

AGENDA
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
TUESDAY, MAY 14, 2024, 12:30 PM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD

ROLL CALL - SMRU BOARD

PUBLIC COMMENT

CONSENT ITEMS

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of SMRU Board Meeting of March 21, 2024
- b. Fixed Assets Disposal

Category B- Other Informational Materials (No Action Required)

- a. Customer Service Monthly Reports - March and April 2024
- b. Revenue and Production Charts - March and April 2024
- c. FY 23/24 SMRU Budget Status and Balance Sheet, Period Ending April 2024

COMMISSION ACTION ITEMS

- 2. Meeks Plumbing - Sewer Cleaning Piggyback Contract Renewal
- 3. Shenandoah Construction - Contract Renewal
- 4. Eurofins Environmental Testing Southeast, LLC - Contract Renewal
- 5. Stuart Plumbing - Contract Renewal for Sewer Main Cleaning and Repair Services
- 6. Capital Projects Update*
- 7. Holtz Consulting Engineers, Inc - Wastewater Treatment Plant Hydraulic Modeling & Report Proposal Work Authorization

OTHER ITEMS

- 8. Other Items*

** No advanced materials provided*

TOWN COMMISSION

Penny Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

ADMINISTRATIVE STAFF

Town Manager, Robert Garlo
Town Attorney, Thomas J. Baird
Town Clerk, Kimberly Kogos

TOWN VISION

The Town of Jupiter Island is a barrier island community, between the Indian River Lagoon and the Atlantic Ocean, where the beauty of nature will always dominate the presence of man. Our vision for the future is illustrated by the traditions of the past, formed by a community of caring individuals who, with imagination and heart, have combined the island's beautiful gifts of nature with those of tradition and family. Inherent in the character of the Town are tranquility, seclusion and safety. The residents of Jupiter Island will faithfully endeavor to preserve and nurture their unique community for all future generations

STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he 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. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0103.

AGENDA
SOUTH MARTIN REGIONAL UTILITY MEETING
TUESDAY, MAY 14, 2024
JUPITER ISLAND TOWN HALL
12:30 pm Town Hall Conference Room

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the SMRU Board

- a) Minutes of SMRU Board Meeting of March 21, 2024
- b) Fixed Assets Disposal

2. Administrative Agenda

- a) Customer Service Monthly Reports – March & April 2024
- b) Revenue and Production Charts – March & April 2024
- c) FY 23/24 SMRU Budget Status and Balance Sheet, Period Ending – April 2024

3. Meeks Plumbing – Sewer Cleaning Piggyback Contract Renewal

4. Shenandoah Construction - Contract Renewal

5. Eurofins Environmental Testing Southeast, LLC- Contract Renewal

6. Stuart Plumbing – Contract Renewal for Sewer Main Cleaning & Repair Services

7. Capital Projects Update*

8. Holtz Consulting Engineers, Inc - Wastewater Treatment Plant Hydraulic Modeling & Report Proposal Work Authorization

9. Other Items*

** No advance Materials provided*

Town Commission

Penny Townsend, Mayor
Marshall Field, VI, Vice Mayor
Anne Scott, Commissioner
Patsy Warner, Commissioner
Joe Taddeo, Commissioner

Robert Garlo, Town Manager
Matthew Pazanski, Finance Director

STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he 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. Any person requiring special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0100.

AGENDA ITEM 1.

CONSENT AGENDA

- a.** Minutes of Board Meeting
- March 21, 2024
- b.** Fixed Assets Disposal

**MINUTES
TOWN OF JUPITER ISLAND
SOUTH MARTIN REGIONAL UTILITY (SMRU) MEETING
March 21, 2024
Jupiter Island Town Hall**

Call to Order: 12:41 pm

Present:

Mayor Penelope Townsend
Vice Mayor Marshal Field, VI
Commissioner Anne Scott
Commissioner Joseph Taddeo
Commissioner Patricia Warner – (*via remote*)
Town Manager Robert Garlo

Also Present

Finance Director Matthew Pazanski
Public Services Director Stuart Trent
SMRU Counsel Phillip Gildan
Capital Projects & Development Coordinator Kim McLaughlin
Meeting Secretary Sabrina Fahrer
Customer Service Manager Cassidy Metcalf

Agenda Item 1: Approval of Minutes

- a) SMRU Board meeting minutes of January 9, 2024

Motion to Approve: Vice Mayor Field, VI
Second: Commissioner Taddeo
Carried: 5-0

Agenda Item 2: Administrative Agenda

- a) Customer Service Monthly Report February 2024
- b) Revenue and Production Charts February 2024
- c) FY 23/24 Budget Status and Balance Sheet Period Ending February 2024

Discussion: Director Trent presented the administrative agenda items, and questions were asked by SMRU Board members. No action was taken.

Agenda Item 3: Baker Underground Contractors, LLC., Contract Amendment

Discussion: SMRU presently is under contract with Baker Underground, via a Martin County piggyback contract dated March 19, 2019, for installation of grinder stations being utilized for the Gomez Avenue Septic to Sewer project.

Baker Underground can perform directional boring services at a cost of \$2400.00, which is a pass-through cost to the SMRU customer, and has agreed to a contract amendment to incorporate this work into their scope of services. Funds will be expended from SMRU Budget Line item 402-413-564.146 (Wasterwater Collection).

Motion to Approve: Vice Mayor Field
Second: Commissioner Taddeo
Carried: 5-0

Agenda Item 4: Sontrust Lawnscape, LLC Renewal

Discussion: SMRU has a contract with Sontrust Lawnscape, LLC (fka Derek’s Lawn Landscape Service) for landscape maintenance for a term of three (3) years with two (2) one-year renewals. Sontrust has completed the initial three-year term, along with its first of its two one-year renewals and has agreed to the second of its one-year renewals with a price adjustment, as allowed by the contract, of 2%, in the amount of \$52,020.00 subject to annual budget appropriation. SMRU requests a motion to approve the second one-year renewal term. Funds will be expended from Budget Line items: 401-412-534.115 (Water Distribution), 401-413-534.115 (Wastewater Collection), 401-414-534.115 (Infrastructure), and 401-415-534.115 (Customer Service) in Contracted Services – Grounds Maintenance.

Motion to Approve: Vice Mayor Field
Second: Commissioner Taddeo
Carried: 5-0

Agenda Item 5: Hudson Pump and Equipment – RO Well Motor Purchase

Discussion: South Martin Regional Utility’s South Water Treatment requires a new RO Well Motor as a back-up for when the existing Well Motor is out of service. SMRU requests a motion to approve purchase of RO Well #2 Motor from Hudson Pump & Equipment for a cost \$39,097.00. Funds will be expended from GL# 403-412-564.100.

Motion to Approve: Commissioner Scott
Second: Commissioner Taddeo
Carried: 5-0

Agenda Item 6: East Fork Creek Interlocal Agreement

Discussion: SMRU must relocate utility facilities in a County right-of-way to accommodate a County project impacting the right-of-way. Staff requests a motion to approve an interlocal agreement with the County for the East Fork Creek project. The project is identified and funded within the SMRU capital plan for FY 2023/24. Funds will be expended from the “Projects” GL line in the Utility’s 403 Account.

Motion to Approve: Vice Mayor Field
Second: Commissioner Taddeo
Carried: 5-0

Agenda Item 7: Wastewater Treatment Facility Discussion

Discussion: Director Trent advised that the SMRU Wastewater Treatment Facility requires an updated wastewater service area Master Plan and wastewater collection system model for future planning purposes. Vice Mayor Field requested a model timeline and model proposal from an SMRU Consultant be available for the next SMRU Board Meeting in May 2024. It was further requested SMRU reach out to Atlantic Ridge regarding providing land for a new wastewater treatment facility as part of its development Permit. The Commission was asked to approve a motion to move forward as requested by Vice Mayor Field.

Motion to Approve: Vice Mayor Field
Second: Commissioner Taddeo

Carried: 5-0

Agenda Item 8: Continued Service Area Discussion*

Discussion: Director Trent presented a staff level memorandum of understanding received from the Martin County administrator regarding entering into a new Joint Planning Agreement to update utility service area issues when the current JPA expires in January 2025. The Commissioners discussed the MOU terms and authorized staff to continue towards negotiating a new JPA per the MOU terms.

Other items*

Discussion: Director Trent discussed the progress of the Discovery project.

Discussion: Mayor Townsend inquired about the State of Florida’s plan for biosolids disposal. Director Trent informed, as to date there is no indication from the state of what the plan is for biosolids. Okeechobee landfill no longer accepts biosolids. SMRU currently sends its biosolids to the Kissimmee landfill.

Discussion: Director Trent advised he has received 1 new application for the Assistant Utilities Director position. He is in the process of trying to coordinate an interview with the applicant. A position for Professional Engineer was also posted, which has not yet provided any responses.

PUBLIC COMMENTS

There were no public comments.

Mayor Townsend adjourned the meeting at 1:43 pm.

Attested by:



Sabrina Fahrer, SMRU Commission Meeting Secretary

South Martin Regional Utility
 Asset/Inventory Disposal Listing
 May 14, 2024

ASSET INFORMATION

Date Added	Location	Asset/Inventory Surplus	Asset ID#	Quantity	Description #1	Description #2	Manufacturer	Model #	Serial #	Estimated Salvage Value
2/29/24	DIST	Asset	Unknown	11	¾" X ¾" brass water meters		Precision/Invensys	none	Multi	\$ 66.00
3/31/24	DIST	Asset	Unknown	2	¾" X ¾" brass water meters		Precision/Invensys	none	Multi	\$ 12.00
3/31/24	DIST	Asset	Unknown	1	1½" brass water meter		Precision/Invensys	none	Multi	\$ 6.00
3/31/24	DIST	Asset	Unknown	1	2" brass water meter		Precision/Invensys	none	Multi	\$ 6.00

AGENDA ITEM 2.

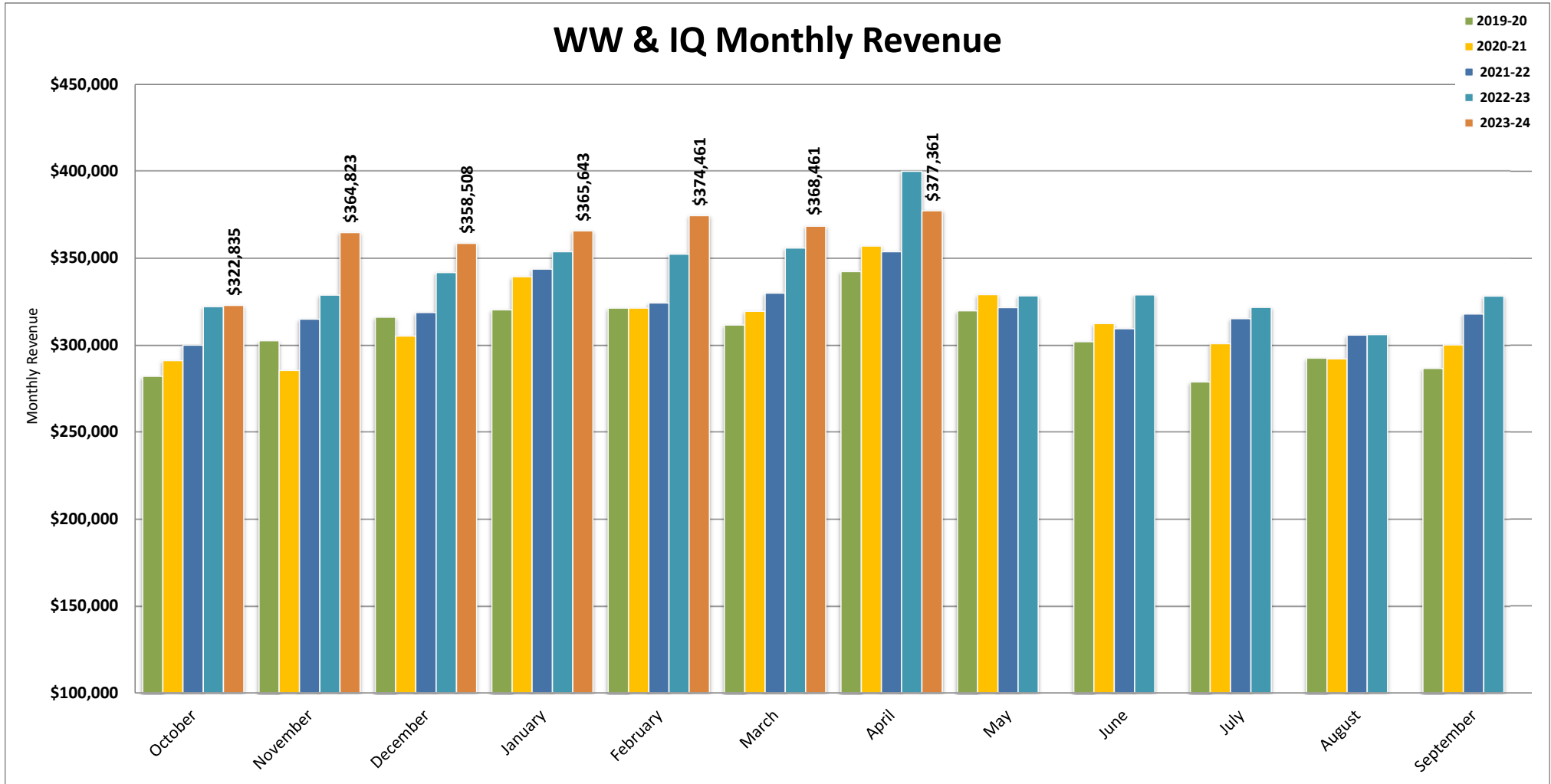
ADMINISTRATIVE AGENDA

- a. Customer Service Report – March & April 2024**
- b. Revenue and Production Charts
– March & April 2024**
- c. FY 23/24 SMRU Budget Status and Balance
Sheet: Period Ending April 2024**

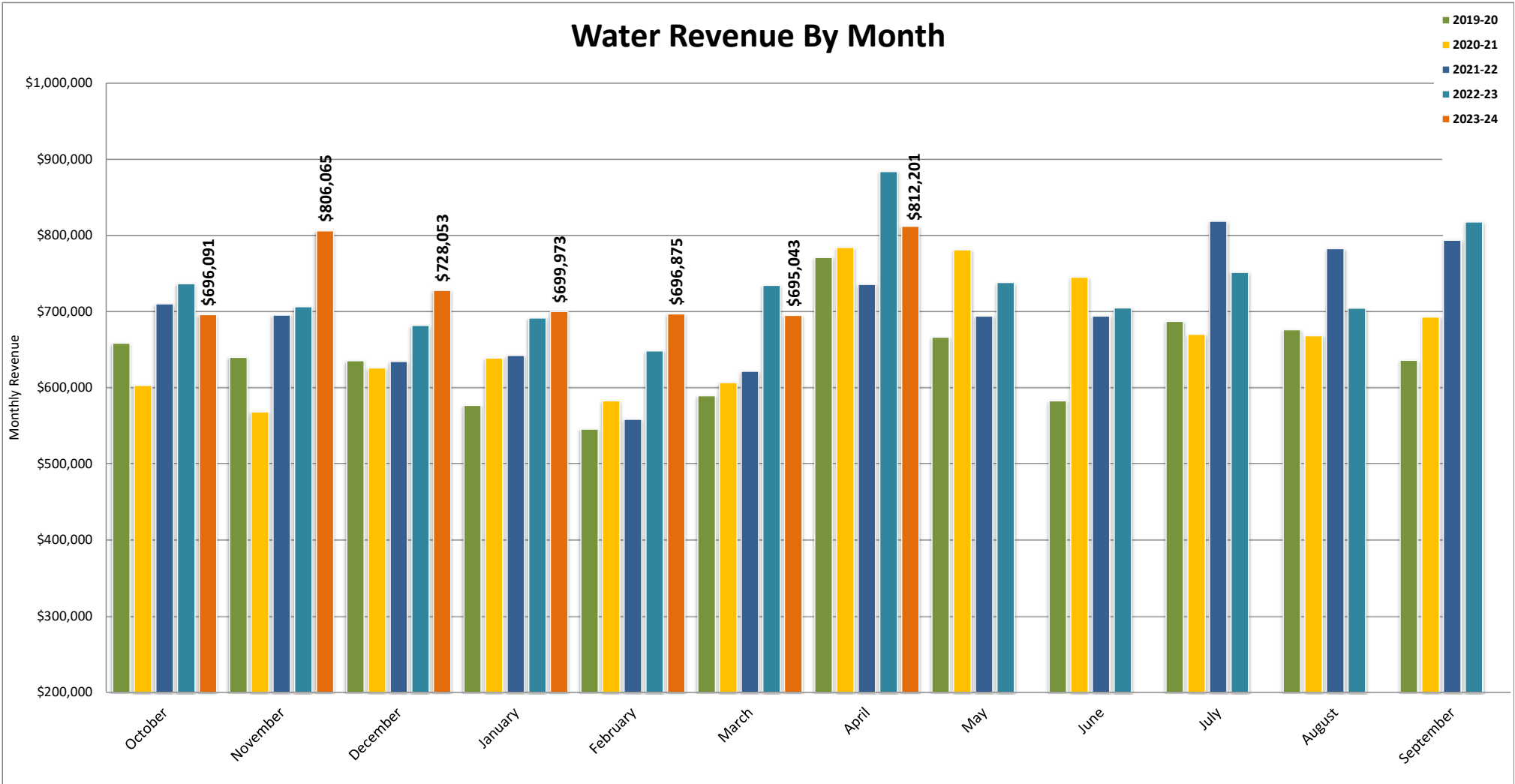
Customer Service Activity Log - March 2024				
		Current Month	Monthly Average	Yearly Total
UTILITY GENERATED SERVICE ORDERS		398	366	4387
Door Hangers, boil water or other notices	8			
Complaint - customer complaints about an SMRU employee	0			
Get Read - get current meter reading	42			
Miscellaneous - Lead & copper water sample pickups and other	0			
Inquiry - check locked meters or investigate meter conditions	39			
Hydrant Maintenance	2			
Replace Meters - replace old, damaged or hard to read meters	3			
SMRU Rereads - reread meter reading for billing	207			
Maintenance - replacement of meter boxes and lids, pruning vegetation	2			
Meters locked for nonpayment	55			
Meters unlocked after payment has been made	40			
CUSTOMER REQUESTED WATER METER SERVICE ORDERS		88	80	958
Bench Test Meter - testing meter for accuracy at customer's request	0			
Cost and Availability - cost/availability to provide water and/or sewer service	0			
Final Read - final reading for customer	50			
Install Meter/Inspect Meter/Inspect Sewer/Verify Backflow	15			
Request On/Request Off - customer requested meter locked/unlocked	2			
Turn Meter On/Off - for customers to make repairs to their water lines	6			
Pull Meter - nonpayment, tampering, take out of service	3			
Meeting with customer	0			
Customer Requested Read - read meter for customer	12			
PHONE CALLS FOR WATER QUALITY REQUIRING A SERVICE ORDER		7	8	91
Water Quality - customer requested testing by water plant operator	1			
Water Pressure - drop in water pressure	5			
Water Breaks - water main breaks/repairs	0			
Flushing Fire Hydrants - for water quality purposes	1			
PHONE CALLS FOR SEWER REQUIRING A SERVICE ORDER		11	12	140
Odor Complaints	0			
Lift Station - alarm calls/Lift Station Maintenance	5			
Sewer Backups - sewer water backing up into customers home	6			
TOTAL SERVICE ORDERS		504	465	5,576
J; Customer Service; Monthly Board Packet				

Customer Service Activity Log - April 2024

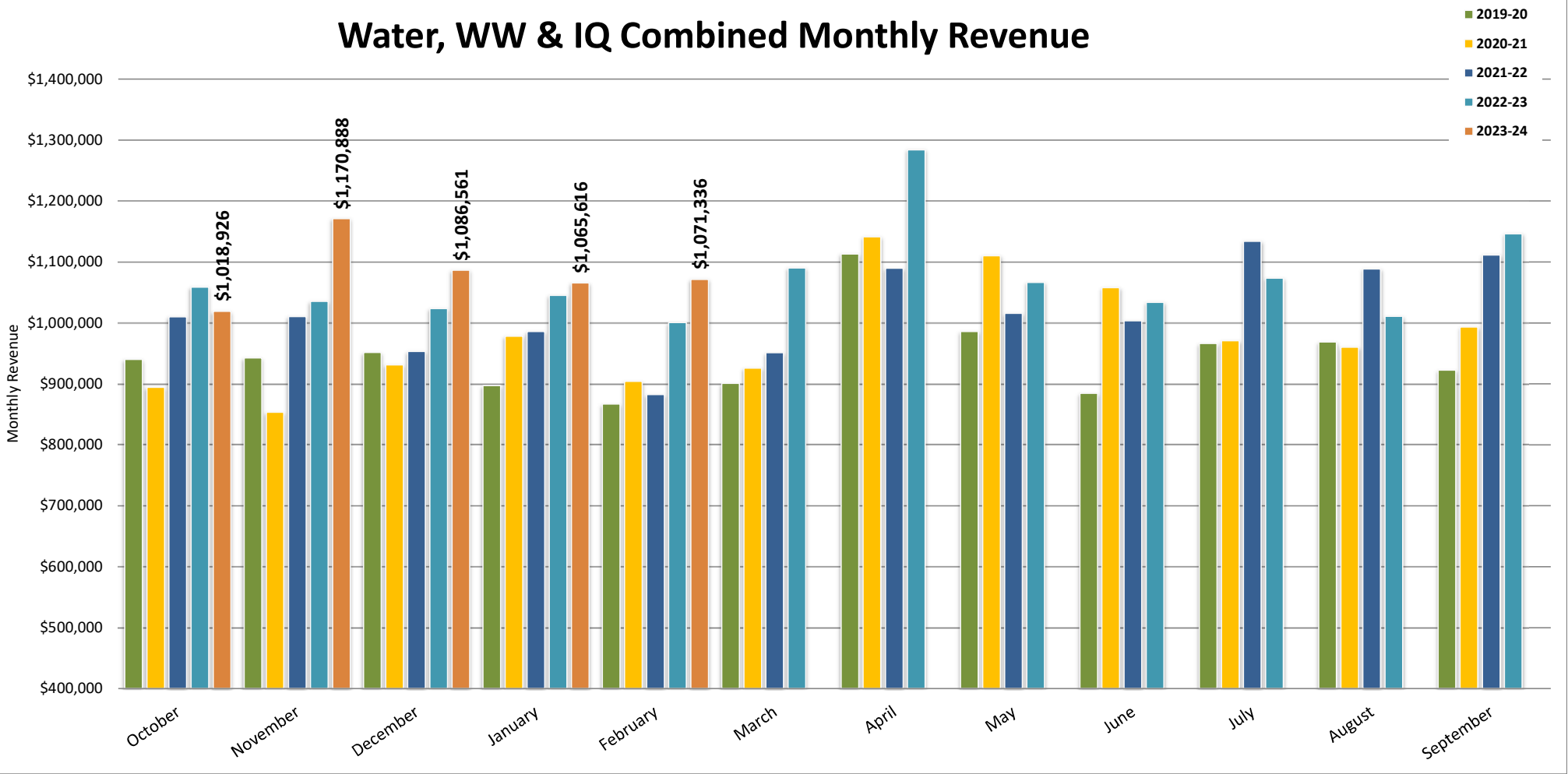
		Current Month	Monthly Average	Yearly Total
UTILITY GENERATED SERVICE ORDERS		428	378	4531
Door Hangers, boil water or other notices	11			
Complaint - customer complaints about an SMRU employee	0			
Get Read - get current meter reading	53			
Miscellaneous - Lead & copper water sample pickups and other	0			
Inquiry - check locked meters or investigate meter conditions	27			
Hydrant Maintenance	1			
Replace Meters - replace old, damaged or hard to read meters	3			
SMRU Rereads - reread meter reading for billing	203			
Maintenance - replacement of meter boxes and lids, pruning vegetation	10			
Meters locked for nonpayment	57			
Meters unlocked after payment has been made	63			
CUSTOMER REQUESTED WATER METER SERVICE ORDERS		144	85	1016
Bench Test Meter - testing meter for accuracy at customer's request	0			
Cost and Availability - cost/availability to provide water and/or sewer service	7			
Final Read - final reading for customer	69			
Install Meter/Inspect Meter/Inspect Sewer/Verify Backflow	23			
Request On/Request Off - customer requested meter locked/unlocked	3			
Turn Meter On/Off - for customers to make repairs to their water lines	9			
Pull Meter - nonpayment, tampering, take out of service	4			
Meeting with customer	0			
Customer Requested Read - read meter for customer	29			
PHONE CALLS FOR WATER QUALITY REQUIRING A SERVICE ORDER		19	9	107
Water Quality - customer requested testing by water plant operator	5			
Water Pressure - drop in water pressure	10			
Water Breaks - water main breaks/repairs	0			
Flushing Fire Hydrants - for water quality purposes	4			
PHONE CALLS FOR SEWER REQUIRING A SERVICE ORDER		5	11	132
Odor Complaints	0			
Lift Station - alarm calls/Lift Station Maintenance	0			
Sewer Backups - sewer water backing up into customers home	5			
TOTAL SERVICE ORDERS		596	482	5,786
J; Customer Service; Monthly Board Packet				



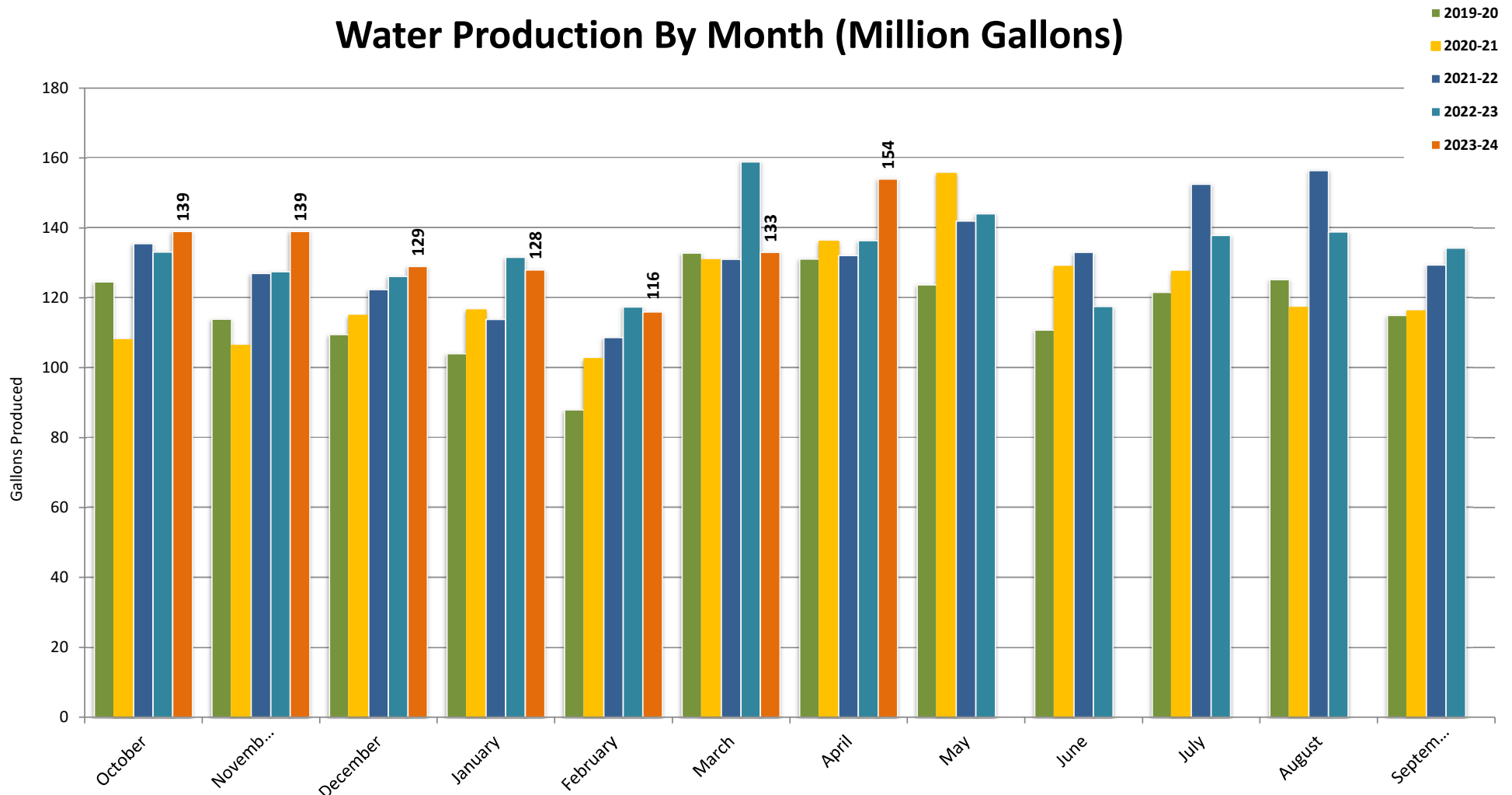
Water Revenue By Month

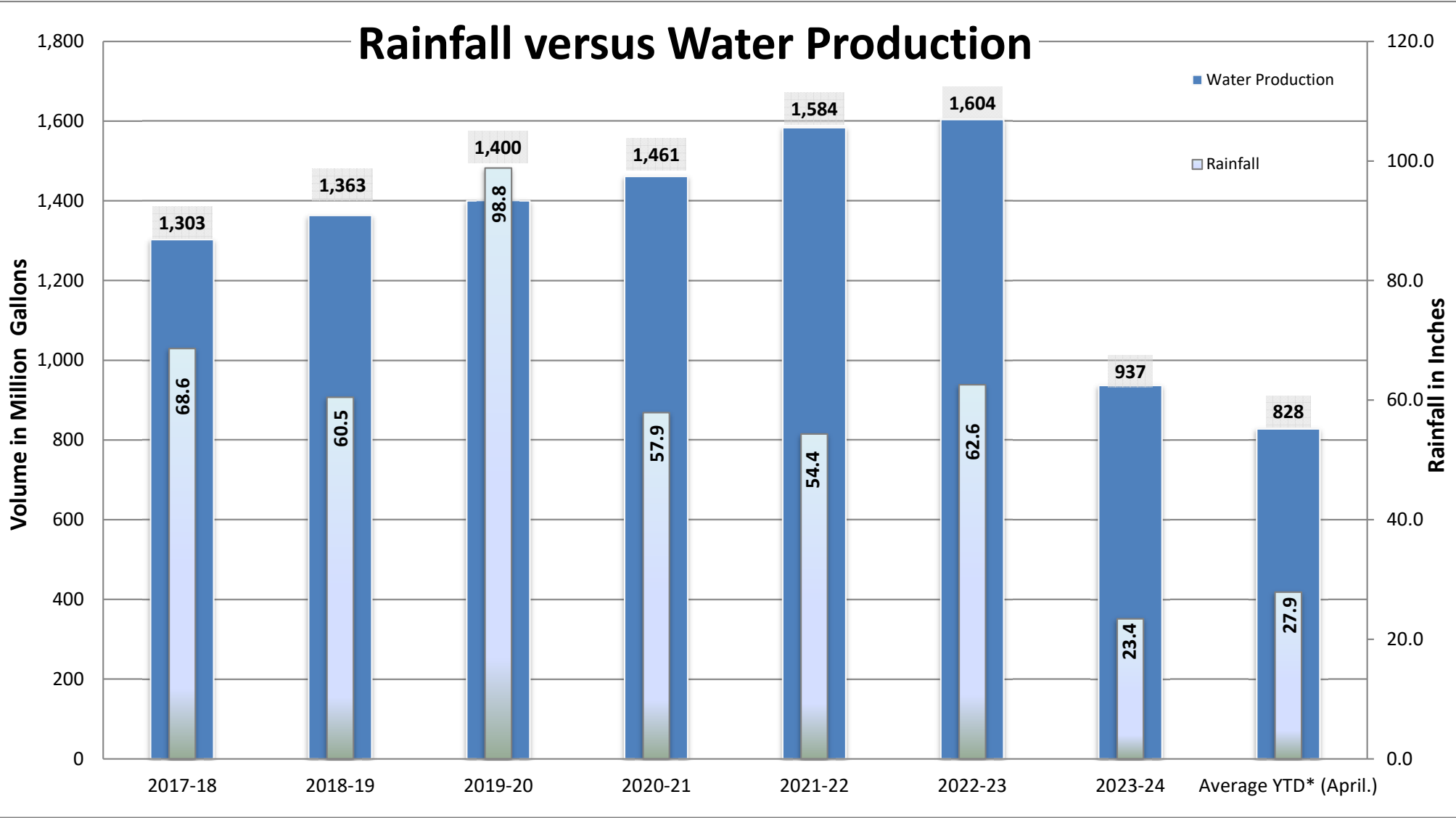


Water, WW & IQ Combined Monthly Revenue



Water Production By Month (Million Gallons)





*Average of same months in prior fiscal years

SOUTH MARTIN REGIONAL UTILITY BUDGET FY 2024				
Account Description	FY 2024 Adopted Budget	2022-2023 Prior Year to Date 4/30/2023	2023-2024 Year to Date 4/30/2024	YTD 58% Target
Revenue				
Water Revenues	8,025,314	4,750,166	4,792,708	60%
Waste Water Revenue	3,715,719	2,063,250	2,132,584	57%
Other Services	623,857	555,707	450,469	72%
Miscellaneous Revenues	200,000	514,507	750,315	375%
Total Operating Revenues	12,564,890	7,883,630	8,126,075	65%
Connection Fees	110,000	359,804	187,271	170%
Contribution in Aid of Construction	500,000	0	0	0%
Transfer From Prior Yr Budget	2,090,000	0	0	0%
Transfer from Reserves	2,918,106	333,547	600,000	21%
Connection Fee Reserves	1,400,000	0	0	0%
Total Revenues	19,582,996	8,576,981	8,913,346	46%
Expenses				
Payroll	2,938,038	1,455,020	1,626,068	55%
Pension	397,350	52,541	55,490	14%
Benefits	968,940	491,079	506,860	52%
Total Personnel	4,304,328	1,998,640	2,188,417	51%
Total Operating	4,751,559	2,371,322	2,337,894	49%
Total Personnel and Operating	9,055,887	4,369,962	4,526,312	50%
Capital Fund (402)	514,109	128,009	39,817	8%
Capital Fund (406 & 407)	1,510,000	0	0	0%
Renewal & Replacement Fund - (403)	6,665,000	518,354	1,092,771	16%
Debt Service Fund (404)	1,838,000	1,296,897	1,343,670	73%
Transfer from Reserves		333,547	600,000	
Total Non - Operating	10,527,109	2,276,807	3,076,258	29%
Total Expenses	19,582,996	6,646,770	7,602,570	39%
Total +/-	0	1,930,212	1,310,776	

BALANCE SHEET FOR TOWN OF JUPITER ISLAND
Period Ending 04/30/2024

GL Number	Description	Balance
Fund 401 - UTILITY OPERATIONS/MAINT FUND		
*** Assets ***		
401-000-101.000	CASH IN BANK-SEACOAST NATIONA	2,129,995.97
401-000-101.152	INVESTMENT POOL	13,862,932.41
401-000-101.155	INVESTMENT-SBA	7,490,670.05
401-000-101.158	INVESTMENT	5,936,493.08
401-000-102.001	PETTY CASH	300.00
401-000-102.002	CHANGE FUND	650.00
401-000-115.401	ACCOUNTS REC-UTILITY BILLING	895,189.75
401-000-117.000	ALLOWANCE FOR UNCOLLECTIBLE A	(80,949.03)
401-000-121.000	ASSESSMENTS	334,066.14
401-000-125.121	ASSESSMENT INTEREST RECEIVABL	3,740.77
401-000-131.403	DUE FROM R&R	16,422.95
401-000-133.001	DUE FROM STATE OF FLORIDA	764.27
401-000-141.001	INVENTORY	333,758.92
401-000-154.003	DEFERRED LOSS-2006 REFUNDING	156,048.75
401-000-154.004	DEFERRED LOSS-2010 REFUNDING	201,232.46
401-000-154.010	DEFERRED OUTFLOWS	83,492.00
401-000-155.000	PREPAID ITEMS	6,443.07
401-000-161.901	LAND-WATER SYSTEM	14,303,500.00
401-000-161.902	LAND-WASTE WATER SYSTEM	86,677.00
401-000-162.901	BUILDINGS-WATER	6,814,899.21
401-000-162.902	BUILDINGS-WASTE WATER	5,077,965.37
401-000-162.903	BUILDINGS-GENERAL	452,517.59
401-000-164.901	WATER DISTRIBUTION SYSTEM	36,644,627.27
401-000-164.902	WASTE WATER COLLECTION SYSTEM	27,229,279.73
401-000-164.903	WELLS	6,615,480.27
401-000-165.901	ACCUM DEP-WATER	(23,826,144.66)
401-000-165.902	ACCUM DEP-WASTE WATER	(16,873,312.83)
401-000-166.900	FURNITURE, FIXTURES& EQUIPMEN	3,567,083.84
401-000-166.901	EQUIPMENT-WATER	3,238,582.49
401-000-166.902	EQUIPMENT-WASTE WATER	3,526,582.08
401-000-167.900	A/D-FURNITURE, FIX., & EQUIP.	(3,000,683.20)
401-000-169.900	CONSTRUCTION WORK IN PROGRESS	1,164,991.35
	Total Assets	<u>96,393,297.07</u>
*** Liabilities ***		
401-000-202.000	ACCOUNTS PAYABLE	(4,488.04)
401-000-207.001	DUE TO GENERAL FUND	118,607.13
401-000-207.403	DUE TO R&R	5,755.21
401-000-207.406	DUE TO WATER IMPACT FEES	1,800.00
401-000-210.000	COMPENSATED ABSENCES	142,800.03
401-000-219.001	PENSION LOAN	141.72
401-000-223.001	DEFERRED INFLOWS	164,185.00
401-000-224.903	UTILITY BOND PREMIUM	704,002.05
401-000-232.902	UTILITY BOND PAYABLE 2020	26,570,000.00
401-000-237.001	OPEB LIABILITY	154,526.00
401-000-239.904	NOTE PAYABLE - BOA	9,395,495.96
401-000-239.905	NOTE PAYABLE - BOA	1,448,989.24
	Total Liabilities	<u>38,701,814.30</u>
*** Fund Balance ***		
401-000-276.000	NET ASSETS	<u>54,891,881.13</u>
	Total Liabilities And Fund Balance	<u>96,393,297.07</u>

Schedule of Bond Coverage 2024

	FY 2024 Adopted Budget	Prior YTD 4/30/2023	YTD 4/30/2024
Operating Revenue			
Water Revenues	8,025,314	4,750,166	4,792,708
Waste Water Revenue	3,715,719	2,063,250	2,132,584
Other Services	623,857	555,707	450,469
Miscellaneous Revenues	200,000	514,507	750,315
Total Operating Revenues	12,564,890	7,883,630	8,126,075
Operating Expenses			
Payroll	2,938,038	1,455,020	1,626,068
Pension	397,350	52,541	55,490
Benefits	968,940	491,079	506,860
Total Personnel	4,304,328	1,998,640	2,188,417
Total Operating	4,751,559	2,371,322	2,337,894
Total Personnel and Operating Expenses	9,055,887	4,369,962	4,526,312
Net revenue available for debt service before connection fees	3,509,003	3,513,668	3,599,763
Connection Fees	110,000	359,804	187,271
Net revenue available for debt service including connection fees	3,619,003	3,873,472	3,787,034
Scheduled Debt Service	1,838,000	1,630,445	1,343,670
Debt service coverage before connection fees	1.9	2.2	2.7
Minimum required coverage 1.00			
Debt service coverage including connection fees	2.0	2.4	2.8

AGENDA ITEM 3.

Meeks Plumbing

Sewer Cleaning Piggyback Contract Renewal



SOUTH MARTIN REGIONAL UTILITY (SMRU)

9000 ATHENA STREET • P.O. BOX 395 • HOBE SOUND, FLORIDA 33475-0395

(772) 546-2511 • FAX (772) 546-7619

TO: Penelope Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

FROM: Stuart Trent P.E., Public Services Director

THROUGH: Robert Garlo, Town Manager

DATE: May 14, 2024

SUBJECT: Meeks Plumbing Sewer Cleaning Piggyback Contract Renewal

BACKGROUND

The South Martin Regional Utility (SMRU) owns and operates a wastewater collection system that requires cleaning from time to time. Due to the emergency nature of sewer system blockages, SMRU has utilized the services of Meeks Plumbing, Inc. to provide additional options for obtaining wastewater system cleaning services in a timely manner. SMRU has been satisfied with the services provided by Meeks Plumbing, Inc to date.

SMRU Piggybacked an existing contract between The School District of St. Lucie County, Florida and Meeks Plumbing, Inc. in July 2023 and wishes to extend the contract for the first of two one-year renewals without pricing adjustment. This renewal will extend the agreement through July 11, 2025.

REQUESTED ACTION

SMRU staff requests that the SMRU Board approves this contract renewal agreement with Meeks Plumbing, Inc. and allow the Mayor to sign the agreement. Work assignments will follow procurement procedures outlined in the Town's purchasing policy.

RENEWAL AGREEMENT
FOR
PLUMBING SERVICES

THIS RENEWAL AGREEMENT (“Renewal Agreement”) made as of the Effective Date, defined below, by and between the Town of Jupiter Island, Florida, a political subdivision of the State of Florida, hereinafter the “Owner” with an office located at 2 Bridge Road, Hobe Sound, Florida 33455, and Meeks Plumbing, Inc., hereinafter “Contractor” with its principal address at 5555 US Hwy 1, Ste 1, Vero Beach, FL 32967.

WHEREAS, Owner and Contractor entered into a Contract for Plumbing Services (“Services”), dated July 12, 2023 (“Agreement”); and

WHEREAS, Owner and Contractor desire to enter into the first of two (2), one (1) year renewal terms, pursuant to Section 2 of the Agreement, extending the term of the Agreement to July 11, 2025.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in the Agreement and in this Renewal Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions set forth in the Agreement shall apply to this Renewal Agreement.
2. The Term of the Agreement is extended from July 11, 2024, through July 11, 2025.
3. Section 3, and Exhibit “A” of the Agreement is amended to include amended unit prices as set forth on Exhibit “A” to this Renewal Agreement.
4. Except as set forth above, the terms and conditions of the Agreement remain in full force and effect.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE OWNER’S TOWN CLERK, WHO IS THE OWNER’S CUSTODIAN OF PUBLIC RECORDS, AT:

Office of the Town Clerk
Town of Jupiter Island
2 S.E. Bridge Road
Hobe Sound, Florida 33475
772-545-0100
kkogos@tji.martin.fl.us

IN WITNESS WHEREOF, the parties hereto have caused this Renewal Agreement to be duly executed and effective as of the date executed by Town (the "Effective Date").

Authentication

The Town of Jupiter Island, Florida

Town Clerk

(TOWN SEAL)

By: _____

Penelope Townsend
Its Mayor

Date: _____

Meeks Plumbing, Inc.

By:  _____

Kyle Meeks, President
Its Authorized Representative

EXHIBIT "A"

FY 23-24 PRICING SCHEDULE


PRICING SCHEDULE

The rates listed below (in hourly rate column) will be the rates for each level of service. The below is only an estimate of hours and can increase or decrease based on the District's needs. INSTRUCTIONS: Enter your hourly rate in the first line. Then multiply the hourly rate times the estimated hours (in that line) for the total annual labor cost. After each line is completed, total all lines to get the grand total. For this form, only enter hourly rates (overtime and regular) and the percent mark-up, the form will auto calculate the totals for you.

Plumbing Services Full Range Installation, Maintenance and Service Calls HOURLY RATE
OF LABOR Normal Hours-7:00 A.M.thru 6:00 p.m., Monday -Friday

ITEMS	LABOR	TOTAL ESTIMATED HOURS OF LABOR USED ANNUALLY	X HOURLY RATE	=TOTAL ANNUAL LABOR COST
1	General Plumbing Hourly Rate	200	\$ 95.00	\$ 19,000.00
2	General Plumbing OT Hourly Rate	20	\$ 142.50	\$ 2,850.00
3	Unclogging of Drains Hourly Rate	25	\$ 112.00	\$ 2,800.00
4	Unclogging of Drains OT Hourly Rate	4	\$ 168.00	\$ 672.00
5	Jet Machine Hourly Rate	25	\$ 180.00	\$ 4,500.00
6	Jet Machine Hourly OT Rate	4	\$ 235.00	\$ 940.00
7	Vacuum Truck Hourly Rate	25	\$ 180.00	\$ 4,500.00
8	Vacuum Truck OT Hourly Rate	4	\$ 235.00	\$ 940.00
Percentage Mark-up Parts & Materials				
	TOTAL ESTIMATED AMOUNT SPENT ON EQUIPMENT/MATERIALS ANNUALLY (H)	MARK-UP PERCENTAGE PARTS/MATERIALS (I)	PARTS/MATERIALS MARKUP DOLLAR VALUE (J)	TOTAL
3	\$ 8,000.00	15%	1200	\$ 9,200.00
GRAND TOTALS				\$ 45,402.00

Name of Person Completing Form: Clayton Kyle Meeks

Signature: 
Date: 4-8-2024

AGENDA ITEM 4.

Shenandoah Construction
Contract Renewal



SOUTH MARTIN REGIONAL UTILITY (SMRU)

9000 ATHENA STREET • P.O. BOX 395 • HOBE SOUND, FLORIDA 33475-0395

(772) 546-2511 • FAX (772) 546-7619

TO: Penelope Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

FROM: Stuart Trent P.E., Public Services Director

THROUGH: Robert Garlo, Town Manager

DATE: May 14, 2024

SUBJECT: Shenandoah Construction – Contract Renewal

The South Martin Regional Utility (SMRU) owns and operates a wastewater collection system that requires cleaning from time to time. Due to the emergency nature of sewer system blockages, SMRU has utilized the services of Shenandoah General Construction Company, LLC (Shenandoah) to provide additional options for obtaining wastewater system cleaning services in a timely manner. SMRU has been satisfied with the services provided by Shenandoah.

SMRU Piggybacked an existing contract between The Broward County School Board and Shenandoah in July 2020 and wishes to extend the contract for the second of two one-year renewals. This renewal will extend the agreement through July 13, 2025 without pricing adjustment. This is the final renewal by contract.

REQUESTED ACTION

SMRU staff requests that the SMRU Board approves this contract renewal agreement with Shenandoah General Construction Company, LLC and allow the Mayor to sign the agreement. Work assignments will follow procurement procedures outlined in the Town's purchasing policy.

RENEWAL AGREEMENT
FOR
SEWER MAIN CLEANING AND REPAIR SERVICES

THIS RENEWAL AGREEMENT (“Renewal Agreement”) made as of the Effective Date, defined below, by and between the Town of Jupiter Island, Florida, a political subdivision of the State of Florida, hereinafter the “Owner” with an office located at 2 Bridge Road, Hobe Sound, Florida 33455, and Shenandoah General Construction Company, LLC, hereinafter “Contractor” with its principal address at 1888 NW 22nd Street, Pompano Beach, Fl 33069.

WHEREAS, Owner and Contractor entered into a Sewer Main Cleaning and Repair Services Agreement with an Effective date of July 14, 2020 (“Agreement”); and

WHEREAS, Owner and Contractor desire to enter into the second of two (2), one (1) year renewal terms, pursuant to Section 2 of the Agreement, extending the term of the Agreement to July 13, 2025.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in the Agreement and in this Renewal Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions set forth in the Agreement shall apply to this Renewal Agreement.
2. The Term of the Agreement is extended from July 13, 2024, through July 13, 2025.
3. The Agreement is amended to incorporate the following provisions:

a) Scrutinized Companies List. Pursuant to Section 787.135, Florida Statutes, Contractor represents that it is not on the Scrutinized Companies that Boycott Israel List, maintained by the State of Florida, and is not engaged in a boycott of Israel. Additionally, if the Agreement Price is \$1,000,000 or more, Contractor represents that neither Contractor nor its principals or owners are listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engages in business activities in Sudan or Cuba. Violations of this section may result in termination of the Agreement and recovery of all monies paid to Contractor under the Agreement.

b) Federal Labor/Employment Laws. In accordance with Section 255.20, Florida Statutes, Contractor represents that it has not been found guilty by a court of any violation of federal labor or employment tax laws regarding the subjects such as safety, tax withholding, workers’ compensation, reemployment assistance of unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws with the past five (5) years.

c) Prohibited Persons. Neither Contractor nor any of its respective officers, directors, shareholders, partners, members or affiliates (including without limitation indirect holders of equity interests in Contractor) is or will be an entity or person(i) that is lists in the Annex t, or is otherwise subject to the provisions of Executive Order 13224 issued on September 24, 2001 (“EO13224”), (ii) whose name appears on the United States Treasury Department’s Office of Foreign Assets Control (“OFAC”) most current list of “Specifically Designated National and Blocked Persons” (which list may be published from time to time in various mediums including, but not limited to, the OFAC website, <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>), (iii) who commits, threatens to commit or supports “terrorism”, as that term is defined in EO13224, (iv) is subject to sanction of the United States Government or is in violation of any federal, state, municipal or local laws, statutes, codes, ordinances, orders, decrees, rules or regulations relating to terrorism or money laundering, including, without limitation, EO13224, or

(v) who is otherwise affiliated with any entity or person listed above (and all parties described in clauses (i) – (v) above are herein referred to as a “Prohibited Person”.)

d) E-Verify/Verification of Employment Status. As required by Section 448.095(2)(a), Florida Statutes, Contractor represents to Owner that Contractor has registered with and uses the E-Verify System to verify the work authorization status of all newly hired employees. Contractor must provide documentation of its compliance with this requirement to Owner upon Owner’s request. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit that the subcontractor does not employ an unauthorized alien. Contractor must maintain a copy of such affidavit(s) for the duration of the contract. Contractor must provide documentation of its subcontractors’ compliance with this requirement to Owner upon Owner’s request. Contractor agrees that its violation of this section will be grounds for the unilateral termination of the contract by Owner, which termination is not a breach of contract.

5. Except for the Term as set forth above, the terms and conditions of the Agreement remain in full force and effect.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE OWNER’S TOWN CLERK, WHO IS THE OWNER’S CUSTODIAN OF PUBLIC RECORDS, AT:

Office of the Town Clerk
Town of Jupiter Island
2 S.E. Bridge Road
Hobe Sound, Florida 33475
772-545-0100
kkogos@tji.martin.fl.us

IN WITNESS WHEREOF, the parties hereto have caused this Renewal Agreement to be duly executed and effective as of the date executed by Town (the “Effective Date”).

Authentication

The Town of Jupiter Island, Florida


Town Clerk

By: _____
Penelope “Penny” Townsend
Its Mayor

(TOWN SEAL)

Date: _____

Shenandoah General Construction Company, LLC.

By:  _____
Its Authorized Representative

AGENDA ITEM 5.

Eurofins Environmental Testing Southeast, LLC
Contract Renewal



SOUTH MARTIN REGIONAL UTILITY (SMRU)

9000 ATHENA STREET • P.O. BOX 395 • HOBE SOUND, FLORIDA 33475-0395

(772) 546-2511 • FAX (772) 546-7619

TO: Penelope Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

FROM: Stuart Trent P.E., Public Services Director

THROUGH: Robert Garlo, Town Manager

DATE: May 14, 2024

SUBJECT: Eurofins Environmental Testing Southeast, LLC – Contract Renewal

BACKGROUND

Eurofins Environmental Testing d/b/a Eurofins Flowers, previously under Flowers Chemical Laboratories, (Eurofins) has been providing Laboratory sampling and testing services for SMRU via a piggyback contract adopted July 2021. The current, three-year contract term between SMRU and Eurofins is expiring but allows for two (2) additional one (1) year renewals. Eurofins has agreed to the first 1-year renewal of the contract extending the agreement through July 14, 2025 without pricing adjustment.

REQUESTED ACTION

SMRU staff requests that the SMRU Board approve the first one-year renewal of the contract for Laboratory Services with Eurofins Environmental Testing Southeast, LLC and allow the Mayor to sign the agreement. Work assignments will follow procurement procedures outlined in the Town's purchasing policy.

RENEWAL AGREEMENT
FOR
LABORATORY ANALYTICAL SERVICES

THIS RENEWAL AGREEMENT (“Renewal Agreement”) made as of the Effective Date, defined below, by and between the Town of Jupiter Island, Florida, a political subdivision of the State of Florida, hereinafter the “Owner” with an office located at 2 Bridge Road, Hobe Sound, Florida 33455, and Eurofins Environment Testing Southeast, LLC, d/b/a Eurofins Flowers, assignee of Flowers Chemical Laboratories, Inc., a Florida corporation (the “**Contractor**”, with its principal address at PO Box 150597, Altamonte Springs, FL 32715.

WHEREAS, Owner and Contractor entered into an Agreement for Laboratory Analytical Services (“Services”), dated July 15, 2021 (“Agreement”); and

WHEREAS, Owner and Contractor desire to enter into the first of two (2), one (1) year renewal terms, pursuant to Section 2 of the Agreement, extending the term of the Agreement to July 14, 2025.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in the Agreement and in this Renewal Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions set forth in the Agreement shall apply to this Renewal Agreement.
2. The Term of the Agreement is extended from July 14, 2024 through July 14, 2025.
3. Section 3, and Exhibit “A” of the Agreement is amended to include amended unit prices as set forth on Exhibit “A” to this Renewal Agreement.
4. Except as set forth above, the terms and conditions of the Agreement remain in full force and effect.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE OWNER’S TOWN CLERK, WHO IS THE OWNER’S CUSTODIAN OF PUBLIC RECORDS, AT:

Office of the Town Clerk
Town of Jupiter Island
2 S.E. Bridge Road
Hobe Sound, Florida 33475
772-545-0100
kkogos@tji.martin.fl.us

IN WITNESS WHEREOF, the parties hereto have caused this Renewal Agreement to be duly executed and effective as of the date executed by Town (the "Effective Date").

Authentication

The Town of Jupiter Island, Florida

Town Clerk

(TOWN SEAL)

By: _____
Penelope Townsend
Its Mayor

Date: _____

Eurofins Environment Testing Southeast LLC
d/b/a Eurofins Flowers

By: Matthew Foti

Matthew Foti - Business Unit Manager
Its Authorized Representative

EXHIBIT "A"
 Unit Prices Through July 14, 2025

Parameter	Cost per Sample or Group
Fecal coliform	\$ 22.00 each
Total Suspended Solids	\$14.00 each
Chloride by EPA 300.0	\$ 16.00 each
Nitrate by EPA 300.0	\$ 16.00 each
Sulfate by EPA 300.0	\$ 20.00 each
Metals by EPA 200.7/200.8	\$ 13.00 each
Courier fee	\$ 30.00 each
Field Sampling	\$80/hr

AGENDA ITEM 6.

Stuart Plumbing

*Contract Renewal for Sewer Main Cleaning
& Repair Services*



SOUTH MARTIN REGIONAL UTILITY (SMRU)

9000 ATHENA STREET • P.O. BOX 395 • HOBE SOUND, FLORIDA 33475-0395

(772) 546-2511 • FAX (772) 546-7619

TO: Penelope Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

FROM: Stuart Trent P.E., Public Services Director

THROUGH: Robert Garlo, Interim Town Manager

DATE: May 14, 2024

SUBJECT: **Stuart Plumbing, LLC. Contract Renewal for Sewer Main Cleaning and Repair Services**

BACKGROUND

The South Martin Regional Utility (SMRU) owns and operates a wastewater collection system that requires cleaning and in-line televising inspections from time to time.

Stuart Plumbing, LLC. has been contractually providing these services for SMRU. The term of this existing contract is expiring. Upon mutual agreement of both parties, Stuart Plumbing, LLC has agreed to a fourth one (1) year renewal of the contract. This renewal will extend the agreement through July 15, 2025.

REQUESTED ACTION

SMRU staff requests that the SMRU Board approve the fourth renewal of the contract with Stuart Plumbing, LLC., and allow the Mayor to sign the agreement. Work assignments will follow procurement procedures outlines in the Town's purchasing policy.

FOURTH RENEWAL AGREEMENT
FOR
SEWER MAIN CLEANING AND REPAIR SERVICES

THIS FOURTH RENEWAL AGREEMENT (“**Fourth Renewal Agreement**”) made as of the Effective Date, defined below, by and between the Town of Jupiter Island, Florida, a political subdivision of the State of Florida, hereinafter the “**Owner**” with an office located at 2 Bridge Road, Hobe Sound, Florida 33455, and Stuart Plumbing, LLC., hereinafter “**Contractor**” with its principal address at 1317 Decker Ave, Stuart, FL 34994.

WHEREAS, Owner and Contractor entered into a Contract for Sewer Main Cleaning and Repair Services, dated July 16, 2020 (“**Agreement**”), with a term from July 16, 2020 through July 15, 2021 (the “**Term**”), which was renewed by the parties for a renewal term extending the term through July 15, 2022 (the “**First Renewal Term**”), and which was renewed by the parties for a renewal term extending the term through July 15, 2023 (the “**Second Renewal Term**”), and was renewed by the parties for a renewal term extending the term through July 15, 2024 (the “**Third Renewal Term**”); and

WHEREAS, Owner and Contractor desire to enter into a fourth one (1) year renewal term, pursuant to Section 2 of the Agreement, extending the term of the Agreement to July 15, 2025.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in the Agreement and in this Fourth Renewal Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions set forth in the Agreement shall apply to this Fourth Renewal Agreement.
2. The Term of the Agreement is extended from July 15, 2024, through July 15, 2025.
3. The Unit Prices set forth on Exhibit “A” to the Agreement are revised as set forth on the amended Exhibit “A” attached to this Fourth Renewal Agreement.
4. Except for the Term as set forth above, the terms and conditions of the Agreement remain in full force and effect.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE OWNER’S TOWN CLERK, WHO IS THE OWNER’S CUSTODIAN OF PUBLIC RECORDS, AT:

Office of the Town Clerk
Town of Jupiter Island
2 S.E. Bridge Road
Hobe Sound, Florida 33475
772-545-0100
kkogos@tji.martin.fl.us

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Renewal Agreement to be duly executed and effective as of the date executed by Town (the "Effective Date").

Authentication

The Town of Jupiter Island, Florida

Town Clerk

By: _____

Penelope "Penny" Townsend
Its Mayor

(TOWN SEAL)

Date: _____

Stuart Plumbing, LLC.

By: _____



Ernest Dempsey Jr.
Its Authorized Representative

EXHIBIT "A"

Qty	Item	Description	Cost	Total
	VAC-CO...	VAC-CON SERVICES RATE - PER HOUR \$355.00 - DAY PRICE \$2840.00 (8 HOURS) VAC-CON SERVICES OVERTIME RATE - \$535.00 PER HOUR ALL VAC SERVICES HAVE A 3 HOUR MINIMUM INCLUDING DRIVE TIME OFFSITE DUMPING FEES - \$300 PER LOAD		0.00T
	CAMERA	VIDEO INSPECTION SERVICES ARE \$325 WITH 1 HOUR MINIMUM ALL VIDEO INSPECTION SERVICES INCLUDE A DETAILED REPORT WITH A COPY OF THE VIDEO	0.00	0.00
	LIFT ST...	LIFT STATION LABOR: \$215 PER HOUR	0.00	0.00T
	LIFT ST...	LIFT STATION LABOR O/T \$315 PER HOUR	0.00	0.00T
	CRAWLE...	CRAWLER CAMERA (4 hour minimum) \$285.00 PER HOUR		0.00
	PLUMBI...	PLUMBING LABOR \$165 PER HOUR	0.00	0.00T
	PLUMBI...	PLUMBING LABOR EMERGENCY \$255.00 PER HOUR	0.00	0.00T
	JETTER	JET MACHINE PER HOUR \$425 PER HOUR	0.00	0.00
	JETTER ...	JET PER HOUR EMERGENCY \$605 PER HOUR	0.00	0.00
	UNDERG...	UNDERGROUND CREW WITH EQUIPMENT PER DAY \$3800	0.00	0.00

<p style="text-align: center;">50% Deposit Required Before Commencement</p> <p>Contractor will not be responsible for sod, irrigation lines, utility lines, landscape or driveway damage. We will not be responsible for any expenses due to unknown underground objects. We will not be responsible for removing landscape or any other objects that interfere with the access or installation of the drainfield and any components. No warranty on any customer provided fixtures.</p> <p>Balance is due upon completion of job. A convenience fee of 3% will be applied to all credit card purchases. A 1.75% late fee will apply to unpaid balance.</p> <p style="text-align: center;">\$35.00 service charge for ALL returned checks.</p>	<p>Total \$0.00</p>
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AGENDA ITEM 7.

Capital Projects Update

(No advanced material)

AGENDA ITEM 8.

Holtz Consulting Engineers
*Wastewater Treatment Plant
Hydraulic Modeling & Report Proposal
Work Authorization*



SOUTH MARTIN REGIONAL UTILITY (SMRU)

9000 ATHENA STREET • P.O. BOX 395 • HOBE SOUND, FLORIDA 33475-0395

(772) 546-2511 • FAX (772) 546-7619

TO: Penelope Townsend, Mayor
 Marshall Field VI, Vice Mayor
 Anne Scott, Commissioner
 Patricia Warner, Commissioner
 Joseph Taddeo, Commissioner

FROM: Stuart Trent P.E., Public Services Director

THROUGH: Robert Garlo, Town Manager

DATE: May 14, 2024

SUBJECT: Holtz Consulting Engineers, Inc. – Wastewater Treatment Plant Hydraulic Modeling & Report Proposal Work Authorization

BACKGROUND

To predict the behavior of hydraulic piping systems, engineers typically utilize physics-based computer modeling for their analysis. This allows the engineer to simulate behavior under varying conditions and is necessary to determine how much energy is lost or required to move fluids through pipeline networks. These models are intensely complex with model scenarios sometimes requiring days of uninterrupted runtimes for the computer to complete the calculations.

This type of modeling is useful in a variety of ways. It provides accurate evaluation of where bottlenecks, or restrictions within the piping network, may be creating high pressure or limiting flow through a particular area within the system, which is very helpful to an expanding system or a growing service territory. The model allows the utility to predict how improvements or expansion will affect other interconnected regions within the network and assists in the evaluation of what may be necessary as part of a capital project with respect to pump and equipment sizing to achieve desired results. Additionally, it can predict condition or anomalies within the pipes and assist in assessing performance for renewal and replacement of pipeline components. It is a very important tool for determining how capital dollars should be spent or prioritizing projects to serve a predicted need.

SMRU recognizes the need for a wastewater master plan update. The master plan will endeavor to predict the growth required of the wastewater system to serve an expanding customer base and service territory. With future wastewater service demands expected to grow in response to a heightened interest in development within Hobe Sound, the master plan update will serve as an essential tool for mapping the future of this utility. A wastewater model will help to ensure the greatest accuracy in the decisions and recommendations being made today for the utility's future.

Holtz Consulting Engineers, Inc. (HCE) has a long history of working with SMRU and its staff. HCE was asked to provide a comprehensive modeling proposal that would consider infill development

and known proposed developments, connection of existing private package plants and connection of single family homes that are presently serviced by septic systems, and the future development of vacant land based upon present or predicted zoning.

HCE has presented a proposal in the amount of \$219,170 to complete the modeling and the wastewater report. Ultimately this will become a large component of the upcoming master plan update and will weigh heavily upon the recommendations within that document.

REQUESTED ACTION

SMRU staff requests that the SMRU Board approve the proposal for wastewater modeling from Holtz Consulting Engineers, Inc. in the amount of \$219,170 and allow the Mayor to sign the agreement. Funds will be expended from the Professional Services – Engineering Consultants budget line 401-411-531.105.

Professional Engineering Services

WORK AUTHORIZATION No. 61

CONSULTANT: Holtz Consulting Engineer, Inc.

1. **Project.** The Town of Jupiter Island, Florida (“Town”) is requesting a Wastewater Hydraulic Modeling and Report.
2. **Detailed Scope of Professional Services.**
A detailed scope of services under this Work Authorization, in accordance with the phases of service detailed in the Agreement, is attached as **Exhibit A**.
3. **Deliverable and Schedule.**
For permitting phase services: Consultant shall provide the permitting phase services in accordance with the Agreement and project schedule.
4. **Compensation.**
The total Fee to be paid to Consultant under this Work Authorization shall not exceed \$219,170, based on the hourly rates currently in effect under the Agreement.

A detailed fee schedule is included in **Exhibit A**.
5. **Agreement Reference.**
This Work Authorization shall be performed under the terms and conditions described within the Agreement for Professional Engineering Consultant Services, dated January 15, 2021, between the Town of Jupiter Island, Florida and Consultant (the “Agreement”). The terms of the Agreement control over any conflicting or inconsistent in this Work Authorization and **Exhibit A**.
6. **Small Business.**
Consultant acknowledges that its Proposal contains a statement of Small Business Participation at 0% of the aggregate total value of the work authorizations to be issued under the Agreement.
7. **Insurance.**
Consultant shall maintain insurance coverages in accordance with the Agreement and hereby confirms that Certificate(s) of Insurance evidencing *current* policies meeting the requirements of the Agreement are on file with the Town as of the date of this Work Authorization.
8. **Exhibits.**
All attached Exhibits are incorporated fully into this Work Authorization and the Agreement.
9. **Effective Date.**
The effective date of this Work Authorization is the date executed by the Town below.

HOLTZ CONSULTING ENGINEERS, INC.

TOWN OF JUPITER ISLAND, FLORIDA

By: _____
Print Name: _____

By: _____
Penelope Townsend, Mayor

Date: _____, 2024

Date: _____, 2024

Attest: _____
Town Clerk

EXHIBIT "A"
SCOPE OF PROFESSIONAL SERVICES

Task	Compensation by Task
Task 1: Kick-Off Meeting	\$1,500
Task 2: Data Collection and Review	\$14,660
Task 3: Project Management and Meetings	\$15,840
Task 4: Develop Wastewater Hydraulic Model of Current Conditions	\$26,600
Task 5: Estimation of Future Wastewater Flows by Category	\$16,060
Task 6: Wastewater Transmission System Modeling of Future Conditions	\$57,800
Task 7: Evaluation of Wastewater Transmission System Improvements Required	\$15,360
Task 8: Conceptual Cost Estimating of Required Improvements	\$19,580
Task 9: Summar of Wastewater Treatment Plant Requirements	\$13,340
Task 10: Summary of Reclaimed Water System	\$3,290
Task 11: Prepare Wastewater Report	\$35,140
TOTAL	\$219,170



HOLTZ CONSULTING ENGINEERS, INC

April 26, 2024

Mr. Stuart Trent, PE
Utility Director
South Martin Regional Utility
P.O. Box 395
Hobe Sound, FL 33475-0395

**Subject: SMRU Wastewater Hydraulic Modeling and Report
Work Authorization No. 61**

Dear Mr. Trent,

Holtz Consulting Engineers, Inc. (HCE)(Consultant) is pleased to submit this work authorization for the development of a computerized hydraulic model of the South Martin Regional Utility (SMRU)(Client) wastewater pumping and transmission system and use of the model to evaluate potential future conditions. This hydraulic modeling effort will evaluate estimated future wastewater flows generated from planned and potential future developments, septic-to-sewer projects, new construction in existing neighborhoods and elimination of private package plants in the service area and replacement with SMRU pump stations. The potential future wastewater flows will be estimated, and the hydraulic model will be used to evaluate future flow conditions and determine the utility infrastructure that will be needed to serve future growth.

Population growth in the service area will be evaluated to estimate the increase in wastewater flows requiring service in the future. The potential future water demand and wastewater flows generated from planned developments, potential future developments based on current zoning, infill, wastewater system extensions and septic-to-sewer projects, and conversion of private package plants to the SMRU system will be estimated. Potential future wastewater flows by category will be summarized and compared to existing SMRU wastewater treatment plant (WWTP) capacity. The need for a short-term limited expansion of the existing WWTP and/or construction of a new WWTP will be evaluated. The near-term capacity evaluation conducted as part of Work Authorization No. 60 will be considered in the evaluation of future flow conditions, and this work authorization will build on that work.

The scope of work will include the development and calibration of a new wastewater transmission system model to evaluate current and future flow conditions. The wastewater model will be used to evaluate infrastructure improvements required to meet future conditions and also modifications and/or improvements to the system required to convey wastewater in the future to the site of a new wastewater treatment plant. The current cost of infrastructure improvements required to meet future conditions will be estimated.

The results and findings of the wastewater hydraulic model will be summarized in a comprehensive report. This Work Authorization is pursuant to the Continuing Professional Services Agreement for Professional Engineering Services and is subject to the terms thereof.



SCOPE OF SERVICES

The scope of services to complete the SMRU Wastewater Hydraulic Modeling and Report is outlined below.

Task 1 – Kick-Off Meeting

Consultant will prepare for and facilitate a kick-off meeting with SMRU and Town staff to outline the goals and objectives of the Wastewater Hydraulic Modeling and Report, discuss data and information needed to prepare the wastewater model and update the water model and evaluations, discuss known system deficiencies and areas of evaluation, and review the project schedule. A summary of information and data needed to update the existing water model and develop and calibrate the new wastewater model will be provided for review. Information needed to estimate future water demand and wastewater flows for various categories of future growth in the service area will also be discussed. A project communication plan will also be discussed and methods of transmitting data and information.

The Consultant will prepare meeting minutes and distribute them to attendees and project stakeholders including the project communication plan and summary of data required.

Task 2 – Data Collection and Review

Based on the discussion of the data and information needs at the kick-off meeting, Consultant will prepare a list of data needed to begin the project. The data requests will be iterative and may consist of several requests for information as the project develops. The Consultant will review the data and information provided to determine if the information is complete and comprehensive, if additional information/clarification is required, and if gaps exist that may require field verification. This task will include up to three (3) data review meetings either in person or virtually, as needed.

After review of available data, a data collection plan will be developed to identify what additional information will need to be obtained to fill in the gaps and define what is to be obtained by SMRU staff and what will be the responsibility of the Consultant. This task includes 20 hours of field time to assist with data collection.

Task 3 – Project Management and Meetings

This task will include general project management and meetings with SMRU and Town staff. Consultant will coordinate the work and prepare periodic schedule review and updates, prepare monthly invoices and will attend up to four (4) general project status meetings, in addition to specific meetings outlined in the tasks below, to provide project status updates, discuss findings and recommendations and review data and information needs to stay on schedule.



HCE will estimate future wastewater flows and evaluate wastewater infrastructure improvements required to serve future development and convey future estimated peak wastewater flows to the treatment plant. A new hydraulic model of the wastewater system will be developed using SMRU's existing GIS system as the base to define the wastewater force main piping network, with information about existing lift station wet wells and pumps. The model will be calibrated with information about system pressures and flow to the wastewater treatment plant. The calibrated model will be used to simulate future conditions and evaluate what infrastructure improvements will be required to serve future growth of wastewater flows in the service area. The current and future wastewater flows to the treatment plant will be estimated, along with an evaluation of the current and future capacity of the plant, and whether planning for a new wastewater treatment plant will be required. A summary of conceptual infrastructure improvements required to convey future wastewater flows to a new plant at a different location west on Bridge Road will be evaluated. The current cost of future required improvements will be estimated. The findings and conclusions will be summarized in draft and final reports.

Task 4 – Develop Wastewater Hydraulic Model of Current Conditions

HCE will develop a hydraulic model of the SMRU wastewater pumping and transmission system, from the lift stations and force mains to the wastewater treatment plant. The hydraulic model will include the primary pump stations and force mains that convey wastewater directly to the treatment plant only, and this scope does not include the hydraulic modeling of gravity sewers or smaller secondary pump station/force main systems that discharge to gravity sewers or other lift stations (i.e., cascading lift stations). Force mains 4-inches in diameter and larger and connected to the primary force main network will be included in the model. Small private lift stations will not be included in the model. The hydraulic model will be updated to include any new lift stations or piping constructed since 2014. Pump and piping system information at the lift stations and available lift station operating data (flow, pressure, run time, etc.) will be provided by SMRU.

Task 5 – Estimation of Future Wastewater Flows by Category

Under this Task, Consultant will estimate future wastewater flows associated with growth in the service area. Consultant will estimate future wastewater flows in the SMRU wastewater service area but will not project the timing or year when development and projects may occur in the future. Wastewater flow peaking factors will be summarized based on existing information available from available wastewater treatment plant design and permitting documents, the prior wastewater planning and recommendations per "Ten State Standards." No estimate of the timing or projection of the increase in wastewater flows will be provided in this analysis.

HCE will estimate current and future wastewater flow in the SMRU service area. Current wastewater flows will be developed under Task 4 and the future demand categories will be estimated within the SMRU service area. Therefore, there are a total of six (6) water demand categories that will be developed as follows:



1. Current wastewater flows based on existing wastewater plant flow data and other readily available information.
2. For currently undeveloped areas with approved development plans, Consultant will estimate future build-out wastewater flows based on information from development plans provided by SMRU from the developer. Information from the near-term capacity evaluation will be used and updated as required.
3. Consultant will estimate future wastewater flows from new construction in existing neighborhoods or developments that are currently provided with sewer service (infill) that would contribute additional future flows existing infrastructure.
4. For estimating flow from existing private package plants located in SMRU's service area, Consultant will utilize flow data from the Monthly Operating Reports.
5. Consultant will estimate future wastewater flows for areas and parcels identified by SMRU that are currently served by septic systems and could be served by the SMRU wastewater system. This task will consider the effects of recently enacted House Bill 1379 as it pertains to enforcing the connection of existing septic systems to the central wastewater collection and treatment system.
6. For undeveloped areas without approved development plans, Consultant will estimate the future build-out number of ERCs in these areas based on current zoning.

The number of ERCs associated with each of the above categories of future development will be estimated based on the best available information. The average wastewater flow will be estimated based on SMRU's average flow per ERC. Consultant will work with SMRU staff input to develop a "spider diagram map" with polygons depicting the potential area associated with future developments or septic-to-sewer projects to be served by a new primary pump station. The peak flow from each polygon area will be estimated based on the type of wastewater collection system (gravity or low-pressure system) predicted by SMRU staff to be constructed for each area. New wastewater flow inputs will be added to the hydraulic model representing the peak flow for each new area.

Task 6 – Wastewater Transmission System Modeling of Future Conditions

Under this Task, Consultant will perform the following:

Additional future wastewater flows estimated from future development, septic system elimination projects, package plant elimination and infill will be input into the model. Projected flows into the system will be based on the future flow estimates determined in Task 5. These additional flows will be inserted into the model as inflows at junctions in the model and not as new lift stations.

Consultant will consult with SMRU staff to identify the type of wastewater infrastructure likely to replace existing septic systems (gravity collection systems to lift stations, low-pressure sewer systems, vacuum systems pump stations, etc.) to better predict the future instantaneous peak-hour wastewater flow rates for the development or septic-to-sewer project.



Consultant will utilize hydraulic model to simplify existing modeling scenarios. Updated wastewater hydraulic model scenarios will include the following:

- **Scenario 1:** Current flows and conditions in 2024 (flows from category 1 from Task 12),
- **Scenario 2:** Estimated future flows and infrastructure after all new developments with approved developer agreements are constructed and fully developed (cumulative flows from categories 1 and 2 from Task 5),
- **Scenario 3:** Future estimated flows after completion of all planned developments, septic-to-sewer projects, infill and private package plant elimination projects (cumulative flows from categories 1, 2, 3, 4, and 5 from Task 5).
- **Scenario 4:** Future estimated buildout wastewater flows after completion of all developments and projects included in Scenario 3 as well as all potential future developments in areas inside the primary and secondary urban service boundaries (cumulative flows from categories 1 – 6 from Task 5).
- **Scenario 5:** Evaluation of wastewater transmission system modifications and improvements required to convey wastewater to the site of a future new SMRU wastewater treatment plant (WWTP) to be located on SMRU property on the south side of Bridge Road at the municipal complex west of Hobe Sound.

Task 7 – Evaluation of Wastewater Transmission System Improvements Required

HCE will identify required wastewater transmission system improvements (up to three) required for each future modeling scenario conducted above. The improvements to be evaluated include required upgrades to existing primary pump stations and force mains that pump directly to the WWTP and new pump stations and force mains that would be required to serve future developments. No improvements to secondary transmission system or collection system infrastructure required on developer properties or septic-to sewer projects will be evaluated. Alternate improvements required to meet future conditions will be evaluated for review by SMRU staff to determine the preferred alternative. Conceptual designs of required improvements will be developed for cost estimating and will be described in the Hydraulic Wastewater Model Report.

Task 8 – Conceptual Cost Estimating of Required Improvements

HCE will prepare preliminary budget level cost estimates for the improvements identified during the evaluations to determine future wastewater infrastructure improvements required to serve future growth. The cost estimates will be based on recently-bid projects of a similar type and/or existing continuing contracts for on-call contractors for other comparable utilities, as available. The cost estimates will be AACE Class 4 estimates. Cost estimates will be based on current (2024) prices and will include adders for engineering and technical services.



Task 9 – Summary of Wastewater Treatment Plant Requirements

Under this Task, Consultant will perform the following:

Consultant will utilize existing flows and future flow estimates developed under Task 5 along with an agreed upon predicted timeframe for these wastewater flows for required future wastewater treatment plant expansions based on FDEP guidelines.

- The potential future buildout wastewater flow estimate will be based on the total increase in wastewater flows determined in Task 5. Consultant will estimate future average-day flow, maximum 3-month average daily flow, maximum-day and peak-hour flows the existing wastewater treatment plant.
- If wastewater treatment plant expansion is required, Consultant will provide a general summary of wastewater treatment facilities required to increase the plant capacity based on prior work that concluded that a fifth process train could be added to increase the plant capacity from 1.4 mgd to 1.65 mgd with no improvement of effluent quality. The summary of improvements required to expand the plant will be based on the prior study and current capacity rating of the existing plant. No detailed evaluation of the capacity of existing treatment plant processes will be provided. No process or hydraulic evaluations will be provided, and changes in plant design will not be considered in this evaluation.
- If a new WWTP is required to serve potential future flows, Consultant will estimate the new plant's capacity requirements. Consultants will develop a conceptual cost estimate for construction of a new WWTP west of Town on SMRU property south of Bridge Road. The new plant would be designed to provide nutrient removal as required to meet the effluent quality requirements of the St. Lucie River Best Management Action Plan (BMAP)
- Consultant will develop cost estimates for expansion of the existing WWTP and a required future wastewater treatment plant based on current typical costs and pricing for related work in the area. The cost estimates will be a Class 4 cost estimate as outlined by AACE International for feasibility studies. No projection of current costs to future dates will be provided. Cost estimates will be based on current (2024) prices and will include engineering and technical services.

Task 10 – Summary of Reclaimed Water System

Under this Task, Consultant will prepare a summary of the existing reclaimed water storage, pumping and distribution system for inclusion in the Wastewater Report. No reclaimed water system modeling scenarios will be conducted in this study.

Task 11 – Prepare Wastewater Report

Task 11.1 - Draft Wastewater Report. HCE will prepare a draft Wastewater Report summarizing the evaluation outlined above. The report will include a summary of the future flow estimation, modeling results



and summary of improvements and their current estimated costs of construction. Three (3) copies of the draft Wastewater Report and an electronic PDF file will be submitted to SMRU for review and comment.

Task 11.2 - Final Wastewater Report. After comments on the draft Wastewater Report have been received, the final report will be prepared. All of SMRU's comments will be addressed and a meeting will be held to discuss the comments and revisions to the report. Five (5) copies of the final Wastewater Report and an electronic PDF file will be submitted.

OBLIGATIONS OF SMRU

To assist meeting the schedule and budget estimates contained in this proposal, SMRU will provide the following:

1. Prompt review and comment on all documents requiring a response.
2. Attendance and constructive participation of key personnel at project meetings as requested.
3. Prompt submission of data necessary to complete the work.
4. GIS files and data from the SMRU GIS system.
5. A list of proposed developments that have been recently completed or are currently undergoing the growth management review process, including location, the number of ERCs to be built, the timing of construction if known, and the type of wastewater collection system to be constructed, and information about the design of new pump stations to be constructed.
6. Information about existing primary wastewater pump stations and known future pump stations to be constructed for use in building the wastewater hydraulic model, including wet well size and depth, number of pumps and pump make/model or curve.
7. Assistance with collection of operational data required to develop and calibrate the hydraulic models, including available flow and pressure data at the treatment plants and key pump stations, customer billing data and hydrant testing results.

DELIVERABLES

The following deliverables will be provided to SMRU:

1. Three (3) copies of the draft Wastewater Report.
2. Five (5) hard copies and an electronic PDF copy of the final Wastewater Report, including figures, appendices and cost estimates.
3. Three (3) copies of the draft Wastewater Report.
4. Five (5) hard copies and an electronic PDF copy of the final Wastewater Report, including figures, appendices and cost estimates.
5. Copies of modeling files, including all background files.



SCHEDULE

The work shall be performed in accordance with the below schedule.

Task	Schedule
Task 1: Kick-Off Meeting	1 weeks from NTP
Task 2: Data Collection and Review	12 weeks from NTP
Task 3: Project Management and Meetings	On Going
Task 4: Develop Wastewater Hydraulic Model of Current Conditions	24 weeks from NTP
Task 5: Estimation of Future Wastewater Flows by Category	26 weeks from NTP
Task 6: Wastewater Transmission System Modeling of Future Conditions	32 weeks from NTP
Task 7: Evaluation of Wastewater Transmission System Improvements Required	36 weeks from NTP
Task 8: Conceptual Cost Estimating of Required Improvements	38 weeks from NTP
Task 9: Summar of Wastewater Treatment Plant Requirements	40 weeks from NTP
Task 10: Summary of Reclaimed Water System	44 weeks from NTP
Task 11: Prepare Wastewater Report	50 weeks from NTP



COMPENSATION

Compensation for the work shall be a lump sum amount of **\$219,170.00**. A summary of the lump sum compensation by task is provided below.

Task	Compensation by Task
Task 1: Kick-Off Meeting	\$1,500
Task 2: Data Collection and Review	\$14,660
Task 3: Project Management and Meetings	\$15,840
Task 4: Develop Wastewater Hydraulic Model of Current Conditions	\$26,600
Task 5: Estimation of Future Wastewater Flows by Category	\$16,060
Task 6: Wastewater Transmission System Modeling of Future Conditions	\$57,800
Task 7: Evaluation of Wastewater Transmission System Improvements Required	\$15,360
Task 8: Conceptual Cost Estimating of Required Improvements	\$19,580
Task 9: Summar of Wastewater Treatment Plant Requirements	\$13,340
Task 10: Summary of Reclaimed Water System	\$3,290
Task 11: Prepare Wastewater Report	\$35,140
TOTAL	\$219,170

We appreciate the opportunity to assist SMRU with preparation of wastewater hydraulic modeling and report.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

Curtis D. Robinson, PE.,
Vice President

SMRU Wastewater Supply Hydraulic Modeling Report - WA No. 62

		Principal	Senior Project Engineer	Project Engineer (PE)	Project Engineer (EI)	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
	Rate	\$195	\$170	\$140	\$105	--		
Task	Item	Hours				Fees		
Task 1: Kick-Off Meeting		2	2	4	2		\$1,500.00	\$1,500.00
Task 2: Data Collection and Review		4	24	40	40		\$14,660.00	\$14,660.00
Task 3: Project Management and Meetings		16	32	40	16		\$15,840.00	\$15,840.00
Task 4: Develop Wastewater Hydraulic Model of Current Conditions		8	32	80	80		\$26,600.00	\$26,600.00
Task 5: Estimation of Future Wastewater Flows by Category		8	40	40	20		\$16,060.00	\$16,060.00
Task 6: Wastewater Transmission System Modeling of Future Conditions	Scenario 1	8	16	40	16		\$11,560.00	\$11,560.00
	Scenario 2	8	16	40	16		\$11,560.00	\$11,560.00
	Scenario 3	8	16	40	16		\$11,560.00	\$11,560.00
	Scenario 4	8	16	40	16		\$11,560.00	\$11,560.00
	Scenario 5	8	16	40	16		\$11,560.00	\$11,560.00
Task 7: Evaluation of Wastewater Transmission System Improvements Required		8	40	20	40		\$15,360.00	\$15,360.00
Task 8: Conceptual Cost Estimating of Required Improvements		4	20	80	40		\$19,580.00	\$19,580.00
Task 9: Summary of Wastewater Treatment Plant Requirements		8	24	40	20		\$13,340.00	\$13,340.00
Task 10: Summary of Reclaimed Water System		2	8	8	4		\$3,290.00	\$3,290.00
Task 11: Prepare Wastewater Report	Draft	8	60	80	40		\$27,160.00	\$27,160.00
	Final	4	16	20	16		\$7,980.00	\$7,980.00

112 378 652 398

Total Engineering Fee \$219,170.00

AGENDA ITEM 9.

Other Items

(No advance material)