Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, September 17, 2019
4:00 PM

AGENDA

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:

David Asdourian	Chairman
Robert Majeska	Vice Chairman
Susan Heim	Commissioner
Nicolas Rodriguez	Commissioner
Andrew Tobin	Commissioner

DISTRICT STAFF:

Peter Rosasco	General Manager
Nick Mulick	General Counsel
Diane Bockelman	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

After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

1. Approval of Agenda — *Action*

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Minutes of September 3, 2019 — 3 — *Action*

G. GENERAL MANAGER'S REPORT

1. FirstNet Presentation — 11
2. 2020 Board Meeting Schedule — 22

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT

1. Code Compliance List - September 2019 — 25
2. ADA Compliance Assistance for Website — 27

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER'S REPORT

1. Shallow Gravity Well — 32 — *Action*
2. Weiler Engineering Work Authorization Amendments — 39 — *Action*
3. Weiler Engineering Work Authorizations FY20 — 44 — *Action*

M. LEGAL REPORT

N. COMMISSIONER'S ITEMS

1. Amplification of Board Meetings — 67

O. ROUNDTABLE DISCUSSION

1. Unfinished Business

P. 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: September 17, 2019

Agenda Item Number: F-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Nicholas Mulick

Subject:

Minutes of September 3, 2019

Summary of Discussion:

Staff to present the minutes from the previous board meeting for approval.

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

Approved By: _____ **Date:** 9/12/19

General Manager

MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Commissioner Majeska led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian, and Commissioners Nicolas Rodriguez, Robert Majeska and Andrew Tobin. Commissioner Susan Heim appeared telephonically. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Managers Jered Primicerio and Ryan Dempsey; District Clerk, Diane Bockelman; District Engineer, Steve Suggs; Project Administration and HR Coordinator, Laura Weinstock.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)

- Mr. Rosasco requested the addition of Hurricane Update as Item G-1.

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

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of August 20, 2019 (F-1)
Mr. Rosasco amended the Roll Call section of the August 20, 2019 minutes to reflect that Steve Suggs, District Engineer, was present.

Motion: **Commissioner Majeska made a motion to approve minutes of August 20, 2019 as amended. Commissioner Rodriguez seconded the motion. The motion passed without objection.**

GENERAL MANAGER'S REPORT (G)

Hurricane Update (G-1)

Mr. Rosasco reported that staff prepared for Hurricane Dorian by attending Monroe County Emergency Management web meetings and following the District's Emergency Response Plan.

July 2019 Monthly Report (G-2)

Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Peter Rosasco presented the field operations section in the absence of the Field Operations Manager. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Steve Suggs, Weiler Engineering, presented the construction section. Mr. Rosasco and Ms. Bockelman presented the IT section in the absence of the Senior Support Analyst. Ms. Bockelman presented the administration and customer service section. Mr. Rosasco presented the finance section in the absence of the Senior Finance Manager.

IT Support Discussion (G-3)

Mr. Rosasco reported that the District's contracted IT consultant, Codified Consulting Corp ("Codified"), merged with another firm. The Chairman directed Mr. Rosasco to determine whether a revised contract should be considered or a search undertaken for a new IT consultant.

BUDGET AND FINANCE REPORT (H)

Hurricane Irma Claim Reimbursements (H-1)

Ms. Rosasco presented a breakdown of reimbursement payments received for Hurricane Irma claims submitted to FEMA and PGIT Insurance.

ADMIN AND CUSTOMER SERVICE REPORT (I)

Playa Largo Ocean Residence – 97801 Overseas Highway EDU Increase (I-1)

Ms. Bockelman reported that Staff conducted a review of the EDU assignments for AK No.1103748. The property is currently assigned 1.0 EDU. The Board amended Res 16-09-19 to reflect an increase to 28.0 EDUs for the 2019 annual property tax bill.

Motion: Commissioner Rodriguez made a motion to approve Resolution 16-09-19 with amendments to reflect an EDU increase to 28.0 EDUs. Commissioner Majeska seconded the motion.

Vote on Motion

Commissioner Rodriguez - Aye
Commissioner Majeska - Aye
Commissioner Tobin - Aye
Commissioner Heim - Aye
Chairman Asdourian - Aye

Commissioner Heim left the meeting at 5:57 PM.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
No report.

ENGINEER'S REPORT (L)
Shallow Gravity Well (L-1)
Mr. Steve Suggs presented an update on the Shallow Gravity Well Request for Proposals. The matter will be brought back at the next Board meeting for action.

EXTENSION 6:00 PM
Motion: Commissioner Majeska made a motion to extend the meeting. The motion passed without objection.

LEGAL REPORT (M)
No report.

COMMISSIONERS' ITEMS (N)
No report.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 6:03 PM.

_____ _____

David Asdourian, Chairman Diane Bockelman, Clerk

Seal

RESOLUTION NO. 16-09-19

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("THE DISTRICT") ADOPTING DISTRICT STAFF'S RECOMMENDATION TO RECALCULATE THE SYSTEM DEVELOPMENT CHARGE ("SDC") ASSESSMENT AND INCREASE THE EQUIVALENT DWELLING UNIT ("EDU") ASSIGNMENT FOR THE PROPERTY LOCATED AT 97801 OVERSEAS HIGHWAY, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00090820-000000; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, PL Ocean Residence Holding LLC, is the owner of real property located at 97801 Overseas Highway, Key Largo, Florida, with Parcel Identification Number 00090820-000000, legally described in Exhibit "A" attached hereto and made a part hereof by reference ("the Subject Tax Parcel"); and

WHEREAS, upon review of the development of the Subject Tax Parcel from a vacant parcel to single family dwellings, District staff has determined that the development will increase the demand on the District's wastewater facilities; and

WHEREAS, District staff has recommended that the District Board of Commissioners ("the Board") recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel to more accurately reflect the anticipated impact on the District's wastewater facilities; and

WHEREAS, the Board has considered staff's recommendation at a regularly scheduled meeting of the Board held on September 3, 2019.

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

Section 1. *Recitals*. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. *Adoption of Recommendation.* The Board finds that there is good and sufficient cause to adopt staff's recommendation to recalculate the SDC assessment and increase the EDU assignment for the Subject Tax Parcel.

Section 3. *SDC Recalculation.* The outstanding SDC assessment for the Subject Tax Parcel is hereby increased to $77,050.00.

Section 4. *EDU Recalculation*. The EDU assignment for the Subject Tax Parcel is hereby increased from 1.0 EDU to 28.0 EDUs.

Section 5. *Effective Date*. This Resolution shall be effective upon adoption by the Board.

Section 6. *Implementation*. The General Manager and/or his designee is authorized to take all actions necessary to implement the terms of this Resolution.

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

	AYE	NAY
Chairman Asdourian	✓	____
Commissioner Heim	✓	____
Commissioner Majeska	✓	____
Commissioner Rodriguez	✓	____
Commissioner Tobin	✓	____

The Chairman thereupon declared this Resolution duly passed and adopted the 3rd day of September 2019.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
David Asdourian, Chairman

Approved to as to form and legal sufficiency:

By: _____
Nicholas W. Mulick,
General Counsel

ATTEST:

By: _____
Diane Bockelman, Clerk

SEAL

Key Largo Wastewater Treatment District Seal

RESOLUTION NO. 16-09-19
RE NO. 00090820-000000
AK NO. 1103748

EXHIBIT "A"

A portion of Lots 8 and 15, according to the Plat of Government Lots 5 & 6 and the NW 1/4 of the NW 1/4 of section 5 and Lots 1 & 2 of Section 6, Township 62 South, Range 39 East, made by George L. MacDonald and recorded in Plat Book 1 at Page 59, Public Records of Monroe County, Florida, more particularly described as follows:

Begin at the intersection of the Southeasterly right-of-way line of Old State Road 4A and the Southwesterly side of said Lot 8, thence run Northeasterly along the said Southeasterly right-of-way line, a distance of 356.40 feet to the Northeasterly side of the J.B. Albury property; thence Southeasterly along the said Northeasterly side of the J.B. Albury property, a distance of 710 feet, more or less, to the shoreline of the Atlantic Ocean as described in Official Records Book 242, Page 44 of the Public Records of Monroe County, Florida; thence Southwesterly along said shoreline, a distance of 149 feet, more or less, to the Northeasterly line of the Doris Reese property, as described in said Official Record Book 242, Page 44; thence Northwesterly along said Northeasterly line, a distance of 400.86 feet; thence proceed at right angles to the last described course and parallel with the said Southeasterly right-of-way line, a distance of 100.00 feet; thence proceed Northwesterly at right angles to the last described course, a distance of 50.40 feet; thence proceed Southwesterly at right angles to the last described course, a distance of 110.00 feet to the Southwesterly line of said Lot 8; thence proceed Northwesterly along said Southwesterly line of Lot 8, a distance of 248.97 feet to the point of Beginning. Together with that certain parcel of submerged land, described in T.1.1.F. Deed No. 24410 (1906-44), recorded in Official Records Book 383, Page 745 of the Public Records of Monroe County, Florida, and described verbatim hereinafter:

A parcel of submerged land in the Straits of Florida, in Section 6, Township 62 South, Range 39 East, Key Largo, Monroe County, Florida, fronting a portion of Lots 8 and 15 (PB 1, PG 59) more particularly described as follows:

From the intersection of the Southeasterly side of the right-of-way of Old State Road 4-A and the Southwesterly side of said Lot 8, George L. MacDonald's Plat recorded in Plat Book 1 at Page 59, Public Records of Monroe County, Florida, run North 45°38' East along the said Southeasterly side of Old State Road 4-A, a distance of 160 feet; thence continue North 45°38' East along the said Southeasterly side of Old State Road 4-A, for a distance of 198.6 feet to a point (said point being 335.0 feet Southwesterly from the Northeasterly line of said Lot 8); thence run South 44°22' East along a line parallel with and 335.0 feet Southwesterly from the Northeasterly line of said Lot 8, a distance of 710 feet, more or less, to the mean high tide line on the shore of the straits of Florida and the Point of Beginning of the parcel hereinafter described; thence continue South 44°22' East, a distance of 269.7 feet; thence South 40°22'30" West, a distance of 148.6 feet, thence North 44°22' West, a distance of 277.7 feet to the said mean high tide line; thence Northeasterly meandering said mean high tide line, a distance of 150 feet, more or less, to the Point of Beginning.

Parcel II:
A portion of Lot 8, according to the Plat of Government Lots 5 and 6 and the NW 1/4 of the NW 1/4 of Sections 5 and Lots I and 2 of Section 6, Township 62 South Range 39 East, made by George L MacDonald and recorded in Plat Book I at Page 59 of the Public Records of Monroe County, Florida, more particularly described as follows:

Commence at the A Point of intersection of the Southeasterly Right-of-Way line of Old State Road 4-A and the Southwesterly line of said Lot 8, and run Southeasterly along said Southwesterly line of Lot 8 for 248.97 feet; thence deflect 90° left and run 110.00 feet; thence deflect 90° right and run South easterly for 50.4 feet along the line common to the J.B. Albury and the Richard C. Albury properties to the Point of Beginning of the hereinafter described parcel; thence continue Southeasterly along the last described course for 100.00 feet; thence deflect 90° left and run Northeasterly along the Northwesterly line of the now or formerly Doris Reese property for I 00.00 feet; thence deflect 90° left and run Northwesterly for 100.00 feet; thence deflect 90° left and run Southwesterly for 100.00 feet to the Point of Beginning.

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

Meeting Date: September 17, 2019

Agenda Item Number: G-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Peter Rosasco

Subject:

FirstNet Presentaion

Summary of Discussion:

AT&T FirstNet Representative, Barbara Walz will present and answer questions about the FirstNet program.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	1. FirstNet Utilities Flyer 2. FirstNet Deployable Program 3. FirstNet Disaster Recovery Flyer 4. FirstNet Case Study
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	Yes	

Approved By: _____ **Date:** 9/12/19

General Manager

The connections you need. For situations big and small.

Enhancing communication for utilities workers

Whatever the situation, FirstNet gives those who support first responders – **utilities workers like you** – the ability to connect and communicate with emergency personnel every day. And when disaster strikes, you can be uplifted to priority status, so you can keep the lines of communication open – when it matters most. **Plus, you get:**

Highly reliable network coverage

FirstNet gets a head start by launching on the nation's best network* – featuring more than 99% population coverage.

Trusted security and resiliency

Designed with heightened security in mind to help resist physical and cyberthreats. Ruggedized to help withstand power outages and backed by a dynamic, highly trained disaster recovery organization.

Dedicated support

Your dedicated technical support is available 24/7/365 – staffed with highly trained professionals who have experience in emergency communications.

Affordable plans with advanced features

So much more than a competitive rate plan – this nationwide broadband network comes with unique capabilities.

So you can:

- Manage public safety incidents to restore the power grid and water supply
- Track and communicate with relief personnel and emergency vehicles
- Get enhanced situational awareness with innovative apps and devices

Get the facts at FirstNet.com

FIRSTNET®
Built with AT&T

Available

This powerful broadband LTE network provides a highly reliable connection. This means those who support first responders are not affected by throttling anywhere in the country. And they can be uplifted in priority when lives are at stake.

Operable

Experience faster response times and enhanced situational awareness with improved information-sharing across agencies, disciplines and jurisdictions.

Innovative

Foster an ecosystem of innovation, using advanced technologies, applications and devices that help first responders on FirstNet save lives and protect communities.

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*Based on Global Wireless Solutions OneScore™ 2018 Study on wireless connectivity, which named AT&T the "Best Network OneScore" for 2018. Excludes crowd-sourced studies.

FirstNet Deployables

Unplanned events/emergency incidents requests, pre-planned event support

To facilitate public safety unplanned event/emergency incident requests and pre-planned event support, AT&T will provide deployable assets dedicated to FirstNet within the continental United States, Hawaii, Alaska, Puerto Rico, the U.S. Virgin Islands, and the Pacific Territories.

Deployables can support the priority and preemption capabilities of First Priority™. Because priority and preemption benefits are available across the AT&T Long Term Evolution (LTE) network, LTE deployables from any of AT&T's fleet of deployable resources are also able to support FirstNet Quality of Service, priority, and preemption capabilities. Deployable systems that utilize satellite backhaul may have more limited capacity as compared to terrestrial sites with microwave or fiber backhaul, though satellite-based deployable assets are able to be deployed more rapidly.

FirstNet-dedicated SatCOLT deployables

AT&T stores, maintains, and deploys 72 FirstNet Band 14 Satellite Cell on Light Trucks (SatCOLTs) and terrestrial Cell on Wheels (COWs) for Business Continuity and Disaster Recovery to quickly address a variety of operational requirements where there is no terrestrial coverage in an emergency situation or a planned event. FirstNet SatCOLT assets are a "lending library" that FirstNet customer entities can request at no additional charge to support various scenarios – including unplanned event/emergency incident requests and planned events.

This FirstNet service includes all the underlying expenses directly associated with the 72 FirstNet deployables (i.e., fueling, staffing, backhaul charges, ancillary equipment such as routers, etc.), meaning that the FirstNet deployable service is available at no additional charge to authorized public safety agencies.

The FirstNet satellite deployables use non-preemptable satellite backhaul to the FirstNet Core. This will enable AT&T to rapidly respond to time-sensitive public safety deployments without the need to establish terrestrial backhaul.

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Unplanned event/emergency incident requests

AT&T has designed the deployment of these assets for unplanned event/emergency incident requests to support a 14-hour Recovery Time Objective (RTO) within the continental United States, populated regions of Alaska, Oahu, and Puerto Rico (RTO is 7 hours in CA, 10 hours in KS). The 14-hour RTO incorporates the following activities:

Initial assessment – Includes triage validation of coverage issues with Radio Access Network (RAN), etc.

Warehouse response to make-ready equipment/depart – Includes drive time from resource location to warehouse, Department of Transportation permitting and pre-trip inspections, asset readiness validation, trip planning, etc.

Drive time to affected site - Includes such items as weigh station compliance, planning commercial driving routes, weigh station stops, fueling, access and credentialing requirements, coordination on actual setup location, etc.

Time to turn-up service – Includes locating asset with clear view of southern sky, position and leveling of asset, performing environmental power and environmental turn-up, acquiring satellite signal, turn-up of RAN equipment, 911 services and testing, drive by testing, completing satellite network connectivity, etc. Once onsite, service is generally available within 1-4 hours.

The 72 FirstNet SatCOLT deployable assets are incremental to AT&T's existing Network Disaster Recovery (NDR) and Construction & Engineering (C&E) deployable assets. Based on need and availability, the NDR national fleet can also be available to public safety via mutual aid request.

AT&T deployable assets are housed at AT&T secure locations to facilitate roadworthiness and technology readiness. FirstNet Deployable requests (emergency, planned event) are initiated by calling FirstNet Care

A triage team assembles to quickly review requests following which a FirstNet Deployables Go/No-Go decision is made. At that point the Response Operations Group (ROG) informs the customer of deployment status. These units are deployed by the AT&T NDR and other AT&T technical teams which collaborate and share resources for responses. AT&T's deployable teams have extensive experience supporting both public safety and AT&T's network requirements.

FirstNet SatCOLTs will be Band 14 enabled, and provide voice (including Voice over IP), data, location, messaging, alerting, whitelisting, and priority and preemption services. Each FirstNet SatCOLT deployable is designed to be capable of up to 25Mbps downlink and 8 Mbps uplink. AT&T will continually evaluate transmission improvement capabilities.

AT&T deployables

AT&T also brings an existing fleet of Cell on Wheels and Cell On Light Trucks (COLTs) that utilize either terrestrial or satellite backhaul, and are capable of providing LTE and Universal Mobile Telecommunications Service. Traffic for the terrestrial assets is typically backhauled via fiber, Ethernet, and microwave connections. The Network Disaster Recovery SatCOLTs are backhauled via non-preemptable satellite backhaul. NDR SatCOLT deployables are used to maintain AT&T's network to allow it to serve all of AT&T's customers, including public safety. NDR deployables are dispatched by the AT&T internal governance team for network restoration activities.

A portion of the AT&T commercial NDR deployable assets is satellite backhaul-capable, and are planned for upgrade to include Band 14 capability. They are staged strategically at AT&T secure locations. NDR deployable units are currently dispatched both for disaster recovery and to provide additional capacity for select activities (i.e., planned events, via mutual aid requests, etc.). When deployed by AT&T to restore the network, AT&T deployables are also benefitting public safety.

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Requests from adopting public safety entities will be triaged in the following basic categories:
Unplanned event /incident request - Highest priority, intended to support public safety incidents where terrestrial coverage is unavailable (e.g., wildfires, search and rescue, etc.). Prioritization is reflective of asset considerations documented in many states' Tactical Interoperable Communications Plans:
Disasters, large scale incidents, or extreme emergencies requiring mutual aid or interagency communications
Incidents where imminent danger exists to life or property
Incidents requiring the response of multiple entities
Incidents involving a single agency where supplemental communications are needed for agency use
14-hour RTO described above applies.

Preplanned event, drills, tests, or exercise requests

Requests for planned events or demonstrations should be submitted at least 30 days prior to the event. Even after approval, these requests can be superseded by incident coverage requests. However, when at all possible, public safety entities already using an AT&T FirstNet deployable will not be redirected to another resource. Assets deployed for training exercises/drills are subject to be redirected. Planned event examples include sporting events, concerts, and festivals.

AT&T-owned deployables will remain deployed until the AT&T deployment team restores service (if responding to a disaster outage), or until the event/ mission is completed. For public safety deployments, AT&T, FirstNet, and the requesting public safety entity will work together to determine when the deployable asset can demobilize.

The 72 FirstNet SatCOLT deployables are strategically positioned throughout the United States. Deployables servicing any specific incident may or may not originate within the requesting state.

Locations are selected to take advantage of secure AT&T facilities to safeguard the asset and to easily incorporate that asset into weekly/monthly roadworthy and technical maintenance routines that keep deployables operational and ready for use.

Periodically, AT&T may decide to temporarily increase the number of AT&T FirstNet deployables in a given area and/or pre-stage units based on the scale and/or risks associated with a predicted incident or event (e.g., hurricane landfall, tornado regions, public unrest, seismic area activity, etc.). Locations are not advertised to the general public due to security reasons. Locations servicing states will be shared with public safety entities that adopt FirstNet services.

FirstNet deployables value proposition

- Support public safety incidents where coverage did not previously exist and where terrestrial coverage is unavailable
- Facilitate rapid network restoration
- SatCOLT LTE deployables will support Band 14, FirstNet FirstPriority™, Quality of Service, priority, preemption (QPP) capabilities, non-preemptable satellite backhaul to FirstNet Core
- 72 FirstNet assets are a "lending library"
- 14-hour Recovery Time Objective; once on-site service is generally available within 1-4 hours
- Augmented as needed by AT&T terrestrial and satellite-based deployables
- If circumstances warrant, FirstNet adopting entities can also purchase new or convert existing assets into Customer Owned and Maintained (COAM) deployable units built to their specifications for deployment by the agency

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Customer owned and managed deployables

If circumstances warrant, FirstNet adopting entities can also purchase new or convert existing assets into Customer Owned and Maintained (COAM) deployable units built to their specifications for deployment by the agency.

Public safety entities that own COAM deployables have unlimited use of those assets.

However, when deploying COAM units, owning public safety entities need to contact AT&T to coordinate and mitigate any interference with existing terrestrial coverage. Further, to ensure COAM deployables are operational when needed, owning public safety entities will need to establish and adhere to a maintenance plan for each asset. AT&T will have standard offers for COAM management and support for COAM management and support.

For more information, go to: FirstNet.com

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Disasters are unpredictable. We're not.

Whatever the situation, we've got your back.

"When it comes to natural disasters like Hurricane Michael, we're all in this together. When everything else was down, FirstNet was working."

Steve Casey,
Executive Director,
Florida Sheriffs Association

You take your mission to protect your communities seriously. And we take our role in that mission – to help maintain your vital communications – just as seriously. That's why we have designated personnel to work closely with you as hurricane season begins. To respond to your State Emergency Operations Center activations. And to serve as the primary link between your needs and FirstNet.

We work directly with the FEMA National Response Framework. This response model allows for direct operational status with public safety. So, we're uniquely suited to coordinate with you in times of disaster – whether you're a first responder, or someone who supports their vital efforts.

In 2018, the first full year of FirstNet operation, we supported more than 200 events and emergency operations, including hurricanes and record flooding.

- Before Hurricane Florence even made landfall in South Carolina and North Carolina in 2018, we had assets staged and ready to support the post-storm efforts of national, state and local agencies.
- When Hurricane Michael pounded Florida, Georgia, and Alabama, we deployed multiple assets, including 32 Cells on Wheels (COWs) and Cells on Light Trucks (COLTs); 7 emergency communications vehicles and portables; and a Hazmat mobile command center.

And as the 2019 hurricane season begins, we're ready to support you with the tools that you need to get the job done, including:

- 75 mobile cell sites that link to FirstNet via satellite and don't rely on commercial power availability – including 3 Flying Cells on Wings (Flying COWs)
- Resources for initial assessment and recovery efforts – such as the FirstNet Response Operations at AT&T, which coordinates with the National Incident Management System to better guide the deployment of these assets.
- Emergency Communications Vehicles (ECVs) – and much more

FirstNet gives you the unthrottled connectivity you need, no matter the emergency. ***That's*** the power of **FirstNet.**

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Built with AT&T

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An Ecosystem Approach to Disaster Response

Government agencies on the front lines need a trusted ally that can help manage all aspects of an emergency.

COMMUNICATION IS CRITICAL before, during and after a disaster. People need information, so protecting or restoring communications infrastructure is always a priority. But considering a disaster as a whole system promotes broader planning and better cooperation among different groups. Protecting or restoring communications infrastructure quickly requires a network of logistics support, emergency planning and experience.

"Disaster response is not just about helping communities get their systems back up, it's about the whole ecosystem," says Stacy Schwartz, vice president, AT&T Public Safety. "It's about supporting first responders in every way possible so they can help citizens."

The following are recent examples of how AT&T is uniquely supporting disaster response efforts side by side with first responders at the state, local and federal levels.

Bouncing Back from Irma

As of September 2017, Monroe County, Fla., hadn't been affected by a major hurricane for 12 years. But it was about to get hit by a whopper in the form of Hurricane Irma.

The most powerful Atlantic hurricane in recorded history — sustaining 185-mile-per-winds for 37 hours — Irma made landfall in Florida on September 10, a Sunday morning. On Monday morning, first responders arrived to assess the damage and assist residents. The Monroe County Emergency Operations Center (EOC), located in Marathon, was directly in the path of Irma. Fortunately, the EOC building sustained only minor damage. But its fiber network was wiped out, crippling the County's emergency communications capabilities. Satellite helped serve as a backup, but connections were limited.

On Wednesday, AT&T National Disaster Recovery crews arrived in Monroe County with Cell on Light Trucks (COLTs), which are mobile units equipped with high-capacity antennas. The COLTs provided County officials and emergency responders with cell phone coverage — a huge help in their disaster response efforts. By Wednesday night, AT&T had restored cellular antennas at the Marathon EOC and at three emergency response locations in Key West.

"It was a Godsend," says Alan MacEachern, director of information technology for Monroe County. "All of a sudden we had voice, text and data capabilities. That was huge from

> "Disaster response is not just about helping communities get their systems back up, it's about the whole ecosystem."
>
> *STACY SCHWARTZ, VICE PRESIDENT, AT&T PUBLIC SAFETY*

a disaster response perspective and for communicating information to the public. It also helped boost morale. By then, it had been a rough couple of days for the first responders, so to be able to trade a few texts or send a picture here and there definitely lifted the mood."

When it came to restoring fiber within the County, however, expectations were low. County personnel projected it would be at least a month before the connections could be repaired.

"You could see the fiber floating in some of the waterways as you drove around town," says MacEachern.

AT&T crews went to work, completing in days what was expected to take weeks or months.

"By Thursday evening fiber lit to Marathon, then it lit all the way down to Key West on the main trunk," says MacEachern. "I was absolutely amazed."

Restoring fiber connectivity helped facilitate continuing emergency response efforts throughout the county. But AT&T workers wanted to go beyond basic repairs and harden the county's core communications infrastructure so it would be in a better position to handle future emergencies.

"We really got a sense that there was a long-term commitment," says MacEachern.

> "All of a sudden we had voice, text and data capabilities. That was huge from a disaster response perspective and for communicating information to the public. It also helped boost morale."
>
> *ALAN MACEACHERN, DIRECTOR OF INFORMATION TECHNOLOGY, MONROE COUNTY*

Once Monroe County recovered from the hurricane, AT&T helped leaders there replace a 20-year-old phone system with a voice over IP solution. It also extended fiber to homes throughout the county, which is attracting more home-based workers to the area. Finally, AT&T is testing 5G cellular in Big Pine, one of the areas hardest hit by Irma.

"Big Pine is now a test bed for some of the most modern cellular technology in the country," says MacEachern. "That is really impressive and a huge benefit for the citizens of Big Pine — we really appreciate it since that area was so strongly affected by Irma."

Putting FirstNet to Work in Brazos County, Texas

Many public safety agencies operate in silos. But when a major event occurs, those agencies need to share data with mutual responders. To address this issue, the Brazos County Sheriff's Office recently became the first local agency in Texas to subscribe to FirstNet.

FirstNet is the country's first nationwide public safety broadband network being built by the First Responder Network Authority and AT&T. FirstNet is about connecting as many first responders as possible, from rural and remote areas to major metros, and it will give the Brazos County Sheriff's Office a reliable always-on network connection.

"This is a game-changer, giving our communications capabilities a major boost," says Brazos County Sheriff Chris Kirk. "FirstNet helps us address potential rural coverage gaps and, in times of network congestion, prioritize first responder communications."

All of the County's patrol vehicles, its Mobile Command Center and the Command Center at the Sheriff's Office are now equipped with the new

Commitment to Public Safety

AT&T is uniquely positioned to respond to disasters and serve the public sector in all types of disasters. "Disaster response is in our DNA," says Schwartz with AT&T Public Safety. The company has more than a 140 years of history serving public sector missions and the public safety community to prepare for disaster response wherever it's needed.

- **Most recently, AT&T was selected by the FirstNet Authority to build and manage America's first nationwide public safety broadband network dedicated to first responders and supporting organizations.**
- **The AT&T Network Disaster Recovery (NDR) program includes a fleet of more than 290 self-contained equipment trailers and support vehicles, and conducts readiness drills and simulations year-round to respond at a moment's notice.**
- **Since 1992, AT&T has invested more than $650 million in the NDR program and spent more than 150,000 working hours on Network Disaster Recovery field exercises.**
- **AT&T was the first private sector company certified under the International Business Continuity Management Standard (ISO 22301) for the Voluntary Private Sector Preparedness Program (PS-Prep™).**
- **AT&T proactively monitors potential nature-related threats to the network, employees and communities through the AT&T Weather Operations Center.**

technology, giving the Brazos County Sheriff's Office the tools it needs to make communications simpler, more collaborative and more secure.

"We're still doing the same job. But with FirstNet, we can do it better than before," says Kirk. "We now have all the information we need at our fingertips, backed by the connectivity needed to access it. And most importantly, it keeps our deputies out in the neighborhoods, so we can spend more time serving Brazos County."

FirstNet enables Brazos County to use data in new ways. For example, emergency responders can stream in near real-time what patrol vehicles are looking at and push that to dispatch, other vehicles or the EOC.

"We no longer have to call dispatch or head back to the office to run a license plate or criminal history check," says Kirk. "We can do it all ourselves, right from our vehicles."

Though Brazos County is the first local agency in Texas to officially adopt the nationwide public safety network and subscribe to FirstNet services with AT&T, the County had been engaged in a collaboration with Harris County on a FirstNet early build project.

"We worked with Harris County to implement the new technology, experiment with it, learn best practices and put it to the test during life-threatening incidents," says Kirk.

FirstNet has already proven its value. During a major flood, field officers positioned their vehicles to stream in near real-time what was happening back to the Command Center.

"We were able to capture different stages of the flooding or different views of the building to best assess the situation, make a plan and create the best outcome possible," says Kirk.

Having a nationwide public safety broadband network also means Brazos County officers can connect to their systems no matter where they are.

"We could send an investigator out to another agency, city or state which also subscribes to FirstNet services, and we would still be able to

Irma and Harvey By the Numbers[1]

HURRICANE IRMA:
AUG. 30-SEPT. 11, 2017

Hurricane Irma's intense winds and storm surges did serious damage to the Florida Keys and some Caribbean nations and territories. Irma was the strongest Atlantic basin hurricane ever recorded.

MAXIMUM STRENGTH: Category 4 **185** MPH WINDS

AFFECTED AREAS: Florida, Georgia, South Carolina

COST: **$150–$200** BILLION IN DAMAGES

RESPONSE: **40,000** FEDERAL PERSONNEL

HURRICANE HARVEY:
AUG. 17-30, 2017

Hurricane Harvey brought record rain to parts of south Texas and Louisiana, burying the region in 27 trillion gallons of rainwater.

MAXIMUM STRENGTH: Category 4 **120** MPH WINDS

AFFECTED AREAS: Texas, Louisiana

COST: **$180** BILLION IN DAMAGES

RESPONSE: **31,000** FEDERAL PERSONNEL

communicate with that investigator over our FirstNet-connected systems. FirstNet is the only solution that enables that type of interoperability prioritized over a nationwide public safety broadband network," says Kirk. "It's multiplying our capabilities and efficiencies."

Restoring Communications in Puerto Rico

Hurricane Maria was the worst natural disaster on record to affect Puerto Rico and the deadliest storm of the 2017 Atlantic hurricane season. The center of the near-Category 5 hurricane made a direct hit on Puerto Rico, lashing the island with wind and rain for more than 30 hours. Following on the heels of both Hurricane Irma and Hurricane Harvey, Maria hit the island when federal emergency agencies and personnel were already stretched thin.

Robert W. Patterson was acting administrator of the Drug Enforcement Administration (DEA) when Maria made landfall in Puerto Rico. As such, Patterson was responsible for ensuring the safety of DEA employees and their families.

"The DEA had hundreds of individuals consisting of employees and their families on the island," says Patterson. "The storm was a huge public safety issue with very personal ties for our agency."

When Maria made landfall, it knocked out power to the entire island. Ricardo Ramos, chief executive of Puerto Rico's public power utility, told CNN that its entire electrical infrastructure was "destroyed." Much of the island's population couldn't access clean water without electrical power.

For Patterson, communication was critical to connect with DEA employees in Puerto Rico. But with 85 percent of the island's 1,600 cell towers down, as well as the majority of internet and telephone lines, communication was difficult.

"Everybody knew the storm was going to be bad, but I don't think we fully comprehended the level of destruction coming," says Patterson.

Within a day, multiple federal agencies began arriving on the island. AT&T was among the first responders, and restoring communication was the company's priority.

"AT&T was pretty much on the ground as the storm was leaving," says Patterson.

Within hours, AT&T began coordinating with federal agencies to determine their most critical priorities.

"I was impressed with how prepared AT&T was," says Patterson. "A lot of things had clearly been pre-planned and pre-staged. Because AT&T had clearly done the preparation up front, it made things much easier when Maria hit to get some communications back up and running. The support of AT&T in both Puerto Rico and the Virgin Islands allowed first responders to provide the critical assistance to private citizens and other private sector businesses to begin getting them up and running."

AT&T used a variety of strategies to restore communications in parts of Puerto Rico. One of those tactics was its helicopter Flying Cell on Wings (COW), which helped provide data, voice and text services. The Flying COW hovers 200 to 400 feet above the ground and offers wireless connectivity in a 40-square-mile area, which is farther than other temporary cell sites.

Patterson says AT&T's ability to get communications up and running allowed his staff to conduct rapid wellness checks on employees and their families.

"If communications hadn't been brought up so quickly, we would have been in significantly worse trouble," says Patterson. "Having these plans laid out definitely aided our employees and their extended families, some of which became life-saving efforts for those that had critical medical needs. AT&T put forth a tremendous amount of effort not only for our employees and their extended families, but for everyone on the island."

Hoping for the Best, Preparing for the Worst

An estimated $306 billion in losses made 2017 the most expensive year ever for natural disasters. In response, FEMA announced in June 2018 that it was streamlining its mission to focus on coordination with state and local stakeholders before disasters strike to shorten disaster recovery times. Today, therefore, it's more important than ever that state, local and federal agencies adequately prepare for the unknown.

Before and after disaster strikes, AT&T works side by side with the public sector and public safety to help prepare for — and recover from — whatever might come their way.

1. A look at four storms from one brutal hurricane season, CNN, November 21, 2017, https://www.cnn.com/2017/10/10/weather/hurricane-nate-maria-irma-harvey-impact-look-back-trnd/index.html

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

Meeting Date: September 17, 2019

Agenda Item Number: G-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Peter Rosasco

Subject:

2020 Board Meeting Schedule

Summary of Discussion:

Proposed Board meeting dates on the second and fourth Tuesday of the month. With this schedule monthly report can be presented at the second meeting the month after the month on the report.

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

Approved By: _____ **Date:** 9/12/19

General Manager

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

Board of Commissioners Meeting Dates
For Calendar Year 2020

January
1 Closure – New Year's Day
14 Board Meeting – 4:00 PM
20 Closure – Martin Luther King Jr. Day
28 Board Meeting – 4:00 PM

February
11 Board Meeting – 4:00 PM
17 Closure – President's Day
25 Board Meeting – 4:00 PM

March
10 Board Meeting – 4:00 PM
24 Board Meeting – 4:00 PM

April
14 Board Meeting – 4:00 PM
28 Board Meeting – 4:00 PM

May
12 Board Meeting – 4:00 PM
25 Closure – Memorial Day
26 Board Meeting – 4:00 PM

June
9 Board Meeting – 4:00 PM
23 Board Meeting – 4:00 PM

July
*3 Closure – Independence Day**
14 Board Meeting – 4:00 PM
28 Board Meeting – 4:00 PM

August
11 Board Meeting – 4:00 PM
25 Board Meeting – 4:00 PM

September
7 Closure – Labor Day
8 Board Meeting – 4:00 PM
22 Board Meeting – 4:00 PM

October
12 Closure – Columbus Day
13 Board Meeting – 4:00 PM
27 Board Meeting – 4:00 PM

November
10 Board Meeting – 4:00 PM
11 Closure – Veterans Day
24 Board Meeting – 4:00 PM
26 Closure – Thanksgiving
27 Closure – Day After Thanksgiving

December
8 Board Meeting – 4:00 PM
22 Board Meeting – 4:00 PM
25 Closure – Christmas

** Independence Day will be observed on Friday, July 3rd as the holiday falls on a Saturday. Optional Day (designated by GM) has not yet been determined.*

2020 KLWTD Holiday and Board Meeting Schedule

January

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24

June

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

KLWTD Holidays Proposed Board Meeting Dates *Optional Holiday has not been determined at this time.

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

Meeting Date: September 17, 2019

Agenda Item Number: I-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Peter Rosasco

Subject:

Code Compliance List - September 2019

Summary of Discussion:

Ms. Bockelman to present files to be turned over to Code Compliance in September 2019.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Code Compliance List
Customer Service:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/12/19

General Manager

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

Code Compliance List

September 2019

Parcel 1:

AK# 1585726	Original Notice to Connect	08/11/2011
Summit Tavernier LLC.	Second Notice	10/09/2015
200 Florida Ave.	Final Notice	07/25/2017
Service Area: NTM FM	In Contract	05/03/2018
Homestead: No	Door Hanger	08/19/2019
	Notified Customer File to be Sent to Code	08/26/2019

Parcel 2:

AK# 1100188	Original Notice to Connect	03/15/2011
Kumbaya Investments LLC	Second Notice	01/21/2016
95710 Overseas Hwy	Final Notice	03/16/2016
Service Area: STM FM	In Contract	08/10/2016
Homestead: No	New Parcel Owner	06/21/2018
	Door Hanger	08/13/2019
	Notified Customer File to be Sent to Code	09/10/2019

Parcel 3:

AK# 8695314	Original Notice to Connect	09/01/2010
Blesser Robert David	Second Notice	07/12/2016
103680 Overseas Hwy	Final Notice	03/13/2018
Service Area: NTM FM	Deferred	04/03/2018
Homestead: No	Door Hanger	08/13/2019
	Notified Customer File to be Sent to Code	09/04/2019

Parcel 4:

AK# 1094412	Original Notice to Connect	09/01/2010
Zender Inc.	Second Notice	07/12/2016
103680 Overseas Hwy	Final Notice	03/13/2018
Service Area: NTM FM	Deferred	04/03/2018
Homestead: No	Door Hanger	08/13/2019
	Notified Customer File to be Sent to Code	09/04/2019

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

Meeting Date: September 17, 2019

Agenda Item Number: I-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: IT

Sponsor:

Subject:

ADA Compliance Assistance for Website

Summary of Discussion:

ADA compliance laws and requirements are complicated and may change without staffs knowledge. Hiring a company to monitor the District's website and attachments will take the guess work and learning curve out of providing this important level of service to our customers.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 5,500.00

Expense

Funding Source:

Budgeted:

No

Attachments

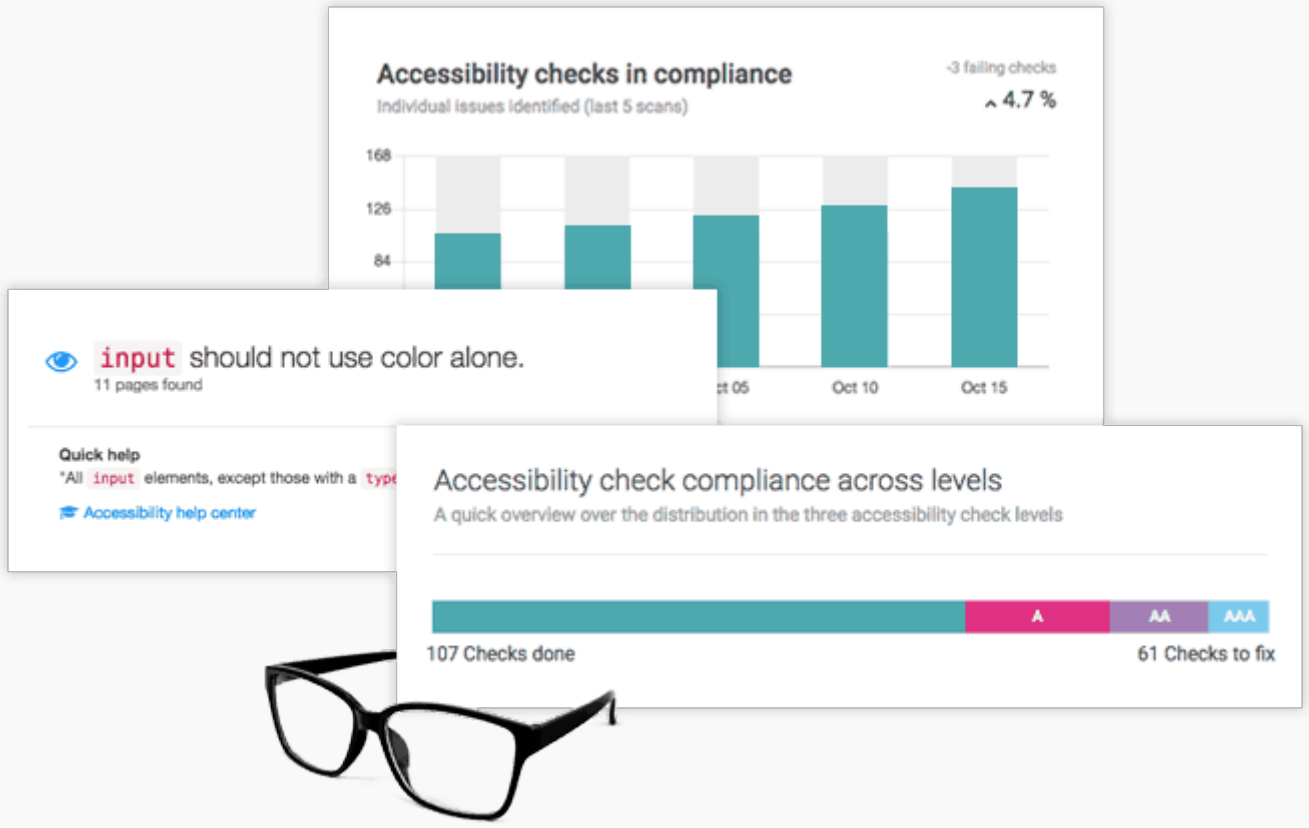
Monsido web assessibility information

Approved By: _____ **Date:** 9/12/19

General Manager

Web Accessibility

Monsido is revolutionizing the way websites get in ADA compliance with WCAG 2.1 standards and Section 508 Accessibility Program. Subscribe to the premiere scanner in the industry and ensure access to all your users.

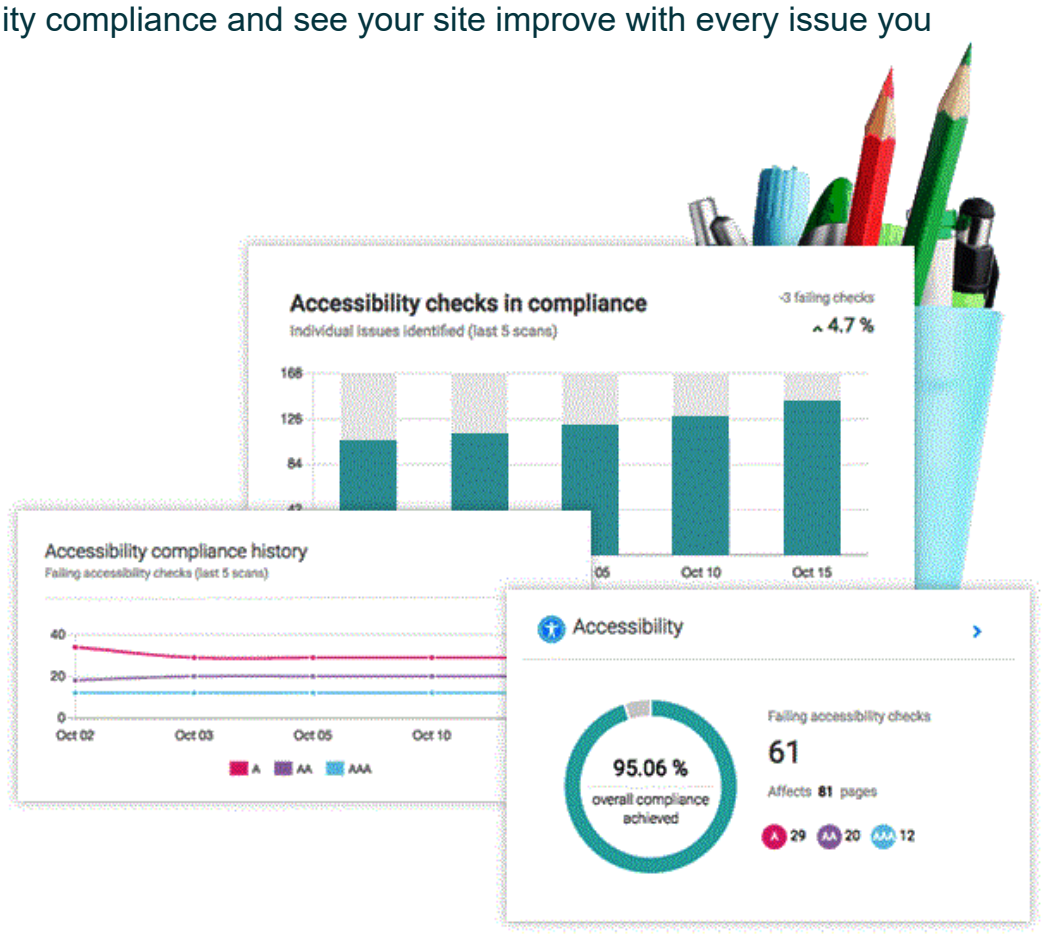


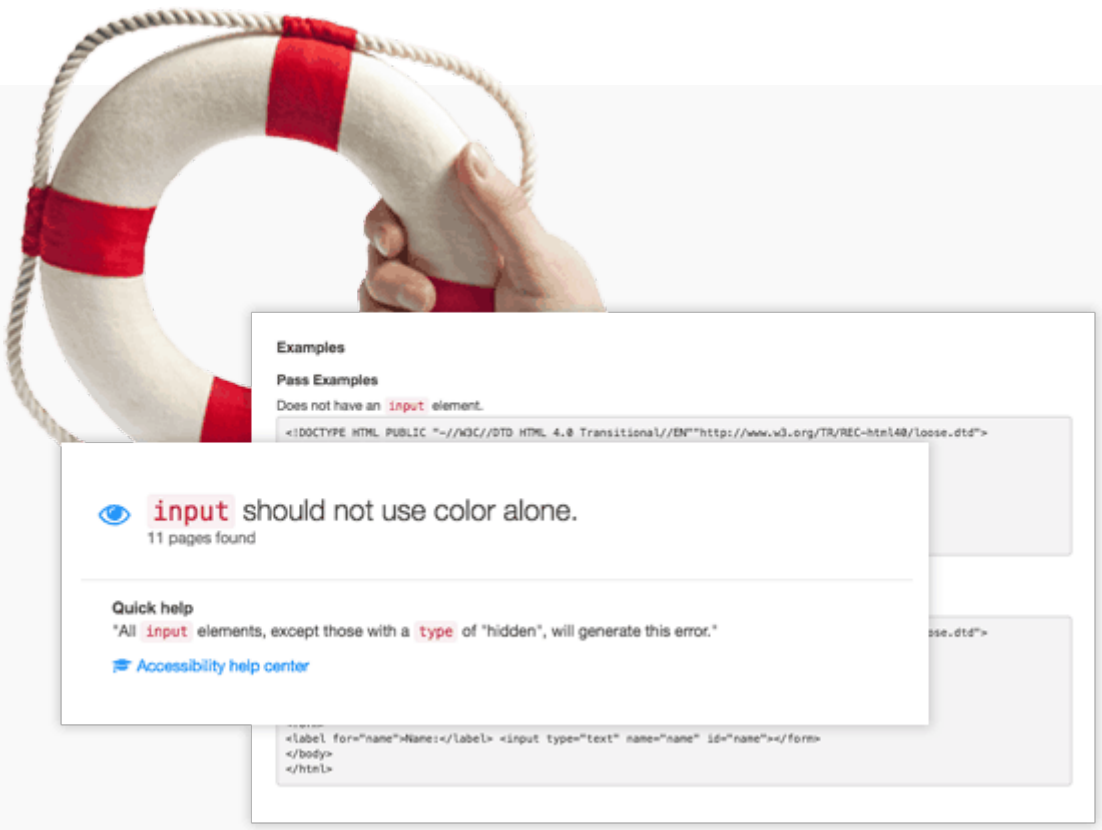
Monsido Streamlines ADA Compliance

Monsido will scan your domain weekly to find any possible issues that may hinder accessibility or result in a violation risk for your organization. In the Monsido dashboard, you will immediately get an overview of how your website is doing with accessibility, including a total count of issues and which pages they occur on. Utilizing Machine Learning and AI-based discovery and prioritization, you'll always know where to focus your efforts to maximize compliance.

Track Your Accessibility Compliance Progress

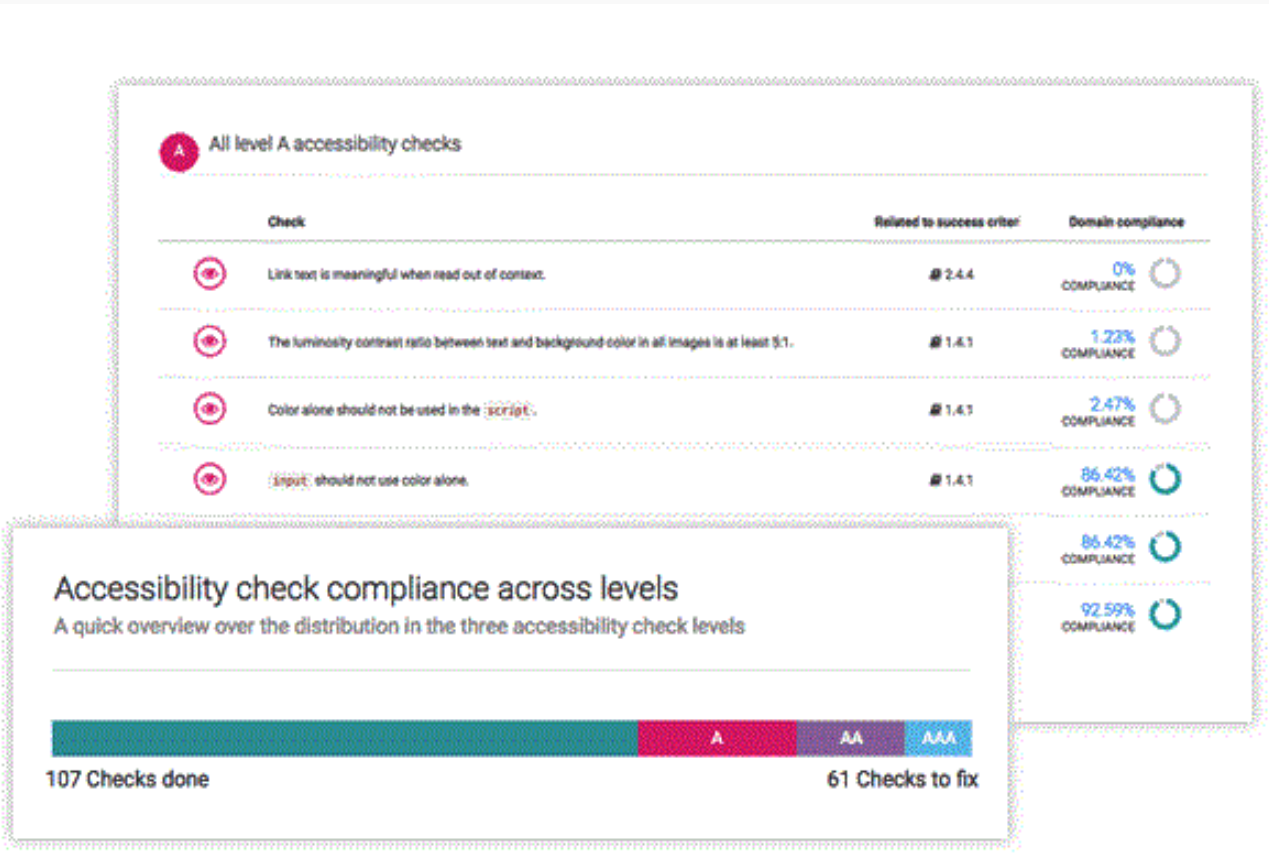
Not all sectors need to meet the same compliance levels. Monsido allows you to choose whether you want to check for WCAG 2.1 or Section 508 accessibility issues. You can easily track your accessibility compliance and see your site improve with every issue you fix.





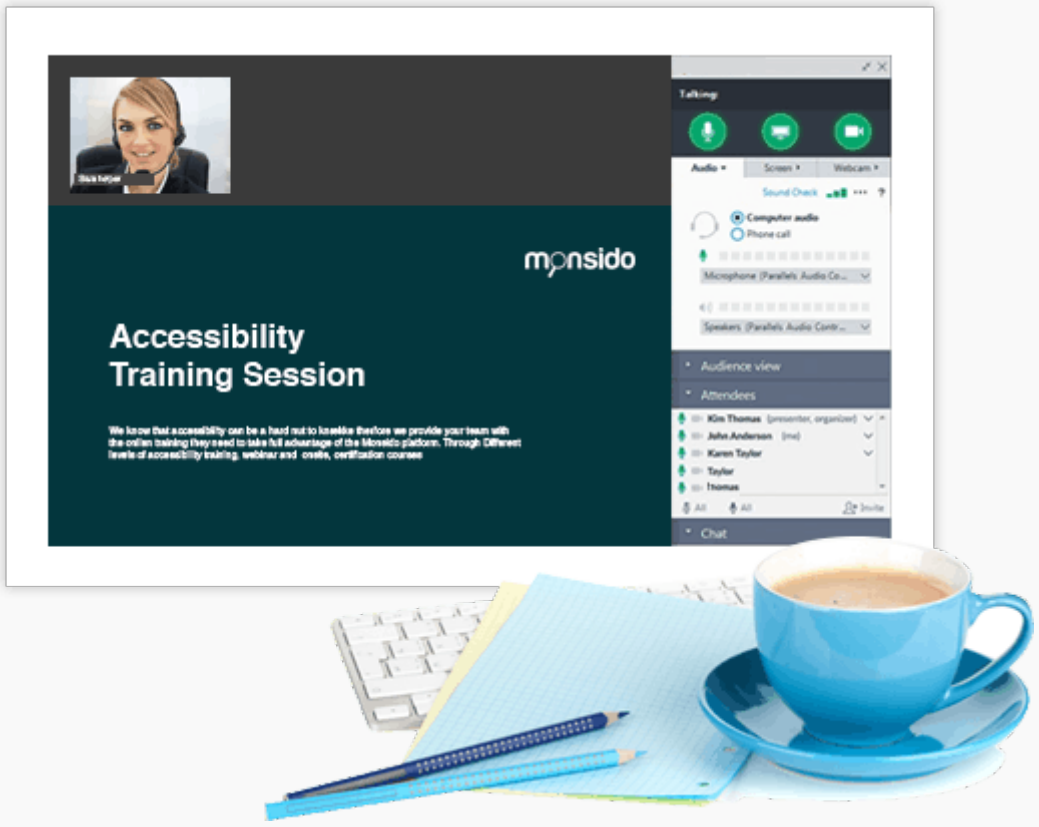
Get The Help You Need In The Accessibility Help Center

We realize your content editors may not be accessibility experts, so Monsido includes immense support, including a built in Help Center. If you aren't sure how to fix an issue, just click on the Help Center icon and you will get detailed information about the compliance issue, instructions for remediation and even examples of code that can pass or fail.



Accessibility Status

Monsido organizes compliance standards by level (A, AA, and AAA). Fix the low-level compliance issues first to see your site improve while making sure that you're minimizing risk while your site is providing a successful experience for everyone. As necessary, you can work your way up to higher levels of compliance to build a website which serves as a role model for other organizations in your industry.



Get The Accessibility Training You Need

We know that making necessary accessibility changes to your domain can be a daunting task. That is why we provide your team with different levels of accessibility training, Monsido training and one-on-one support. We make sure your team learns the industry's best practices and stays updated, educated and engaged (all courses in English).

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

Meeting Date: September 17, 2019

Agenda Item Number: L-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Engineering

Sponsor: Ed Castle

Subject:

Shallow Gravity Well

Summary of Discussion:

Emergency overflow piping is has been installed as part of the Disinfection Basin Rehab project. As previously discussed, the overflow is intended to discharge into a new shallow well by gravity. The project was advertised on Demandstar, with two proposals being received. Staff recommends acceptance of the proposal from Charley Toppino & Sons in the amount of $59,500.00 as the highest ranked responsive and responsible proposal.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 59,500.00

Expense

Funding Source: Rate Revenue

Budgeted: N/A

Attachments

1. Memo from WEC
2. Responsiveness and Resposibility Checklists
3. Staff Ranking Sheets

Approved By: _____ **Date:** 9/12/19

General Manager

WEILER ENGINEERING CORPORATION
WEC xcellence in engineering
201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33950
TEL 941·505·1700 | FAX 941·505·1702 | WWW.WEILERENGINEERING.ORG

6805 OVERSEAS HIGHWAY | MARATHON | FL 33050
TEL (305) 289-4161 | FAX(305) 289-4162

MEMORANDUM

To: KLWTD Board

From: Ed Castle, PE

Date: August 29, 2019

Re: Shallow Injection Well Proposal

The Plant Operations department has budgeted for an emergency overflow shallow well and piping for the disinfection basin. As part of the disinfection basin rehab and coating project, overflow piping was installed that would allow water to be directed to a shallow injection well in the event of a failure of the deep injection well pumps. This overflow operates by gravity and will prevent effluent from overflowing into the driveway and potentially running off-site.

The FY 2019 budget includes $375,150.00 for both the rebab and coating of the disinfection basin and the construction of the shallow well and associated piping. The bid for the disinfection basin rehab and coating came in at $255,100.00, leaving $120,050.00 for the shallow well and piping. $27,300 was included for engineering design and construction administration. To date, engineer costs have totaled $37,278.75, exceeding the estimate provided in the FY19 budgeting process.

The shallow well RFP was published. Two bids were received. The table below compares the two bids with the Engineer's estimated construction cost.

FY 2019 Construction Budget	A.C. Schultes Bid	Charlie Toppino & Sons Bid
$120,050.00	$146,179.00	$59,500.00

Both proposals were evaluated and both bidders were found to be responsive and responsible in all material aspects. The proposals were evaluated and ranked in a public meeting held at the KLWTD Administrative Building on August 27, 2019. Charlie Toppino & Sons was ranked highest, with a total of 279 points. A.C. Schultes had a total of 203 points.

Staff recommends that the Board accept the proposal from Charlie Toppino & Sons in the amount of $59,500.00.

KLWTD Shallow Well Proposal Evaluation Form
Contractor Responsiveness & Responsibility Checklist

Description	A.C. Schultes	Charley Toppino & Sons
Bid Amount	$146,179.00	$59,500.00
Responsiveness Checklist		
All required sections provided?	Y	Y
Bid Form, Document 00410: 1. Company name and address provided? 2. Acknowledgement of addenda #1 and #2? 3. Bid amounts all filled in and math is correct? 4. Bid signed and corporate seal applied?	1. Y 2. Y 3. Y 4. Y	1. Y 2. Y 3. Y 4. Y
Bidder attended and signed in to the NON-mandatory pre-bid meeting on November 13, 2018?	Y	N
Bid Bond, Document 00420, for 5% of bid amount provided with appropriate surety signatures?	Y	Y
Insurance Certification Form, Document 00620, provided and properly executed?	Y	Y
Certificate of Liability Insurance provided with adequate limits?	Y	Y
Did bidder provide proof of licensure as a General Contractor in the State of Florida?	Y	Y
Did bidder provide Certificate of Compliance with 41 CFR 60-1.7	N/A	N/A
Did bidder provide Certification of Nonsegregated Facilities?	N/A	N/A

Responsibility Checklist	A.C. Schultes	Charlie Toppino & Sons
Does bidder have a satisfactory record of integrity, judgment, and performance as a corporation?	Y	Y
Did bidder provide a Qualifications Statement showing a minimum of three similar jobs?	Y	Y
Were references provided and were positive references given?	Y	Y
Did bidder provide documentation of having been performing similar construction services for at least three years?	Y	Y
Did bidder provide a list of key personnel and resumes demonstrating adequate qualified personnel to perform the work?	Y	Y
Did bidder provide a list of equipment adequate to support performance of the work?	Y	Y

A.C. Schultes Rank for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	8
2	Relevant Past Experience and References	20	19
3	Project Methodology and Management Approach	10	9
4	Key Personnel Qualifications and Project Staffing	10	9
5	Litigation and Financial Information	10	10
6	KLWTD Forms	0	0
Cost	$146,179	40	16
		A.C. Schultes Total	71

Charlie Toppino & Sons Ranking for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	9
2	Relevant Past Experience and References	20	20
3	Project Methodology and Management Approach	10	8
4	Key Personnel Qualifications and Project Staffing	10	7
5	Litigation and Financial Information	10	10
6	KLWTD Forms	0	0
Cost	$59,500	40	40
		Charlie Toppino & Sons Total	94

Ranked by: _____

Jaffers Ranking for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	8
2	Relevant Past Experience and References	20	15
3	Project Methodology and Management Approach	10	7
4	Key Personnel Qualifications and Project Staffing	10	7
5	Litigation and Financial Information	10	8
6	KLWTD Forms	0	0
Cost	$146,179	40	16
		A.C. Schultes Total	61

Charlie Toppino & Sons Ranking for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	8
2	Relevant Past Experience and References	20	18
3	Project Methodology and Management Approach	10	8
4	Key Personnel Qualifications and Project Staffing	10	8
5	Litigation and Financial Information	10	8
6	KLWTD Forms	0	0
Cost	$59,500	40	40
		Charlie Toppino & Sons Total	90

Ranked by: _____

Jaffers Ranking for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	10
2	Relevant Past Experience and References	20	15
3	Project Methodology and Management Approach	10	10
4	Key Personnel Qualifications and Project Staffing	10	10
5	Litigation and Financial Information	10	10
6	KLWTD Forms	0	0
Cost	$146,179	40	16
		A.C. Schultes Total	91

Charlie Toppino & Sons Ranking for Shallow Injection Well			
Section No.	Description	Max Points	Earned Points
1	Executive Summary	10	10
2	Relevant Past Experience and References	20	15
3	Project Methodology and Management Approach	10	10
4	Key Personnel Qualifications and Project Staffing	10	10
5	Litigation and Financial Information	10	10
6	KLWTD Forms	0	0
Cost	$59,500	40	40
		Charlie Toppino & Sons Total	95

Ranked by: Jared Principio

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

Meeting Date: September 17, 2019

Agenda Item Number: L-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Engineering

Sponsor: Ed Castle

Subject:

Weiler Engineering Work Authorization Amendments

Summary of Discussion:

The WEC Work Authorizations 19-01 (Capital Improvements) and 19-02 (WWTP Engineering Services) have exceeded the FY19 budgeted amounts. WEC is requesting amendments to these two work authorizations to increase the budgeted amount. An increase $27,627.00 is requested for WA 19-01 and an increase of $8,627.00 is requested for WA 19-02. It should be noted that there will be unspent funds in WA 19-03 (Field Ops) and WA 19-04 (Admin) that will offset the requested increases in the overall WEC budget by about $9,000.00 depending on the work in these areas for the end of September.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 36,254.00

Expense

Funding Source: Grant(s)

Budgeted: N/A

Attachments

1. Memo from WEC

Approved By: _____ **Date:** 9/12/19

General Manager

WEILER ENGINEERING CORPORATION
WEC xcellence in engineering
201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33950
TEL 941·505·1700 | FAX 941·505·1702 | WWW.WEILERENGINEERING.ORG

6805 OVERSEAS HIGHWAY | MARATHON | FL 33050
TEL (305) 289-4161 | FAX(305) 289-4162

MEMORANDUM

To: KLWTD Board

From: Ed Castle, PE

Date: September 12, 2019

Re: FY 19 Engineering Budget Amendment

The FY19 budget for Professional Engineering Services was prepared in early July 2018 and presented to the Board along with the rest of the FY19 budget in August. Due to shifts in the construction schedules for ongoing construction projects and re-allocation of Islamorada Plans Review costs, there has been budget over-runs in two WEC Work Authorizations in FY19.

The table below summarizes the KLWTD budget amount and actual expenditures through September 11, 2019 for the four WEC Work Authorizations.

WEC FY19 Work Authorization Summary

WEC Work Authorization	Department	FY19 Budget Amount	Total Billing as of 09/10/19	Amount Over/Under Budget	Requested Increase
WA # 19-01	Capitals	$186,660.00	$207,927.50	-$21,267.50	$27,627.00
WA # 19-02	WWTP	$51,838.00	$58,965.00	-$7,127.00	$8,627.00
WA # 19-03	Field Ops	$55,760.00	$52,578.75	$3,181.25	$0.00
WA # 19-04	Admin	$26,135.00	$18,667.00	$7,468.00	$0.00

As can be seen from the table, the net requested increase in the WEC FY19 budget is $35,849.50. The unused funds from WA # 19-03 and 19-04 will offset the requested increases for WA # 19-01 and 19-02. It is not anticipated that the billings for the end of September will use all of the allocated funds in work authorizations 19-03 and 19-04.

The WEC capital projects billing has exceeded the estimated budget for FY19 by $21,425.00 through September 10th, 2019. The over-run is due in part to the design effort for applying for the SWAG and Section 319 grant funds that became available

April 2019. WEC was directed to come up with a project that met the criteria for these grants. The criteria included treatment of stormwater to remove nitrogen and phosphorus prior to discharge. WEC prepared the design, the process calculation and completed the application package for adding additional parking in the existing stormwater retention area. The project would include nitrogen and phosphorus reduction in chambers under the proposed parking area.

The other factor in the actual billing exceeding the estimated budget for FY19 is due to extended project times for construction projects at the WWTP. The over-run is due largely to the Capital Upgrades project. This project included the following four tasks:

- Headworks automated bypass and screening
- Filter booster pump modifications
- Process water pumping station upgrades
- Bridge from Operations Building to SBR #3

When the FY19 budget was prepared, it was anticipated that the Capital Upgrades project would be by completed in December 2018 bases on the Critical Path Method construction schedule submitted by the Contractor. The work has progressed more slowly than anticipated. As of September 11, 2019 there is still punch list items to be completed, followed by project closeout. The over-run in time results in extra effort by WEC for CEI (Construction Engineering Inspections), construction progress meetings and project administration, since each day of work is witnessed and documented. More days worked results in additional effort by WEC.

The Photovoltaic Array Project has also exceeded the anticipated date of completion. This project was awarded in July 2018 and was just completed this month. Similar to the Capital Upgrades project, additional CEI and project administration time was incurred by WEC.

The table below provides a breakdown WEC billings for each of the capital projects. The WEC Work Authorization was a lump sum amount based on estimates for the various projects. The construction projects estimates were prepared using times provided by the contractors. Some of these projects have exceeded the estimated duration significantly, as explained above. The Parking Expansion Project was not anticipated at the time of budget preparation and was not included in the FY19 budget.

Capital Improvements Budget FY19

	WEC Billing Through 9/10/2019
Capital Upgrades Project	$44,577.50
CCC Coatings and Modifications	$38,395.00
Solar Arrays for Ops Bldg and CCCs	$24,991.25
Fire Suppression at WWTP	$9,022.50
Steel Storage Bldg at Vac E	$46,881.25
Fire Suppression at Vac Stations	$15,842.50
Vaccum Pit Monitoring Phase 1	$1,582.50
FDEP Solar Loan Project	$6,566.25
Vacuu Trailer Design	$4,546.25
Shallow Gravity Well	$5,755.00
Parking Expansion (SWAG & Section 319 Grant)	$9,767.50
TOTAL	**$207,927.50**
WEC Capital Improvements Projects Budget FY19	**$186,660.00**
Amount Over Budget as of 09/10/2019	**-$21,267.50**
Capital Projects Requested Amendment Amount for FY19 (includes anticipated billings through the end of September)	**$27,267.50**

The engineering budget for the WWTP has exceeded the WEC work authorization amount as well. The table below provides details of WEC billings by task.

WWTP Engineering Services Budget FY19

	WEC Billing Through 9/10/2019
Attend Weekly Staff Meetings	$8,817.50
Attend Board Meetings	$5,856.25
Director of Operations	$17,407.50
WWTP Trouble-shooting, Misc. Improvements, Operations, etc.	$8,326.25
Islamorada Private Plans Reviews (Moved from 03105.065)	$12,566.25
Islamorada Private Plans Reviews	$5,991.25
TOTAL	**$58,965.00**
WEC WWTP Enngineering Services Budget FY19	**$51,838.00**
Amount Over Budget as of 09/10/2019	**-$7,127.00**
WWTP Engineering Requested Amendment Amount for FY19 (includes anticipated billings through the end of September)	**$8,627.00**

As shown in the table, the Islamorada Private Plans Reviews was moved from the Admin budget into the WWTP budget. This has caused the WWTP engineering expenses to exceed the FY19 budget. However, if it had been left in the Admin engineering budget, that FY19 budget amount would have been exceeded. The level of effort needed for the Islamorada Private Plans Reviews was higher than anticipated due to submission of more plans than anticipated along with the plans sometimes containing errors, requiring corrections and follow-up reviews by WEC.

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

Meeting Date: September 17, 2019

Agenda Item Number: L-3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Engineering

Sponsor: Ed Castle

Subject:

Weiler Engineering Work Authorizations FY20

Summary of Discussion:

The WEC work authorizations for FY20 are presented for review and approval. The work authorizations include: WA 20-01 for $81,300 for capital improvements, WA 20-02 for $71,402 for WWTP engineering services, WA 20-03 for $52,865 for Field Operations engineering services and WA 20-04 for $20,000 for Administration engineering services. The scope of engineering services is presented in the proposed work authorizations.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 225,567.00

Expense

Funding Source: Grants & Operating Revenu

Budgeted: Yes

Attachments

1. WA 20-01
2. WA 20-02
3. WA 20-03
4. WA 20-04

Approved By: _____ **Date:** 9/12/19

General Manager

WORK AUTHORIZATION WEC 20-01

Professional Services Agreement Between the

Key Largo Wastewater Treatment District
(District) an independent special district created
by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE:	Capital Projects & Construction Services
PROJECT COST:	Hourly (Not to Exceed $81,300 for FY20)
PROJECT SCHEDULE:	As needed and directed by the District
PROJECT BILLING:	See EXHIBIT A

_____

Edward R. Castle, Vice President
The Weiler Engineering Corporation
6805 Overseas Highway
Marathon, FL 33050

_____

David Asdourian, Chairman
KLWTD
103355 Overseas Highway
Key Largo, FL 33037

Witness:

_____
Diane Bockelman, Clerk
KLWTD

Date: _____

WORK AUTHORIZATION WEC 20-01

CAPITAL PROJECTS DESIGN AND CONSTRUCTION ENGINEERING SERVICES

Weiler Engineering's Scope of Services

The Key Largo Wastewater Treatment District (District) provides wastewater collection, transmission, treatment and disposal services for the District and provides treatment and disposal for the wastewater from Islamorada, Village of Islands (Village). In order to provide these services, the District must construct and maintain the infrastructure necessary to collect, treat and dispose of the wastewater. The District will be undertaking various construction projects in FY19 and future years.

The District requires assistance in the design of capital projects and in inspection and administration of the construction contracts. The Weiler Engineering Corporation (WEC), as the District's construction professional, will:

- Provide engineering design for the funded capital projects for FY19. The design services will include design, technical specifications and bidding assistance as needed
- Review and rank proposals from Contractors for construction tasks based on qualifications, references and pricing. The ranking will be submitted to the District for review and selection of Contractor(s).
- After selection and award of contract to Contractor(s), conduct Pre-Construction Meeting(s) with the Designer, Contractor(s), Representatives of local utilities, FDOT, District Staff and other interested parties.
- Review shop drawings and submittals provided by the Contractor(s) and approve such documents after determining compliance with the Designer's drawings and specifications.
- Conduct Construction Progress Meetings throughout the entirety of the construction project.
- Interact with the Designer and the Contractor(s) in response to Requests for Clarification by the Contractor(s) regarding the design, as well as serve as the District's liaison to the Designer for other construction issues.
- Participate in start-up of the constructed infrastructure, as applicable.
- Review record drawings, and final close-out documents on completion of the projects. At the District's option, WEC may produce final record drawings based on the Contractor(s)'s record drawings as maintained in the field.

WEC will perform daily construction observation services or may rely on information provided by the District's General Manager and District Staff, should the District elect to provide daily construction observation services, with the agreement of WEC. The observation service may include:

- Preparing daily, weekly, and monthly inspection reports;
- Maintaining construction record field data; and
- Generating construction progress reports as required by the District.

A breakdown of service cost is detailed in "Exhibit B". Upon the District's authorization to proceed, WEC's services during will include those outlined above and more specifically as follows:

Basic Services

A. WEC's services during design will include specifically the following:

1. *Design.* WEC will consult with the District to define the capital projects and will produce design drawing to include Civil, Structural and Electrical engineering design as needed. Drawing will be produced in AutoCAD on 22" X 34" sheets. Final drawings will be signed and sealed and will be provided in both paper and PDF format
2. *Technical Specifications.* Technical specifications for the project will be produced to cover all aspects of the work. The technical specifications will be reviewed and will be signed and sealed by a licensed professional engineer. The technical specifications will be provided both in hard copy and in PDF format.
3. *Bidding Assistance.* WEC will prepare the RFP documents using the District's standard RFP format. The RFP will include the bid form and other forms and will include the Standard General Conditions, Supplementary Conditions and the FDEP Supplementary conditions as well as a construction cost estimate. The RFP will be prepared in PDF format, ready for uploading to DemandStar for advertising.

B. WEC's services during construction will include specifically the following:

1. *General Administration of Construction Contract.* Consult with District and act as the District's representative as provided in the Agreement and the Construction Contract between the District and the Contractor(s). All of District's instructions to the Contractor(s) will be issued through WEC, who shall have authority to act on behalf of District in dealings with the Contractor(s) to the extent provided in the Contract for Consulting/Professional Services except as otherwise provided in writing.
2. *Resident Project Representative (RPR).* Provide the services of an RPR, on an as-needed basis to supplement District inspections, at the North Component construction sites to provide more extensive observation of the Contractor(s)'s work. Duties, responsibilities, and authority of the RPR are as outlined in Exhibit B.
3. *Pre-Construction Conference.* Conduct the Pre-Construction Conference prior to commencement of Work at the Site.
4. *Visits to Site and Observation of Construction.* Make visits to the Site at intervals appropriate to the various stages of construction, as WEC deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the Work.
5. *Defective Work.* Recommend to District that the Contractor(s)'s work be disapproved and rejected while it is in progress if, on the basis of such observations, WEC believes that such work will not produce a completed Project that conforms generally to the Contract

Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

6. *Clarifications and Interpretations-Field Orders.* Provide clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor(s)'s work and make recommendations to the District.

7. *Change Orders and Work Change Directives.* Recommend Change Orders and Work Change Directives to the District, as appropriate.

8. *Shop Drawings and Samples.* Review and approve or take other appropriate action in respect to shop drawings, samples and other data which the Contractor(s) is required to submit.

9. *Substitutes and "or-equal."* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor(s).

10. *Inspections and Tests.* Assure that the Contractor(s) has required such special inspections or tests of the Contractor(s)'s work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.

11. *Disagreements between the District and Contractor(s).* Render formal written decisions on all claims of the District and Contractor(s) relating to the acceptability of Contractor(s)'s work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor(s)'s work.

12. *Applications for Payment.* Review Contractor(s)' Applications for Payment and all accompanying support documentation.

13. *Contractor(s)'s Completion Documents.*

    a. Review maintenance and operating instructions, schedules, and guarantees received from the Contractor(s).

    b. From the Contractor(s), receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents which are to be assembled by the Contractor(s) to obtain final payment.

    c. WEC shall transmit these documents to the District.

14. *Substantial Completion.* Promptly after notice from the Contractor(s) that the entire work is ready for its intended use, in company with the Contractor(s), conduct an inspection to determine if the Work is Substantially Complete. If after considering any objections of the District, WEC considers the Work Substantially Complete, WEC shall review a certificate of Substantial Completion delivered by the Contractor(s) to the District.

15. *Final Notice of Acceptability.* Conduct a final inspection to determine if the completed Work of the Contractor(s) is acceptable so that WEC may recommend, in writing, final payment to the Contractor(s).

Duration of Construction Phase:

The fees for these services, as specifically set forth in EXHIBIT A will be charged on an hourly basis. The Construction Phase will commence with the execution of the Construction Agreement for the each Project or any part thereof and will terminate upon written recommendation by WEC for final payment to the Contractor(s) and acceptance by the District. WEC will not perform services under this Work Authorization that would exceed the FY20 "Not to Exceed" amount stated above, without prior written authorization from the District.

Anticipated Capital Projects may include the following, depending on Board action:

- Design and installation of additional solar arrays
- Fire detection and suppression at WWTP
- Fire detection and suppression at vacuum pump stations
- Fire detection and suppression at Administration building
- Design of a trailer-mounted vacuum skid and modifications at the vacuum pump stations
- Design, permitting and construction of a shallow gravity well

Other capital projects that may arise during FY20 may result in additional engineering efforts. If needed, a proposal for increased engineering fees may be presented for Board approval.

EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

Principal	**$165.00**
Expert Witness	**$250.00**
Registered Professional Engineer	**$140.00**
Structural Manager	**$140.00**
Mining Specialist PhD (non-P.E.)	**$140.00**
Environmental Scientist	**$140.00**
Project Manager	**$125.00**
Registered Engineer Intern (E.I.)	**$110.00**
Plans Examiner	**$110.00**
Code Inspector	**$110.00**
Senior Engineering Designer	**$ 95.00**
Construction Inspector	**$ 85.00**
Engineering Designer	**$ 85.00**
Structural Technician	**$ 75.00**
Engineering Technician	**$ 75.00**
Field Technician	**$ 75.00**
Clerical	**$ 50.00**

Reimbursable Expenses:

Blueprints/ Sheet	**$ 2.80**	***(24 x 36)***
Vellums	**$ 10.00**	***(24 x 36)***
Mylars	**$ 25.00**	***(24 x 36)***
Copies	**$ 0.15**	**(8½ x 11)**
Copies	**$ 0.20**	**(8½ x 14)**
Copies	**$ 0.30**	**(11 x 17)**

Travel * Cost plus 15%

**** (Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)***

Overnight mail	**Cost plus 15%**
Other Reimbursable Expenses	**Cost plus 15%**

EXHIBIT B

Resident Project Representative

A. WEC shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist WEC in observing progress and quality of the Work. The District shall provide at least one staff employee to assist the RPR with inspections and other duties as directed by the RPR. The RPR, assistants, and other field staff as described within this Exhibit B may provide full time representation or may provide representation to a lesser degree, at the District's option, with deductions in billing to the District based on reduced services.

B. Through such additional observations of the Contractor(s)'s work in progress and field checks of materials and equipment by the RPR and assistants, WEC shall endeavor to provide further protection for the District against defects and deficiencies in the Work. However, WEC shall not, during such visits or as a result of such observations of the Contractor(s)'s work in progress, supervise, direct, or have control over the Contractor(s)'s Work nor shall WEC have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by the Contractor(s), for safety precautions and programs incident to the Contractor(s)'s work in progress, for any failure of the Contractor(s) to comply with Laws and Regulations applicable to the Contractor(s)'s performing and furnishing the Work, or responsibility of construction for the Contractor(s)'s failure to furnish and perform the Work in accordance with the Contract Documents.

C. The duties and responsibilities of the RPR are limited to those of WEC in the Scope of Services and Contract for Consulting/Professional Services with the District and in the Contract Documents, and are further limited and described as follows:

    1. *General:* RPR is WEC's agent at the Site, will act as directed by and under the supervision of WEC, and will confer with WEC regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor(s)'s work in progress shall in general be with WEC and the Contractor(s), keeping the District advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of the Contractor(s). RPR shall generally communicate with the District with the knowledge of and under the direction of WEC.

    2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by the Contractor(s) and consult with WEC concerning acceptability.

    3. *Conferences and Meetings:* Attend meetings with the Contractor(s), such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

4. *Liaison:* Serve as WEC's liaison with the Contractor(s), working principally through the Contractor(s)'s superintendent and assist in understanding the intent of the Contract Documents.

    a. Assist WEC in serving as the District's liaison with the Contractor(s) when the Contractor(s)'s operations affect the District's on-Site operations.

    b. Assist in obtaining additional details or information from the District, when required for proper execution of the Work.

5. *Interpretation of Contract Documents:* Report to WEC when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor(s) clarifications and interpretations as issued by WEC.

6. *Shop Drawings and Samples*:

    a. Record date of receipt of Samples and approved Shop Drawings.

    b. Receive Samples which are furnished at the Site by the Contractor(s),and notify WEC of availability of Samples for examination.

    c. Advise WEC and the Contractor(s) of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by WEC.

7. *Modifications:* Consider and evaluate the Contractor(s)'s suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to WEC. Transmit requests for modifications to the Designer as needed. Transmit to the Contractor(s) in writing decisions as issued by WEC and the Designer.

8. *Review of Work and Rejection of Defective Work:*

    a. Conduct on-Site observations of the Contractor(s)'s work in progress to assist WEC in determining if the Work is in general proceeding in accordance with the Contract Documents.

    b. Report to WEC whenever RPR believes that any part of the Contractor(s)'s work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise WEC of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9. *Inspections: Tests and System Startups:*

    a. Consult with WEC in advance of scheduled major inspections, tests, and system startups of important phases of the Work.

b. Verify that tests, equipment, and system start-ups and operating and maintenance training are conducted in the presence of appropriate District personnel, and that the Contractor(s) maintains adequate records thereof.

c. Observe, record, and report to WEC appropriate details relative to the test procedures and system startups.

d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to WEC.

10. *Records:*

a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, WEC's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to the Contractor(s), and other Project related documents.

b. Prepare a daily report or keep a diary or log book, recording the Contractor(s)'s hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to WEC.

c. Record names, addresses and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.

d. Maintain records for use in preparing Project documentation.

e. Upon completion of the Work, furnish original set of all RPR Project documentation to WEC.

11. *Reports:*

a. Furnish to WEC periodic reports as required of progress of the Work and of the Contractor(s)'s compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft and recommend to WEC and the Designer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from the Contractor(s).

c. Furnish to WEC and the District copies of all inspection, test, and system startup reports.

d. Report immediately to WEC the occurrence of any Site accidents, any Hazardous Environmental Conditions, emergencies, or acts of

God endangering the Work, and property damaged by fire or other causes.

12. *Payment Requests:* Review Applications for Payment with the Contractor(s) for compliance with the established procedure for their submission and forward with recommendations to WEC, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. *Certificates. Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by the Contractor(s) are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to WEC for review and forwarding to the District prior to payment for that part of the Work.

14. *Completion:*

    a. Before WEC issues a Certificate of Substantial Completion, submit to the Contractor(s) a list of observed items requiring completion or correction.

    b. Observe whether the Contractor(s) has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public agencies having jurisdiction over the Work.

    c. Participate in a final inspection in the company of WEC, the District, and the Contractor(s) and prepare a final list of items to be completed or corrected.

    d. Observe whether all items on final list have been completed or corrected and make recommendations to WEC concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).

2. Exceed limitations of WEC's authority as set forth in the Agreement or the Contract Documents.

3. Undertake any of the responsibilities of the Contractor(s), subcontractors, suppliers, or the Contractor(s)'s superintendent.

4. Advise on issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Contractor(s)'s work unless such advice or directions are specifically required by the Contract Documents.

5. Advise on issue directions regarding, or assume control over safety precautions and programs in connection with the activities or operations of the District or the Contractor(s).

6. Participate in specialized field or laboratory testing or inspections conducted off-site by others except as specifically authorized by WEC.

7. Accept Shop Drawing or Sample submittals from anyone other than the Contractor(s).

8. Authorize the District to occupy the Project in whole or in part.

WORK AUTHORIZATION WEC 20-02

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Wastewater Plant Engineering Services

PROJECT COST: Hourly (Not to Exceed $71,402 FY20)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Edward R. Castle, Vice Pres.
The Weiler Engineering Corp.
6805 Overseas Highway
Marathon, FL 33050

David Asdourian, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Witness:

Diane Bockelman, Clerk

Date: _____

WORK AUTHORIZATION **WEC 20-02**
Wastewater Plant Consulting

Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater treatment and disposal system located at the WWTP site. From time to time, the District requires opinions, reports, studies and other professional engineering services in support of the WWTP operations. The District currently has a Contract for Consulting/Professional Services by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District 's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to perform duties in support of the wastewater treatment plant operations, as needed by the District. WEC's duties may include but are not limited to:

- Attend District Board meetings
- Participate in weekly staff meetings
- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater treatment and disposal systems
- Assist the District 's financial staff in preparation of annual capital and operating budgets
- Assist the District in establishing policies and procedures for operation and maintenance
- Assist the District in planning for expansions, upgrades, and modifications to the WWTP
- Assist the District 's staff in permitting issues and compliance issues as needed
- Consult with the District's Board members, General Manager and other staff as needed
- Prepare Construction and Engineering sections of the Monthly Status Reports and other documentation as required for the Board meetings

- Perform studies, provide reports and provide consultation on miscellaneous topics as directed

- Meet at least weekly with the Operations Manager to review and discuss the status of operations and compliance at the facility, including:

    - ❖ Influent flows and characteristics and any non-routine issues such as odors, grit accumulation, salinity increases and influent strength
    - ❖ SBR performance data and trending including DO trends, cycle timing, MLSS concentration and settling characteristics, chemical usage and any non-routine occurrences
    - ❖ Filtration and disinfection process performance
    - ❖ Effluent flows and disposal performance
    - ❖ General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
    - ❖ Status of FDEP reporting and compliance

- Assist the Operations Manager in preparation of annual capital and operating budgets

- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Operations Manager and support staff

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

Principal	**$165.00**
Expert Witness	**$250.00**
Registered Professional Engineer	**$140.00**
Structural Manager	**$140.00**
Mining Specialist PhD (non-P.E.)	**$140.00**
Environmental Scientist	**$140.00**
Project Manager	**$125.00**
Registered Engineer Intern (E.I.)	**$110.00**
Plans Examiner	**$110.00**
Code Inspector	**$110.00**
Senior Engineering Designer	**$ 95.00**
Construction Inspector	**$ 85.00**
Engineering Designer	**$ 85.00**
Structural Technician	**$ 75.00**
Engineering Technician	**$ 75.00**
Field Technician	**$ 75.00**
Clerical	**$ 50.00**

Reimbursable Expenses:

Blueprints/ Sheet	**$ 2.80** ***(24 x 36)***
Vellums	**$ 10.00** ***(24 x 36)***
Mylars	**$ 25.00** ***(24 x 36)***
Copies	**$ 0.15 (8½ x 11)**
Copies	**$ 0.20 (8½ x 14)**
Copies	**$ 0.30 (11 x 17)**
Travel *	**Cost plus 15%**

**** (Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)***

Overnight mail	**Cost plus 15%**
Other Reimbursable Expenses	**Cost plus 15%**

WORK AUTHORIZATION WEC 20-03

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE:	Field Operations Engineering Services
PROJECT COST:	Hourly (Not to Exceed $52,865 FY20)
PROJECT SCHEDULE:	As directed by the District
PROJECT BILLING SCHEDULE:	See EXHIBIT A

Edward R. Castle, President
The Weiler Engineering
Corporation 6805 Overseas
Highway
Marathon, FL 33050

David Asdourian, Chairman
District
Post Office Box 491
Key Largo, FL 33037

Witness:

_____

Diane Bockelman, Clerk
KLWTD

Date: _____

WORK AUTHORIZATION **WEC 20-03**
Field Operations General Consulting

Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater collection and transmission systems located throughout the District's service area. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the Collection System. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District 's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to consulting services to routine Field Operations, as needed by the District. These duties may include but are not limited to:

- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater collection and transmission systems
- Assist the District 's financial staff in preparation of annual capital and operating budgets for Field Operations
- Assist the District in establishing policies and procedures for operation and maintenance of the collection and transmission systems
- Assist the District in planning for expansions, upgrades, and modifications to the collection and transmission systems
- Provide reviews of plans for private or public collection systems connecting to the District's collection and transmission systems
- Assist the District is identification and correction of inflow and infiltration
- Assist the District 's staff in permitting issues and compliance issues as needed
- Consult with the District's Board members, General Manager and other staff as needed
- Meet at least weekly with the Field Operations Manager to review and

discuss the status of operations and compliance in the collection system, including:

- ❖ Vacuum pump stations performance, including run times of vacuum pumps and sewage pumps, changes in flow or increasing salinity, odor, noise or other nuisance issues
- ❖ Review the logs of alarm calls from vacuum stations and discuss trends and frequencies with the Field Operations Manager
- ❖ Review the logs of trouble calls from residents and discuss trends and frequencies with the Field Operations Manager, attempt to determine causes to help reduce recurrences
- ❖ General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
- ❖ Updates on any small projects and new connections

- Assist the Field Operations Manager in preparation of annual capital and operating budgets

- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Field Operations Manager and support staff

- Assist the Field Operations Manager in planning for expansions, upgrades, and modifications to the vacuum pump stations, submersible pump stations and collection and transmission systems

- Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provide in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

Principal	**$165.00**
Expert Witness	**$250.00**
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Structural Manager	**$140.00**
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Engineering Technician	**$ 75.00**
Field Technician	**$ 75.00**
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Overnight mail	**Cost plus 15%**
Other Reimbursable Expenses	**Cost plus 15%**

WORK AUTHORIZATION WEC 20-04

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE:	KLWTD Admin Engineering Services
PROJECT COST:	Hourly (Not to Exceed $20,000 FY20)
PROJECT SCHEDULE:	As directed by the District
PROJECT BILLING SCHEDULE:	See EXHIBIT A

_____

Edward R. Castle, Vice Pres.
The Weiler Engineering Corp.
6805 Overseas Highway
Marathon, FL 33050

_____

David Asdourian, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Witness:

_____

Diane Bockelman, Clerk
KWLTD

Date: _____

WORK AUTHORIZATION **WEC 20-04**
KLWTD Admin General Consulting

Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) is the service provider for wastewater for the property owners within the District's service area and provide treatment and disposal for the wastewater from Islamorada, Village of Islands. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the District's operations. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District 's general consulting engineering professional, will perform various engineering duties as assigned by the District. These duties may include but are not limited to:

- Consult with the District's General Manager
- Provide engineering and consulting services on an as-needed basis as directed by the General Manager
- Perform reviews and recommend approvals for FDEP construction permit application packages for Islamorada connections
- Perform reviews and recommend approvals for FDEP Approval for Use applications, including review of Engineer's Conditions Reports, testing records and record drawings for Islamorada connections
- Assist with planning and budgets for all departments
- Review and provide opinions on insurance renewals, value of insured properties and components and risk of loss.

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provide in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

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Travel *	**Cost plus 15%**

**** (Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)***

Overnight mail	**Cost plus 15%**
Other Reimbursable Expenses	**Cost plus 15%**

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

Meeting Date: September 17, 2019

Agenda Item Number: N-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Commissioner's Item

Sponsor: Commissioner Heim

Subject:

Amplification of Board Meetings

Summary of Discussion:

1) Use the amplification system presently in the Boardroom closet, repair if needed to get to fully functioning.

2) Replace the amplification system in the Boardroom closet.

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

Approved By: _____ **Date:** 9/12/19

General Manager