Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday March 10, 2015
4:00PM

AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

BOARD MEMBERS:	
David Asdourian	Chairman
Andrew Tobin	Vice Chairman
Robert Majeska	Commissioner
Norman Higgins	Commissioner
Stephen Gibbs	Commissioner

DISTRICT STAFF:	
Paul Christian	General Manager
Ray Giglio	General Counsel
Mariela Montedeoca	District 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

APPROVAL OF AGENDA

PUBLIC COMMENT

BULK ITEMS

Action

1. Minutes of March 3, 2015
2. SBR Equipment Purchase: Wharton-Smith Change Order #3

GENERAL MANAGER'S REPORT

3. Architect Report – Layout for the New Administration Building

FINANCIAL REPORT

4. Monthly Financial Report – January 2015
5. KLWTD Wire Transfer Procedures Resolution
   - **A. RESOLUTION NO. DRAFT-02-2015**
     A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AUTHORIZING THE CHAIRMAN AND THE VICE-CHAIRMAN TO BE CONTACTED BY PHONE TO CONFIRM AUTHORIZATION OF WIRE TRANSFERS FOR DEBT SERVICE LOANS PAYMENT IN THE ABSENSE OF THE FINANCE DIRECTOR; AND PROVIDING AN EFFECTIVE DATE.

OPERATION'S REPORT

6. KLWTD Operations Analysis Program

COMMISSIONER'S ITEMS / ROUNDTABLE

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.

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

Meeting Date: March 10, 2015

Agenda Item Number: 1

Agenda Item Type: Bulk

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Minutes of March 3, 2015

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Minutes of March 3, 2015
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 3/6/2015

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Hwy, Key Largo, FL
Tuesday March 3, 2015

MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Norman Higgins, Stephen Gibbs, Robert Majeska and Andrew Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca and other appropriate District Staff.

Mr. Ray Giglio led the Pledge of Allegiance.

RECOGNIZE DISTRICT STAFF

Assessment and Billing Coordinator, Diane Bockelman was awarded Employee of the Month for February 2015.

APPROVAL OF AGENDA

- Commissioner Gibbs added an item to discuss an update on the Islamorada Salinity report from the Operations Manager, Daniel Saus.
- Commissioner Gibbs added an item to discuss the naming of the new administration building.
- Commissioner Higgins added an item to discuss the importance of grinder pump care.
- Commissioner Majeska added an item to discuss his meeting with the Auditors.
- Operations Manager Daniel Saus added an item to discuss a proposed change order for the KLWTD digester project.
- General Manager Paul Christian added an item to update the Board on the District's IT system status.

Motion: **Commissioner Gibbs made a motion to approve the agenda as amended and Commissioner Higgins seconded the motion. The motion passed without objection.**

PUBLIC COMMENT

Name & Address	*Subject*
Ed H Ellis 11 N Ocean Drive, Key Largo FL	Request for relief

BULK ITEMS

Minutes of February 17, 2015

Motion: **Commissioner Majeska made a motion to approve the minutes of February 17, 2015. Commissioner Higgins seconded the motion. The motion passed without objection.**

EDU Reduction after Installation of Irrigation Meter- AK#1621862 Alamar LLC

General Manager Paul Christian gave a brief synopsis on the EDU Reduction after installation of an irrigation Meter on Alamar LLC and answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to approve the EDU Reduction after Installation of Irrigation Meter- AK #1621862 Alamar LLC. Commissioner Tobin seconded the motion. The motion passed without objection.**

GENERAL MANAGER'S REPORT

Florida Keys Day Sponsorship

General Manager Paul Christian discussed the 2015 Florida Keys Day sponsorship. Mr. Christian informed the Board that he spoke with Erin Muir at Rep. Holly Raschein's office and was advised that the Florida Keys Aqueduct Authority had already committed to provide water for the event.

After some discussion The Board agreed to support the event at the previously approved level of $500 and to authorize the General Manager to expend an additional $500 in related expenses.

IT System Status

General Manager Paul Christian discussed a recent server failure, the steps that were taken by IT Staff to quickly restore the services provided by that server, and the on-going plan to improve system security. Mr. Christian noted that because of the District's comprehensive disaster-recovery procedures, there was no loss of critical data.

OPERATION'S REPORT

Proposed Phase 6 of Unique Grinder Pump Program: Central Avenue

Operations Manager Daniel Saus proposed the addition of the sixth phase to the existing Unique Grinder Program and answered questions from the Board. The proposed addition would include installation of a low pressure force main from US1 to serve parcels off of Central Avenue in Key Largo. KLWTD would then provide each property in the area a point of connection.

Ed Castle with Weiler Engineering provided his opinion on the best way to connect this phase to our system.

Islamorada Salinity report

Operations Manager Daniel Saus reported that Islamorada had 12 days above 4.0 salinity for the Month of February. Mr. Saus also reported on the Village's continued efforts to mitigate salinity

Proposed change order for KLWTD digester project

Operations Manager Daniel Saus provided a summary of a report submitted by AquaAerobics, (the manufacturer of our Sequential Batch Reactor equipment) that identified every piece of equipment needed to turn the existing digester tank into an operable third SBR. That report analyzed the serviceability and compatibility of previously purchased equipment as well as any additional equipment needed for the conversion. Mr. Saus presented a draft change order in the amount of $128,000 for the additional parts needed for the project.

Staff will bring final change order to the Board at a later meeting for review and action.

COMMISSIONER'S ITEM/ ROUNDTABLE

Naming for the new administrative building

Motion: **Commissioner Gibbs made a motion to name the Administrative Building "The Ken Sorensen Administrative Building" Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

Importance of Grinder Pump Maintenance

Commissioner Higgins shared his concerns regarding the maintenance and care of the grinder pumps. Chief Information Officer Rob Bulkiewicz presented a "Pressure Sewer System Owners Guide" published by the manufacturer of the grinder pumps, outlining their proper care. Mr. Bulkiewicz noted that copies of this brochure were being sent to all participants in the grinder pump program.

Annual Audit

Commissioner Majeska gave a brief update on his meeting with Tony Grau of *Grau and Associates,* the firm conducting the District's annual audit.

Commissioner Tobin thanked Commissioner Majeska for being involved in the auditing process.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:42PM.

The KLWTD meeting minutes of March 3, 2015 were approved on March 3, 2015.

_____

David Asdourian, Chairman

_____

Mariela Montedeoca, Clerk

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

Meeting Date: March 10, 2015

Agenda Item Number: 2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Operations

Sponsor: Daniel Saus

Subject:

SBR Equipment Purchase: Wharton-Smith Change Order #3

Summary of Discussion:

Staff recommends the approval of change order #3 for the purchase of equipment for the conversion of the existing plant digester tank into SBR #3. The purchase includes a new 50hp mixer for the tank as well as other ancillary equipment needed for the conversion. No additional time is being added to the contract.

Reviewed / Approved		Financial Impact	Attachments
Operations:	DS	$ 128,556.00	Wharton-Smith Change Proposal #4
Administration:		Expense	Wharton-Smith Contract Change Order #3
Finance:		Funding Source:	
District Counsel:		Grant(s)	
District Clerk:		Budgeted:	
Engineering:		No	

Approved By: _____ **Date:** 3/6/2015

General Manager

Wharton-Smith, Inc.
CONSTRUCTION GROUP

KLWWTD BIOSOLIDS DIGESTER
CHANGE PROPOSAL No 4
PROPOSAL SUMMARY

Revision 0

#	DESCRIPTION					NOTES
1	Cost to include additoinal BNR equipment					3/4/2015
2	Per discussions with the engineer and owner, some of the equipment needed to convert the existing digester into a BNR could not be located. The attached costs are for the equipment deemed missing by the supplier. Wharon-Smith					
3	is not responsible if the list is incomplete or missing parts.					
4						
5						
6						
7						
8	The duration for the additional work outlined in this proposal is 0 working days.					
9	The Contract Time Extension due to this Change Order is 0 working days.					
10	**MATERIALS**				**TOTAL**	
11	From Page 2				$ 103,248.35	
12		Tax	6.00%	$ 6,194.90	$ 109,443.25	
13		Markup	15.0%	$ 16,416.49	$ 125,859.74	GC 32, Section 12-01-C-2
14					**$ 125,859.74**	
15						
16	**LABOR**	**HRS**		**AVG $ / HR**	**TOTAL**	
17	From Page 3	16		$ 67.10	$ 1,073.60	
18		Markup	15.0%	$ 161.04	$ 1,234.64	GC 32, Section 12-01-C-2
19					**$ 1,234.64**	
20						
21	**TOOLS & EQUIPMENT**				**TOTAL**	
22	From Page 4				$ -	
23		Tax	6.00%	$ -	$ -	
24		Markup	15.0%	$ -	$ -	GC 32, Section 12-01-C-2
25					**$ -**	
26						
27	**SUBCONTRACTS**	**INV**			**TOTAL**	
28	See page PG5				$ -	
29						
30						
31						
32		Subtotal			$ -	
33		Markup	5.0%	$ -	$ -	GC 32, Section 12-01-C-2
34					**$ -**	
35						
36	**OTHER**	**QTY**		**REFERENCE**	**TOTAL**	
37	Extended Overhead		Days * Cost Per Day		$ -	
38	Additional Insurance	0.50%	M + L + T&E + S	$ 127,094.38	$ 635.47	
39	Additional Bond	0.50%	M + L + T&E + S	$ 127,094.38	$ 635.47	
40		Subtotal			$ 1,270.94	
41		Markup	15.0%	$ 1,270.94	$ 190.64	
42					**$ 1,461.59**	
43						
44	**FINAL QUOTE TOTAL**				**TOTAL**	
45					$ 128,556.00	
46						
47				**$**	**128,556.00**	

Wharton-Smith, Inc.
CONSTRUCTION GROUP

MATERIAL ESTIMATE

#	MATERIALS	INV	QTY	UNIT	UNIT RATE	TOTAL	NOTES
						$ -	
1	Aqua Aerobics Equipment		1	LS	$ 90,801.38	$ 90,801.38	
2	Hach Equipment		1	LS	$ 12,446.97	$ 12,446.97	
3						$ -	
4						$ -	
5						$ -	
6						$ -	
7						$ -	
8						$ -	
9						$ -	
10						$ -	
11						$ -	
12						$ -	
13						$ -	
14						$ -	
15						$ -	
16						$ -	
17						$ -	
18						$ -	
19						$ -	
20						$ -	
21						$ -	
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23						$ -	
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30						$ -	
31						$ -	
32						$ -	
33						$ -	
34						$ -	
35						$ -	
36						$ -	
37						$ -	
38						$ -	
39						$ -	
40						$ -	
41						$ -	
42						$ -	
43	MATERIAL SUBTOTAL					TOTAL	
44						$ 103,248.35	
45					$	103,248.35	

Wharton-Smith, Inc.
CONSTRUCTION GROUP

LABOR ESTIMATE

#		LABOR	HRS ST	HRS OT	RATE ST	RATE OT	COST ST	COST OT	COST TOTAL	NOTES
1		Superintendent	0		$ 85.00	$ 127.50	$ -	$ -	$ -	
2		Asst. Superintendent	0		$ 75.00	$ 112.50	$ -	$ -	$ -	
3		Surveyor	0		$ 55.00	$ 82.50	$ -	$ -	$ -	
4		Craft Foreman	0		$ 55.00	$ 82.50	$ -	$ -	$ -	
5		Operator	0		$ 50.00	$ 75.00	$ -	$ -	$ -	
6		Rodbuster	0		$ 40.00	$ 60.00	$ -	$ -	$ -	
7		Carpenter	0		$ 40.00	$ 60.00	$ -	$ -	$ -	
8		Pipefitter	0		$ 40.00	$ 60.00	$ -	$ -	$ -	
9		Plumber	0		$ 40.00	$ 60.00	$ -	$ -	$ -	
10		Finisher	0		$ 35.00	$ 52.50	$ -	$ -	$ -	
11		Laborer	0		$ 30.00	$ 45.00	$ -	$ -	$ -	
12						$ -	$ -	$ -	$ -	
13						$ -	$ -	$ -	$ -	
14						$ -	$ -	$ -	$ -	
15						$ -	$ -	$ -	$ -	
16						$ -	$ -	$ -	$ -	
17						$ -	$ -	$ -	$ -	
18						$ -	$ -	$ -	$ -	
19						$ -	$ -	$ -	$ -	
20						$ -	$ -	$ -	$ -	
21			0.0	0.0			$ -	$ -		
22			0.0						$ -	
23										

		ADJUSTMENTS	%	HRS		RATE / HR	TOTAL	
24								
25		Material Handling	7.0%	0			$ -	
26		Testing & Cleaning	2.5%	0			$ -	
27		Warranty & Punchlist	1.5%	0			$ -	
28				0			$ -	
29								

		PROJECT MANAGEMENT	HRS		RATE / HR	TOTAL	
30							
31		Project Manager	8		$ 79.20	$ 633.60	Purchase orders &
32		Asst. Project Manager	0		$ 66.00	$ -	management
33		Project Engineer	8		$ 55.00	$ 440.00	
34			16.0			$ 1,073.60	
35							

		LABOR SUBTOTAL				HRS	AVG $ / HR	TOTAL	
36									
37		Manhours	-	0.0	16.0	16.0	$ 67.10	$ 1,073.60	
38						16.0			
39							$	1,073.60	
40									

Wharton-Smith, Inc.
CONSTRUCTION GROUP

EQUIPMENT ESTIMATE

#		TOOLS	DESCRIPTION	REF		RATE	TOTAL	
1		Small Tools	4% Labor Cost	$ 1,074		4%	$ -	
2		Consumables	$1.00 / Labor Hr	16.0		$ 1.00	$ -	
3							$ -	
4							$ -	
5								
6		EQUIPMENT	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
7		Pickup Truck			Day	$ 43.50	$ -	
8		Air Compressor			Day	$ 350.00	$ -	
9		Backhoe/Loader			Day	$ 465.00	$ -	
10		Loader			Day	$ 465.00	$ -	
11		Generator			Day	$ 68.50	$ -	
12							$ -	
13							$ -	
14								
15		RENTALS	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
16		Welder			Day	$ 74.80	$ -	
17		Trencher			Day	$ 245.00	$ -	
18		Lift			Day	$ 47.50	$ -	
19		Loader			Day	$ 465.00	$ -	
20		Backhoe			Day	$ 465.00	$ -	
21		Concrete Pump			Day	$ 960.00	$ -	
22		Lull			Day	$ 2,500.00	$ -	
23		150 Ton Crane			Day	$ 3,500.00	$ -	
24		Core Drill			Day	$ 85.00	$ -	
25							$ -	
26								
27		FUEL	DESCRIPTION	Rate		REF	TOTAL	
28		Equipment Fuel	12% Fueled Equipment Cost	12%		$ -	$ -	
29							$ -	
30								
31								
32		EQUIPMENT SUBTOTAL					TOTAL	
33							$ -	
34								
35						$ -		

Wharton-Smith, Inc.
CONSTRUCTION GROUP

SUBCONTRACT ESTIMATE

#		SUBCONTRACTOR	SCOPE	INV	TOTAL	NOTES
1						
2						
3						
4						
5						
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7						
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30						
31						
32						
33						
34						
35						
36						
37						
38		SUBCONTRACT SUBTOTAL			TOTAL	
39					$ -	
40				$ -		

AQUA-AEROBIC SYSTEMS, INC.
Partnering for Solutions

AFTERMARKET PROPOSAL # 36967

TO: KEY LARGO WASTEWATER TREATMENT DISTRICT
100300 OVERSEAS HIGHWAY (PO BOX 491)
KEY LARGO
FLORIDA 33037
USA

ATN: JARED PRIMICERIO

CC:

PROJECT: KEY LARGO WWTP
KEY LARGO
FL
USA-MUN

PROPOSAL DATE: February 11, 2015

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
	We are pleased to quote, for acceptance within 30 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed 14-18 weeks* after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval.		
1	Flex Joint 24", +/- 28 degree, 316SS	$11,510.00	$11,510.00
1	Decant Pipe, 24" PVC with 316SS Ring	$19,877.00	$19,877.00
1	Decanter Pipe Support Post, 4" SCH 40 x 8'0" Long	$821.33	$821.33
40	HHCS, 1 1/4-7 x 4", 316SS	$32.39	$1,295.60
40	HHCS, 1 1/4-7 x 4.5", 316SS	$32.76	$1,310.40
80	Nut Hex Full, 1-1/4", 316 SS	$10.43	$834.40
80	Nut Hex Jam, 1-1/4", 316 SS	$14.59	$1,167.20
160	Flat Washer, 1-1/4",316 SS	$5.19	$830.40
4	Gasket, 24" Full Face (EPDM)	$59.56	$238.24
1	HHCS, 3/4-10 UNC x 5" LG. 316S	$9.86	$9.86
9	HHCS 3/4-10 X 6.50 316S	$15.20	$136.80
9	Nut Hex Full, 3/4"-10UNC - 316SS	$2.02	$18.18

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9	Nut Hex Jam, 3/4-10 - 316SS	$2.03	$18.27
20	Flat Washer, 3/4 X 1.88 - 316SS	$0.90	$18.00
2	Cover Mounting Tab, LH	$61.60	$123.20
6	1/2" Adhesive Anchor Kit	$19.98	$119.88
6	HHCS 1/2-13 X 2.00 - 316SS	$1.85	$11.10
6	Nut Hex Full, 1/2-13 - 316SS	$0.53	$3.18
10	Nut Hex Jam, 1/2-13 - 316SS	$0.46	$4.60
10	Flat Washer, 1/2 X 1.25 - 316SS	$0.26	$2.60
12	HHCS 3/8"-16 UNC x 3.5" - 316SS	$1.43	$17.16
4	HHCS, 3/8-16 X 2.00 - 316SS	$0.53	$2.12
2	U-Bolt 3/8"-16UNC x 2", 316SS	$61.14	$122.28
15	Nut Hex Full 3/8-16, 316SS	$0.24	$3.60
15	Nut Hex Jam, 3/8-16, 316SS	$0.24	$3.60
25	Flat Washer, 3/8" x 1.00, 316SS	$0.15	$3.75
6	Pipe Clamp Half, 2" Pipe	$5.76	$34.56
4	Cover Plate Clamp, 316SS	$24.64	$98.56
2	Mounting Bracket, Air Hose	$39.01	$78.02
7	PVC Pipe, 2.5" x 6" Lg, SCH 40	$11.81	$82.67
14	Worm Drive Hose Clamp, 24-25.5"DIA,.5"WD,316SS	$12.48	$174.72
2	Mounting Tab Cover, RH	$71.87	$143.74

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2	Hanger Bracket, Counterweight	$123.20	$246.40
4	Weight Clip, 1/4-20, 316SS	$29.99	$119.96
1	50 HP Model SS Endura® Series AquaDDM® Mixer. Motor base and intake volute assemblies will be of 304 stainless steel. Float is 14 gauge 304 stainless steel skin, filled with closed cell polyurethane foam. Propeller is cast stainless steel. Motor will be premium efficient, TEFC, 460 volt, 3 phase, 60 hertz, 900 RPM with 1.15 service factor and Class F nonhygroscopic insulation. Motor shaft is one-piece 17-4 PH stainless steel. Gulf Coast Paint is included.	$46,970.00	$46,970.00

NOTES:
1. Freight charges are not included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
2. Payable net 30 days from date of shipment subject to credit review; no retainage allowed.

Pricing Summary:

Equipment and/or Accessories:	$86,451.38
Freight:	$4,350.00
Total Job Price:	$90,801.38

Material and/or services not specifically listed in this proposal are not included in the quoted TOTAL JOB PRICE and are to be supplied by others.

Goods quoted above will be sold subject to the terms and conditions of sale set forth on the face hereof and the following pages entitled "Terms and Conditions of Aqua-Aerobic Systems, Inc.": Any different or additional terms are hereby objected to.

Copyright 2015, Aqua-Aerobic Systems, Inc., Rockford, IL

Quote (Submitted)

Web Quote Number:	30442274648		
Account Number:	336029	**Quote Source:**	Web
Updated On:	2015-02-10	**Login Name:**	ryand@klwtd.com
Entered/Placed On:	2015-02-10	**Expiration Date:**	2015-04-11
Quote Reference Number:			

Quote List

Line #	Product # / Item	Quantity	Unit Price	Discount %	Total Price
1	LXV402.99.00002 sc1000 Multi-parameter Universal Controller Display Module (without GSM/GPRS)	1	$2,770.00	0.00	$2,770.00
2	LXV400.99.1A082 sc1000 Probe Module,6 Sensors with Conduits,100-240V, no power cord, with conduit,Modbus 485,No I/O Module	1	$1,344.00	0.00	$1,344.00
3	9020000 HACH LDO® Model 2, Optical Process Dissolved Oxygen Probe	1	$1,804.00	0.00	$1,804.00
4	DPD1P1 Digital pHD sc Sensor, General Purpose Glass Electrode, 33 ft Cable	1	$957.00	0.00	$957.00
5	DRD1P5 pHD sc Differential ORP Digital Sensor, PEEK Body, Convertible Style, Platinum Electrode	1	$1,021.00	0.00	$1,021.00
6	LXV423.99.00100 SOLITAX Turbidity and Suspended Solids, ts-line sc, stainless steel with wiper (0.001 to 4000 NTU, 0.001 mg/L to 50 g/L) (Sensor Only)	1	$4,278.00	0.00	$4,278.00
			Total (before taxes, shipping and handling):		$12,174.00

Shipping, Billing and Payment Details

Contact Information

Ryan Dempsey
(305) 798-2203
ryand@klwtd.com

Billing Address

KEY LARGO WW TREATMENT DISTRICT
Connie Fazio
PO BOX 491
KEY LARGO, 33037
USA
(305) 451-4019

Terms and Conditions

- Net 30 Days From Invoice Date
- By placing your Quote, you agree to Hach Standard Terms and Conditions at hach.com/terms.
- Standard shipping rates apply. Please visit hach.com/shippingPolicyAndRates for details.
- Quote is valid for 60 days from creation date.
- Due to U.S. Export Compliance regulations and packaging concerns, online ordering is NOT available for export transactions and orders with ultimate destination or use outside the USA (including Puerto Rico, U.S. Virgin Islands, Guam and other U.S. territories, and APO or FPO addresses). By processing your request, you are certifying the ordered products are not for ultimate use outside the 50 United States.

SECTION 00950

CHANGE ORDER FORM

Change Order No. 3

Project Title KLWTD Biosolids Digester Project

Bid No. N/A

Owner: Key Largo Wastewater Treatment District

Contractor: Wharton-Smith, Inc.

Agreement Date: May 2nd, 2014

This Change Order is necessary to cover changes in the work to be performed under this Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Change Order.

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:

(1)	Original Contract Price	$ 4,077,000.00
(2)	Current Contract Price (Adjusted by Previous Change Orders)	$ 4,088,690.00
(3)	Total Proposed Change in Contract Price	$ 128,556.00
(4)	New Contract Price (Item 2 + Item 3)	$ 4,217,246.00
(5)	Original Contract Time	300 Days
(6)	Current Contract Time (Adjusted by Previous Change Orders)	307 Days
(7)	Total Proposed Change in Contract Time	0 Days
(8)	New Contract Time (Item 6 + Item 7)	307 Days
(9)	Original Contract Substantial Completion Date	July 26, 2015
(10)	New Contract Substantial Completion Date	August 2, 2015

CHANGES ORDERED

ITEM 1 FOR CHANGE ORDER #3

Description of Change:
Purchase of Aqua Aerobics equipment and Hach instrumentation needed to convert the third existing tank into an SBR. The additional treatment capacity is needed to accommodate increasing flows, including flow from Islamorada.

Reason for Change: The District pre-purchased the equipment to turn the third tank into an SBR when the new digester was built. This equipment has been on site for years, since the construction of the existing WWTP. A few pieces have been damaged and some smaller components such as fasteners, hangers and supports can't be located. In addition, the mixer that was pre-purchased has been in use and recently experienced a catastrophic failure.

The District also pre-purchased the instrumentation for the third SBR, but some of that has been used to repair and replace instrumentation on the other two SBRs over the years.

The District had Aqua Aerobics preform an evaluation of the condition of the pre-purchased Aqua Aerobics equipment and the Hach instrumentation. Aqua Aerobics prepared a report and recommendation for the equipment that needed to be purchased. Weiler Engineering reviewed the report and verified the list of needed equipment, supplementing the list with additional recommended parts, including fasteners, supports and other small items that could not be located. Wharton Smith is acting as purchasing agent at the District's request since the equipment is needed as part of the Digester Project scope of work and did not participate in compiling the list.

This Change Order allows the Contractor of the Digester Project to purchase the needed replacement equipment. The other equipment is onsite, and the installation of all the equipment is already included in the Digester Project scope.

At this point, no additional time is being requested. If late delivery of the equipment causes delay of the project beyond the Contractor's control, the Contractor will be entitled to additional time.

Change in Contract Price: **$ 128,566.00**

Change in Contract Time: **00 days**

CHANGE ORDER HISTORY			
No.	**Description**	**Change in Contract Price**	**Change in Contract Time**
1	Form and pour 12 concrete supports for Evoqua Equipment	$ 9,308.00	07 Days
2	800 A Breaker upgraded from 80% to 100%	$2,382.00	00 Days
3	Purchase of the Hach and Aqua Aerobics parts that are needed for SBR three	$128,556.00	00 Days
TOTAL		**$ 140,246.00**	**07 Days**

WAIVER 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 Waiver 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.

APPROVAL AND CHANGE ORDER AUTHORIZATION ACKNOWLEDGMENTS

The aforementioned change, and work affected thereby, is subject to all provisions of the original Agreement and specifically changed by this Change Order; and

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original Agreement other than matters expressly provided herein.

ATTEST:	Wharton-Smith, Inc.
_____	Contractor
	Gregory Williams, Division Manager
_____	Printed Name and Title of Officer
(Secretary)	
_____	_____
Date	By (Signature)
(Corporate Seal)	_____
	Date
ATTEST:	Key Largo Wastewater Treatment District
	Owner
_____	Paul Christian, General Manager
(Signature)	Printed Name and Title
_____	_____
Date	By (Signature)
(Seal)	_____
	Date

Key Largo Wastewater Treatment District

Mariela Montedeoca <mariela.montedeoca@klwtd.com>

Fwd: Aqua Aerobics and Hach Equipment Purchase

Dan Saus <dan.saus@klwtd.com> Fri, Mar 6, 2015 at 10:20 AM
To: Mariela Montedeoca <mariela.montedeoca@klwtd.com>

Mariela,

Please attach the e-mail below to the back up for the digester change order. Iyt reflects the shipping charges for the Hach equipment.

Thank you,

Daniel Saus
Operations Manager
Key Largo Wastewater Treatment District
305-451-4019 x308

From: Ed Castle [mailto:edrcastle@me.com]
Sent: Wednesday, March 04, 2015 2:20 PM
To: Chris Gayner
Cc: Dan Saus
Subject: Re: Aqua Aerobics and Hach Equipment Purchase

Hach standard shipping is 2% of net price plus $29.49 for handling for purchases over $10,000 according to http://www.hach.com/shippingPolicyAndRates

I get $272.97

Edward R. Castle, PE

Weiler Engineering Corporation

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

Meeting Date: March 10, 2015

Agenda Item Number: 3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Paul Christian

Subject:

Architect Report – Layout for the New Administration Building

Summary of Discussion:

Staff and Architect Dave Boerner to present the floor-plan layout of the new Administration Building.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 3/6/2015

General Manager

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

Meeting Date: March 10, 2015

Agenda Item Number: 4

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor: Finance Dept.

Subject:

Monthly Finance Report - January 2015

Summary of Discussion:

Monthly Finance Reports for review - January 2015

Reviewed / Approved

Operations: _____

Administration: _____

Finance: CF

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Funding Source:

Budgeted: Yes

Attachments

Statement of Net Position and Revenue & Expenditure Report: January 2015

Approved By: _____ **Date:** 3/6/2015

General Manager

STATEMENT OF NET POSITION FOR KEY LARGO WASTEWATER TREATMENT DISTRICT
Period Ending 01/31/2015

GL Number	Description	Balance
Fund 401 - GENERAL FUND		
***** Assets *****		
Cash		
401-0000-101.000.01	BB&T R&R Fund 9681	693,935.00
401-0000-101.000.02	BB&T Debt Service Acct 9673	1,751,870.78
401-0000-101.000.03	BB&T Payroll Acct 9665	346,353.02
401-0000-101.000.04	BB&T Assessment Acct 9657	1,923,857.53
401-0000-101.000.06	BB&T General Operating 9549	4,639,078.04
401-0000-101.000.07	Capital Bank General Acct-9006	230,593.67
401-0000-101.000.08	Capital Bank Assessment-4806	1,171.94
401-0000-101.000.09	Community Operating Acct -3606	9,507.03
401-0000-101.000.10	Community Assessment Acct- 3609	1,364,890.50
401-0000-101.000.11	First State Assessment Act-3292	2,370,603.10
401-0000-101.000.13	BB&T: Money Rate Savings - 5806	4,003,969.77
	Cash	**17,335,830.38**
Accounts Receivable		
401-0000-115.000.01	Accounts Receivable	47,070.45
401-0000-115.000.02	Islamorada Wastewater Flow Revenue	21,036.60
	Accounts Receivable	**68,107.05**

GL Number	Description	Balance
Fixed Assets		
401-0000-166.900.00	Equipment & Furniture - Office & Field	88,000.00
401-0000-166.900.01	Equipment & Furniture - Computer	111,428.86
401-0000-166.900.02	Equipment & Furniture - Tools	53,595.23
401-0000-166.900.03	Equipment & Furniture - Plant Office/Lab	37,295.44
401-0000-166.900.04	Equipment & Furniture - Main Office	44,811.92
401-0000-166.900.05	Equipment & Furniture - Plant Equipment	225,455.46
401-0000-170.900.00	Collection Facilities	109,061,988.26
401-0000-170.900.01	Treatment Facilities	32,081,937.56
401-0000-170.900.02	Leasehold Improvements	11,026.63
401-0000-170.900.03	Vehicles	298,675.92
401-0000-170.950.00	Accumulated Depreciation	(16,135,000.63)
	Fixed Assets	**125,879,214.65**
Other Assets		
401-0000-141.000.00	Inventory - Chemicals	45,313.02
401-0000-141.100.02	Inventory - Fittings	1,647.00
401-0000-155.000.01	Prepaid Assets	20,000.00
401-0000-156.000.00	Deposits	53,355.00
401-0000-161.900.00	Land	1,780,804.19
401-0000-169.900.00	Construction In Progress	1,323,029.94
401-0000-169.900.00-UniquePr	Construction In Progress: Unique Propert	2,158,643.09
	Other Assets	**5,382,792.24**
	Total Assets	**148,665,944.32**

GL Number	Description	Balance
*** Liabilities ***		
Accounts Payable		
401-0000-202.000.00	Accounts Payable	276,805.38
	Accounts Payable	**276,805.38**
Liabilities-ST		
401-0000-205.000.00	Retainage Payable	63,806.02
401-0000-208.000.00	Islamorada Deposit Plant Upgrade	442,709.14
401-0000-208.000.01	Islamorada Good Faith Deposit	25,000.00
401-0000-229.000.00	Health & Optional Withholdings	1,648.46
	Liabilities-ST	**533,163.62**
Liabilities-LT (over 1 year)		
401-0000-203.900.00	SRF Loan - KLNC 01P	18,745,707.86
401-0000-203.900.01	SRF Bonded Loan - KLNC 010	17,029,033.71
401-0000-203.900.02	SRF Loan - KLP 020	578,388.00
401-0000-203.900.03	SRF Loan - KLSC 464030	2,030,224.25
401-0000-203.900.05	BB&T 2013 Bond	9,208,172.85
401-0000-203.900.06	BB&T 2014 Bond	9,209,569.45
	Liabilities-LT (over 1 year)	**56,801,096.12**
Other Liabilities		
401-0000-210.900.00	Accrued Compensated Absences	59,818.95
401-0000-237.000.00	Other Post Employ Benefit (OPEB) Liab	55,358.00
	Other Liabilities	**115,176.95**
	Total Liabilities	**57,726,242.07**
*** Fund Balance ***		
	Ending Fund Balance	**90,939,702.25**

REVENUE AND EXPENDITURE REPORT FOR KEY LARGO WASTEWATER TREATMENT DISTRICT
PERIOD ENDING 01/31/2015
% Fiscal Year Completed: 33.70

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT *(Expected: 33.7%)* USED:
Fund 401 - GENERAL FUND					
Revenues					
Dept 0000-Non-Departmental					
325.100	Non Ad Valorem Assessments	216,388.91	3,248,770.08	4,332,974.00	74.98
343.500	Wastewater Service Revenue	636,374.59	2,126,520.79	9,154,331.00	23.08
361.100	Interest Income	1,528.51	6,083.64	17,500.00	34.76
369.900	Miscellaneous Revenues	0.00	8,572.50	0.00	100.00
Total Dept 0000-Non-Departmental		**889,286.57**	**5,389,947.01**	**13,504,805.00**	**39.91**
Dept 5900-CONSTRUCTION					
325.100	SDC Prepayments	6,415.00	101,930.02	175,000.00	58.25
332.000	Islamorada ILA-Capital Project Portion	0.00	0.00	1,747,618.00	0.00
334.350	DEP Grant Income	0.00	0.00	7,582,500.00	0.00
Total Dept 5900-CONSTRUCTION		**6,415.00**	**101,930.02**	**9,505,118.00**	**1.07**
TOTAL Revenues		**895,701.57**	**5,491,877.03**	**23,009,923.00**	**23.87**

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT (Expected: 33.7%) USED:
Expenditures					
Dept 0000-Non-Departmental					
581.000	Transfer to Repair & Replacement Fund	0.00	0.00	870,088.00	0.00
720.000	Debt Service	1,630,877.17	1,951,951.63	5,710,495.00	34.18
720.100	Less: Current Year Principal Reductions	(1,228,417.10)	(1,528,095.06)	0.00	100.00
Total Dept 0000-Non-Departmental		**402,460.07**	**423,856.57**	**6,580,583.00**	**6.44**
Dept 5130-ADMINISTRATIVE					
120.000	Payroll-Administration	62,735.56	240,698.84	854,095.00	28.18
120.511	Payroll-Board Meeting Compensation	5,985.00	21,952.81	71,820.00	30.57
210.000	Payroll Taxes	5,170.22	19,509.91	70,833.00	27.54
220.000	Retirement Program	2,051.08	5,703.96	27,327.00	20.87
230.000	Group Health Premiums	8,281.00	26,825.39	129,891.00	20.65
230.001	Employee Benefit Administration Fees	170.00	524.00	2,000.00	26.20
240.000	Workers Compensation Insurance	2,141.00	8,988.00	4,446.00	202.16
250.000	Unemployment Compensation	0.00	0.00	20,000.00	0.00
311.000	Professional Services	105.00	1,253.20	14,200.00	8.83
311.002	FKAA Billing Services	10,820.16	32,088.26	135,000.00	23.77
311.003	Tax Collector Fees	0.00	9,000.00	11,000.00	81.82
311.004	Utility Rate Consultant	0.00	0.00	32,000.00	0.00
311.005	Professional Services - Tax Roll Svc	0.00	0.00	6,000.00	0.00
311.007	Professional Svcs- Hibiscus Marketing	0.00	6,000.00	37,000.00	16.22
312.000	Lobbyists	12,107.80	34,247.80	96,000.00	35.67
313.000	Legal - Litigation Reserve	0.00	0.00	20,000.00	0.00
313.001	Legal - Outside Counsel	0.00	0.00	20,000.00	0.00
320.000	Audit Services	2,776.00	22,900.00	105,000.00	21.81
341.000	Software & License Renewals	945.50	3,697.64	38,700.00	9.55
400.000	Travel, Training, Education & Meetings	947.45	6,928.23	55,000.00	12.60
410.000	Communications	4,689.32	16,064.63	57,980.00	27.71
411.000	IT Maintenance	625.63	11,420.07	51,480.00	22.18
420.000	Postage & Delivery Expense	15.55	789.17	10,000.00	7.89

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT (Expected: 33.7%) USED:
430.000	Water - District Office	30.51	111.22	350.00	31.78
432.000	Facility Cleaning	0.00	1,481.50	4,000.00	37.04
435.000	Electricity	392.83	1,515.53	6,000.00	25.26
440.000	Rents & Leases	2,988.73	11,954.92	40,000.00	29.89
450.000	Insurance	73,476.75	337,884.06	340,475.00	99.24
460.000	Repairs & Maintenance	225.44	436.27	16,000.00	2.73
470.000	Copier Expense	490.80	1,533.41	4,500.00	34.08
480.000	Advertisements	690.15	1,058.28	20,000.00	5.29
492.000	Bank Fees	0.00	0.00	1,000.00	0.00
493.000	Low Income Assistance	0.00	0.00	10,000.00	0.00
510.000	Office Supplies & Special Printings	1,728.62	7,147.75	24,500.00	29.17
520.000	Employee Uniforms / Clothing	0.00	515.89	1,500.00	34.39
520.007	Regulatory, Permit & Recording Fees	0.00	501.18	5,000.00	10.02
520.010	Fuel: Vehicles	0.00	0.00	1,000.00	0.00
521.000	Board: Travel, Admin, Office Supplies	177.09	1,709.07	7,500.00	22.79
540.000	Dues & Subscriptions	680.00	1,530.93	4,100.00	37.34
641.000	Capital Outlay - Vehicles	0.00	0.00	20,000.00	0.00
645.000	Capital Outlay: Computer Equipment	0.00	2,407.89	15,000.00	16.05
680.000	Capital Outlay: Software	0.00	11,255.83	12,953.00	86.90
Total Dept 5130-ADMINISTRATIVE		**200,447.19**	**849,635.64**	**2,403,650.00**	**35.35**

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT *(Expected: 33.7%)* USED:
Dept 5351-PLANT					
120.000	Payroll-Plant	21,434.25	78,690.37	285,795.00	27.53
210.000	Payroll Taxes	1,625.82	5,969.48	21,863.00	27.30
220.000	Retirement Program	507.68	1,823.59	8,574.00	21.27
230.000	Group Health Premiums	2,901.16	9,123.68	48,098.00	18.97
240.000	Workers Compensation Insurance	0.00	0.00	10,231.00	0.00
311.000	Professional Services	700.00	700.00	64,500.00	1.09
311.006	Professional Services: Engineering	17,212.50	45,087.50	100,000.00	45.09
400.000	Travel, Training, Education & Meetings	126.36	932.51	16,000.00	5.83
420.000	Postage & Delivery Expense	90.51	3,827.64	14,500.00	26.40
430.000	Water- Plant	309.57	946.97	4,000.00	23.67
432.000	Facility Cleaning	0.00	860.00	10,000.00	8.60
435.000	Electricity - Plant	24,536.08	80,340.92	369,878.00	21.72
460.000	Repairs & Maintenance	7,954.35	23,457.35	106,000.00	22.13
470.000	Copier Expenses	198.18	842.90	3,500.00	24.08
491.000	Reserve for Contingencies	0.00	0.00	2,000.00	0.00
510.000	Office Supplies	91.97	1,126.78	7,500.00	15.02
511.000	Safety Supplies	0.00	919.25	7,500.00	12.26
520.000	Employee Uniforms / Clothing	226.92	1,600.89	2,500.00	64.04
520.001	Lab Services (sample analysis)	3,536.00	14,441.00	45,000.00	32.09
520.002	Sludge Handling	0.00	0.00	334,891.00	0.00
520.003	Chemicals	29,265.95	106,077.47	500,423.00	21.20
520.004	Lab Supplies	0.00	5,169.55	18,000.00	28.72
520.005	Supplies & Tools (plant operations)	17,686.80	28,766.48	75,000.00	38.36
520.006	Immunizations	0.00	0.00	1,500.00	0.00
520.007	Regulatory/ Permit Fees	5,000.00	5,000.00	5,000.00	100.00
520.010	Fuel: Equipment	303.98	664.71	22,500.00	2.95
540.000	Dues & Subscriptions	0.00	350.00	1,000.00	35.00
640.000	Capital Outlay:Equipment	0.00	0.00	37,000.00	0.00
640.003	Capital Outlay: Plant Security System	0.00	0.00	32,000.00	0.00
641.000	Capital Outlay - Vehicles	0.00	0.00	8,000.00	0.00
Total Dept 5351-PLANT		**133,708.08**	**416,719.04**	**2,162,753.00**	**19.27**

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT (Expected: 33.7%) USED:
Dept 5352-COLLECTIONS					
120.000	**Payroll-Collections & Maintenance**	**54,180.50**	**203,796.91**	**696,803.00**	**29.25**
210.000	Payroll Taxes	4,079.16	15,399.34	53,305.00	28.89
220.000	**Retirement Program**	**1,097.41**	**3,342.35**	**20,904.00**	**15.99**
230.000	Group Health Premiums	8,620.95	28,384.20	137,424.00	20.65
240.000	**Workers Compensation Insurance**	**0.00**	**0.00**	**24,946.00**	**0.00**
311.000	Professional Services	0.00	0.00	14,500.00	0.00
311.006	**Professional Services: Engineering**	**5,647.50**	**34,937.54**	**70,000.00**	**49.91**
400.000	Travel, Training, Education & Meetings	1,482.02	7,245.81	12,000.00	60.38
430.000	**Water**	**188.32**	**711.85**	**2,600.00**	**27.38**
432.000	Facility Cleaning	22.99	522.99	5,200.00	10.06
432.001	**Solid Waste**	**381.49**	**1,491.73**	**7,500.00**	**19.89**
435.000	Electricity	21,106.89	76,610.61	207,850.00	36.86
460.000	**Repairs & Maintenance**	**38,083.82**	**63,346.57**	**149,000.00**	**42.51**
491.000	Reserve for Contingencies	0.00	0.00	2,000.00	0.00
510.000	**Office Supplies**	**154.58**	**2,197.50**	**3,000.00**	**73.25**
511.000	Safety Supplies	108.62	1,448.68	12,000.00	12.07
520.000	**Employee Uniforms / Clothing**	**0.00**	**1,680.00**	**5,000.00**	**33.60**
520.005	Supplies & Tools (inc.cleaning supplies)	1,568.01	13,366.10	45,000.00	29.70
520.006	**Immunizations**	**0.00**	**140.94**	**10,000.00**	**1.41**
520.008	Lateral Extensions	10,160.03	17,199.82	40,000.00	43.00
520.010	**Fuel**	**1,500.65**	**9,561.10**	**35,500.00**	**26.93**
540.000	Dues & Subscriptions	0.00	950.00	2,400.00	39.58
640.000	**Capital Outlay: Equipment & Machinery**	**0.00**	**0.00**	**35,600.00**	**0.00**
640.001	Capital Outlay: Vac Station Equipment	0.00	0.00	18,000.00	0.00
641.000	**Capital Outlay: Vehicles**	**0.00**	**0.00**	**27,000.00**	**0.00**
Total Dept 5352-COLLECTIONS		**148,382.94**	**482,334.04**	**1,637,532.00**	**29.45**

ACCOUNT PROJECT	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2015 INCREASE (DECREASE)	YTD BALANCE 01/31/2015 NORMAL (ABNORMAL)	2014-15 ADOPTED BUDGET	% BDGT (Expected: 33.7%) USED:
Dept 5900-CONSTRUCTION					
120.000	Payroll-Construction	10,031.60	37,389.54	219,453.00	17.04
210.000	Payroll Taxes	753.31	2,825.97	16,788.00	16.83
220.000	Retirement Program	300.96	1,090.23	6,373.00	17.11
230.000	Group Health Premiums	1,739.37	5,470.91	40,246.00	13.59
240.000	Workers Compensation Insurance	0.00	0.00	6,540.00	0.00
311.006	Professional Services - Engineering	23,707.50	92,502.66	156,017.00	59.29
400.000	Travel, Training & Education	0.00	318.70	7,500.00	4.25
460.000	Repairs & Maintenance	198.00	299.49	10,000.00	2.99
490.000	Small Tools & Equipment	0.00	1,462.00	7,500.00	19.49
510.000	Office Supplies	29.87	153.80	2,000.00	7.69
520.000	Employee Uniforms / Clothing	0.00	249.00	1,750.00	14.23
525.000	Vehicle Expense	107.96	634.53	0.00	100.00
630.000	Capital Outlay: Infrastructure	37,984.80	55,784.11	4,610,300.00	1.21
650.002	Sludge Handling System	0.00	342,671.37	3,293,305.00	10.41
650.003	Service Connection Revisions	0.00	0.00	30,000.00	0.00
650.004	Unique Properties	82,431.25	307,384.29	1,749,633.00	17.57
650.999	Vac Station SCADA upgrade	0.00	0.00	68,000.00	0.00
Total Dept 5900-CONSTRUCTION		**157,284.62**	**848,236.60**	**10,225,405.00**	**8.30**
TOTAL Expenditures		**1,042,282.90**	**3,020,781.89**	**23,009,923.00**	**13.13**
TOTAL REVENUES - ALL FUNDS		**895,701.57**	**5,491,877.03**	**23,009,923.00**	**23.87**
TOTAL EXPENDITURES - ALL FUNDS		**1,042,282.90**	**3,020,781.89**	**23,009,923.00**	**13.13**
NET OF REVENUES & EXPENDITURES		**(146,581.33)**	**2,471,095.14**	**0.00**	**100.00**

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

Meeting Date: March 10, 2015

Agenda Item Number: 5

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor: Finance Dept.

Subject:

KLWTD Wire Transfer Procedures

Summary of Discussion:

Staff requests an update to the Wire Transfer Procedures by adding the Chairman or Vice Chairman of the Board of Commissioners to the current Call Back Verification process. With this change, in the event that the KLWTD's Finance Director is unavailable to confirm a wire transfer for debt service payments through the current Call Back Verification process, BB&T Bank's Wire Department will contact the Chairman or the Vice Chairman of the Board of Commissioners for approval.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Resolution Draft
Administration:	_____		
Finance:	CF	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted: N/A	
Engineering:	_____		

Approved By: _____ **Date:** 3/6/2015

General Manager

RESOLUTION NO. XX-XX-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AUTHORIZING THE CHAIRMAN AND THE VICE-CHAIRMAN TO BE CONTACTED BY PHONE TO CONFIRM AUTHORIZATION OF WIRE TRANSFERS FOR DEBT SERVICE LOANS PAYMENT IN THE ABSENSE OF THE FINANCE DIRECTOR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, eight times per year, the Key Largo Wastewater Treatment District ("District") is required to make debt service loan payments by electronic wire transfer of funds from the District's debt service account at BB&T Bank; and

WHEREAS, such electronic wire transfers were approved and authorized by Resolution No. 31-09-13, adopted in September of 2013, which made it the policy of the District to allow SRF loan payments and other loan payments to be made by wire transfers of funds by phone, in accordance with BB&T's Corporate Call Wire Transfer protocol; and

WHEREAS, BB&T's Corporate Call Wire Transfer protocol requires that all such wire transfers of funds be initiated by a telephone call from the District to BB&T's Treasury Management Department and be confirmed with BB&T's "Call Back Verification" option; and

WHEREAS, in accordance with BB&T's "Call Back Verification" option, the BB&T Treasury Management Department representative must contact the District's Finance Director by phone to confirm authorization of the wire transfer; and

WHEREAS, if the District's Finance Director is unavailable or is for some reason unable to confirm authorization of the wire transfer, it is possible that the District could fail to make a timely debt service loan payment; and

WHEREAS, the District's Finance Department and General Manager have recommended that, in addition to and in the event of the unavailability of the District's Finance Director, the Chairman and the Vice-Chairman of the District Board of Commissioners be authorized to be contacted by phone to confirm authorization of such debt service loan payments by electronic wire transfer of funds.

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

1) Resolution No. 31-09-13 is hereby rescinded; however, it shall continue to be the policy

of the District to allow debt service loan payments to be made by wire transfers of funds by phone, in accordance with BB&T's Corporate Call Wire Transfer protocol.

2) In accordance with BB&T's Corporate Call Wire Transfer protocol, all such wire transfers of funds shall be initiated by a telephone call from the District's General Manager to BB&T's Treasury Management Department and shall be confirmed with BB&T's "Call Back Verification" option, wherein the BB&T representative shall contact the District's Finance Director by phone to confirm authorization of such debt service loan payments by electronic wire transfer of funds.

3) If the Finance Director is unavailable or is for some reason unable to confirm authorization of the wire transfer, the Call Back Verification may be made to the Chairman of the Board of Commissioners by phone to confirm authorization of the wire transfer.

4) If the Finance Director and the Chairman of the Board of Commissioners are both unavailable or are for some reason unable to confirm authorization of the wire transfer, the Call Back Verification may be made to the of the Vice Chairman of the Board of Commissioners by phone to confirm authorization of the wire transfer.

5) The contacted Finance Director, Chairman, or Vice Chairman shall confirm approval of the wire transfer in accordance with BB&T's Corporate Call Wire Transfer protocol.

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

RESOLVED AND ADOPTED THIS _____ DAY OF _____ 2015

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

	AYE	NAY
Commissioner Robert Majeska	_____	_____
Commissioner Andrew Tobin	_____	_____
Commissioner Norman Higgins	_____	_____
Commissioner David Asdourian	_____	_____
Commissioner Steven Gibbs	_____	_____

The Chairman thereupon declared Resolution No._____ duly passed and adopted the _____ day of _____, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____
Chairman David Asdourian

ATTEST:

_____
Mariela Montedeoca, District Clerk

Approved as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL

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

Meeting Date: March 10, 2015

Agenda Item Number: 6

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Operations

Sponsor: Daniel Saus

Subject:

KLWTD Operations Analysis Program

Summary of Discussion:

In light of recent findings at the plant which uncovered potential shortcomings of systems and equipment, Staff has asked Weiler Engineering to propose an independent audit of our existing plant infrastructure and operational procedures. Such an audit would uncovered latent issues and serve to increase operational efficiency and save the District costly repairs in the long run.

Reviewed / Approved

Operations: DS

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 15,872.00

Expense

Funding Source:

Assessment Revenue

Budgeted:

No

Attachments

Evaluation Scope of Work
Evaluation Cost Proposal

Approved By: _____ **Date:** 3/6/2015

General Manager

WORK AUTHORIZATION WEC 15-01

Evaluation of Potential Enhancements at the Wastewater Treatment Plant

This Work Authorization, made as of this __day of_____ , 2015, will be a supplement to and made a part of, the Agreement for Professional Services, dated December 9, 2003, between the KEY LARGO WASTEWATER TREATMENT DISTRICT (DISTRICT), and THE WEILER ENINEERING CORPORATION (ENGINEER / WEC).

ARTICLE 1 - SCOPE OF SERVICES

A. Project Description

The District wishes to enhance its pursuit of excellence in operation and maintenance of its award-winning wastewater treatment plant (WWTP). To assist in this goal, WEC will provide the DISTRICT with professional engineering services for the inspection and evaluation of the DISTRICT's WWTP. The evaluation will include an assessment of the physical characteristics of the facility, the performance of the biological, mechanical and chemical processes, the process control and compliance testing, record keeping and administrative functions. The intent of the evaluation is to document the existing procedures and performance that has resulted in the WWTP receiving award for excellence and to identify goals intended to ensure continued excellence as the facility ages.

B. Scope of Services

WEC will prepare data collection forms and compile nameplate data for the WWTP equipment, unit processes and operations. The WEC evaluation team will coordinate with the Operations Manager to schedule a 3-day site visit during which the fieldwork for the evaluation will be performed. It is anticipated that the WWTP's operation and maintenance staff will be involved with the evaluation to the extent of assisting the WEC team in locating equipment and files. The staff will also assist by providing their first-hand observations and opinions regarding the WWTP operation and maintenance procedures.

1. Field Evaluation: WEC will send a schedule of the tasks to be performed to the Operations Manager at least one week prior to the site visits. The WEC Principal, two WEC staff members and one sub-consultant will arrive at the WWTP and meet with the Operations Manager and any staff deemed appropriate for introductions and a brief synopsis of the evaluation process. During the anticipated three days of on-site evaluation, the WEC team will:

    - Review equipment maintenance records and compare with the Original Equipment Manufacturer's (OEM's) preventive and predictive maintenance procedures and schedules
    - Perform infrared inspection of electrical panels and circuits
    - Review records of amp draw and insulation tests, compare with OEM's predicted values and spot-check the running amperage and insulation of approximately 10% of the electrical equipment
    - Inspect all rotating equipment for noise and vibration,
    - Provide visual inspection of all equipment and valves for proper operation and housekeeping and for evidence of corrosion, wear or fatigue
    - Perform inspections of all above-ground piping, conduit and miscellaneous metals for soundness, proper support, corrosion, wear or fatigue
    - Provide structural inspections of the headworks, the exterior of the SBRs (the interiors will be inspected by WEC as part of the on-going digester construction project), the effluent equalization tank, the disc filters and the chlorine contact chambers.

- Provide structural inspection of the operations building from foundation to roofing
- Provide inspection of the operations buildings plumbing, ventilation and air conditioning
- Provide inspection of the chemical storage and feed systems
- Provide inspection and testing of the emergency generator and transfer switch
- Review the MSDS sheets, chemical and fuel storage and handling
- Review the WWTP safety equipment, training and procedures
- Review the WWTP security system and access control
- Review the WWTP operating data, operations log book and process control data
- Audit the chemical feed rates and residuals
- Audit the plant electrical consumption and correlate with pumping and aeration needs
- Audit the plant record keeping for compliance with permit requirements and good industry practice

2. Findings and Report: After completion of the fieldwork, the WEC team members will each provide a summary of their findings and conclusions, along with any recommendations for ensuring the continued excellence of the WWTP performance. WEC will then put all the information together in a final report to the DISTRICT which will include a description of the current conditions and practices and any finding or recommendations for future activities. The findings and recommendations may include:

    - A recommended schedule for anticipated major protective coatings for tanks, structures and above-ground piping
    - Recommended adjustments or supplements to preventive and predictive maintenance procedures and schedules to reduce corrective maintenance costs and to accommodate aging equipment
    - Recommendations for modifications to the monitoring and control of chemical feed equipment to control chemical costs
    - Recommendations for modifications to alkalinity adjustments and alum feed to reduce chemical costs and the cost of dewatering and hauling alum sludge
    - Recommendations for modifications to SBR sequencing and aeration monitoring and control to reduce energy consumption
    - Recommendations for modifications to SBR sequencing, food to microorganism ratios and wasting strategies to reduce the quantity of waste activated sludge
    - Recommendations on power factor correction to reduce energy charges
    - Recommendations on record keeping and record retention, including retirement of old records and moving toward paperless record keeping
    - Recommendations on safety, chemical and fuel storage and safety training
    - Recommendations on any structural, pumping or piping improvements that may be advisable
    - Recommendations on laboratory procedures, permit compliance issues or suggested modifications to the operating permits that may be desired.

ARTICLE 2 - METHOD OF PAYMENT

As consideration for providing the services enumerated in Article 1, the DISTRICT shall pay the WEC fees as described below:

1. Compensation will be hourly at the rates currently approved by the District, plus reimbursable expenses as provided for in the Agreement for Professional Service. The total fees shall not exceed $15,872.00 without prior written approval from the DISTRICT. Reimbursable expenses may include

sub-consultant fees, per diem allowance for overnight stays, lodging costs, reproductions and other approved expenses. Compensation is payable in monthly progress payments.

ARTICLE 3 - TIME OF COMPLETION

The duration of the Project to submission of the final documents will not exceed 60 days from the date of the Notice to Proceed for this Work Authorization unless extended by amendment.

ARTICLE 5 – AUTHORIZATION

In WITNESS WHEREOF, the parties herewith subscribe the same in duplicate,

The Weiler Engineering Corporation

BY:_____

Edward R. Castle, P.E.
Vice President, Weiler Engineering

KEY LARGO WASTEWATER TREATMENT DISTRICT INC

BY: _____

Paul Christian
General Manager

ATTEST

BY: _____

District Clerk

Effective Date: day of , 2015.

APPROVED AS TO FORM:

_____

District Counsel

Key Largo WWTP Evaluation

Description	Principal	Project Manager	Licensed P.E.	Licensed EI	Engineering Technician	Clerical	Cost
Perpare data collection sheets, evaluation forms and schedulling	2.00	2.00		4.00			$1,020.00
Site visit, data collection and testing	8.00	8.00		24.00			$4,960.00
Data evaluation and develop recommendations	8.00	4.00		8.00			$2,700.00
Final report	4.00	4.00		8.00			$2,040.00
						Subtotal	$10,720.00
Total Hours	22.00	18.00		44.00			
Rate	$165.00	$125.00	$140.00	$110.00	$85.00	$50.00	
Design Subtotal	$3,630.00	$2,250.00		$4,840.00			$10,720.00

Reimbursable Expenses	**QTY**	**Unit Cost**					**Total**
Electrical/Mechanical Inspection and reporting	1	$5,031.25					$5,031.25
Per Diem for Subconsultant	3	$40.25					$120.75
Lodging for Subconsultant	2	$143.75					$287.50
Reimbursable Subtotal							**$5,152.00**

Total Cost **$15,872.00**