Paid to Date	Balance to Complete (Anticipated)	Percentage Complete (Based off current processed pay applications)
	\$457,272.55	\$1,630,101.01	\$1,606,771.97	57%

Start of Contract: 1/22/2025
Substantial Completion Date: 07/08/2026 (532 days) **Project on Schedule?:** Yes
Current Time Extensions to Contract: 23 days
Funding Source: Combination of FDEP Stewardship (LPA0426) & R&R

Project Updates:

- By the end of October, approximately 98% of all conduits for the project had been installed.
 - Conduit was installed for cameras located around the plant, injection wells pumps, flow meters, turbidity meters, salinity probe display, chlorine analyzers displays, lighting, etc.
- Pedro Falcon installed pull strings in completed conduit runs and began pulling wire. The crew began pulling power wiring from the new PVC junction box on SBR #3 to the Post EQ tank using vacuum throughout the month of October.
- Much of the wire have been terminated in the panels that contain the equipment breakers throughout this period and will continue into the coming periods until the first scheduled shutdown.
- All site lighting conduit and poles have been installed and all wires connecting the light have been pulled and are ready for connection to power. Lighting is still awaiting shut down of the lighting on the WWTP.
- Airvac is under contract for the programming of the trailer to allow for the pumps on the trailer to shut off when the pressure sensor hits its set point. Trailer programming awaiting replacement control panel PLC to be installed and reprogrammed.
- During October, technical discussions were held with the manufacturer (UST) regarding the new SureVolt power conditioning equipment.
- Pedro Falcon, KLWTD and WEC staff attended the construction progress meetings on October 8th and October 29th.

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 (KG004)	\$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 (Based off current processed pay applications)
	\$232,593.25	\$1,951,415.33	\$2,225,132.68	50%

Start of Contract: 03/28/2025
Substantial Completion Date: 02/04/2026 (330 Days) **Project on Schedule?:** Yes
Current Time Extensions to Contract: 0 Days
Funding Source: Combination of FDEP Stewardship (KG004) & R&R

Project Updates:

- Vacuum Station A – At the end of the October period, the Contractor began applying Stucco to the completed CMU wall.
- Contractor completed coating of concrete slabs at Vacuum Stations D, G, and I. Coating work at stations A, E, and J/K beginning in the following period.
- On October 22nd (3) sets of Odor Control Tanks arrived at Vacuum Stations A, E, and J/K. At this time all tanks have been delivered in acceptable condition. Contractor plans to have piping installed to connect the tanks to the Vacuum Station systems in the coming periods.
- During October, the Contractor has made progress completing the piping for the odor control systems at D, G, and I. Start-up estimated for late November/early December at these stations.
- Belle Construction, KLWTD, and WEC staff attended progress meetings on October 9th and October 23rd.

Upcoming Construction Projects

Project	Estimated Data	Status
EQ Tank and Headworks Project (LPA 0425)	Project Cost: \$11,523,215 Existing State Funds: \$4,570,813.25 Design: 60% Design Completion: December 2025 Construction: July 2026-July 2028	The EQ Tank and Headworks project includes a new 1.00 MGD pre-equalization tank and a new headworks screening system. The team is coordinating with manufacturers on key components such as odor control, aeration diffusers, screens, and the disposal system. Pricing for several items has been received and is under review as design and equipment selection advance. A permit modification has been submitted to FDEP, and coordination is ongoing to address any RAls. The District is also working with the Village of Islamorada as they evaluate design changes involving in-line booster pumps and macerators that may increase peak flows and require added screening capacity. Islamorada's hydraulic modeling is complete, and the District is reviewing and coordinating with the Village.
Vacuum Tank Upgrades	Project Cost: \$12,370,312 Design: Preliminary Design Completion: April 2026 Construction: TBD based on funding	Replace existing steel vacuum tanks at all KLWTD stations with new corrosion-resistant fiberglass reinforced plastic tanks. The project also upgrades foundations for flood resistance and installs new valves, fittings, gaskets, and SCADA controls. These tanks are critical to the wastewater collection system serving over 20,000 residents and seasonal visitors in the Upper Keys, including Islamorada. Design work has begun only for the Vacuum Station E tank.
Pipe Protection Project	Project Cost: \$2,401,285 Design: 30% Design Completion: April 2026 Construction: March 2026-March 2027	This project rehabilitates 3,400 ft of corroded ductile iron mains at the Key Largo Wastewater Treatment Plant using CIPP lining for larger mains and selective HDPE open-cut replacement for smaller or severely deteriorated sections. WEC has contacted seven vendors and is reviewing CIPP specifications from two of them. A new cathodic protection system with sacrificial anodes will be added to prevent future corrosion. The project also includes new isolation valves and SCADA-integrated flow meters, improving system durability, control, and leak prevention.
Blower Room Modifications Project	Project Cost: \$250,000 Design: Preliminary	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.

Project Construction Photos



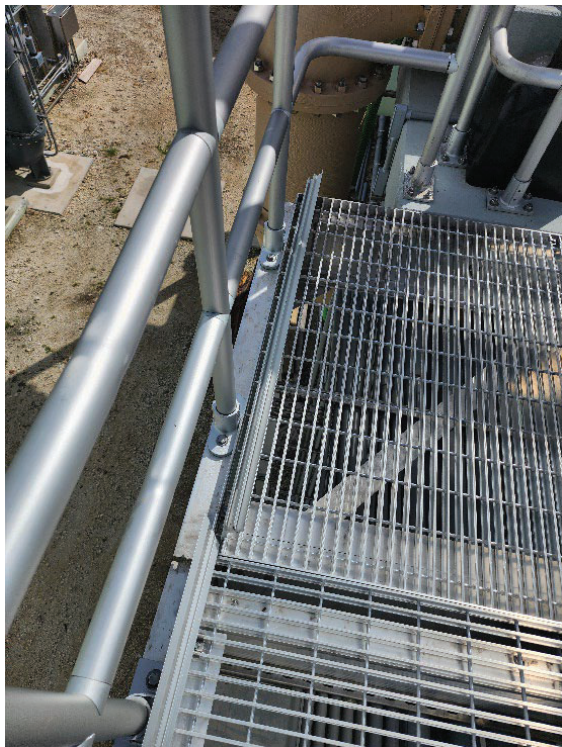
Figures 1 & 2. Completing Final Punch List Walkthrough For Basin C For The Collection System Monitoring Project



Figures 3 & 4. Routing Wire Into MCC For Equipment Preparing For Shutdown For Final Connection



Figures 5 & 6. Wire Pulled Through New Conduit At The Injection Well Pumps



Figures 7 & 8. Open Preliminary Punch List Items



Figure 9 & 10. Odor Control System Piping Nearly Completed.



Figure 11. Scaffolding Installed To Begin Finish Work At Vac Station A

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

Meeting Date:

November 18, 2025

Agenda Item Number: M-2

Action Required:

Yes

Department:

Capital Projects

Sponsor:

Steve Suggs

Subject:

KLWTD Vacuum Monitoring CO #7

Summary of Discussion:

Change Order #7 is being presented for approval to reconcile contract quantities to date, reflecting actual installation locations by appropriate basin, and reallocates unused funds to cover the addition of 3 New Gateways and Bonds and Insurance.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

\$ 107,590.30

Expense

Funding Source:

Grant(s)

Budgeted:

Yes

Attachments

1. Memo
2. Balancing Change Order #7
3. Reconciliation Sheet

Approved By: _____

General Manager



Date: 11/13/2025



MEMORANDUM

To: Peter Rosasco, General Manager

From: Steve Suggs, P.E.

Date: November 18, 2025

Re: KLWTD Collection System Monitoring Project Change Order No. 7

Background:

The installation of vacuum pit and buffer tank sensors under the Collection System Monitoring Project is now complete. Remaining work includes valve rebuilds, force main pressure transmitters, and grinder pump station module installations.

Although the project was awarded as a not-to-exceed lump sum, the pay application schedule of values was structured using estimated unit costs per vacuum pit and buffer tank. These estimates were based on record drawings and GIS data, which contained minor discrepancies due to system additions and updates since the original design. As work progressed, actual quantities and restoration requirements varied slightly by basin.

Purpose:

This change order reconciles those variations by adjusting the quantities for vacuum pit and buffer tank installations to reflect actual conditions and costs. It serves as a final balancing adjustment to align contract quantities with the work completed, enabling project closeout.

Additional Items:

In addition to the balancing adjustments, this change order includes:

- Installation of additional communication gateways to improve system connectivity.
- Cost coverage for extended bond duration due to phased project completion.

Approval of this change order will finalize the contract value and close out the vacuum pit and buffer tank installation phase of the project

**SECTION 00950
CHANGE ORDER FORM**

CONTRACTOR ("Contractor"): Flovac Inc.	CHANGE ORDER No. 7 PROJECT TITLE: KLWTD Collection System Monitoring Project PROJECT No. KEY011-0632350-25014229
OWNER: Key Largo Wastewater Treatment District (Owner), or (District)	ENGINEER': Weiler Engineering 6805 Overseas Hwy Marathon, Florida 33050
DATE OF ISSUE: November 18th, 2025	EFFECTIVE DATE: November 18th, 2025, contingent upon approval by the District's Board of Commissioners.
Description of Work to be Performed: The Contractor is hereby authorized and directed to perform the following Work, generally described as: Installation of (3) additional cellular gateways and payment of the extended bonds and insurance for the project due to phasing. It is understood all purchased items, materials, and equipment are solely owned by the District. The Contractor shall be responsible for delivery and acceptance of the equipment and materials on behalf of the District and shall retain full responsibility and liability for all aspects of the work as defined in the Contract Documents. Reason for Change: To reconcile contract quantities based on actual field installations by basin and to fund additional work including the installation of gateways and extended bonds and insurance. This adjustment ensures accurate future tracking and proper allocation of costs. Attachments: Reconciliation Spreadsheet Total Proposed Changes in Contract Price and Contract Time for this Change Order	
Increase (decrease) in Contract Price: \$ 107,590.30	Increase (decrease) in Contract Time (Calendar days): 0 Days
Acknowledgments: 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. 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.	
Original Contract Price: \$2,000,000.00	Original Contract Time: 790 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	Change order No.1. Repair of concrete pads, extension of vent pipes in flood prone areas, and addition of galvanized support rods	\$ 506,600.00	0 Days
2	Change order No.2. Work in Basin A and Basin B	\$ 423,611.36	0 Days
3	Basin C and Grinder Pump Monitoring	\$659,596.20	60 Days
4	Valve Rebuilds	\$1,499,688.25	549 Days
5	Valve Rebuild Kits (Deductive)	\$(519,883.00)	0 Days
6	Balancing Change Order #1	\$(0.67)	0 Days
TOTAL OF ALL PRIOR CHANGES		\$ 2,569,612.14	609 Days
CURRENT CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders BUT before adjusting for this Change Order)		\$4,569,612.14	1,399 Days
NEW CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders AND this Change Order)		\$4,677,202.44	1,399 Days
Original Contract Substantial Completion Date: 8/21/2024		New Contract Substantial Completion Date: 04/22/2026	
APPROVAL AND CHANGE ORDER AUTHORIZATION			
Contractor: <u>Flovac, Inc.</u> _____ By (Signature) <u>Mike Pringle, Director of Operations</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)	

KLWTD Collection System Monitoring CO7 Reconciliation										Notes
Item No.	Item Description	Current Scheduled Qty	Installed Scheduled Qty (from Flovac)	Over/ Under (some items still in progress)	New Proposed Qty	Unit Price	Current Scheduled Value	Proposed Scheduled Value	Net Change	Red indicates removing money from the line item, Green Indicates adding money Lines in blue are NOT calculated by formula and are manually entered.
General Conditions										
1.01	Mobilization	1.00	1.00	-	1.00	\$150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	
1.01	Bonds and Insurance	1.00	1.00	-	1.00	\$195,000.00	\$ 195,000.00	\$ 195,000.00	\$ -	
Gateway System										
2.01	Installtion of Gateway System	10	10	-	10.00	\$ 6,500.00	\$ 65,000.00	\$ 65,000.00	\$ -	
Basin D										
6.01	Installtion of monitoring system in Standard Pit	232	232	-	232.00	\$ 474.68	\$ 110,125.76	\$ 110,125.76	\$ -	
6.02	Installtion of monitoring system in Buffer Tank	8	8	-	8.00	\$ 140.60	\$ 1,124.80	\$ 1,124.80	\$ -	
6.03	Relocate controllers into air pedestals, provide all necessary connecti	232	232	-	232.00	\$ 150.00	\$ 34,800.00	\$ 34,800.00	\$ -	
Basin E										
7.01	Installtion of monitoring system in Standard Pit	308	308	-	308.00	\$ 474.68	\$ 146,201.44	\$ 146,201.44	\$ -	
7.02	Install District Supplied Air Intake Pedestal In phase 0 locations	225	225	-	225.00	\$ 225.00	\$ 50,625.00	\$ 50,625.00	\$ -	
7.04	Installtion of monitoring system in Buffer Tank	3	3	-	3.00	\$ 140.60	\$ 421.80	\$ 421.80	\$ -	
7.03	Relocate controllers into air pedestals, provide all necessary connecti	308	308	-	308.00	\$ 150.00	\$ 46,200.00	\$ 46,200.00	\$ -	
Basin F										
8.01	Installtion of monitoring system in Standard Pit	338	338	-	338.00	\$ 474.68	\$ 160,441.84	\$ 160,441.84	\$ -	
8.02	Installtion of monitoring system in Buffer Tank	6	6	-	6.00	\$ 140.60	\$ 843.60	\$ 843.60	\$ -	
8.03	Relocate controllers into air pedestals, provide all necessary connecti	338	338	-	338.00	\$ 150.00	\$ 50,700.00	\$ 50,700.00	\$ -	
Basin G										
9.01	Installtion of monitoring system in Standard Pit	221	221	-	221.00	\$ 474.68	\$ 104,904.28	\$ 104,904.28	\$ -	
9.02	Installtion of monitoring system in Buffer Tank	13	13	-	13.00	\$ 140.60	\$ 1,827.80	\$ 1,827.80	\$ -	
9.03	Relocate controllers into air pedestals, provide all necessary connecti	221	221	-	221.00	\$ 150.00	\$ 33,150.00	\$ 33,150.00	\$ -	
Basin H										
10.01	Installtion of monitoring system in Standard Pit	27	27	-	27.00	\$ 474.68	\$ 12,816.36	\$ 12,816.36	\$ -	
10.02	Installtion of monitoring system in Buffer Tank	9	9	-	9.00	\$ 140.60	\$ 1,265.40	\$ 1,265.40	\$ -	
10.03	Relocate controllers into air pedestals, provide all necessary connecti	27	27	-	27.00	\$ 150.00	\$ 4,050.00	\$ 4,050.00	\$ -	
Basin I										
11.01	Installtion of monitoring system in Standard Pit	227	227	-	227.00	\$ 474.68	\$ 107,752.36	\$ 107,752.36	\$ -	
11.02	Installtion of monitoring system in Buffer Tank	3	3	-	3.00	\$ 140.60	\$ 421.80	\$ 421.80	\$ -	
11.03	Relocate controllers into air pedestals, provide all necessary connecti	227	227	-	227.00	\$ 150.00	\$ 34,050.00	\$ 34,050.00	\$ -	
Basin JK										
12.01	Installtion of monitoring system in Standard Pit	443	443	-	443.00	\$ 474.68	\$ 210,283.24	\$ 210,283.24	\$ -	
12.02	Installtion of monitoring system in Buffer Tank	16	16	-	16.00	\$ 140.60	\$ 2,249.60	\$ 2,249.60	\$ -	
12.03	Relocate controllers into air pedestals, provide all necessary connecti	443	443	-	443.00	\$ 150.00	\$ 66,450.00	\$ 66,450.00	\$ -	
Site Restoration										
15.01	Asphalt Restoration around pit where required	9963	36226.18	26,263.18	36,226.18	\$ 7.06	\$ 70,338.78	\$ 255,756.85	\$ 185,418.07	Added 26263.18 to pay for Asphalt Restoration
15.02	Sod Restoration around pit as required	3120	2806	(314.00)	2,806.00	\$ 3.78	\$ 11,793.60	\$ 10,606.68	\$ (1,186.92)	Restoration Complete Money Removed from Line
15.03	Gravel Restoration around pit as required	85137	90428.76	5,292.00	90,428.76	\$ 4.79	\$ 407,805.10	\$ 433,153.76	\$ 25,348.66	Added 5,292.00 SF of Gravel to pay for Gravel Restorations
Additive Alternate-Optional Items										
16.02	Annual Service Agreement for System Maintence & Support	2	2	-	2.00	\$ 75,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	
Change Order 1										
17.00	Vent Extension	500	545	(45.00)	545.00	\$ 125.00	\$ 62,500.00	\$ 68,125.00	\$ 5,625.00	Added 45 Vent Extensions
17.01	Partial Base Chipping and Replacement	640	324	316.00	324.00	\$ 137.50	\$ 88,000.00	\$ 44,550.00	\$ (43,450.00)	Restoration Complete Money Removed from Line
17.02	Full Base Chipping and Replacement	150	161	(11.00)	161.00	\$ 258.00	\$ 38,700.00	\$ 41,538.00	\$ 2,838.00	Added 11 Full Base Chipping Repairs
17.03	Galvanized Support Rod	2900	2655	245.00	2,655.00	\$ 93.50	\$ 271,150.00	\$ 248,242.50	\$ (22,907.50)	Restoration Complete Money Removed from Line
Change Order 2										
Basin A										
3.01	Installation of monitoring system in Standard Pit	316	316	-	316.00	\$ 474.68	\$ 149,998.88	\$ 149,998.88	\$ -	
3.03	Installtion of monitoring system in Buffer Tank	5	5	-	5.00	\$ 140.60	\$ 703.00	\$ 703.00	\$ -	
3.02	Relocate controllers into air pedestals, provide all necessary connecti	316	316	-	316.00	\$ 150.00	\$ 47,400.00	\$ 47,400.00	\$ -	
Basin B										
4.01	Installtion of monitoring system in Standard Pit	376	376	-	376.00	\$ 474.68	\$ 178,479.68	\$ 178,479.68	\$ -	
4.02	Installtion of monitoring system in Buffer Tank	3	3	-	3.00	\$ 140.60	\$ 421.80	\$ 421.80	\$ -	
4.03	Relocate controllers into air pedestals, provide all necessary connecti	376	376	-	376.00	\$ 150.00	\$ 56,400.00	\$ 56,400.00	\$ -	
Change Order 3										
Basin C										
5.01	Installation of monitoring system in Standard Pit	411	411	-	411.00	\$ 474.68	\$ 195,093.48	\$ 195,093.48	\$ -	

5.02	Installtion of monitoring system in Buffer Tank	7	10	(3.00)	10.00	\$ 140.60	\$ 984.20	\$ 1,406.00	\$ 421.80	Adding 3 BT to account for installed buffer tanks during project
5.03	Relocate controllers into air pedestals, provide all necessary connecti	411	411	-	411.00	\$ 150.00	\$ 61,650.00	\$ 61,650.00	\$ -	
Grinder Pump, Pump Station & Forcemain Monitoring										
14.01	Grinder Pump/ Pumpstation Monitoring	149	50	99.00	149.00	\$ 409.81	\$ 61,061.69	\$ 61,061.69	\$ -	
14.02	Forcemain Pressure Sensor	30	0	30.00	30.00	\$ 220.72	\$ 6,621.60	\$ 6,621.60	\$ -	
Change Order 4										
18.01	Rebuild Kits	2900	1162	1,738.00	2,900.00	\$ 179.27	\$ 519,883.00	\$ 519,883.00	\$ -	
18.02	Rebuild and Install Valve	2900	1162	1,738.00	2,900.00	\$ 202.37	\$ 586,873.00	\$ 586,873.00	\$ -	
18.03	Additional Parts	392932.25	50893.34	342,038.91	50,893.34	\$ 1.00	\$ 392,932.25	\$ 50,893.34	\$ (342,038.91)	Line item will be billed out
Change Order 5										
19.01	Rebuild Kits Direct Purchase by KLWTD	2900	0	2,900.00	2900	\$ (179.27)	\$ (519,883.00)	\$ (519,883.00)	\$ -	
Change Order 6										
20.01	FM Pressure Taps	30	0	30.00	30	\$ 3,166.67	\$ 95,000.00	\$ 95,000.00	\$ -	
20.02	Additional Gateways	3	3	-	3	\$ 15,000.00	\$ 45,000.00	\$ 45,000.00	\$ -	
Change Order 7										
21.01	Gateways	0	0	-	3	\$ 30,000.00	\$ -	\$ 90,000.00	\$ 90,000.00	Included in CO
21.02	Additional Bonds & Insurance from Contract Extension	0	0	-	1	\$207,522.10	\$ -	\$ 207,522.10	\$ 207,522.10	Included in CO
TOTALS							\$ 4,569,612.14	\$ 4,677,202.44	\$ 107,590.30	