2010 KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
AGENDA

Tuesday Aug. 3, 2010 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Norman Higgins	**Chair**
Robert Majeska	**Vice Chair**
Susan Hammaker	**Secretary-Treasurer**
Andrew Tobin	**Commissioner**
Charles Brooks	**Commissioner**

.....

Charles F. Fishburn	**General Manager**
Thomas Dillon	**District Counsel**
Carol Walker	**District Clerk**

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.

A. CALL TO ORDER - PLEASE MUTE CELL PHONES

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES

E. PUBLIC COMMENT

F. GENERAL MANAGER'S REPORT **TAB 1**

1. Trash Pump — Action
2. Weiler Work Authorization Amendment — Action
3. Additional Vehicle — Action
4. Vacuum Station Change Orders — Action

G. COMMISSIONER'S ITEMS **TAB 2**

5. Minute Review Procedure (Commissioner Brooks)

H. BULK ITEMS Action **TAB 3**

6. Pending Payments for August 3, 2010
7. Minutes of July 6, 12, & 20, 2010

I. STATUS REPORTS **TAB 4**

8. Package Plant Status Report
9. IT Status Report
10. Customer Service Status Report
11. Tie In Status Report
12. Operations Status Report

J. ENGINEER'S REPORT **TAB 5**

13. Status Report

K. FINANCIAL REPORT **TAB 6**

14. FY 11 Preliminary Operations Budget / 4 Year Plan

L. LEGAL COUNSEL REPORT **TAB 7**

15. Unique Properties
16. Grant Letter

M. COMMISSIONERS ROUNDTABLE

N. ADJOURNMENT

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 1

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Trash Pump

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. Jn
Date: 7-28-10

Originating Department: General Manager	Costs: Approximately $20,000 Funding Source: Acct.	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager CJn [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: The District owns a two inch trash pump and currently rents a four inch trash pump. The trash pumps are used to clean debris from new collections systems before they are placed into operation. The pumps will have future use in the collection system and at the wastewater plant.

Resulting Board Action:

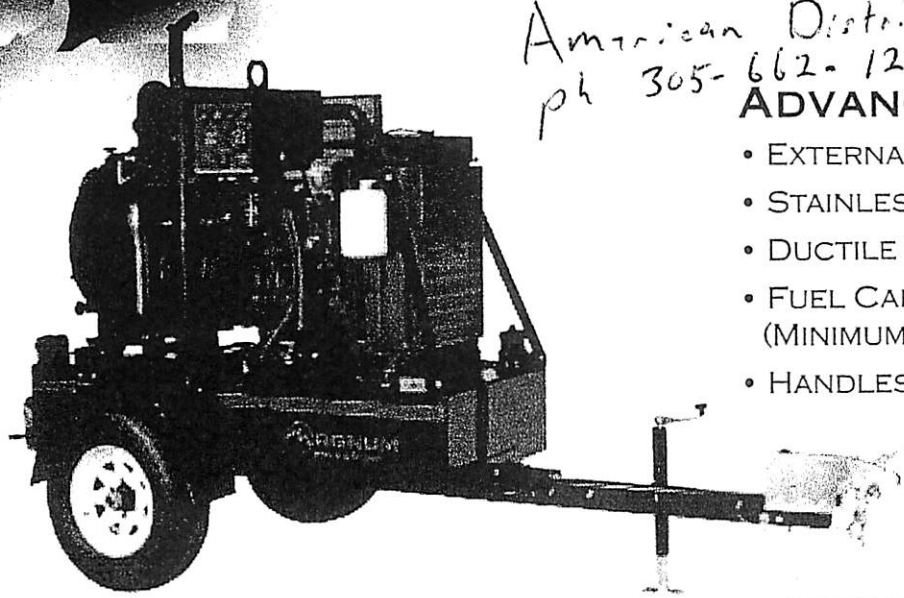
☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

Ask about

MAGNUM™

WET-PRIME DIESEL TRASH PUMP

American Distributing / Miami/Dade
ph 305-662-1255 / pump 305-751-3535



ADVANCED FEATURES:

- EXTERNAL ADJUSTABLE WEAR PLATES
- STAINLESS STEEL SHAFT
- DUCTILE IRON - VOLUTE AND IMPELLER
- FUEL CAPACITY - 110 GALLONS (MINIMUM 24 HOURS RUN TIME)
- HANDLES UP TO 3" SOLIDS

MTP 4000S – 4"
MTP 6000S – 6"

The Magnum Wet-Prime Diesel Trash Pump is maneuverable and portable, designed and built for the most demanding environments. The wet-priming centrifugal pump is capable of handling 3 inch diameter solids and flow capacities up to 1550 GPM. These models also offer a 110 gallon fuel capacity for more than 24 hours run time. The trailer is easily detachable, allowing for skid configurations for a variety of applications. Our unparalleled customer service/technical support teams and heavy-duty equipment is what gives our customers the ultimate "return on investment."

Standard Features

- Wet-priming centrifugal pump – 4" and 6"
- Flows up to 800 GPM/4", 1550 GPM/6"
- Heads up to 145' TDH/4", 135' TDH/6"
- Electric start
- 110 gallon fuel tank with gauge
- ¼" wall fuel tank with gauge
- Analog gauge control panel with safety shutdowns
- Removable cover plate
- Remote input start/stop controls
- Shaft material – 17-4 PH stainless steel
- Pressure relief valve – brass
- O-rings – viton standard
- Clean out cover – easily removable
- Central lift point

Standard Features

- 2" ball hitch
- Front and (2) rear stabilizing jacks
- Surge brakes
- Heavy duty 5000 lb. axle and wheels
- Heavy duty truck tie downs
- Warranty – one year unlimited hours, two years 2000 hours

Optional Features

- Low coolant shutdown
- Low fuel warning shutdown
- Electric brakes
- 3" lunette ring for pintle hitch
- Fuel transfer pump for extended run times
- Bauer-type fittings
- Other fittings available upon request

For more information:

Call: 1-800-926-9768 Fax: 920-361-2214 Or visit: www.M-P-LLC.com

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215 POWER DRIVE BERLIN, WISCONSIN 54923-2420

™ TRADEMARK AND ® REGISTERED TRADEMARK OF MAGNUM PRODUCTS LLC

MAGNUM™ PRODUCTS LLC

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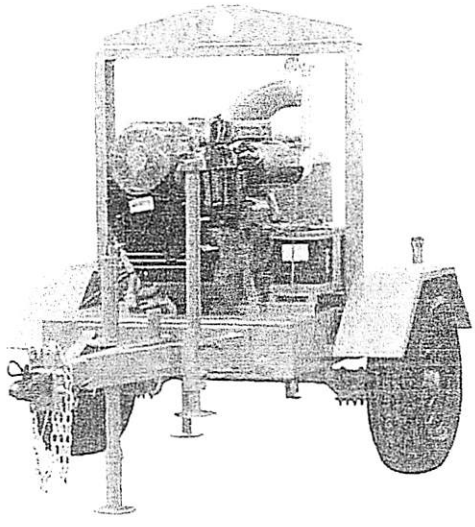


FREE SHIPPING!

Tsurumi 4", 24.5 HP Deutz Trailer Mounted Diesel Engine Driven Trash Pump - EPT2-100DD

SKU #: TSU1025

This product has no reviews - Write A Review

List Price:	~~$35,352.00~~
You Save:	$19,713.01 (56%)
Sale Price:	$15,638.99
Shipping:	Free

Ships in 7-8 weeks

Total Price: Seen it for less? $15,638.99

Ships Truck Freight

Ships to Canada

1. Qty: 1

CONSTRUCTION QUALITY

SHIPPING DAMAGE

Need help? Email a Question!

Customers Who Viewed This Item Also Viewed...

FREE SHIPPING! OTS 4" AMT Premium Trash Pump with Electric Start 10.0 HP
$5,389.99

FREE SHIPPING! Tsurumi 6", 30 HP Yanmar Trailer Mounted Diesel Engine Driven
$16,239.00

FREE SHIPPING! Tsurumi 6", 36 HP Deutz Trailer Mounted Diesel Engine Driven
$19,594.99

FREE SHIPPING! Multiquip 1600 GMP Deutz F4L913 Trash Pump -
$16,471.99

Take 90! No Payments. No Interest. 90 Days. BillMeLater Subject to credit approval. Extended Grace on orders over $ 250.

2. SAVE NOW! on additional items

PRODUCT	OPTIONS	PRICE	QTY	AVAILABILITY
4" PVC Reinforced Water Discharge Hose	Select Length	+$160.00	Include 1	Ships in 1-3 business days
4" x 20' PVC Reinforced Water Suction Hose		+$266.00	Include 1	Ships in 1-3 business days

Your Total Price: $15,638.99 (1 item)

Qty: 1

Overview | Specifications | Manufacturer Details | Shipping Info | Reviews

Trailer Mounted Trash pump for the toughest of jobs. Capable of doing everything from dewatering to sewage, clean water to 2-inch solids.Durable and versatile this pump is built with the best materials so that it can withstand the most extreme of situations.

Features:

- Heavy-duty Deutz diesel engine with electric start and 40 U.S. gallon fuel tank provides a minimum of 24 hours run time per tank

Related Items

FREE SHIPPING! Tsurumi 6", 36 HP Deutz Trailer Mounted Diesel Engine Driven Trash Pump - EPT2-150DD
$19,594.99

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 2

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Weiler Engineering Work Authorization Amendment

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.2

Date: 7-

Originating Department: General Manager	Costs: Approximately $300,000 Funding Source: Acct.	**Attachments:** Amendment No. 6
Department Review: [ ] District Counsel _____ [X] General Manager C.M [ ] Finance _____	[X] Engineering EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Weiler Engineering will require additional funding to continue overseeing the construction at the District's projects.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

AMENDMENT No. 6

to

WORK AUTHORIZATION NUMBER 06-02

Under

Key Largo Wastewater Treatment District Consulting Agreement

With

Weiler Engineering Corporation

THIS AMENDMENT No. 6 to WORK AUTHORIZATION NUMBER 06-02 is issued under and pursuant to that certain consulting agreement by and between the Key Largo Wastewater Treatment District ("District") and Weiler Engineering Corporation ("Weiler Engineering"), dated December 9, 2003.

WHEREAS, the District and Weiler Engineering entered into a master consulting agreement dated December 9, 2003 ("Consulting Agreement"), and Work Authorization No. 06-02 in August 2006;

WHEREAS, the District and Weiler Engineering have negotiated this Amendment No. 6 to Work Authorization No. 06-02 to the Consulting Agreement at compensation that Weiler Engineering represents, and the District believes, to be fair, competitive, and reasonable after analysis of the cost of the professional services required as well as their scope and complexity;

WHEREAS, the District has requested that Weiler Engineering provide professional services that were previously assigned to another Engineer, thereby increasing the scope of work that the District is requesting Weiler Engineering to provide;

NOW THEREFORE, in consideration of the premises and in further consideration of the promises below, the District does hereby approve Amendment No. 6 as described herein and directs Weiler Engineering to continue with the work as outlined in Work Authorization No. 06-02 subject to the following terms and conditions:

1. The work shall be conducted under and in accordance with the consulting agreement dated December 9, 2003, as the same has been amended, except as expressly provided herein.
2. The not-to-exceed amount for Work Authorization 06-02 is increased from $1,140,000 annually to $1,440,000 annually for the remainder of the District's Fiscal Year 2010 Thereafter, the not-to-exceed amount will be reduced to $500,000 annually.
3. The basis of compensation for the work shall be the unit rates provided in Amendment No. 2 to Work Authorization 06-02 subject to the revised not-to-exceed amounts of $1,440,000 annually for Fiscal Year 2010 and $500,000 annually thereafter.
4. Weiler Engineering certifies that wage rates and other factual unit costs supporting the revised rates and added professional positions in Exhibit A of Amendment No. 2 to Work Authorization 06-02 are accurate, complete, and current as of the date of this amendment. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such

contract adjustments must be made within 1 year following the completion of the work carried out under Work Authorization 06-02.

IN WITNESS WHEREOF, the parties have executed this amendment to Work Authorization No. 06-02 on the dates opposite their names.

Weiler Engineering Corporation

By: _____ Date: _____

Name: Edward R. Castle, PE
Its: Vice President

Key Largo Wastewater Treatment District

By: _____ Date: _____

Name: Norman Higgins
Its: Chairman

By: _____
Name: Charles Brooks
Its: Secretary

Attest

By: _____
Name: Carol Walker
Its: District Clerk

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 3

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Vehicle Purchase

RECOMMENDED MOTION/ACTION:

Approved by General Manager _____

Date: 7-28-10

Originating Department: General Manager	Costs: Approximately $15,000 Funding Source: Acct.	**Attachments:** Auto Trader
Department Review: [ ] District Counsel _____ [X] General Manager [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: The District currently has six trucks used by employees to service the collection system, obtain GIS locations, install valves, and general inspections by staff. Due to the 7,000 "Thirty Day Notices", another truck or vehicle purchase is recommended.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

AutoTrader.com

2009 Toyota Tacoma
$15,061

Reduced!

AT Car ID: AT-10CD10A5

Dealer Information

Central Florida Toyota
11020 S Orange Blossom Trl
Orlando, FL 32837

Contact:Stuart Pearl
Call Toll Free 1-888-858-7473

Distance from ZIP 34990: 109 miles

Car Details

CERTIFIED

SHOW ME THE CARFAX

Full Vehicle History Report

Mileage	11,026
Exterior Color	Red
Interior Color	Other
Body Style	Truck
Doors	Two Door
Engine	4 Cylinder Gasoline
Transmission	4 Speed Automatic
Stereo	Unavailable
Fuel Type	Gasoline
Drive Type	2 wheel drive - rear
Stock No.	9Z649703
VIN	To view VIN, return to original vehicle description window, select the "View VIN" link, and enter the characters shown into the text box.

Comments

Toyota Certified!! Thank you for taking the time to look at this great used 2009 Toyota Tacoma. Climb into this fantastic Tacoma, knowing that it will always get you where you need to go, on time, every time. Toyota Certified Pre-Owned means you not only get the reassurance of a 3mo-3,000 mile Comprehensive warranty, but also up to a 7yr-100,000-Mile Powertrain Limited Warranty, a 160-point inspection-reconditioning, 24-7 roadside assistance, trip-interruption services, rental car benefits, and a complete CARFAX vehicle history report. Even though it is used you'll think it is new!! - Wheels, -
Call us now @ 1-877-511-1179!!! Selling price is after all rebates, incentives, coupons, and Internet discounts. Sale prices cannot be combined with any other offers. All prices are plus the $949.50 Dealer Document Fee. Not all purchasers will qualify for all rebates and discounts. You must call the Internet Sales Department direct @ 1-877-511-1179 or email us at sales@centralfloridatoyota.com to get these special prices.

Why buy from me?

You've done your research, you've looked at a lot of vehicles on the internet now take a second opportunity to explore the finest New and Pre-owned vehicles on the web. We want to earn your business through good old fashioned service, extremely wide selection and internet pricing. We have a Camry, Corolla, Matrix, Prius, RAV4 and others for everyone! Up to 2 Years 100K mile Q Certified Warranty. Any vehicle Car Fax provided upon request. Large selection of Certified Vehicles on site

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 4

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Vacuum Station Change Orders

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.L

Date: 7-29-10

Originating Department: General Manager	Costs: Approximately $338,360.67 Funding Source: SRF Acct.	**Attachments:** Change Orders
Department Review: [ ] District Counsel ____ [X] General Manager C.J.L [ ] Finance ____	[X] Engineering EC [ ] Clerk____	**Advertised:** Date: ____ Paper: ____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone____ or Not applicable in this case____: Please initial one.

Summary Explanation/Background: The attached change orders are recommended for approval by staff. The major change in Vacuum Station A is the addition of disconnects for the vacuum pumps. The major change in Vacuum station I's change order is the conversion from PVC pipe to ductile iron for the vacuum motors. The major change in the Vacuum Station G is for the dewatering.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

SECTION 00950

CHANGE ORDER FORM

Change Order No. 11

Project Title Vacuum Station Basin A

Bid No. _____

Owner: Key Largo Wastewater Treatment District

Contractor: Overholt Construction Company

Agreement Date: _____

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

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:

(1)	Original Contract Price	$961,267.00
(2)	Current Contract Price (Adjusted by Previous Change Orders)	$4,054,091.48
(3)	Total Proposed Change in Contract Price	$16,343.66
(4)	New Contract Price (Item 2 + Item 3)	$4,070,435.14
(5)	Original Contract Time	240 Days
(6)	Current Contract Time (Adjusted by Previous Change Orders)	768 Days
(7)	Total Proposed Change in Contract Time	0 Days
(8)	New Contract Time (Item 6 + Item 7)	768 Days
(9)	Original Contract Substantial Completion Date	9/17/09
(10)	New Contract Substantial Completion Date	2/28/11

CHANGES ORDERED

ITEM 1

Description of Change: Supply and install 20' of 10" PVC and 2-10" PVC 90s for Odor Control System

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $1,700.51

Change in Contract Time: 0

ITEM 2

Description of Change: High heat primer and finish on foam board and generator exhaust

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $192.22

Change in Contract Time: 0

ITEM 3

Description of Change: Motor safety disconnects.

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $14,161.59

Change in Contract Time: 0

ITEM 4

Description of Change: Supply and install 1-10" SCH80 coupling for 10" pipe

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $289.34

Change in Contract Time: 0

CHANGE ORDER SUMMARY			
No.	Description	Change in Contract Price	Change in Contract Time
1	Supply and install 20' of 10" PVC and 2-10" PVC 90s for Odor Control System	$1,700.51	0
2	High heat primer and finish on foam board and generator exhaust	$192.22	0
3	Motor safety disconnects.	$14,161.59	0
4	Supply and install 1-10" SCH80 coupling for 10" pipe	$289.34	0
TOTAL		$16,343.66	0

WAIVER This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order.

APPROVAL AND CHANGE ORDER AUTHORIZATION

ACKNOWLEDGMENTS

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

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

ATTEST:

_____
Contractor

_____ _____
(Secretary) Printed Name and Title of Officer

_____ _____
Date By (Signature)

_____
(Corporate Seal) Date

ATTEST:

_____
Owner

_____ _____
(Signature) Printed Name and Title

_____ _____
Date By (Signature)

_____
(Seal) Date

END OF SECTION

SECTION 00950

CHANGE ORDER FORM

Change Order No. 12

Project Title Vacuum Station Basin I

Bid No. _____

Owner: Key Largo Wastewater Treatment District

Contractor: Overholt Construction Company

Agreement Date: _____

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

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:

(1)	Original Contract Price	$961,267.00
(2)	Current Contract Price (Adjusted by Previous Change Orders)	$4,070,435.14
(3)	Total Proposed Change in Contract Price	$99,797.53
(4)	New Contract Price (Item 2 + Item 3)	$4,170,232.67
(5)	Original Contract Time	240 Days
(6)	Current Contract Time (Adjusted by Previous Change Orders)	768 Days
(7)	Total Proposed Change in Contract Time	0 Days
(8)	New Contract Time (Item 6 + Item 7)	768 Days
(9)	Original Contract Substantial Completion Date	9/17/09
(10)	New Contract Substantial Completion Date	2/28/11

CHANGES ORDERED

ITEM 1

Description of Change: Foundation Slab & Basin Wall Waterproofing (Xypex)

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $10,203.38

Change in Contract Time: 0

ITEM 2

Description of Change: Ductile Iron Pipe for Odor Control System

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $38,100.00

Change in Contract Time: 0

ITEM 3

Description of Change: SDR21 changed to Ductile Iron Pipe w/ Link Seals

Reason for Change: Reduced number of pipe penetrations than previously approved. (See Item 5)

Change in Contract Price: ($4,475.71)

Change in Contract Time: 0

ITEM 4

Description of Change: Supply and install 20' of 10" PVC and 2-10" PVC 90s For odor Control Tank Hook Ups

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $1,727.78

Change in Contract Time: 0

ITEM 5

Description of Change: Flanged caps for Tank as needed.

Reason for Change: Needed to cap extra tank vacuum line openings. Requested by KLWTD.

Change in Contract Price: $759.94

Change in Contract Time: 0

ITEM 6

Description of Change: Electrical service.

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $22,366.70

Change in Contract Time: 0

ITEM 7

Description of Change: Lightning Protection

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $12,702.38

Change in Contract Time: 0

ITEM 8

Description of Change: Stormwater Class V Injection Well

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $19,173.00

Change in Contract Time: 0

CHANGE ORDER SUMMARY			
No.	**Description**	**Change in Contract Price**	**Change in Contract Time**
1	Foundation Slab & Basin Wall Waterproofing (Xypex)	$10,203.38	0
2	Ductile Iron Pipe for Odor Control System	$38,100.00	0
3	SDR21 changed to Ductile Iron Pipe w/ Link Seals	($4,475.71)	0
4	Supply and install 20' of 10" PVC and 2-10" PVC 90s for odor Control Tank Hook Ups	$1,727.78	0
5	Flanged caps for Tank as needed.	$759.94	0
6	Electrical service.	$22,366.70	0
7	Lightning Protection	$12,702.38	0
8	Stormwater Class V Injection Well	$19,173.00	0
TOTAL		**$99,797.53**	**0**

WAIVER This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order.

APPROVAL AND CHANGE ORDER AUTHORIZATION

ACKNOWLEDGMENTS

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

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

ATTEST:

_____
(Secretary)

_____
Date

(Corporate Seal)

_____
Contractor

_____
Printed Name and Title of Officer

_____
By (Signature)

_____
Date

ATTEST:

_____
(Signature)

_____
Date

(Seal)

_____
Owner

_____
Printed Name and Title

_____
By (Signature)

_____
Date

END OF SECTION

SECTION 00950

CHANGE ORDER FORM

Change Order No. 13

Project Title Vacuum Station Basin G/H

Bid No. _____

Owner: Key Largo Wastewater Treatment District

Contractor: Overholt Construction Company

Agreement Date: _____

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

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:

(1)	Original Contract Price	$961,267.00
(2)	Current Contract Price (Adjusted by Previous Change Orders)	$4,170,232.67
(3)	Total Proposed Change in Contract Price	$222,219.48
(4)	New Contract Price (Item 2 + Item 3)	$4,392,452.15
(5)	Original Contract Time	240 Days
(6)	Current Contract Time (Adjusted by Previous Change Orders)	768 Days
(7)	Total Proposed Change in Contract Time	30 Days
(8)	New Contract Time (Item 6 + Item 7)	798 Days
(9)	Original Contract Substantial Completion Date	9/17/09
(10)	New Contract Substantial Completion Date	4/11/11

CHANGES ORDERED

ITEM 1

Description of Change: Electrical Service

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $26,239.61

Change in Contract Time: 0

ITEM 2

Description of Change: Stormwater Class V Injection Well

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $18,710.00

Change in Contract Time: 0

ITEM 3

Description of Change: Dewatering/Tremmie Seal.

Reason for Change: Needed to complete. Requested by KLWTD.

Change in Contract Price: $177,269.87

Change in Contract Time: 30

CHANGE ORDER SUMMARY			
No.	Description	Change in Contract Price	Change in Contract Time
1	Electrical service	$26,239.61	0
2	Stormwater Class V Injection Well	$18,710.00	0
3	Dewatering/Tremmie Seal	$177,269.87	30
TOTAL		$222,219.48	30 Days

WAIVER This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order.

APPROVAL AND CHANGE ORDER AUTHORIZATION

ACKNOWLEDGMENTS

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

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

ATTEST:	_____ Contractor
_____ (Secretary)	_____ Printed Name and Title of Officer
_____ Date	_____ By (Signature)
(Corporate Seal)	_____ Date
ATTEST:	_____ Owner
_____ (Signature)	_____ Printed Name and Title
_____ Date	_____ By (Signature)
(Seal)	_____ Date

END OF SECTION

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No.

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Type of Minutes

RECOMMENDED MOTION/ACTION:

Approved by General Manager _____

Date: 7-30-10

Originating Department: Commissioner Brooks	Costs: Approximately $ Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 6

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Pending Payments Schedule

RECOMMENDED MOTION/ACTION: Approve Pending Payments schedule contingent upon availability of funds.

Approved by General Manager _____ **Date:** 7-30-10

Originating Department: Finance	Costs: Funding Source: Acct. #	**Attachments:** Pending Payments Schedule
Department Review: [ ] District Counsel _____ [X] General Manager _____ [X] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background:

Pending Payments schedule for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Key Largo Wastewater Treatment District

Payments Pending 08/03/2010

Prepared by: Connie Fazio Date: 7/29/2010

CONSOLIDATED CASH BALANCE FORWARD			**$ (10,529,820.87)**
Administration & Operations			
Cash Balance A&O Account Forward	$	(166,299.16)	
Plus: Miscellaneous Service Charges		16,615.00	
Wastewater Service revenue		60,123.13	
Line of Credit		-	
Total Revenue		76,738.13	
Less: Administration			
Islamorada/Village of Islands - DVD of Meetings		10.00	
FKAA - Water - Admin		25.39	
FKAA - Reimburse Fisher - Water Bill Overage		30.12	
Benham Protective Services - Security Monitoring & Maintenance		36.50	
Creative Services - Business Cards: Carie		50.00	
State of Florida (Phones)		79.19	
Toshiba - Copy expense		124.99	
TigerDirect - Router		177.34	
AT&T - Phone Service		244.20	
FKEC - Electric		648.76	
CDM Retirement Consultants - Quarterly Base Fee		750.00	
The UPS Store - Shipping: 60 Day Reminders		751.50	
Weiler Engineering - Consulting/Review		1,935.00	
Manson Law Group: June Invoice		2,735.60	
Cynergy Consulting - Aug 2010		3,000.00	
Florida Department of Revenue - Unemployment Tax: 4/1/10-6/30/10		4,230.58	
TIB Bank - Loan Interest		4,778.89	
Manson Law Group: May Invoice *(Approved by board on 7/20/10)*		6,559.60	
Thomas M. Dillon, P.A. - Legal Fees		6,650.00	
Less: Shared Expenses			
Federal Express - Shipping		208.09	
Unifirst - Employee Clothing		276.00	
Office Depot - Supplies		1,942.39	
VISA Chase Card Services		7,690.64	
Less: Operations			
FKAA - Vac D Water		15.09	
Xenco Laboratories - Lab Testing Services		60.00	
State of Florida (Phones)		43.75	
Comcast - Internet Chgs/Ops/Plants		94.90	
Richard Sante - Property Maintenance - Vac D		100.00	
TR Jones - Liability Insurance - Plant		462.00	
Dumont Company - Chemical Inventory		448.00	
Sanders Laboratories - Lab testing		744.00	
FKAA - Water - Plant		1,430.49	
Florida Dept of Environmental Protection - Penalty OGC File#10-2010-44-DW		1,500.00	
Sweetwater Environmental Inc - Pump Digester Sludge Hauling		4,000.00	
Sub-total Invoices		51,833.01	
			24,905.12
Cash Balance A&O Account If All Paid	$	(141,394.04)	

South Components

Cash Balance KLSC Account Forward	$ (9,524,837.87)	
Plus: ACOE Grant Draw #12	596,490.00	
Sub-total Receipts	596,490.00	
Less:		
FKAA - Water	12.92	
Air Vac - Driver Assistance Unload Trucks	100.00	
FKEC - Electric - White Rhino/Mini Vac	414.68	
Mike Dempsey - Reimbursement-Travel	210.50	
Timothy Bricker - Reimbursement-Travel	222.50	
Ted Beighey - Reimbursement-Travel	492.00	
Weiler Engineering - Basins I/J/K - App #20	7,445.45	
McCain and Associates - Application #18 Basin G&H	9,222.71	
Weiler Engineering - Project Mgs/Construction Inspector	13,325.00	
US Foundry & Manufacturing - Rings and Covers	32,495.00	
Overholt Construction - Application #16	182,983.50	
Sub-total Invoices	246,924.26	
		349,565.74
Cash Balance KLSC If All Paid	$ (9,175,272.13)	
MC $20M Grant Draw #20 Submitted 05/10/10 $ 193,483		

North Components

Cash Balance KLNC Account Forward	$ (838,683.84)	
Plus: ACOE Grant Draw #12	471,482.00	
Sub-total Receipts	471,482.00	
Less:		
FKAA - Vac A Water Usage	16.71	
Richard Sante - Property Maintenance - Vac A	100.00	
Robert W. Brown - Computer Support - Carie's computer	37.50	
Generator Service Inc. - Maintenance	470.00	
Thomas M. Dillon, P.A. - Legal Fees	575.00	
FKAA - Temporary Hydrant Meter MM106	845.00	
Florida Keys Aqueduct Authority - New Hydrant Meter Deposit - RTP	875.00	
Waltz Lawn and Landscape - Sod to cover lines to foreman from Vac A	2,200.00	
Weiler Engineering - Project Mgs/Construction Inspector	3,021.25	
David Massey Land Surveying: Surveys - Plant and Sweeting Rd.	3,550.00	
Thomas M. Dillon, P.A. - Legal Fees	3,876.69	
Bio-Rem Environmental - Start Up Fees	10,000.00	
Weiler Engineering - Project Mgs/Construction Inspector	68,705.52	
Overholt Construction-Application #17, Vac Station A	96,126.70	
Sub-total Invoices	190,399.37	
		281,082.63
Cash Balance KLNC Account If All Paid	$ (557,601.21)	
MC $20M Grant Draw #20 Submitted 05/10/10 $ 473,320		

CONSOLIDATED CASH BALANCE IF ALL PAID **$ (9,874,267.38)**

NOTE: A TOTAL OF $ 666,803.00 REQUESTED FOR REIMBURSEMENT IS OUTSTANDING

Approved for payment:

Norman Higgins, Chair

Susan Hammaker Secretary/Treasurer

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 7

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of July 6, July 12, July 20, 2010

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager C.J.L

Date: 7-27-10

Originating Department: District Clerk	Costs: Funding Source:	**Attachments:** Minutes
Department Review: [X] District Counsel TD [X] General Manager C.J.L [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: You have two versions of the July 6 Minutes in this package. The first set has been reviewed by Thomas Dillon, District Counsel and not approved (this version was done at the request of two Commissioners). The second version has been reviewed by District Counsel and approved. It will be up to the Board on which version they wish to adopt as the official minutes of the July 6 meeting.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Not Approved

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Board Meeting

July 6, 2010
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Board Meeting at 4:00 PM. Present were Chairman Norman Higgins, Commissioners Andrew Tobin, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Higgins led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Brooks requested that the Martin Waits Contract be held, that his item Salary Freeze be changed to possible action, all of the Bulk Items be taken off of Bulk Items, and that the Budget Resolution and Accountant Position only be for discussion. Commissioner Hammaker requested that the Staffing report on the FY 2011 budget be moved to the Transition Meeting, an item as 8A titled Mother Hammaker be added, and she would like to report on the Steering Committee under the Round Table. Chairman Higgins would like to discuss Islamorada under the Round Table.

Motion: **Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

PUBLIC COMMENT: The following persons address the Board; David Asdourian, Key Largo, stated the website needs to be updated.

Mary Lou Wilkinson, 38 E. Beach Road, Key Largo
"I am a little concerned about the rumors flying that we are going to hook up Islamorada with Key Largo. My biggest concern is I am sure someone knows how many sewers we have done in Key Largo, I do not know how may we have hooked up today, does anybody?"

Someone said about 4%.

"Well I know put the number like 600, 1,000"

Several people talking at the same time.

"No, no I mean how many are hooked up today. OK there are very few. But the numbers are small. We are going to jump ahead and take on another city and their problems and we haven't even cured our problems. So I would hope that you Commissioners would hold off until we have done a little bit more diligence and doing the sewering of Tavernier, Key Largo, make sure the package plant is up and running, everything looks good before we jump in and go to do something for another island that has way more problems than I think you guys even need to deal with. So think about, I know you have council and everything else you know but I think the Village is not something that Key Largo sewer needs to handle right now.

Commissioner Tobin responded.

"That is not what I hear in the papers. Number one I'm getting the Islamorada, Islamorada, so."

Commissioner Tobin responded.

"I do not think that they can plan tomorrow today Andy, so they do not have to worry about tomorrow. I am asking for the Islands, for us. I think someone said that we are looking to put $50,000 in our budget so we have some funds. I do call that jumping ahead. $50,000 can be spent more better here in Key Largo.

Chairman Higgins responded.

Jerry Wilkinson, 38 E. Beach Road, Key Largo
"Well I guess you said it Norman. That is why I am here, because of the email that I got from all of the Councilmen from Islamorada and everybody else about the proposal you know, that to tie the hands of our candidates running and one of their reasons they are running as far as I am concerned my opinion, political opinion not allowed for but is he causing of the Islamorada issue. Because of the very reasons you said and because even if Mr. Tobin ???? would not jump ahead. I thought the email was a proposal to lock the Board in as not jumping ahead, leaping ahead in a mad rush. And I just thought it was politically incorrect not part of the chapter and journal. I would like to see the issue of Islamorada tabled not for a doubt I know you want to talk about it but the action item Islamorada connecting be tabled until say February, you pick a day. I would like to see it tabled for ever but that is not going to happen I'm for sure. Let's have the election and see what they general opinion is in January. Thank you."

Ray Pino, 309 Lance Lane, Key Largo
"I am going to whip this dead horse a little more. The horse I do not think it is totally dead because someone keeps putting the spurs to it. Mr. Chairman, Commissioners since I have not had recent experience at public speaking I will be reading from a prepared written statement in the event that I may be interrupted as I would like I would like not to be diverted from the message that I am presenting here today. It has been recently become public knowledge that a forceful effort is currently being made to immediately pursue negotiations with the City of Islamorada. This effort is being presented by one or more than one of our Commissioners. I would hope that is Board would see fit to put a stop to this immediate and not allow it to see day light today or in the near future. What could possibly be their motivation for this move at this time? I would like to repeat that. What could possibly be their motivation for this move at this time? Should you entertain this ill conceived movement it would instantly start the money clock with the legal, finance departments in addition to outside attorneys and consultants. I am sure that these funds could be put to better use by your General Manager. Thank you for allowing me to speak.

Pauline Klein, 22 South Drive, Key Largo
"I have in my hand a current copy of what Mr. Tobin has proposed with Islamorada and reading it it's negotiations for the wastewater treatment agreement. I think most of you have probably read it. But it is reminds me of a prenuptial agreement. And this is a situation and remember I have spent the time here before and compared this to a mortgage with Islamorada. That there is no divorcing because once a sewer company takes on a client they can never ever get rid of them. They have them forever. This doesn't surprise me that he has done this because he is a lawyer and he does show that he is working very hard to get this going before the election. And I think that it would not be fair to the candidates or to the people of Key Largo that have never been asked if they want to do business with Islamorada especially as a customer. I brought this up to before but apparently you are never are going to ask the people about Islamorada. The people that I talk with and I get around a lot nobody wants to do business with Islamorada. Four Islands is big time problems. So I would suggest that, forget it."

Sue Heim, Key Largo
"I have the same concern for the slightly different view. I was here about a year, year and a half ago and Commissioner Hammaker extremely advised Commission Tobin no more independent operations. This operation went out ???????? someone said that this is a complete surprise to me. I would like that the Board in the best interest in serving all of the citizenry I think it is fair to Islamorada that Islamorada be advised that Commissioner Tobin's letter is an independent opinion done without the knowledge or support of all of the commissioners. I think that ???? people of Islamorada and I think that it is important that they know that. Um Islamorada still I do not know why we should not do it at all will Islamorada still has this active law suit. And I have been following that trying to find out here they stand with that. I am not getting any concrete answers because they do not have anything to respond. Um I think that we should hold this decision if it going to remind out if it every going to come back it needs to be done after the elections. It needs to become a voter item. This is huge what you folks are doing. Um the last thing is when ever this happens, I hope it never does, I want Islamorada to build their own pipe line under the current constrict according to what I was reading in the paper. If that happens that puts us up to another 21/2 to 3 years of construction at Islamorada's behalf. Right now FDOT is

getting ready to pave the Roads in Tavernier and up through Key Largo. So are we going to have another 3 years of road disruption after they have just gotten done repaving. Islamorada doesn't have any plans for how they are going to lay pipeline. I know that, I have talked to some of the people in Islamorada and they are not even taking contractors yet. My Biggest point is, my concern is that the people in Islamorada think that Commissioner Tobin's email was done with the support of the Board as a whole and I guess I am distressed that after having been advised that sending out email on behalf of the Board, representing the Board without the Board's knowledge was not a good thing, you are right it is not a good thing, it is still done a year and a half later."

Ron Miller, 206 W. First Court, Key Largo

"This is a very straight forward very simple letter from the Federation and I will read it ti you. I think that it may appear in the paper tomorrow. We sent this out on Friday. Coincidently we sent it out about the same time that I saw the letter from Mr. Tobin. So I think that this is probably apropos but it is an open letter. (See Exhibit "A").

Open Letter to the Key Largo Wastewater Treatment District Board

The Island of Key Largo Federation of Homeowners Association Inc. respectfully request that the Key Largo Wastewater Board of Commissioner not enter into any agreements with the Village of Islamorada before the November elections. The issue of whether or not to bring in sewage form Islamorada has never been an issue in previous elections and was never mentioned by any candidates previous to the last election. The public should be allowed to consider this as an issue when voting for Wastewater commissioners. The coming elections are important because it will determine who represents the people of Key Largo When this matter is finally decided one way or the other.

And Susie the Federation cannot come out and endorse a political candidate. We discussion this in Federation meetings this has been a hot topic. We have tried to keep this on a level where we can bring out all the facts, we have a little hometown crowd that's, we are hoping that are guys are the guys that get the best deal. That is what is comes down to. Thank you Commissioners."

Fred Nickerson, 138 Marina, Key Largo

"I go out into the community to coffee shops and restaurants and the subdivisions and I run into a lot of people. I run into Norm at coffee. I run into a lot people and residents that are voters. And I would say about 8 out of 10 have this in mind. Finish Key Largo wastewater 100% first and then when that tube is at the Tavernier Bridge and only then should be go into any agreement or should consider any agreement and then as a customer only. This is a prevailing sentiment out there and I think that you are in agreement with that. OK I've got a concern with this statement in the paper, in the agreement. And where is my answer to that. We are not pitting one community against the other as it was stated in one of the emails. This commissioner is where to serve the service the wastewater requirements of Key Largo and Tavernier, that is what you where elected to do and that is your mandate. The prevailing sentiment from Key Largo

is to finish Key Largo wastewater 100% and include Islamorada as a customer only. And perhaps we should run it for a year and take all the bugs out of it and get a handle on cost. I think this is premature, this agreement the agreement before the agreement is premature and unnecessary and I hope you won't consider it."

Kay Thacker, 9 Snipe Road, Key Largo
"May I ask why the resolution that Commissioner Tobin pinned has been pulled or has not been added to the agenda?"

It was never on.

"One of the things I would like to bring up the residents, tax payers, and rate payers have kind of made a statement concerning how they feel about this Islamorada as a customer. And there is four people running for three seats. We are against the resolution penned by Commissioner Tobin. We want our Commissioners to take care of Key Largo not advocate for Islamorada because this is our district and this is what we were made up of. And we are asking that no action be taken concerning Islamorada at this time until after our election, after the people that are running have a say so in what they feel about what is going on. So I am asking that it be table until the general election after November 2. And I would also like to know, I know there would be a cost to the district but what about a referendum going on the ballot concerning how the people of Key Largo feel about Islamorada as a customer or having Key Largo doing anything. I know that there will be a cost to the district but I think if we get it in before July or August a referendum can appear on the ballot for Key Largo and that is something I would like to check into and see what we can do. Thank you."

"The eleven and a half because we got close to 32 million dollars out of our pocket and the way I figure they are asking on their demand sheet was 60% that is around eighteen million dollars they way I figure was only 50% so the law suits, they have no money now, they repealed there assessment and it going to cost them to send the money back to the people of Islamorada, look at what we are going to spend in attorney fees. To me what we are asking for it's ridiculous. The money I mean the eleven and a half or thirteen million does not mean anything concerning what we might be getting into a nest. Thank you."

Raymond Giglio, Key Largo
"I too would like to speak to this issue of Islamorada, I too though there was going to be a resolution on the agenda today. Mr. Chairman I got to say though they way that resolution is worded kind of makes it seem like you have made up your mind on this. The resolution indicates that here as the District and Islamorada, this is your resolution, have concluded that their best interest would be served by an agreement. I don't think that has been concluded. I don't think that has been concluded at all. That's the issue. Is it in the best interest of Key Largo to make that assumption and then go on to say therefore the parties have decided to enter into a good faith negotiation , I'm quoting from your resolution, to negotiate to arrive at a suitable agreement that makes a statement that is withdrawn from reality in my opinion. The first question should be is it in our best interest and then we decide if we are going to go forward; we don't assume that it is going to be in our interest and then committee ourselves to going forward. It sounds to me like that's what that resolution does. Now, I understand that if your position, that

this could be a win win situation and that is not an unreasonable position. In most commercial transactions we find that it is not a zero sum game, both parties do gain. If I come to you and you give me legal services and I am happy with the services, that's win win. This is a different situation. You are talking about a governmental entity you don't have an arm's length negotiating process. That very same resolution specifically states that if there is any extra money it would be divided up between Islamorada and the District. What that means is there are three possibilities were if we enter into an agreement with Islamorada. Either, we make money, we lose money, or we break even. But we have already assume that we are not going to make money cause if there is any money left over it gets slit up. We are either going to break even or loss money. Well, that make me go hum, I do not know about that. I understand your point that they are going to give millions and millions of dollars but they are going to want something in return for those millions, and millions of dollars. What are they going to get? Can they get assurances? I do not think that we can give them assurances. As other people have stated, we don't know that this is going to cost. For the same reason because we don't know what any of this is going to cost how can you begin to engage in negotiations why spend $50,000 trying to negotiate with an entity when you do not even know what the terms of agreement can be to make sense. Until we know what our cost is going to be it is a waste of time and money. That I think is an inappropriate way to go. Indeed I not only think that this is a bad idea, I think that this is the worst kind of bad idea. A bad idea at first blush looks like it may be a good idea, but it is not, it is not. By the terms of the agreement, as I said, we can't make money. The dust has not even settled yet. Let's see how much it cost. Let's see what things work. If thing are working and how we are doing and then maybe it is time to think about another agreement. Even then I would suggest this is not something that we want to do. Why, because you are talking about diluting the power of the average resident of Key Largo. I would say to you though economist and finical planners are terrified of what they call tail risk which is the small change of a very bad out come. I think other people have been alluding to this same kind of think. The fact that we might enter into an agreement that looks good and then Islamorada goes bankrupt. Don't tell me it can't happen: Decides not to pay us because they are annoyed at us, could happen. And we have no recourse because as stated early by Pauline once you are hook up you are hooked up. We are not going to cut them off. We are not going to say that is it; you have not paid your bill no sewer service for Islamorada, close down your town. That is not going to happen. We are on the hook. I do not think that it is a hook that we want to be on.

Jackie Harder representing the Key Largo Chamber of Commerce told the Board of problems the businesses are having with the contractors. (See Exhibit "B").

A letter from Commissioner Majeska was read. (See Exhibit "C").

GENERAL MANAGER ITEMS
WHARTON SMITH CHANGE ORDER
Held for the July 12, 2010 meeting.

LEGISLATOR SUPPORT LETTER
Motion: **Commissioner Brooks made a motion to approve the Legislator Support Letter. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins			
Commissioner Hammaker			
Commissioner Tobin			
Commissioner Brooks			
Commissioner Majeska			Absent

Motion Passed 4 to 0

NORTH TRANSMISSION LINE CHANGE ORDER

MOTION: Commissioner Brooks made a motion to approve the Change Order for the North Transmission Line. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

SOUTH TRANSMISSION LINE CHANGE ORDER

MOTION: Commissioner Brooks made a motion to approve the Change Order for the South Transmission Line. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

BASIN C -3 CHANGE ORDER

MOTION: Commissioner Brooks made a motion to approve the Basin C-3 Change Order. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		

Commissioner Majeska			**Absent**

Motion passed 4 to 0

COMMISSIONER'S ITEMS

BETTER COMMUNICATIONS

Commissioner Tobin would like a four week look-ahead construction schedule. Commissioner Hammaker suggested that the neighborhoods find out what is going on and let the neighbors know. Chairman Higgins would like to put adds in the paper about construction schedules.

SALARY FREEZE

Item moved to July 12 meeting with the understanding that there is currently a salary freeze.

MOTHER HAMMAKER

Commissioner Hammaker expressed concern over the resolution that Commissioner Tobin sent to the Islamorada Council.

BULK ITEMS

PENDING PAYMENTS FOR JULY 6, 2010

MOTION: Commissioner Brooks made a motion to approve the Pending Payments of July 6, 2010 contingent upon the availability of funds. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

MINUTES JUNE 15, 2010

MOTION: Commissioner Brooks made a motion to approve the Minutes of June 15, 2010 with the correction of the typo "holistic: Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

ASSESSMENT APPEAL FOR KEY LARGO GRANDE (HILTON)

MOTION: Commissioner Brooks made a motion to adopt the Staff recommendation for the Assessment Appeal for Key Largo Grande (Hilton). Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

ASSESSMENT APPEAL FOR KEY LARGO CIVIC CLUB

Commissioner Brooks stated that he is a member to the Key Largo Civic Club.

MOTION: Commissioner Tobin made a motion to adopt the Staff's recommendation on the Assessment Appeal for Key Largo Civic Club. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

KONA KAI

Mr. Jabro stated the motion on June 7, 2010 was not correct. He would like the Board to locate the buffer tank where it was moved to.

Mr. Yagel stated that the motion on June 7, 2010 was done correctly. He would like the buffer tank to be installed in front for the Kona Kai property in the right of way with reasonable setback.

MOTION: Commissioner Brooks made a motion to rescind previous Board decisions regarding the Kona Kai single buffer tank assembly location in which the District would have incurred additional expense. To accept the staff's original infield decision/recommendation to adjust the buffer tank assembly location as indicated in pencil on drawing Vacuum Collection System H. Page C-2. The adjusted location has been trenched to accommodate the buffer tank. By placing the buffer tank in this location the District will be following its policy to install a central sewer system with the least amount of

environmental/beautification intrusion. It is also apparent to the Board the buffer tank is located in the right-of-way and is solely subject to the discretion of the District Board. The Board also notes once the buffer tank is installed in the ground there is no detriment to the properties adjacent to or around the area. Therefore the KLWTD Board directs staff to install the buffer tank in that area which has been trenched to accommodate the buffer tank. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins		X	
Commissioner Hammaker		X	
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion Failed 2 to 2

STATUS REPORTS

OPERATION MANAGEMENT REPORT
Margaret Blank reviewed the report.

PACKAGE PLANT STATUS REPORT
Greg Matthews presented the report.

CUSTOMER SERVICE STATUS REPORT
Syndi Lankford presented the Customer Service report.

TIE IN REPORT
Carol Walker presented the report.

IT STATUS REPORT
Paul Christian presented the report. He explained that the District is now on Face Book and Twitter. Staff was directed to let the public know what the codes are on the street and make them uniform.

ENGINEER'S REPORT

STATUS REPORT AND MAPS
Ed Castle presented his written report.

FINANCIAL REPORT

FY 2010 BUDGET REVISION (RESOLUTION)
This item will be brought back on the July 12, 2010 meeting.

FY 2011 BUDGET
Martin Waits, CFO introduced the FY 2011 budget process.

MOTION: Commissioner Brooks made a motion to adopt the Proposed FY 2011 Budget Process. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin			Absent
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 3 to 0

ACCOUNTANT POSITION

MOTION: Commissioner Hammaker made a motion to hire an Accountant. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks		X	
Commissioner Majeska			Absent

Motion passed 3 to 1

COMMISSIONER'S ROUNDTABLE

Commissioner Hammaker stated that there will be a Steering Committee Meeting on Wednesday July 7, 2010.

Chairman Higgins stated that everyone only wants what is best for the District. He asked where are the people that want to hook up with Islamorada.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 8:30 PM.

The KLWTD meeting minutes of July 6, 2010 were approved on August 3, 2010.

_____
Chairman Higgins

_____
Carol Walker, CMC
District Clerk

Counsel Approved

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Board Meeting

July 6, 2010
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Board Meeting at 4:00 PM. Present were Chairman Norman Higgins, Commissioners Andrew Tobin, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Higgins led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Brooks requested that the Martin Waits Contract be held, that his item Salary Freeze be changed to possible action, all of the Bulk Items be taken off of Bulk Items, and that the Budget Resolution and Accountant Position only be for discussion. Commissioner Hammaker requested that the Staffing report on the FY 2011 budget be moved to the Transition Meeting, an item as 8A titled Mother Hammaker be added, and she would like to report on the Steering Committee under the Round Table. Chairman Higgins would like to discuss Islamorada under the Round Table.

Motion: **Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

PUBLIC COMMENT: The following persons address the Board; David Asdourian, Key Largo, stated the website needs to be updated.

Mary Lou Wilkinson, 38 E. Beach Road, Key Largo spoke against connecting with Islamorada.

Jerry Wilkinson, 38 E. Beach Road, Key Largo spoke against connecting to Islamorada.
Ray Pino, 309 Lance Lane, Key Largo spoke against connecting with Islamorada.

Pauline Klein, 22 South Drive, Key Largo spoke against connecting with Islamorada.

Sue Heim, Key Largo spoke against connecting with Islamorada.

Ron Miller, 206 W. First Court, Key Largo spoke against connecting with Islamorada.

Fred Nickerson, 138 Marina, Key Largo spoke against connecting with Islamorada.

Kay Thacker, 9 Snipe Road, Key Largo spoke against connecting with Islamorada.

Raymond Giglio, Key Largo spoke against connecting with Islamorada.

Jackie Harder representing the Key Largo Chamber of Commerce told the Board of problems the businesses are having with the contractors. (See Exhibit "B").

A letter from Commissioner Majeska was read. (See Exhibit "C").

GENERAL MANAGER ITEMS
WHARTON SMITH CHANGE ORDER
Held for the July 12, 2010 meeting.

LEGISLATOR SUPPORT LETTER
Motion: Commissioner Brooks made a motion to approve the Legislator Support Letter. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins			
Commissioner Hammaker			
Commissioner Tobin			
Commissioner Brooks			
Commissioner Majeska			Absent

Motion Passed 4 to 0

NORTH TRANSMISSION LINE CHANGE ORDER
MOTION: Commissioner Brooks made a motion to approve the Change Order for the North Transmission Line. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		

Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

SOUTH TRANSMISSION LINE CHANGE ORDER

MOTION: Commissioner Brooks made a motion to approve the Change Order for the South Transmission Line. Commissioner Tobin seconded the motion.

Vote on Motion

Member	**Yes**	**No**	**Other**
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

BASIN C -3 CHANGE ORDER

MOTION: Commissioner Brooks made a motion to approve the Basin C-3 Change Order. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	**Yes**	**No**	**Other**
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 4 to 0

COMMISSIONER'S ITEMS

BETTER COMMUNICATIONS

Commissioner Tobin would like a four week look-ahead construction schedule. Commissioner Hammaker suggested that the neighborhoods find out what is going on and let the neighbors know. Chairman Higgins would like to put adds in the paper about construction schedules.

SALARY FREEZE

Moved to July 12 meeting with the understanding that there is currently a salary freeze.

MOTHER HAMMAKER

Commissioner Hammaker expressed concern over the resolution that Commissioner Tobin sent to the Islamorada Council.

BULK ITEMS

PENDING PAYMENTS FOR JULY 6, 2010

MOTION: Commissioner Brooks made a motion to approve the Pending Payments of July 6, 2010 contingent upon the availability of funds. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

MINUTES JUNE 15, 2010

MOTION: Commissioner Brooks made a motion to approve the Minutes of June 15, 2010 with the correction of the typo "holistic: Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

ASSESSMENT APPEAL FOR KEY LARGO GRANDE (HILTON)

MOTION: Commissioner Brooks made a motion to adopt the Staff recommendation for the Assessment Appeal for Key Largo Grande (Hilton). Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

ASSESSMENT APPEAL FOR KEY LARGO CIVIC CLUB

Commissioner Brooks stated that he is a member to the Key Largo Civic Club.

MOTION: **Commissioner Tobin made a motion to adopt the Staff's recommendation on the Assessment Appeal for Key Largo Civic Club. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion passed 4 to 0

KONA KAI

Mr. Jabro stated the motion on June 7, 2010 was not correct. He would like the Board to locate the buffer tank where it was moved to.

Mr. Yagel stated that the motion on June 7, 2010 was done correctly. He would like the buffer tank to be installed in front for the Kona Kai property in the right of way with reasonable setback.

MOTION: **Commissioner Brooks made a motion to rescind previous Board decisions regarding the Kona Kai single buffer tank assembly location in which the District would have incurred additional expense. To accept the staff's original infield decision/recommendation to adjust the buffer tank assembly location as indicated in pencil on drawing Vacuum Collection System H. Page C-2. The adjusted location has been trenched to accommodate the buffer tank. By placing the buffer tank in this location the District will be following its policy to install a central sewer system with the least amount of environmental/beautification intrusion. It is also apparent to the Board the buffer tank is located in the right-of-way and is solely subject to the discretion of the District Board. The Board also notes once the buffer tank is installed in the ground there is no detriment to the properties adjacent to or around the area. Therefore the KLWTD Board directs staff to install the buffer tank in that area which has been trenched to accommodate the buffer tank. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins		X	
Commissioner Hammaker		X	
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			Absent

Motion Failed 2 to 2

STATUS REPORTS

OPERATION MANAGEMENT REPORT

Margaret Blank reviewed the report.

PACKAGE PLANT STATUS REPORT

Greg Matthews presented the report.

CUSTOMER SERVICE STATUS REPORT

Syndi Lankford presented the Customer Service report.

TIE IN REPORT

Carol Walker presented the report.

IT STATUS REPORT

Paul Christian presented the report. He explained that the District is now on Face Book and Twitter. Staff was directed to let the public know what the codes are on the street and make them uniform.

ENGINEER'S REPORT

STATUS REPORT AND MAPS

Ed Castle presented his written report.

FINANCIAL REPORT

FY 2010 BUDGET REVISION (RESOLUTION)

This item will be brought back on the July 12, 2010 meeting.

FY 2011 BUDGET

Martin Waits, CFO introduced the FY 2011 budget process.

MOTION: Commissioner Brooks made a motion to adopt the Proposed FY 2011 Budget Process. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin			**Absent**
Commissioner Brooks	**X**		
Commissioner Majeska			**Absent**

Motion passed 3 to 0

ACCOUNTANT POSITION

MOTION: Commissioner Hammaker made a motion to hire an Accountant. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	**X**		
Commissioner Hammaker	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks		**X**	
Commissioner Majeska			**Absent**

Motion passed 3 to 1

COMMISSIONER'S ROUNDTABLE

Commissioner Hammaker stated that there will be a Steering Committee Meeting on Wednesday July 7, 2010.

Chairman Higgins stated that everyone only wants what is best for the District. He asked where are the people that want to hook up with Islamorada.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 8:30 PM.

The KLWTD meeting minutes of July 6, 2010 were approved on July 20, 2010.

_____

Chairman Higgins

_____

Carol Walker, CMC
District Clerk

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Transition Meeting

July 12, 2010
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:00 PM. Present were Chairman Norman Higgins, Commissioners Andrew Tobin, Robert Majeska, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk, Carol Walker, and other appropriate District Staff.

Commissioner Higgins led the Pledge of Allegiance.

Synthia Lankford introduced the new Accounting Clerk, Connie Fazio.

APPROVAL OF AGENDA
Chairman Higgins added Winston Water Ways on the agenda. The Board added Public Comment.

Motion: **Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			

Motion passed 5 to 0

KLWTD UNDERGROUND CONTRACTORS
Jackie Harder, Key Largo Chamber of Commerce spoke to the Board, see Exhibit "A".

Metro Construction, Danny Gonzalez.
He explained that the work for the best efficiency, which means they come back several times after the main trenching has been done. Mr. Gonzalez requested that the complaints be forwarded to Metro's main office so that he can keep track of them.

LaRocco, Bryant Conover
He explained that safety is there major concern when it comes to coming back to an area after it has been trench.

Redland, June Kolb
He explained that keeping the traffic flowing, public safety and worker safety is their concern when it comes to coming back to an area after is has been trenched.

Fountain Engineering, Chris Brown
He explained that paving is not done until everything has been tested because it would be a huge mess if it had to be dug up. It makes financial sense to do the work in stages.

PUBLIC COMMENT
The following persons addressed the Board: Ray Gigilio, Key Largo spoke about the District policies. Fred Nickerson, Key Largo spoke against currently having Islamorada as a customer.

WHARTON SMITH CHANGE ORDER NO. 4
Mr. Fishburn explained the change order.

Motion: **Commissioner Brooks made a motion to approved Wharton Smith Change Order No. 4. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

Motion passed 5 to 0

MARTIN WAITS, CFO CONTRACT
Motion: **Commissioner Tobin made a motion to approve the contract for Martin Waits, with the words "District's General Manager" "with District Council". Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska			

Motion passed 5 to 0

RESOLUTION NO 08-07-10
Mr. Waits introduced the budget amendment resolution.

Motion: **Commissioner Brooks made a motion to approve Resolution No. 08-07-10. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

Motion passed 5 to 0

MANSON LAW GROUP CONTRACT
Mr. Fishburn stated that he has been talking to Mr. Manson about his current invoice.

HOLD ON ISLAMORADA NEGOTIATIONS
The Board discussed negotiating with Islamorada.

Motion: **Commissioner Brooks made a motion to put negotiation with Islamorada on hold indefinitely. Chairman Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins	X		
Commissioner Hammaker		X	
Commissioner Tobin		X	
Commissioner Brooks	X		
Commissioner Majeska		X	

Motion Failed 2 to 3

Commissioner Tobin introduced a Concurrent Resolution with Islamorada. (See Exhibit "B").

Motion: **Commissioner Tobin made a motion to approve the Concurrent Resolution with Islamorada No. 09-07-10. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairman Higgins		X	
Commissioner Hammaker	X		
Commissioner Tobin	X		
Commissioner Brooks		X	
Commissioner Majeska	X		

Motion Passes 3 to 2

STAFFING PLAN
Margaret Blank and Martin Waits introduced the next two years staffing plan. Commissioner Tobin requested an ad in the paper with the Hook Up Schedule for Key Largo.

SALARY FREEZE
Board discussed the current salary freeze.

STEERING COMMITTEE
Commissioner Brooks gave a report on the Steering Committee meeting.

COMMISSIONER'S ROUNDTABLE

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 7:58 PM.

The KLWTD meeting minutes of July 12, 2010 were approved on August 3, 2010.

_____
Chairman Higgins

_____
Carol Walker, CMC
District Clerk

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

July 20, 2010
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:00 PM. Present were Acting Chairman Robert Majeska, Commissioners, Andrew Tobin, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Tobin led Pledge of Allegiance.

APPROVAL OF AGENDA
Charles Fishburn, General Manager added an item "Consent Order" as item 2A.

Motion: **Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Acting Chairman Majeska	X		
Commissioner Higgins			Absent
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 4 to 0

PUBLIC COMMENT
The following persons addressed the Commission: David Asdourian, 156 S Bay Harbor Drive, Key Largo, Raymond Giglio, 309 St Thomas Ave, Key Largo, Tommy Thompson, Cross Key Waterway, Key Largo, Pauline Klein, 22 S. Drive, Key Largo, Burke Cannon, 149 Westminster Drive, Tavernier, Fred Nickerson, 138 Marina Ave, Key Largo, Ann Nickerson, 138 Marina Ave, Key Largo, Charles Walsh, 925 Tropical Lane, Key Largo, Kay Thacker, 9 Snipe Road, Key Largo, Ray Pino, Key Largo. Concern over doing business with Islamorada was expressed.

GENERAL MANAGER'S REPORT
Manson Group Invoice
Mr. Fishburn explained the lower revised invoice. Item moved to the end of the meeting.

J/K Vacuum Station Change Order
Mr. Fishburn explained the change order.

Motion: **Commissioner Brooks made a motion to approve Change Order No. 10, for the J/K Vacuum Station Change Order for Overholt. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Acting Chairman Majeska	X		
Commissioner Higgins			Absent
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 4 to 0

Consent Order
Mr. Fishburn and Mr. Castle explained the Consent Order.

Motion: **Commissioner Hammaker made a motion to give the General Manager the authority sign the Consent Order. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Acting Chairman Majeska	X		
Commissioner Higgins			Absent
Commissioner Tobin		X	
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 3 to 1

Commissioner Tobin would have preferred to have a form that reflects what the District has already done.

Wharton Smith Change Order Update
Mr. Fishburn explained the back up on the projected upcoming Wharton Smith Change Orders.

Status of Thirty Day Notices
Mr. Fishburn told the Board that there will be "A" frames with information boxes on the streets with current construction information available for the public. Staff was directed to place an ad in the paper letting the public know that they can access the KLWTD website for construction information.

New Website
Paul Christian explained the new website. It has current construction information on it.

BULK ITEMS
Pending Payments for July 20, 2010

Motion: **Commissioner Brooks made a motion to approve the Bulk Items contingent upon the availability of funds. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Acting Chairman Majeska	X		
Commissioner Higgins			Absent
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 4 to 0

ENGINEER'S REPORT
Ed Castle gave a verbal status report.

The Staff and the District Engineer were directed to do a white paper that will have frequently asked questions about the plant and what the cost are to take Islamorada's effluent: It should be in a usable format for the public.

FINANCIAL REPORT
FY 11 Preliminary Budget / 4 Year Plan
Synthia Lankford, Senior Finance Manager reviewed the Administrative Budget report.

LEGAL COUNSEL REPORT
District Counsel Thomas Dillon reported that he will have a report on Unique Properties for the August 3, 2010 meeting.

COMMISSIONER'S ROUNDTABLE
The Board discussed the CDBG Grants.

GENERAL MANAGER ITEMS
Manson Group Invoice

Commissioner Brooks has a problem with paying someone to tour the treatment plant and waiting at the Islamorada meeting to speak.

Motion: **Commissioner Tobin made a motion t approve the Manson Group May invice. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Acting Chairman Majeska	X		
Commissioner Higgins			Absent

Commissioner Tobin	**X**		
Commissioner Brooks		**X**	
Commissioner Hammaker	**X**		

Motion passed 3 to 1

Commissioner Brooks explained, "We need to get a clear understanding about non-legal time and that is the reason I don't think that we should be paying $250 an hour for a client tour."

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:43 PM.

The KLWTD meeting minutes of July 20, 2010 were approved on August 3, 2010.

_____
Chairman Higgins

_____
Carol Walker, CMC
District Clerk

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date:, August 3, 2010 Agenda Item No. 8

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Package Plant
~~Pro~~gress

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J-2
Date: 7-29-10

Originating Department:	Costs: Approximately Funding Source: Acct.	**Attachments:**
Department Review: [ ] District Counsel ____ XX General Manager C. J-2 [ ] Finance ____	[ ] Engineering____ [ ] Clerk____ Greg Martin	**Advertised:** Date: ____ Paper: ____ [X] Not Required

Summary Explanation/Background: Monthly progress of 75 package plant facilities

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

BUSINESS NAME	EDUs	ENGINEER	DESIGN	PERMIT	CONSTR.	CONNECT
American Legion (Denny's)	na	none reqd	single grav connect			
Anchor Condo	35	Bluewater	X	X	XXX	
Bayside Inn	92	Weiler	X			
Big Chill	67	McCain	X	X	X	X
Blue Water Trailer Village	188	Glen Boe	X	X	XXX	
Buttonwood Bay Condo	280	Lamberson	X	X	X	close
Café Largo	35	Glen Boe	X	X	XXX	
Calusa Campground	367	McCain	X	X	X	XXX
Campers Cove	8	US Water	X	X	X	READY
Captain Jax	22	Glen Boe	X	X	X	XXX
Coastal Waterway Trailer Park Condc	35	Glen Boe	X			
Coral Sands Trailer Park	25	Keys Eng.	X			
Driftwood Trailer Park	18	Glen Boe	X	X	X	
El Caribe Plaza	na	completed	X	X	X	X
Fish House Restaurant	39	Cangianelli	X	X		
FKEC	37	Henz	X	X	X	close
Florida Bay Club	37	NONE				
Hampton Inn Manatee Bay	247	KeysEng.	X			
Harborage Condo	75	Glen Boe	X			
Harbour 92 Condo	38	McCain	X	XXX		
Holiday by the Sea Condo	16	US Water	X	X	X	
Holiday Inn Key Largo	181	selected	X			
Kawama Yacht Club	220	McCain	X	X	X	
Key Largo Elementary School	59	NONE	X			
Key Largo Grande Hilton	435	Lamberson	X	X	X	
Key Largo Harbor Marina	15	KeysEng.	X	X		
Key Largo Kampground	171	Bluewater	X	X	X	close
Key Largo Ocean Resort	285	Milelli	X	X		
Key Largo Wastewater Plant	na	Arcadis	X	X	X	X
Key Largo Yacht Club Condo	25	Lamberson	X	XXX		
Key West Inn	78	Lamberson	X	X	X	
Kings Kamp	16	Glen Boe	X			
Koblick Marine Resources Foundatioı	45	McCain	X			
Lake Surprise II Condo	32	Weiler	X			
Lakeview Gardens	110	US Water	X	X	X	
Landings of Largo Condo	126	Lamberson	X	X	X	
Largo 103	13	Solaria	X	X		
Largo RV Park	59	Glen Boe	X			
Mahogany Bay	10	US Water	X	X		
Marina Del Mar Hotel	141	selected	X			
Marine Mammal Conservancy	1	Bluewater	X	X	X	
Mariner's Club Resort	118	Lamberson	X	X	X	
Mariner's Hospital	240	CMB	X	X	XXX	
Marriott Key Largo	452	selected	X			
Moon Bay Condo	85	McCain	X	X	X	
Murray Nelson Community Center	28	Wilingham	X	X	X	X

BUSINESS NAME	0	ENGINEER	DESIGN	PERMIT	CONSTR	CONNECT
Newport Village Apartments	52	DAL TECH	X	X		
Ocean Cove Trailer Port	13	Glen Boe	X	XXX		
Ocean Divers	25	Glen Boe	X	XXX		
Ocean Pointe Condo	240	McCain	X	X	X	
Paradise Point Mobile Home Park	7	Glen Boe	X	X	X	READY
Paradise Pub	5	unknown	X			
Pennecamp	164	C3TS	X	X	X	XXX
Performance Marine	3	McCain	X			
Pilot House Restaurant	42	NONE	pump out station?			
Pink Plaza	56	Bluewater	X	X	X	
Port Largo Villas	16	selected	X			
Ramada Resort and Marina	130	selected	X			
Rock Harbor Club	90	McCain	X	X	X	
Saint Justins Church		none				
Sanctuary at Key Largo Condo	38	Glen Boe	X	X	X	
Senor Frijoles	53	McCain	X	X	X	X
Silver Shores Mobile Home Park	280	Glen Boe	X	X	X	
Snooks Restaurant	na	Bluewater	X	XXX		
Sunset Acres Mobil Home Park	75	Weiler	to be served by KLWTD			
Sunset Hammock Condo	40	Glen Boe	X	X	X	
Tamarind Bay Club	50	Lamberson	X	X	X	
Tarpon Basin Villas	9	McCain	X	X	X	
Tavernier Towne Center	109	US Water	X	X		
Tradewind Hammocks	66	McCain	X			
Tradewind Plaza	198	Bohler	X	X	X	
Waffle House	12	McCoig	X	X	X	X
Waldorf Plaza	21	Glen Boe	XXX			
Winn-Dixie Key Largo	33	Glen Boe	X	X	X	
total	**6433**	**% of EDUs**	**99%**	**72%**	**63%**	**19%**

MONTH	ENG	PERMIT	CONST	CONNECT	CLOSE*
July, 2010	**72**	**52**	**42**	**9**	**5**
JUNE, 2010	71	49	36	6	6
MAY, 2010	71	43	34	6	6
APR, 2010	63	39	34	6	6
MAR, 2010	68	33	28	6	
FEB, 2010	61	29	22	6	
JAN, 2010	60	26	11	6	
DEC, 2009	54	21	10	6	
NOV, 2009	39	16	4	6	

*close - could connect in 30 days

XXX - new in that category

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. 9

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Technology Status Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.L

Date: 7-30-10

Originating Department:	Costs: Funding Source:	**Attachments:** Report
Department Review: [ ] District Counsel ____ [X] General Manager C.J.L [ ] Finance ____	[ ] Engineering____ [ ] Clerk____ [ ] Operations Manager____ IT - PC	**Advertised:** Date: ____ Paper: ____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Key Largo Wastewater Treatment District
Technology Status Report
August 3, 2010

Ongoing IT Projects for Administration (Current):

Information Management (Databases) – Main IT focus. Accuracy of Customer records and identification of non-assigned parcels primary goal.

Customer Service / Trouble Tickets
Assessment Billing / Monthly Billing Tracking
Residential / Small commercial Connections
Package Plant Management
Plant Production Data
Asset Management (Plant/Collections)

Web Presence:

Website: The District's new website is online and functioning. We are still continuing to change out-of-date articles and finish document uploading. Work Schedule to website, Twitter and Facebook a continuing project.

IT Inventory / Assessment: In order to establish an accurate IT Plan, we have begun the process of inventorying the District's IT assets (Software, hardware, peripheral, etc). To expedite this process, we are tasking interns with certain portions of the inventory. This inventory will be maintained in a secured database and updated as inventory changes.

Technology Plan: It is necessary to have a clear plan of action to map the goals and workflow of the District IT and Plant Automation missions. This plan is being developed under the supervision of Martin Waits and is pending completion subject to IT Inventory completion.

Ongoing IT Projects for Administration (Planned):

Office Connectivity Upgrade –

Still working with Terranova and pending further Comcast troubleshooting.

Server Redundancy Upgrade

Terranova to complete in coming weeks.

Workstation Optimization

Most Workstations using Windows Vista have been upgraded to Windows 7 to alleviate performance issues

Back-up Optimization

Ongoing

Operations / Plant Automation and Instrumentation Projects: (As Technology "Inspector" for the following projects:

SCADA / HMI Screen Development:

SCADA System delivered 7/29.

Pending install/set-up mid August once communications and controls have been tested.

Intellipro BNR Upgrade Planning:

We are coordinating with Wharton-Smith, Benson Electric and Weiler Engineering to ensure the plant is ready for the BNR upgrade(s) to Aqua Aerobics' Intellipro system. Initial Intellipro system will not be operational until Plant is in full operation.

Fire Protection:

We are coordinating with Fire Detection Contractor to negotiate service contract and monitoring.

Security:

Review of the security design (Analog) vs. proposed change (Digital) operationally sound but due to the financial impact of using current construction channels and the potential impact on time completion, moved to next year or later.

Respectfully Submitted,

Paul Christian
Technology Officer

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. 10

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Customer Service Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. Ja
Date: 7-29-10

Originating Department: Customer Service	Costs: Approximately Funding Source: Acct.	**Attachments:** Report
Department Review: [ ] District Counsel _____ [X] General Manager C. Ja [ ] Finance SK	[ ] Engineering_____ [ ] Clerk_____	

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

Monthly KLWTD Customer Service Report

July 2010

(ending 07/28/2010)

ACTIVE CONSTRUCTION AREAS

C-4	Ctr: Metro	Insp: Chuck	STM	Ctr: Metro	Insp: Chuck
F-4	Ctr: Redland	Insp: Mike	I-4	Ctr: Fountain	Insp: Ted
F-5	Ctr: Redland	Insp: Mike	G-1	Ctr: Metro	Insp: Chuck
H-1	Ctr: Metro	Insp: Chuck	G-5	Ctr: Fountain	Insp: Ted
F-1	Ctr: Redland	Insp: Mike	I-3	Ctr: LaRocco	Insp: Ted
JK1, 2	Ctr: Metro	Insp: Chuck	I-2	Ctr: LaRocco	Insp: Ted

CALLS

GENERAL	LATERALS	TIE-IN	ASSESSMENT	GRANTS	COMPLAINTS	TOTAL
143	20	29	25	27	31	**275**

WALK-INS

GENERAL	LATERALS	TIE-IN	ASSESSMENT	GRANTS	COMPLAINTS	TOTAL
48	42	30	10	15	13	**148**

LETTERS TO PROCEED

TOTAL REQUESTED THIS MONTH	148	TOTAL ISSUED THIS MONTH	135

General Monthly Summary:

CONSTRUCTION

- Approval to Proceed letters may be issued for all of Basins A, B, D, E, F2, F3, C1, 2 & 3. The previously released section of C4 has been retracted until further notice.
- Construction continues in the remaining northeast section of C4. Completion expected any time now.
- Basin F5 construction complete. Awaiting release. Construction continues in F4.
- Construction completed in I4; restoration process underway. Work continues in I2 and I3.
- Work along STM completed in areas to allow for DOT to start their work. STM work continues in areas not affecting DOT.
- Construction progressing in G5 and F1.
- Drawings are available for all service basins, including 90% for G3.

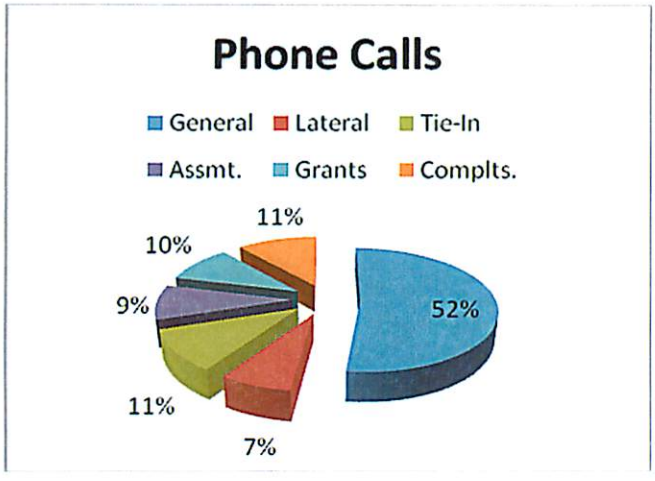
CUSTOMER SVC. / REPORTED ISSUES

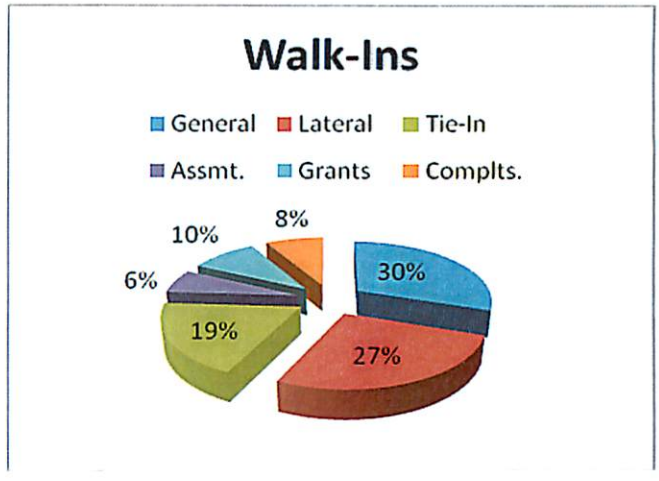
- Customer phone calls and walk-in visits dropped in July. Majority of calls pertained to the upcoming mandatory connection notice and the occasional report of construction concerns and restoration issues.
- Property owners continue to show interest in grant money. Awaiting release of CDBG funds.

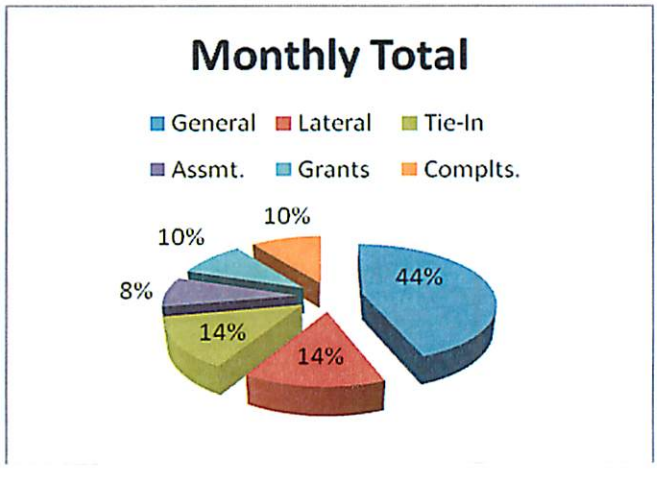
- Traffic moving slowly at MM100 *not* due to KLWTD. This is the work of DOT.

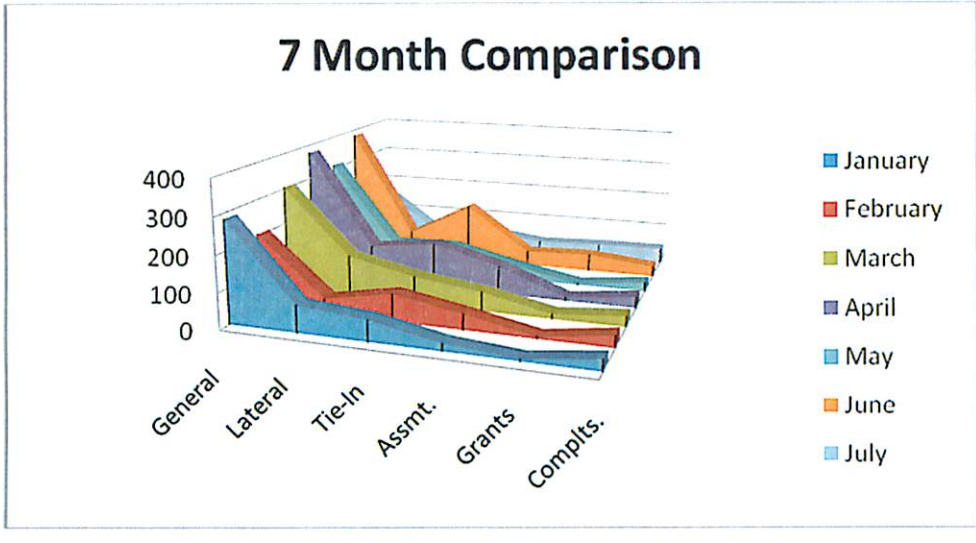
EARLY VOLUNTARY HOOK-UP

- Basin C Phases 1, 2 & 3 and all of Basin D are available for voluntary final connections to the sewer system.
- 345 properties have connected to the sewer through the voluntary program that began on March 19.









KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. //

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Tie In Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. 2
Date: 7-29-10

Originating Department: Customer Service	Costs: Approximately Funding Source: Acct.	**Attachments:** Report, Charts
Department Review: [ ] District Counsel ____ [X] General Manager C. J. 2 [ ] Finance SR	[ ] Engineering ____ [X] Clerk CW	

Summary Explanation/Background: We have stopped issuing letters to proceed for Basin C Phase 4 for a few weeks. There are some items that need to be completed in the phase before release.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

FROM JANUARY 1, 2006 TO August 1, 2010

Basin	Phase	Number of Homes	Letter to Proceed Last Report	Letter to Proceed	Connection to Street Last Report	Connection to Street	Connection to House Last Report	Connection to House
A	1	149	67	69	43	43	0	0
	2	116	79	81	40	40	0	0
	3	218	104	110	46	46	0	0
	4	98	47	50	25	25	0	0
	5	222	79	83	41	41	0	0
Subtotal		***803***	***379***	***393***	***195***	***195***	***0***	***0***
B	1	214	88	92	58	58	0	0
	2	219	53	52	31	31	0	0
	3	210	66	73	29	29	0	0
	4	254	90	99	56	56	0	0
	5	209	33	36	21	21	0	0
	6	52	5	5	1	1	0	0
Subtotal		***1158***	***335***	***357***	***196***	***196***	***0***	***0***

Basin	Phase	Number of Homes	Letter to Proceed Last Report	Letter to Proceed	Connection to Street Last Report	Connection to Street	Connection to House Last Report	Connection to House
C	1	218	136	158	62	63	52	70
	2	150	65	71	36	38	23	40
	3	285	69	82	23	29	0	20
	4*	488	75	97	1	1	0	0
Subtotal		***1141***	***345***	***408***	***122***	***131***	***75***	***130***
D	1	650	124	128	68	69	77	87
	2	307	117	123	71	75	37	46
	3	214	69	73	29	31	46	62
	4*	78	1	1	1	1	1	1
Subtotal		***1249***	***310***	***325***	***169***	***176***	***161***	***196***

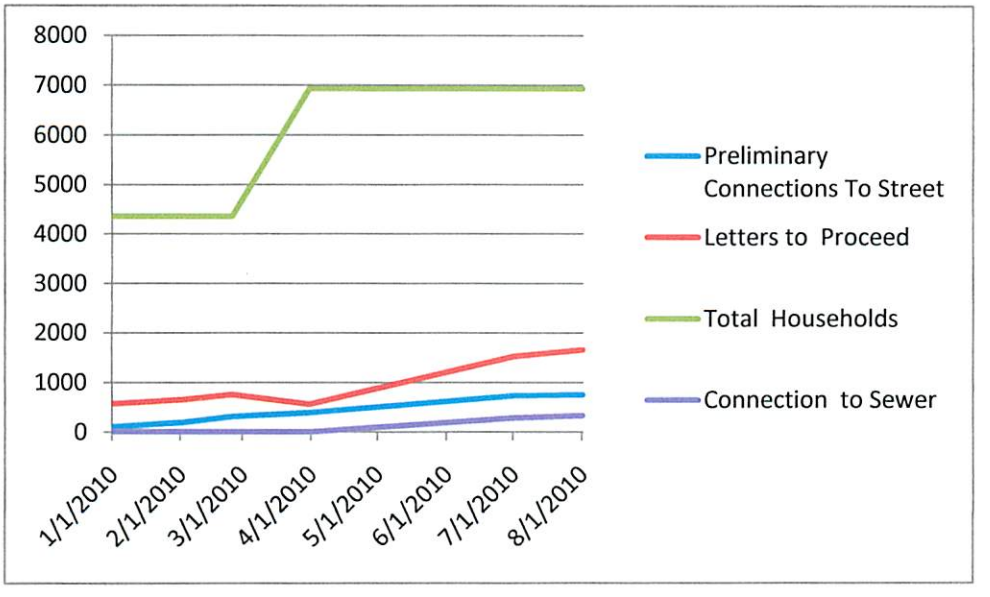
Basin	Phase	Number of Homes	Letter to Proceed Last Report	Letter to Proceed	Connection to Street Last Report	Connection to Street	Connection to House Last Report	Connection to House
E	1	496	4	5	1	1	1	1
	2	341	9	11	0	0	0	0
Subtotal		**837**	**13**	**16**	**1**	**1**	**1**	**1**
F	1*	265	0	0	0	0	0	0
	2	320	74	83	26	26	0	0
	3	348	68	77	23	23	0	0
	4*	275	0	0	0	0	0	0
	5*	536	0	0	0	0	0	0
Subtotal		***1744***	***143***	***160***	***49***	***49***	***0***	***0***
TOTALS		**6932**	**1525**	**1659**	**732**	**747**	**237**	**327**

* These Phases have not been released yet to allow Letters to Proceed to be issued.

There has been 1 new construction connections is KLP this last month

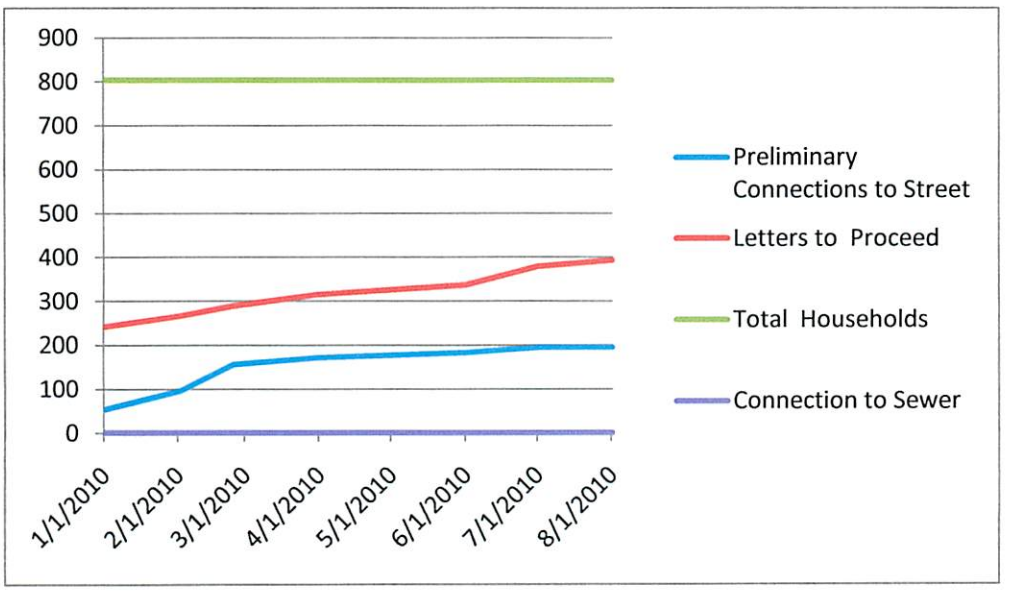
BASINS A,B,C,D,E,&F

	Preliminary Connections To Street	Letters to Proceed	Total Households	Connection to Sewer
1/1/2010	103	564	4351	0
2/2/2010	194	651	4351	0
2/24/2010	311	753	4351	0
3/31/2010	390	561	6932	0
7/1/2010	732	1525	6932	284
8/1/2010	747	1659	6932	327



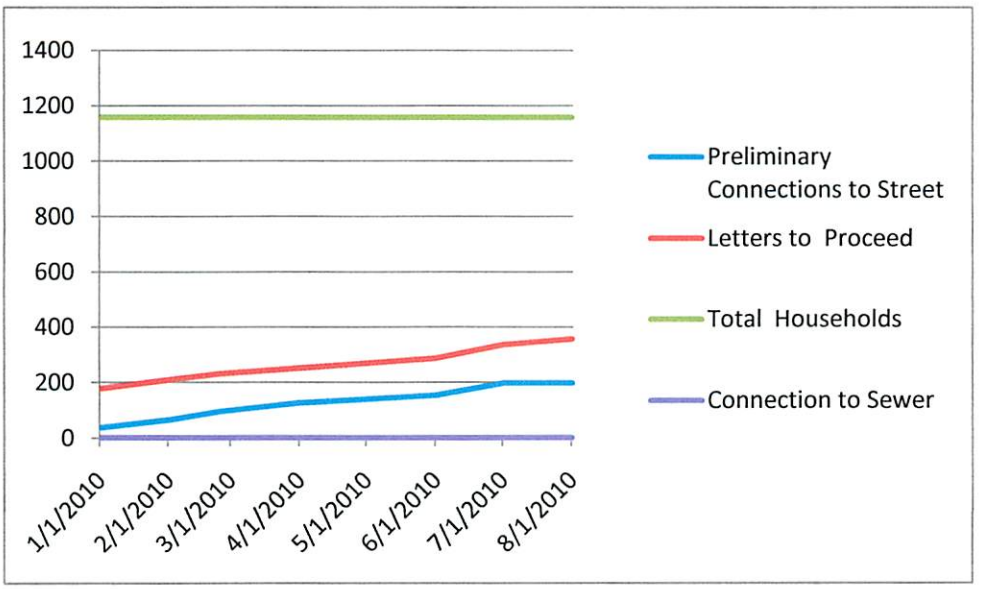
BASIN A

	Preliminary Connections to Street	Letters to Proceed	Total Households	Connection to Sewer
1/1/2010	53	241	803	0
2/2/2010	96	266	803	0
2/24/2010	156	289	803	0
3/31/2010	171	315	803	0
6/1/2010	183	337	803	0
7/1/2010	195	379	803	0
8/1/2010	195	393	803	0



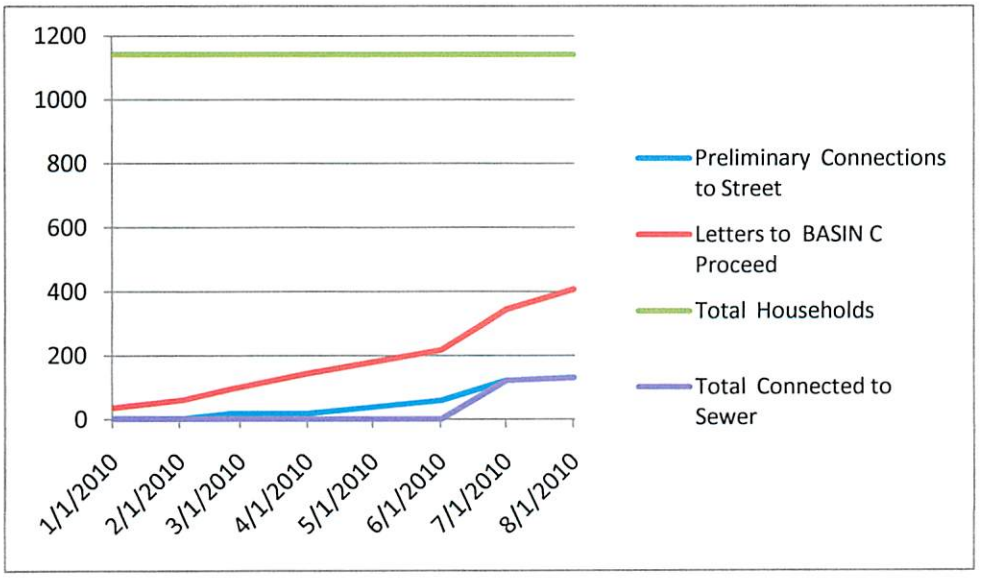
BASIN B

	Preliminary Connections to Street	Letters to Proceed	Total Households	Connection to Sewer
1/1/2010	37	177	1158	0
2/2/2010	66	209	1158	0
2/24/2010	95	230	1158	0
3/31/2010	125	250	1158	0
6/1/2010	153	287	1158	0
7/1/2010	196	335	1158	0
8/1/2010	196	357	1158	0



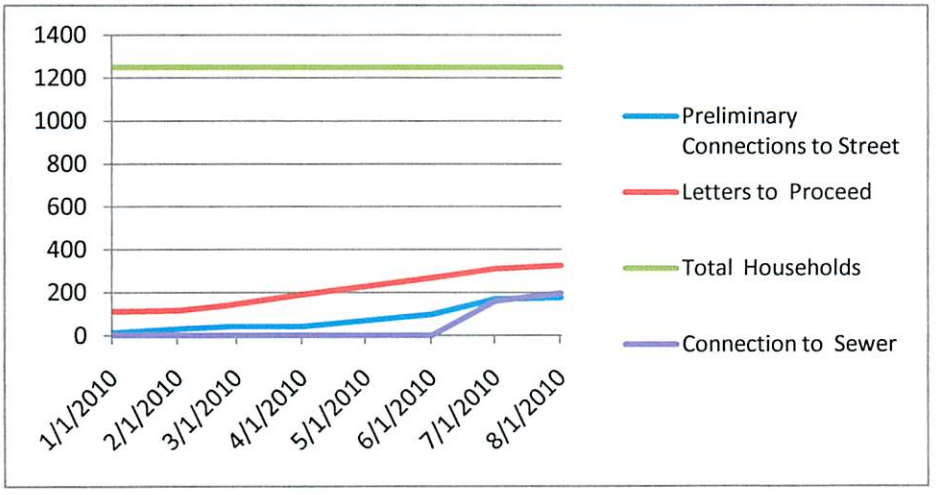
BASIN C

	Preliminary Connections to Street	Letters to Proceed	Total Households	Total Connected to Sewer
1/1/2010	1	36	1141	0
2/2/2010	1	60	1141	0
2/24/2010	18	95	1141	0
3/31/2010	18	143	1141	0
6/1/2010	59	217	1141	0
7/1/2010	122	345	1141	122
8/1/2010	131	408	1141	130



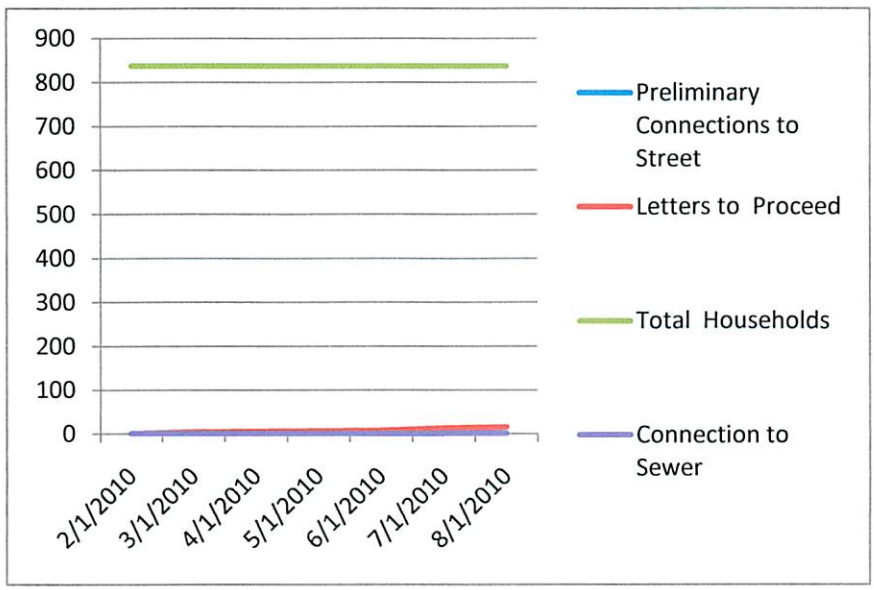
BASIN D

	Preliminary Connections to Street	Letters to Proceed	Total Households	Connection to Sewer
1/1/2010	12	110	1249	0
2/2/2010	31	116	1249	0
2/24/2010	42	139	1249	0
3/31/2010	42	189	1249	0
6/1/2010	98	267	1249	0
7/1/2010	169	310	1249	161
8/1/2010	176	325	1249	196



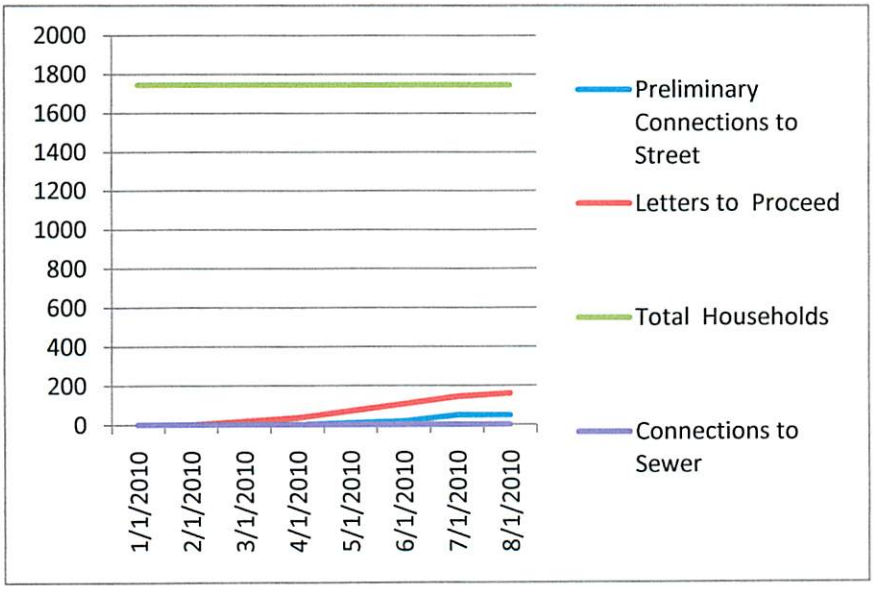
BASIN E

	Preliminary Connections to Street	Letters to Proceed	Total Households	Connection to Sewer
1/1/2010	0	0	837	0
2/2/2010			837	0
3/31/2010		4	837	0
6/1/2010	1	8	837	0
7/1/2010	1	13	837	1
8/1/2010	1	16	837	1



BASIN F

	Preliminary Connections to Street	Letters to Proceed	Total Households	Connections to Sewer
1/1/2010	0	0	1744	0
2/2/2010			1744	0
4/1/2010	0	36	1744	0
6/1/2010	19	107	1744	0
7/1/2010	49	143	1744	0
8/1/2010	49	160	1744	0



KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. 12

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Operations Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager _____

Date: 7-30-10

Originating Department: Plant Operations	Costs: Funding Source:	**Attachments:** Report
Department Review: [ ] District Counsel _____ [X] General Manager _____ [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [X] Operations Manager MB	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

P.O. Box 491 Key Largo, FL 33037
Phone: 305-453-4019
Fax: 305-453-5807

Key Largo Wastewater Treatment District

Memo

To: KLWTD Board

From: Margaret Blank, PE

CC: Chuck Fishburn

Date: June 29, 2010

Re: Operations Status

Introduction

The purpose of this memorandum is to inform the Board about the conditions at the existing plant and collection system.

Regulatory Compliance

The District has received comments from FDEP regarding the permit renewal. Weiler Engineering is addressing those.

It's been a challenging month for the plant. It received extremely high flows over July 4th weekend. However, the operators prepared in advance so that there would be no hydraulic issues.

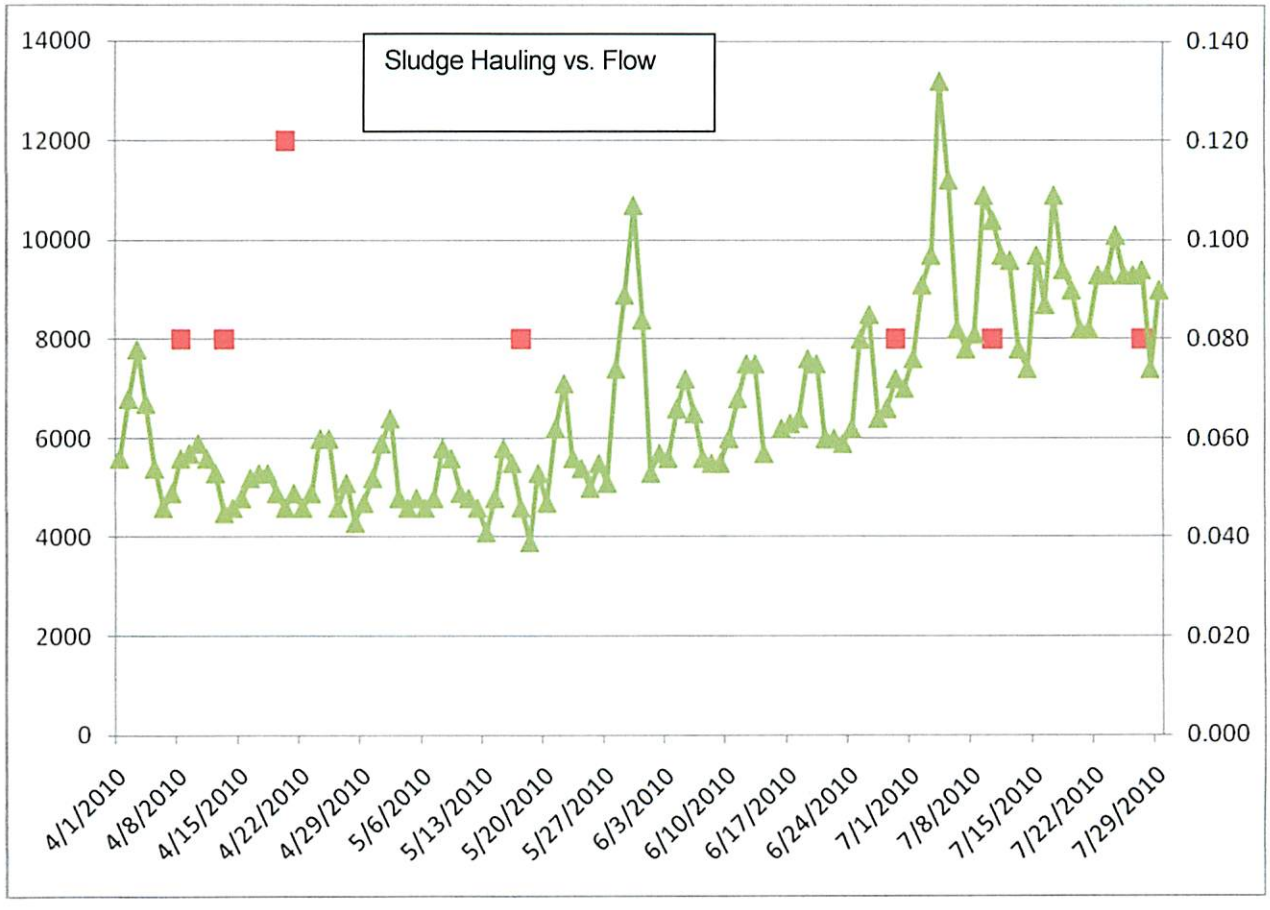
The consent order has been received and reviewed by the District. Plant is now in compliance on Annual Average for Total Phosphorus. The permitted annual average is 1.0.

		CBOD	*TSS*	*TN*	*TP*
Permit Limits	Single Sample	10	10	6	2
	Monthly Average	6.25	6.25	3.75	1.25
	Annual Average	5	5	3	1
Actual Results	Single Sample	2	6.8	3.36	1.3
	Monthly Average	2	4.65	2.56	0.86
	Annual Average	3.23	4.05	2.35	**0.91**

Sludge Hauling and Chemical Usage

Sludge is hauled away in a 4,000 gallon truck. There were 28,000 gallons hauled in April, 8,000 in May and 8,000 in June. There were 16,000 gallons hauled in July, which is higher than normal. The plant was hit with record flows over the 4th of July holiday, resulting in higher sludge hauling. The operators also pumped out the equalization tank and mud well as part of routine maintenance.

The amount of sludge hauled is shown on the left axis and is represented by red squares.



Collection System

Crews are continuing to prepare Basins A and B for service. The force main crossing for Vacuum Station A should be completed in two weeks. The FDOT permit has been received. The Redland Company is ready to start work as soon as the lane closure permit is received.

There was a lot of call-out activity in July. There were three stuck valves on July 12 at Vacuum Stations E and D. We had one homeowner report a back-up. The District technician checked the vacuum valve and found it to be working properly. He wound up plunging the toilet, which solved the problem. There were also three stuck valves on July 6.

The two additional vacuum pumps at Vacuum Station B have been wired. The contractor is waiting for parts to complete the header. Once the impellers for the sewage pumps are replaced and the sewage pumps are tied into the 18-inch force main, wastewater can be sent to the new plant. This work is expected to be complete by the time the new plant is ready.

TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No.

[ ] PUBLIC HEARING [ ] RESOLUTION

[x] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Monthly Projects Status Report

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager C.J.L
Date: 7-29-10

Originating Department: Weiler Engineering	Costs: $ Funding Source:	**Attachments:** Report & Maps
Department Review: [ ] District Counsel ____ [X] General Manager C.J.L [ ] Finance ____	[X] Engineering EC [ ] Clerk____	**Advertised:** Date: ____ Paper: ____ [X] Not Required

Summary Explanation/Background: A representative from Weiler Engineering will answer questions on the written monthly status report.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

THE WEILER ENGINEERING CORPORATION

"Excellence in Engineering"

20020 Veterans Boulevard., Suite 7
Port Charlotte, FL 33954
(941) 764-6447 ph
(941) 764-8915 fax

Key Largo Wastewater Treatment District
Engineering Status Report
Period Ending 07/26/10

Collection System Design

Basin E & F Design
The design of the expansion of the existing vacuum station at the WWTP is completed. The expanded vacuum station will provide service to the vacuum collection systems in Basins E and F. The expanded vacuum station will also provide the vacuum power for the remotely located mini-vacuum station in Basin F.

Basin G & H Design
All permits for the Basin G vacuum station have been received except for the FDOT access permit for the driveway.

Final conformed drawings for 2 and 4 were received in June. The 90% drawings for Phase 3 were received in early July and have been reviewed with comments submitted to McCain.

Basin I, J & K Design
The design and permitting of the collection systems for Basins I, J and K has been completed. Construction sets have been issued for most phases of all basins and construction is underway.

The design and permitting of the Basin I vacuum station has been completed and construction is underway. The design of the Basin J/K vacuum station is complete. The FDEP permit for this station has been issued, but the ERP application is still in the works. The FDIT access permit is also under review.

South Transmission Main Construction

Metro has completed the installation and testing of the HDPE pipe under US 1, near the Walgreens / CVS. The directional bore was hydrostatically tested and has passed. This includes from just north of CVS, south to Bahama and down to the bridge, near the Dolphin Research

Center. Metro has completed their 24hr/day pipe installation needed to get ahead of FDOT work. Redland has completed and tested their portion of the South Transmission Main along US 1 and is ready for tie-in into WWTP.

WWTP Expansion

Control Building:
Wharton Smith - Main buildingldg: Stucco is now completed except for a few hollow spots that are being addressed. The contractor should be finished with all stucco by the end of the week of July 26th. The painters have begun to paint prime coat on the exterior of building, starting on 3rd floor. All interior walls have been primed and have the 1st coat of finish paint. As soon as the electricians have installed all wiring devices, the painters will come back and roll the final finish coat. All the floor and wall tile has been laid on all three levels.

The handrails are still not complete at this time. The focus has been on other items. Thyssen/Krupp has been working on the elevator installation over the past few weeks. The doors are installed and the crew is currently working on the cab installation. Elevator startup is schedule for the near future. Weber Glass delivered and began installing interior wood and louvered doors early last week and continued to work through the week.

The Turblex Blower representative was on-site during the week of July 12th and into the following week. All blowers have been tested and approved. Blower training was completed during the week of July 12th.

The Aqua Aerobics representative was also on-site the week of July 12th. The diffusers were tested on July 19th. All went well for the initial test in SBR 1. SBR 2 and SBR 3 were being filled the week of July 19th. Testing of the remaining two SBRs was completed the same week.

The Rocha Controls representative was on site through the week of July 19th to begin startup of the controls and communications systems. The Wes Tek representative was also on site that week to start up the equipment in the headworks. Training on the screening and grit removal equipment was conducted.

Wharton Smith has poured the footer and completed the wall form for the retaining wall on the south side of the garage area. The concrete pour was performed on July 22nd. The forms will be stripped after the appropriate cure time. The sidewalk from the building to the parking lot on the west side of the Control Building was completed on July 23rd and will be ready for use after curing..

Benson Electric has completed the installation of all the electrical panels and has recently completed their checkout of all panels. Power has been turned on to all rooms on all three floors. The air conditioning is currently working on all floors where it can be turned on. Benson Electric's crews continue to pull wire to out-lying areas and terminations continue throughout the

plant to miscellaneous electrical equipment. Lighting fixture installation and power is complete on all floors. Two men were assigned to work in the garage area and have completed terminatons in that area. Electrical work on the chemical room is nearing completion and is all that is left. The Booster Pump Station pumps have all been wired, as well as the injection well pumps at the Disinfection Basin. Control and instrumentation wires are being pulled and terminated on a daily basis throughout the project. There are some site lighting issues under the main incoming power lines that is being addressed by WEC's Electrical Engineer at this time. Benson continues to support the efforts to have the plant on line by the August deadline.

The Automatic Transfer Switch was tested by Americas Generators and the Motor Control Centers were energized. Americas Generators was on site July 20th tp do phase 2 of the generator start-up. The generator was energized and run through the testing procedures. No load testing was performed since load testing had been performed previously at the factory and was witnessed by representatives from the District and WEC.

Yard:
Wharton Smith has completed the installation of 30" influent pipe from the SBR's to the Effluent Equalization Tank. The piping has passed all testing. They have recently finished the tie in of the 24" influent pipe to SBR 1 and SBR 2. Work on extending that piping continues. The 18" influent force main piping is completed out to the South Transmission Main tie-in. Fire hydrants have been installed. but now working with FKAA for final tie in to their system. Seems they want the paperwork in order and some permit fees paid. The Tank Farm piping was completed and pressure tested – all went well. Benson Electric is currently working on instrumentation hook up for this area.

Tanks:
PRECON was recently on site and completed most of their work on repairing the anchor bosses. The 3" compressed air lines to the SBRs was installed and has been tested.

Other Structures:
Headworks is complete – Wes-Tek was on-site and conducted check out and training (mentioned above) last week. All MES structures have been poured. Benson has wired the pumps in the Booster Pmp Station and has been working on other electrical items on the DIB.

WWTP Vacuum Pump Station Upgrade – Vac Station E:
LaRocco's sub, Aqua Waste Services, began cutting wall penetrations into the existing building two weeks ago and have completed the saw cuts. Aqua Waste began drilling to epoxy reinforcing bar into the existing vacuum vault in preparation for installing the new block walls needed to extend the walls upward for the ground level story. The Air Vac equipment for the expansion is set to ship on Sept 20th.

Basin A Construction.
Basin A collection system construction in all phases is completed except for the US 1 forcemain crossing.

Vacuum Station A – The vacuum station is complete except for the directional bore under US1. The ROW Use Permit has not yet been issued.

Basin B Construction
Basin B construction has been completed. Please see the Construction Progress Maps for details on the construction of the collection system.

Basin C Construction
Please see the Construction Progress Maps for details on the construction of the collection system.

Basin D Construction
Work on the Basin C/D vacuum pump station by Overholt is complete and the station is on line and accepting sewage.

Please see the Construction Progress Maps for details on the construction of the collection system.

Basin E Construction
Please see the Construction Progress Maps for details on the construction of the collection system.

Basin F Construction
We are waiting on the Airvac control cabinet, vacuum pumps and tank. The new delivery schedule is sets shipping on Nov 22nd.

Please see the Construction Progress Maps for details on the construction of the collection system.

Basin G Construction
Keystone continues to pull rock in the pit area. They are now waiting on their subcontractor to mobilize and begin his excavations so that the second layer of rock can be pulled. Working with Hamker Elec on temporary and permanent power to plant – will have to use directional bore to save the trees along US 1.

Please see the Construction Progress Maps for details on the construction of the collection system.

Basin H Construction
Please see the Construction Progress Maps for details on the construction of the collection system.

Basin I Construction
Contractor completed wall pour and poured grade beam last week and has begun to backfill under the main floor slab.

Please see the Construction Progress Maps for details on the construction of the collection system.

Basin J/K Construction
The lot for the J/K vacuum station has been cleared. Construction has not begun pending receipt of all necessary permits. The Airvac equipment for the J/K vacuum station has been received and is currently in storage.

Please see the Construction Progress Maps for details on the construction of the collection system.

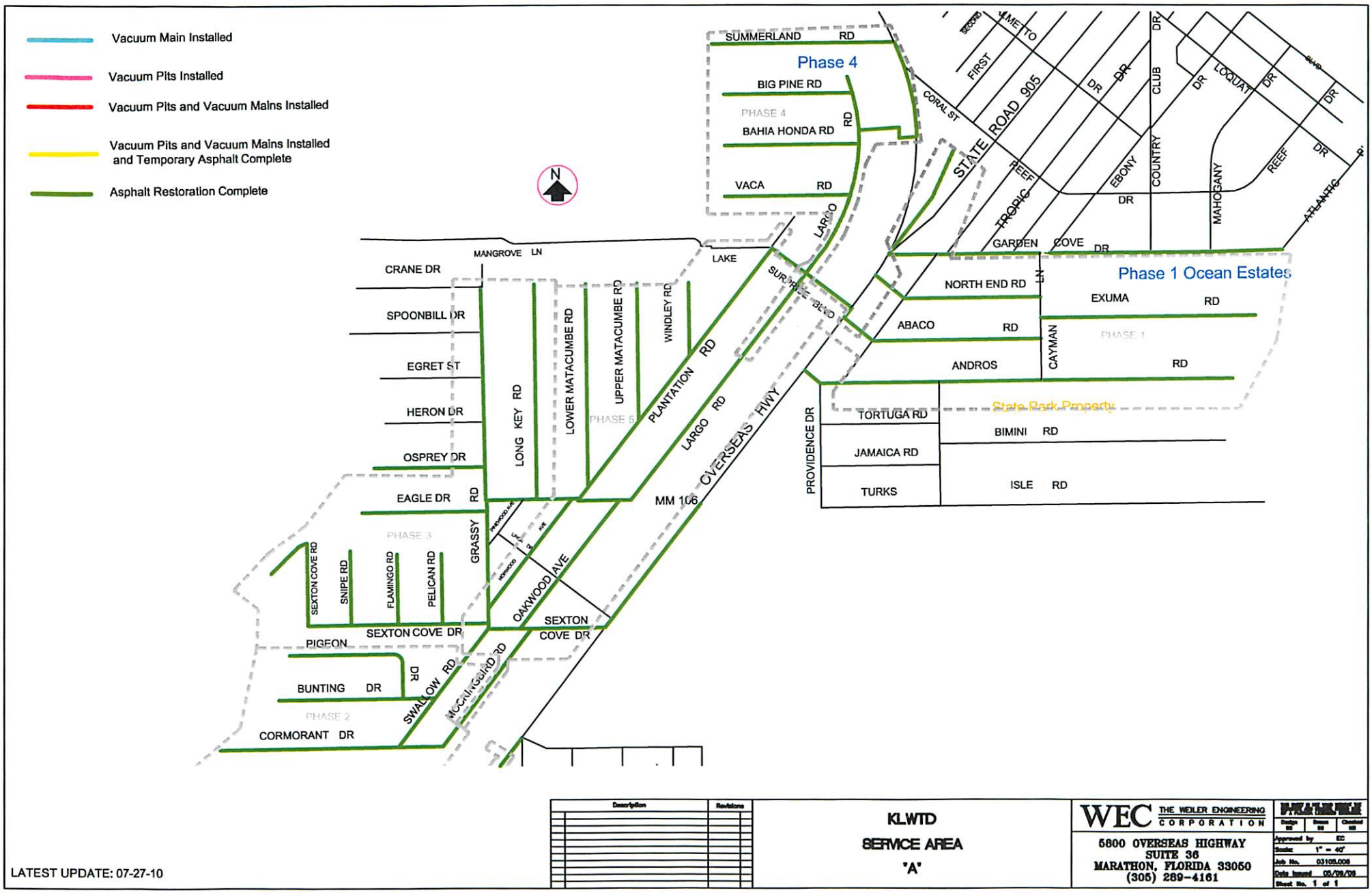
GPS/GIS
Work on the GPS/GIS project continues.

C-905
Currently on hold.

CMMS
The District has purchased the Cityworks CMMS program. The input of nameplate data, maintenance procedures and intervals will begin shortly.

Glossary of Terms

- ***AWT*** – Advanced Wastewater Treatment. This is the level of treatment required by the year 2010 for all WWTPs in the Keys with capacities of 0.100 MGD or greater. This corresponds to levels of 5 mg/l CBOD, 5 mg/l TSS, 3 mg/l TN and 1 mg/l TP
- ***BAT*** – Best Achievable Treatment. This is the level of treatment required by the year 2010 for all wastewater treatment systems in the Keys with capacities of less than 0.100 MGD, including on-site treatment units. This corresponds to levels of 10 mg/l CBOD, 10 mg/l TSS, 10 mg/l TN and 1 mg/l TP
- ***CBOD*** – Carbonaceous Biochemical Oxygen Demand. This is a measurement of the level of organic pollutants (food) in wastewater
- ***CMMS*** – Computerized Maintenance Management System. This is a program that schedules and tracks preventive and corrective maintenance tasks and tracks inventory and costs.
- ***FDEP*** – Florida Department of Environmental Protection
- ***FKAA*** – Florida Keys Aqueduct Authority
- ***GPD*** – Gallons Per Day
- ***I&I*** – Inflow & Infiltration. Inflow is non-sewage water, typically rain water, that enters a sanitary sewer system through lids on structures such as manholes. Infiltration is non-sewage water, typically groundwater or rain water that has soaked into the ground, that enters a sanitary sewer system through cracks and joints in buried pipes and structures.
- ***MGD*** – Million Gallons per Day
- ***mg/l*** – milligrams per liter (same as parts per million). This is the unit of measurement typically used to report the concentration of pollutants in wastewater
- ***ROW*** – *Publicly owned Right of Way*
- ***SSOCOF*** – Sunshine State One Call of Florida, the state agency that coordinates underground utility construction. Anyone who intends to dig must call SSOCOF to request locates. SSOCOF then relays the construction information to all members in the construction area with instructions to mark the location of their underground utilities in the work area prior to the start of construction.
- ***SRF*** – State Revolving Fund. A source of low-interest loans for utility planning and construction
- ***TN*** – Total Nitrogen. This is a measurement of the level of nitrogenous pollutants in wastewater
- ***TP*** – Total Phosphorus. This is a measurement of the level of phosphate and organic phosphorus pollutants in wastewater
- ***TSS*** – Total Suspended Solids. This is a measurement of the level of particulate matters in suspension in wastewater
- ***WWTP*** – Wastewater Treatment Plant



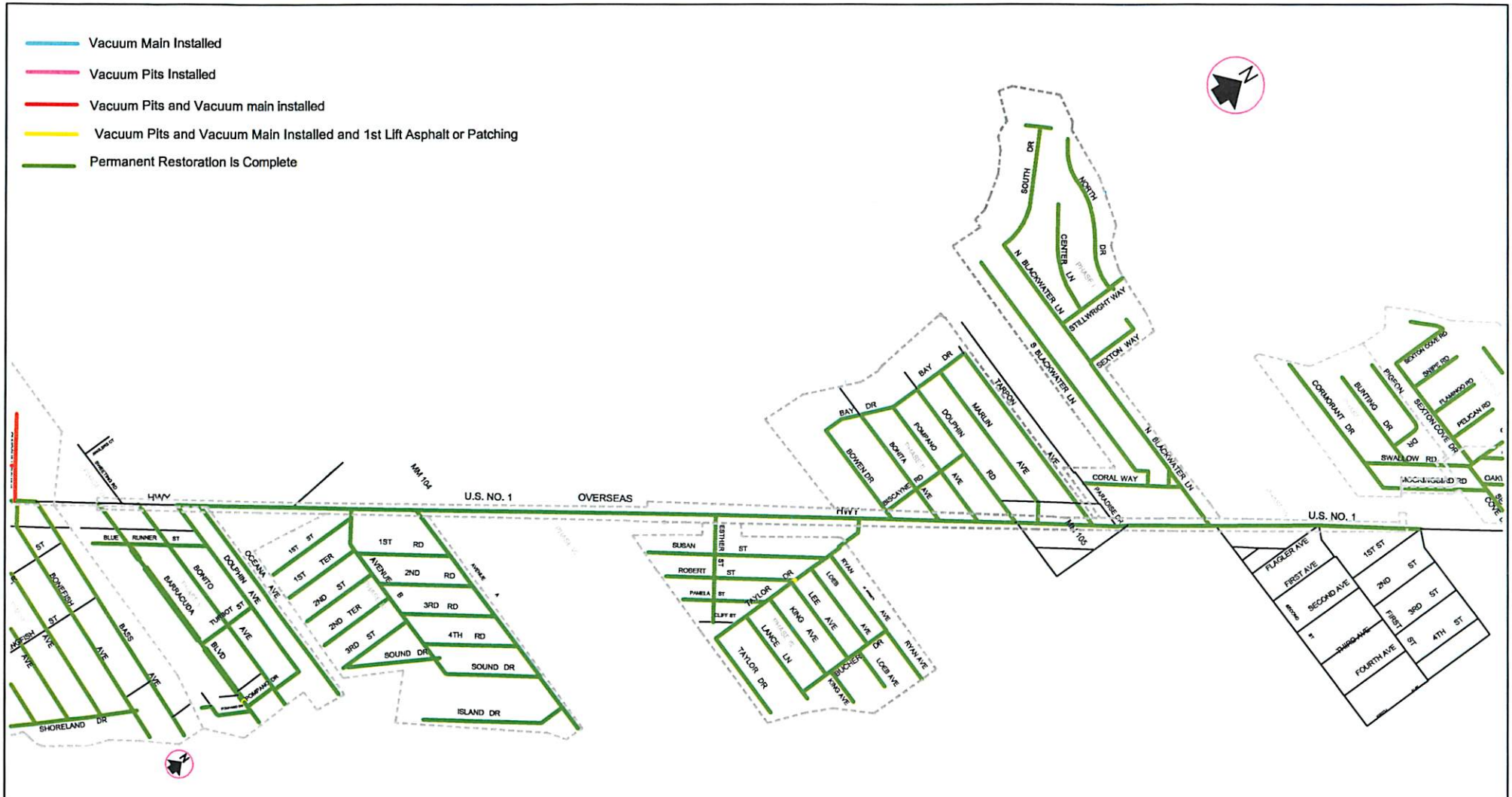
LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD
SERVICE AREA
"A"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	
Drawn	
Checked	
Approved by	EC
Scale	1" = 40'
Job No.	03105.006
Date Issued	05/09/06
Sheet No.	1 of 1



LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD

SERVICE AREA

"B"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design BS	Drawn BS	Checked BS

Approved by EC
Scale 1" = 40'
Job No. 03105.006
Date Issued 05/28/08
Sheet No. 1 of 1

Description	Revisions

KLWTD

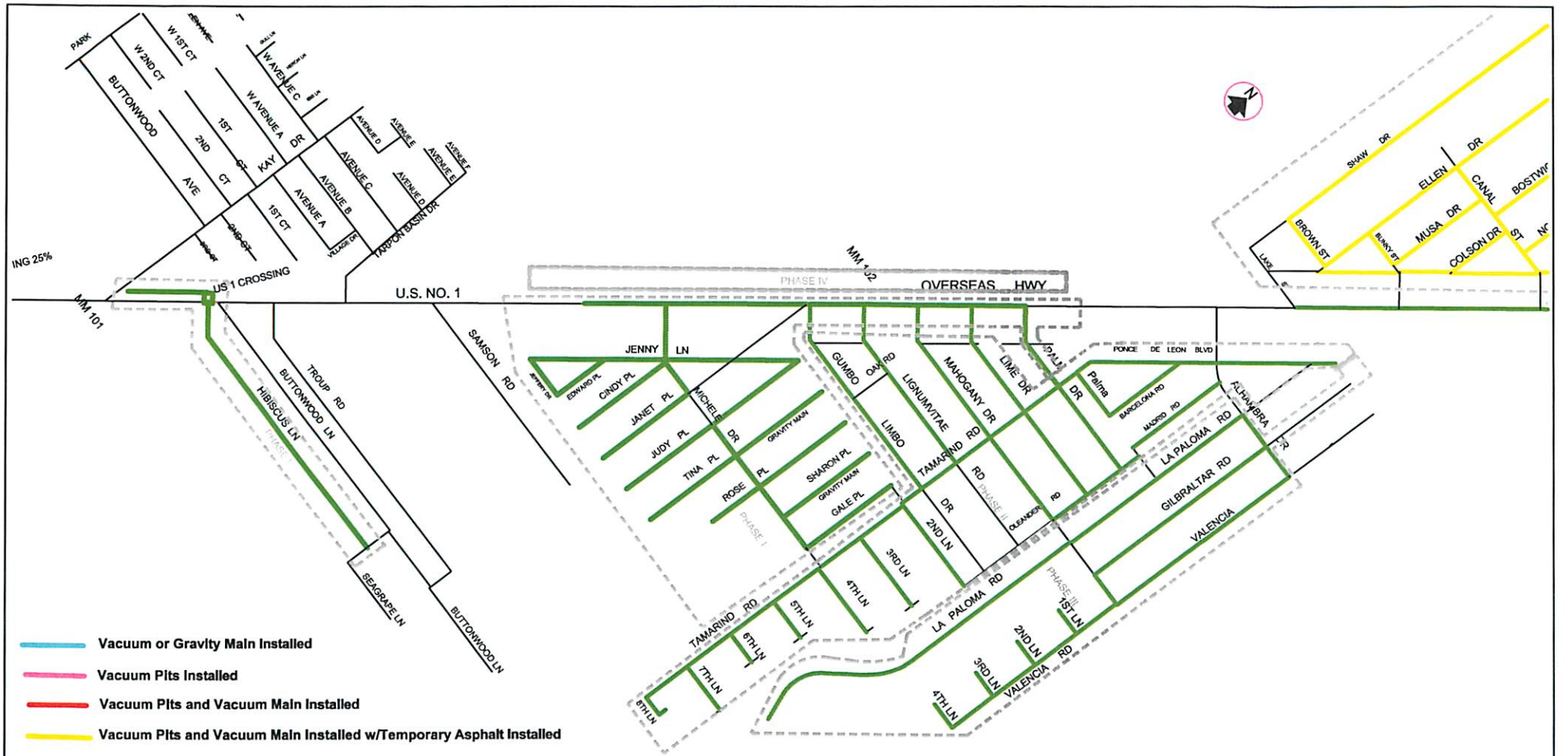
SERVICE AREA

"C"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Approved by	EC
Scale:	1" = 40'
Job No.	03105.008
Date Issued	05/28/09
Sheet No.	1 of 1

LATEST UPDATE: 07-27-10



- Vacuum or Gravity Main Installed
- Vacuum Pits Installed
- Vacuum Pits and Vacuum Main Installed
- Vacuum Pits and Vacuum Main Installed w/Temporary Asphalt Installed
- Permanent Asphalt Restoration Complete
- Pretrenching In Progress

LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD

SERVICE AREA

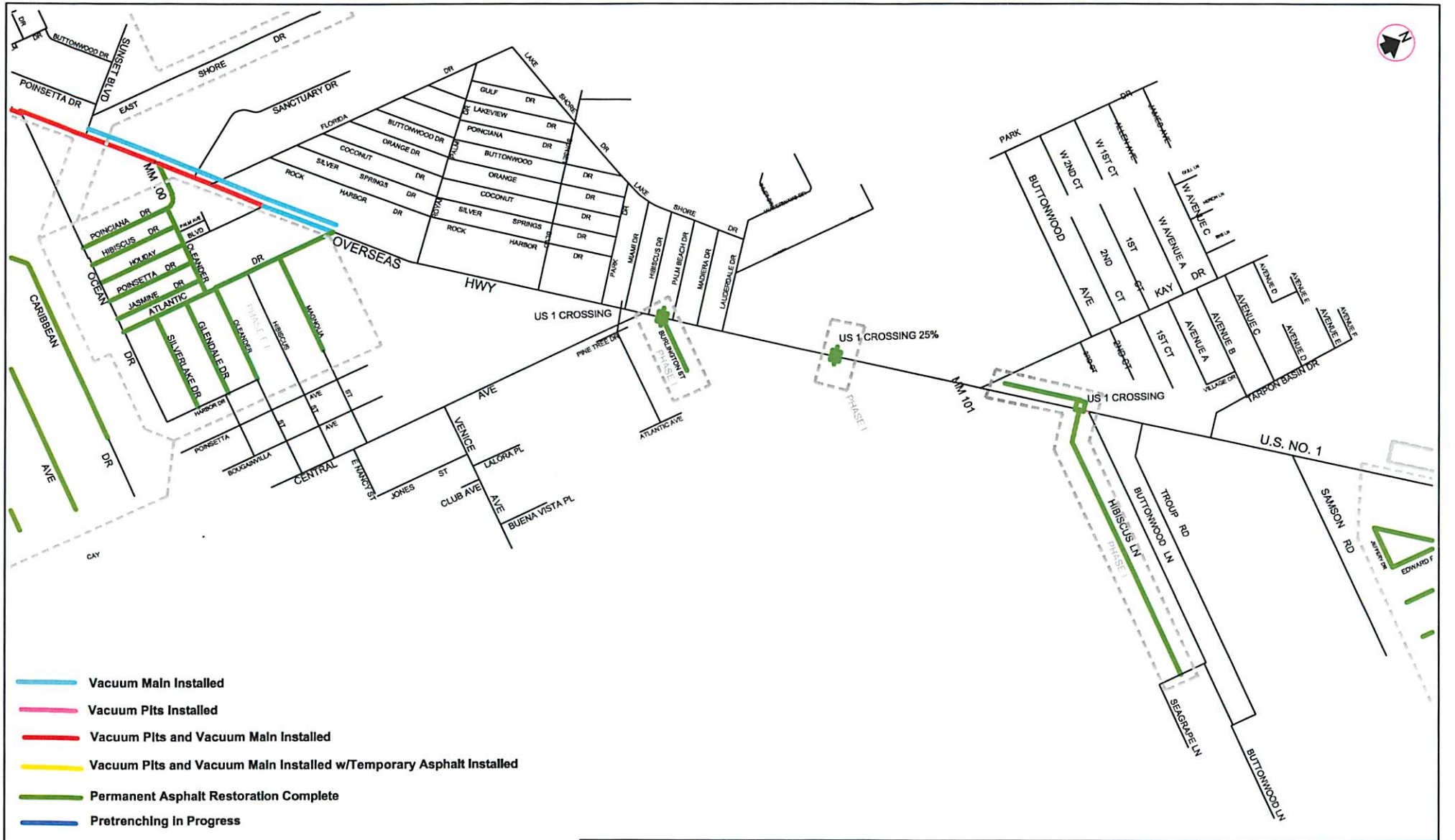
"D"

WEC THE WEILER ENGINEERING CORPORATION

5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked
BS	BS	BS

Approved by	EC
Scale	1" = 40'
Job No.	03105.006
Date Issued	05/09/06
Sheet No.	1 of 1



LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD

SERVICE AREA

"E"

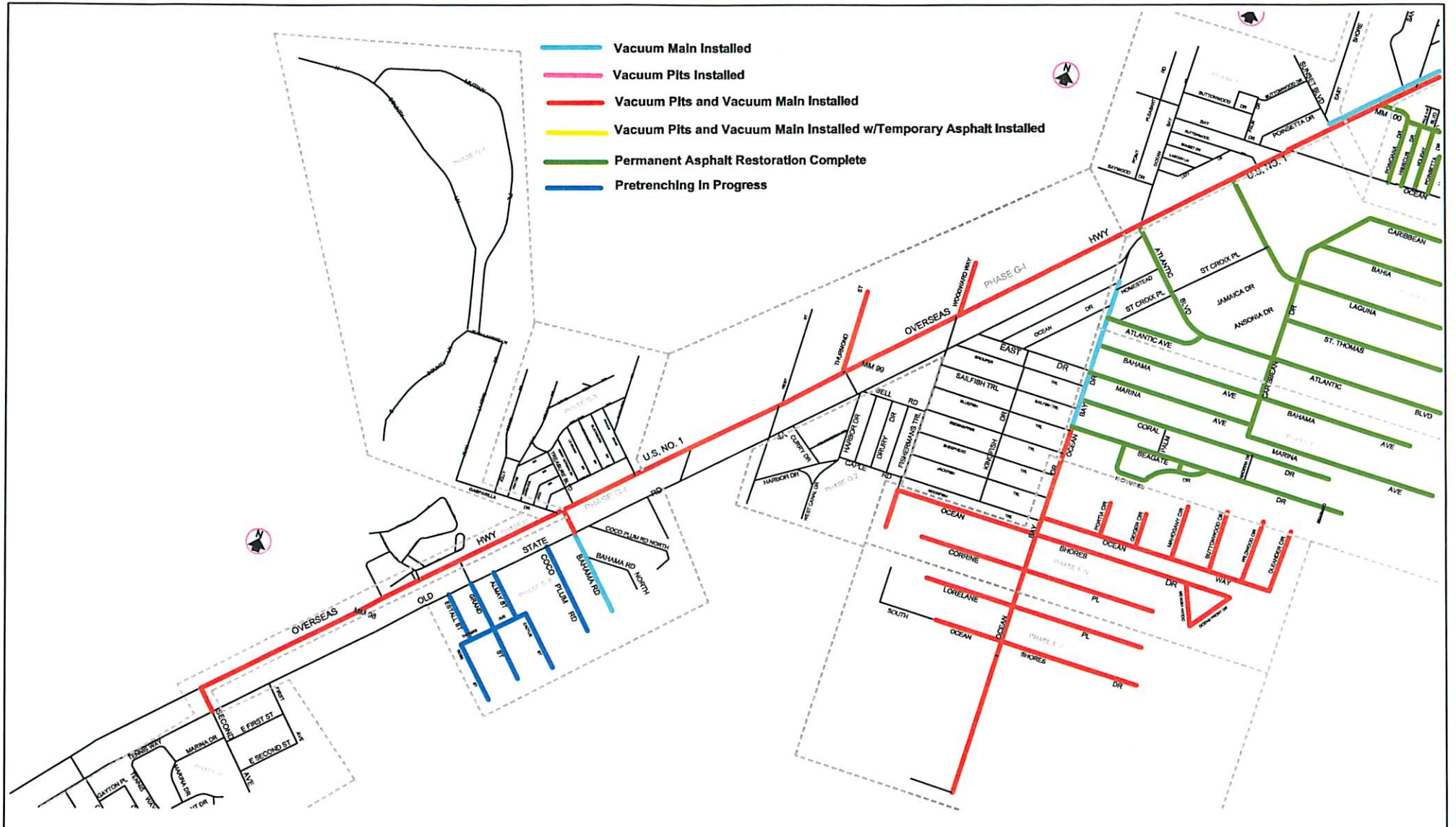
WEC THE WEILER ENGINEERING CORPORATION

5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked
BB	BB	BB

Approved by: EC
Scale: 1" = 40'
Job No.: 03105.006
Date Issued: 05/09/08
Sheet No.: 1 of 1

Vacuum Main Installed
Vacuum Pits Installed
Vacuum Pits and Vacuum Main Installed
Vacuum Pits and Vacuum Main Installed w/Temporary Asphalt Installed
Permanent Asphalt Restoration Complete
Pretrenching In Progress
OVERSEAS HWY
U.S. NO. 1
MM 99
MM 100
PHASE G-I
PHASE F-I
PHASE F-II
PHASE F-III
PHASE F-IV
PHASE F-V
OCEAN
BAY
ATLANTIC
SHORES
HARBOR DR
CURRY DR
DRURY DR
FISHERMANS TRL
SAILFISH TRL
KINGFISH
HOMESTEAD
ST CROIX PL
JAMAICA DR
ANSONIA DR
ATLANTIC AVE
BAHAMA
MARINA
CORAL
SEAGATE
PALM
CARIBBEAN
BAHIA
LAGUNA
ST. THOMAS
ATLANTIC
CORRINE
LORELANE
SOUTH
PORTIA CIR
GEIGER CIR
MAHOGANY CIR
BUTTONWOOD CIR
WILDWOOD CIR
OLEANDER CIR
OCEAN FRONT DR
POINSETTA DR
SUNSET BLVD
BUTTONWOOD DR
SANCTUARY DR
POINCIANA DR
HIBISCUS
HOLIDAY
POINSETTA
JASMINE
OLEANDER
GLENDALE DR
SILVERLAKE DR
MAGNOLIA
BOUGAINVILLA
CENTRAL
KLWTD
SERVICE AREA
"F"
WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161
Description
Revisions
LATEST UPDATE: 07-27-10



Description	Revisions

KLWTD

SERVICE AREA

"G"

WEC THE WEILER ENGINEERING CORPORATION

5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked
BB	BB	BB

Approved by	EC
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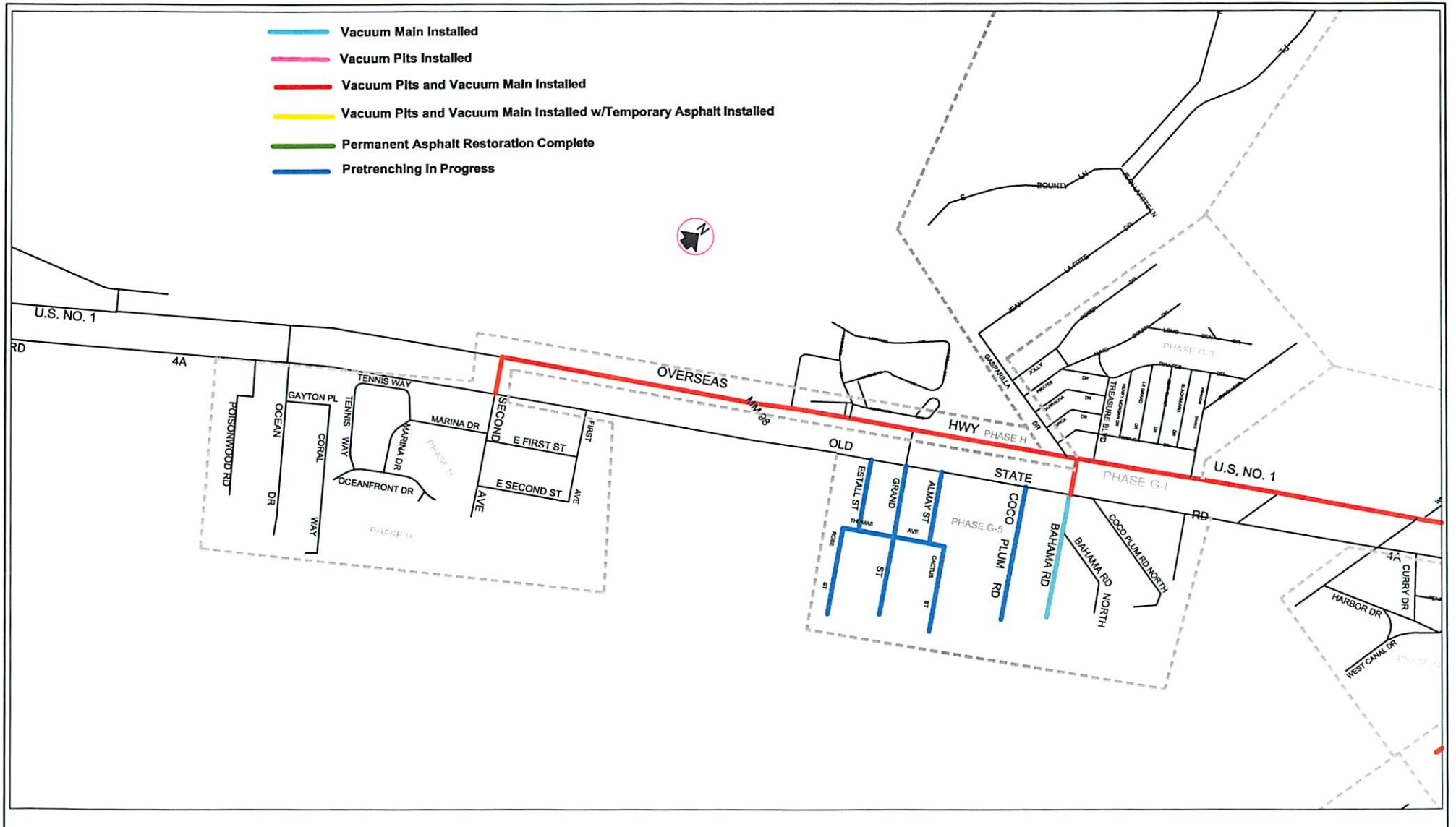
Job No.	03105.006
Date Issued	05/09/08
Sheet No.	1 of 1

LATEST UPDATE: 07-27-10



LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD
SERVICE AREA
"H"

WEC THE WEILER ENGINEERING CORPORATION
6800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

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Approved by EC
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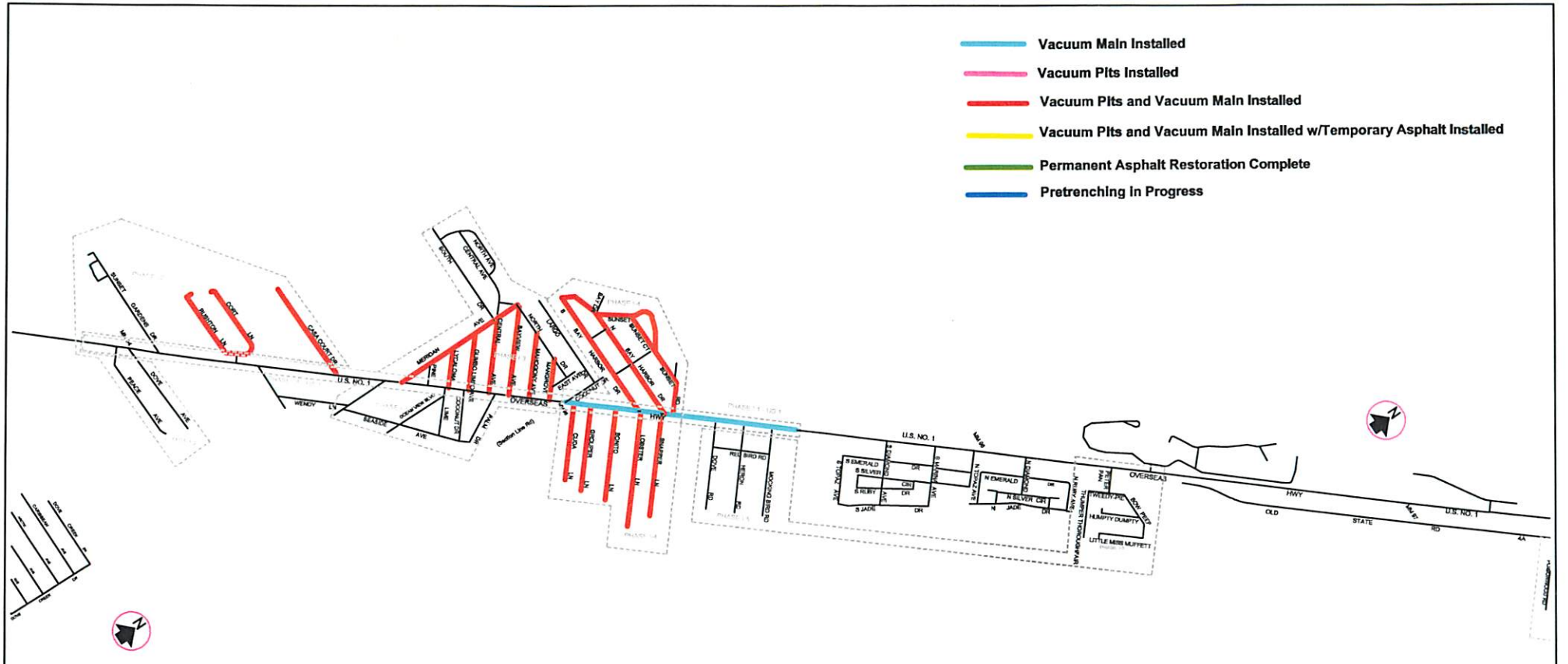
Job No. 03105.008
Date Issued 05/09/08
Sheet No. 1 of 1



LATEST UPDATE: 07-27-10

Description	Revisions

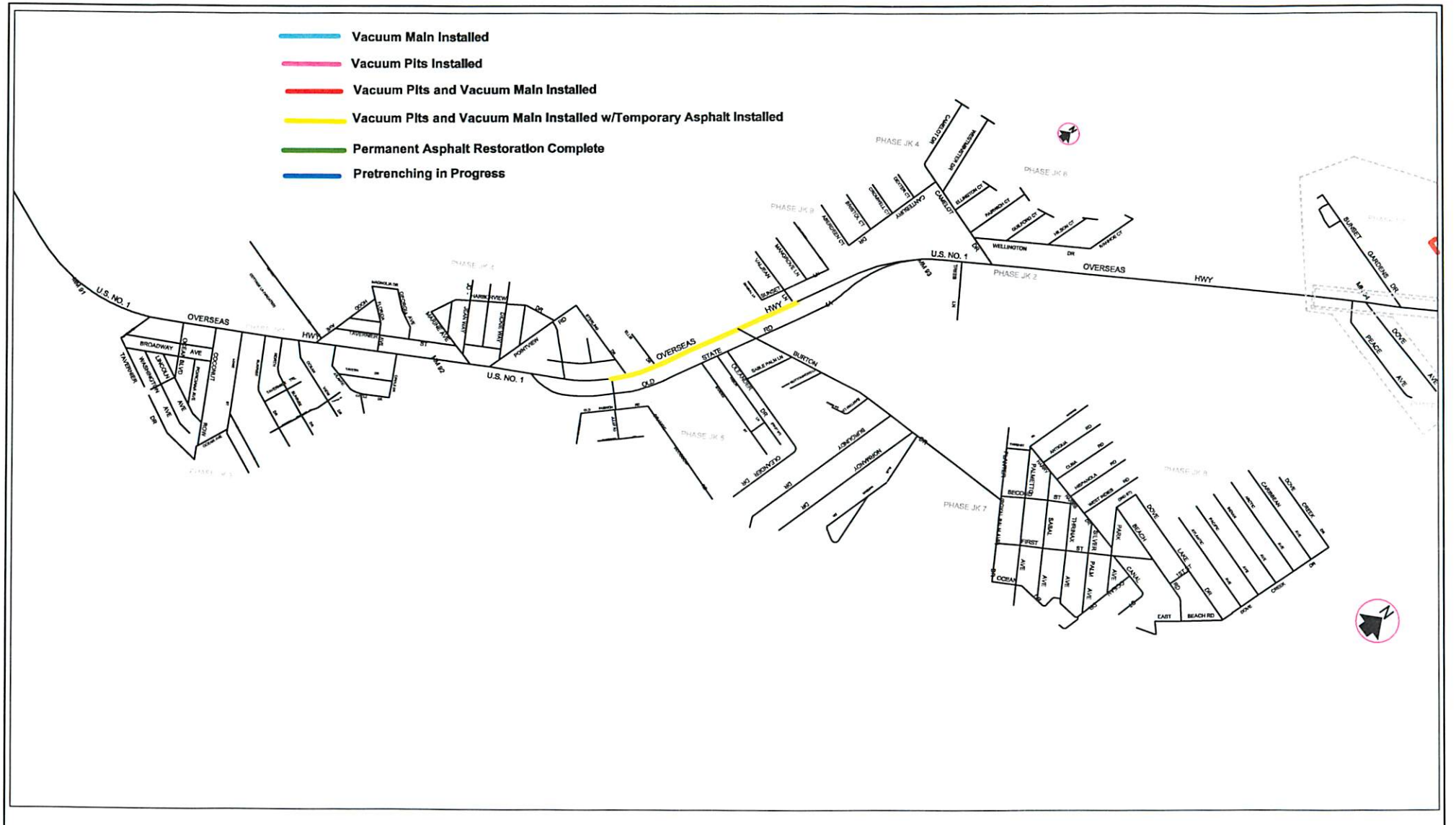
KLWTD

SERVICE AREA

T

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design BS	Drawn BS	Checked BS
Approved by	EC	
Scale:	1" = 40'	
Job No.	03105.006	
Date Issued	05/09/08	
Sheet No.	1 of 1	



LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD

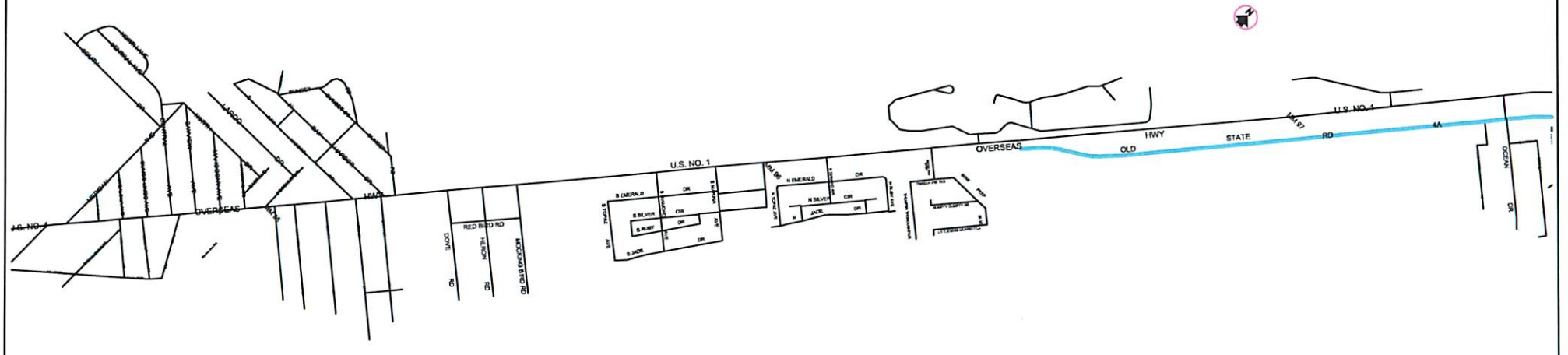
SERVICE AREA

"JK"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design RB	Drawn RB	Checked RB
Approved by	EC	
Scales	1" = 40'	
Job No.	03105.008	
Date Issued	05/09/08	
Sheet No.	1 of 1	

Force Main Installed



Description	Revisions

KLWTD

SOUTHERN TRANSMISSION MAIN
SHEET 2

WEC THE WEILER ENGINEERING CORPORATION
5600 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked
RE	RE	RE

Approved by	EC
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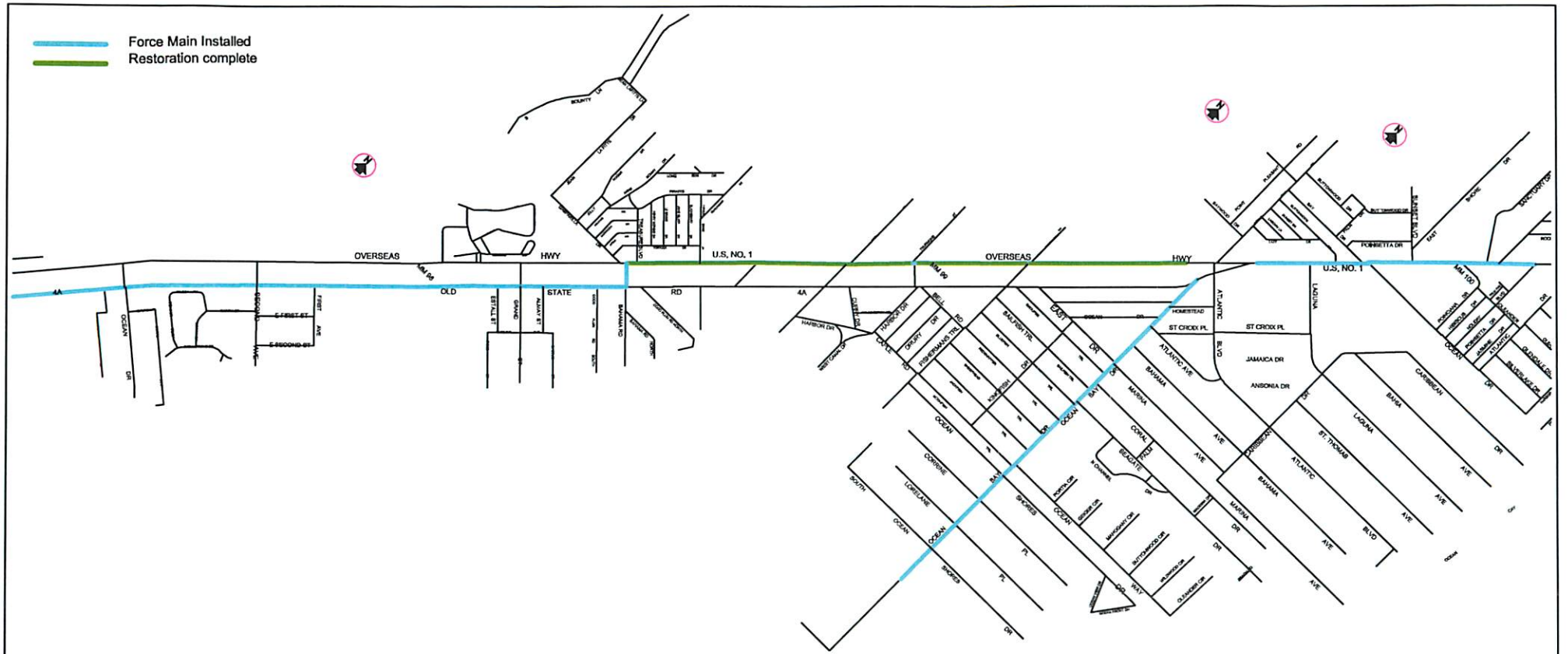
Job No.	03105.006
Date Issued	05/28/08
Sheet No.	1 of 1

LATEST UPDATE: 07-27-10



LATEST UPDATE: 07-27-10

Description	Revisions

KLWTD

SOUTHERN TRANSMISSION MAIN
SHEET 1

WEC THE WEILER ENGINEERING CORPORATION
5600 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked

Approved by	ED
Scale	1" = 40'
Job No.	03106.006
Date Issued	05/28/08
Sheet No.	1 of 1

TAB 6

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 3, 2010 Agenda Item No. 14

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: KLWTD Operating Departments FY 2011 Preliminary Budge

RECOMMENDED MOTION/ACTION: Review Preliminary 2011 Budget for KLWTD Operating Departments

Approved by General Manager _____ **Date:**_____

Originating Department: Finance	Costs: Funding Source: Acct. #	**Attachments:** FY 2011 Preliminary Budget – Operating Departments
Department Review: [ ] District Counsel _____ [ ] General Manager ____ [ ] Finance SH	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background:

KLWTD Operating Departments Preliminary FY 2011 Budget and 4-year Financial Projection to elicit comment and discussion from the Board of Commissioners.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

KLWTD Operating Departments

FY2011 PRELIMINARY BUDGET & 4 YEAR FINANCIAL PROJECTION

Line No.		Outlook FY 2010	Preliminary Budget FY 2011	Projection FY 2012	Projection FY 2013	Projection FY 2014
	OPERATING REVENUE					
1	**Wastewater Service Revenue**	$ 870,000	$ 5,987,375	$ 8,012,785	$ 8,079,689	$ 8,079,689
	OPERATING EXPENSES					
	Operations Staff Department					
2	Salaries & Wages (See Schedule B)	44,100	188,200	353,700	371,400	389,900
3	Payroll Taxes	3,200	14,400	25,100	26,100	27,000
4	Retirement Program	-	5,600	10,600	11,100	11,700
5	Workers Comp Insurance	-	5,700	10,600	11,200	11,700
6	Group Health Insurance	-	28,800	33,200	38,200	44,000
7	Group Health Administration	-	10,250	10,750	11,300	11,865
8	Telephone	6,500	16,000	16,000	17,000	17,000
9	Dues & Subscriptions	-	5,000	5,000	5,000	5,000
10	Postage Expense	-	1,500	1,500	1,500	1,500
11	Travel Expense	16,000	25,000	25,000	25,000	25,000
12	Regulatory / Permit Fees	5,200	6,000	6,000	6,000	6,000
13	Computer Support	400	1,000	1,000	1,000	1,000
14	Engineering Services	6,000	30,000	20,000	15,000	10,000
15	***Sub-total Operations Staff***	81,400	337,450	518,450	539,800	561,665
	Treatment Plant Department					
16	Salaries & Wages (See Schedule B)	82,000	264,300	277,500	291,400	305,900
17	Payroll Taxes	5,900	20,200	21,200	22,300	23,400
18	Retirement Program	-	7,900	8,300	8,700	9,200
19	Workers Comp Insurance	7,100	10,100	10,600	11,100	11,700
20	Group Health Insurance	7,500	19,500	22,500	25,900	29,800
21	Group Health Administration	-	7,500	10,750	11,300	11,865
22	Electric	29,500	305,000	379,800	382,500	382,500
23	Water	1,300	1,725	1,725	1,725	1,725
24	Trash	-	3,000	3,000	3,000	3,000
25	Chemicals	55,000	375,000	631,000	635,000	635,000
26	Sludge Hauling	55,000	225,000	344,000	345,000	345,000
27	Lab Services	13,500	17,500	24,000	24,000	25,000
28	Property Insurance	44,000	275,000	288,750	303,200	318,500
29	Supplemental Operating Support	5,000	30,000	15,000	10,000	11,000
30	Repairs & Maintenance	18,000	150,000	125,000	130,000	135,000
31	Vehicle Expense	17,000	37,000	43,000	43,000	43,000
32	Start Up Expenses	15,000	100,000	-	-	-
33	Supplies	28,000	30,000	32,000	34,000	34,000

34	Miscellaneous Expenses	16,400	50,000	50,000	50,000	50,000
35	Reserve for Contingencies	15,000	30,000	30,000	30,000	30,000
36	***Sub-total Treatment Plant***	415,200	1,958,725	2,318,125	2,362,125	2,405,590

Line No.		Outlook FY 2010	Preliminary Budget FY 2011	Projection FY 2012	FY 2013	FY 2014
	Collection System Department					
37	Salaries & Wages (See Schedule B)	84,000	167,500	322,400	338,500	355,400
38	Payroll Taxes	6,100	12,800	24,700	25,900	27,200
39	Retirement Program	-	5,000	9,700	10,200	10,700
40	Workers Comp Insurance	5,200	5,600	11,700	12,300	12,900
41	Group Health Insurance	12,000	19,500	22,500	25,900	29,800
42	Group Health Administration	-	6,500	12,550	13,200	13,860
43	Electric	3,500	29,500	42,200	42,500	42,500
44	Water	200	1,500	1,500	1,500	1,500
45	Internet Connectivity	-	6,000	6,000	6,000	6,000
46	Repairs & Maintenance	17,000	25,000	35,000	50,000	50,000
47	Vehicle Expense	14,000	57,000	70,000	79,000	79,000
48	Start Up Expenses	-	25,000	-	-	-
49	Supplies	2,000	10,000	12,000	12,000	12,000
50	Pollution Liability Insurance	-	25,000	26,000	27,040	28,125
51	Miscellaneous Expenses	8,000	25,000	20,000	17,500	15,000
52	Reserve for Contingencies	10,000	50,000	50,000	50,000	50,000
53	***Sub-total Collection System***	162,000	470,900	666,250	711,540	733,985
54	**NON-OPERATING EXPENSES**					
55	Capital Expenditures - Treatment Plant	25,000	50,000	50,000	50,000	50,000
56	Capital Expenditures - Collection System	10,000	75,000	50,000	50,000	50,000
57	Windstorm Reserve	-	-	-	-	-
58	Renewal and Replacement Transfer	65,000	449,053	600,959	605,977	605,977
59	***Total Non-Operating Expenses***	**100,000**	**574,053**	**700,959**	**705,977**	**705,977**
60	**Total Operating Departments Surplus (Deficit)**	**$ 111,400**	**$ 2,646,247**	**$ 3,809,001**	**$ 3,760,247**	**$ 3,672,472**
61	**Total Administration Department Surplus (Deficit)**		**(1,575,369)**	**(2,023,197)**	**(1,137,597)**	**(1,085,060)**
62	**TOTAL KLWTD OPERATING BUDGET** (Lines 53 + 54)		**$ 1,070,878**	**$ 1,785,804**	**$ 2,622,650**	**$ 2,587,412**

KLWTD OPERATIONS DEPARTMENT

BUDGET ASSUMPTIONS:

1	Plant expected to be operational August 25, billings to start in November. Flows based on 80% of water use in accordance with FKAA records.
2-5	Budgeted salaries and wages estimated to increase 5% per year due to cost of living increases, merit increases, potential turnover.
6-7	Assume all employees are enrolled. Assume 15% increase per year.
8-14	Estimate based on records from prior year, and projections.
16-19	Budgeted salaries and wages estimated to increase 5% per year due to cost of living increases, merit increases, potential turnover.
20-21	Assume all employees are enrolled. Assume 15% increase per year.
22-27	Based on estimates received for Weiler Engineering.
28	Based on estimate received from insurance agent.
29-33	Based on estimates received for Weiler Engineering.
34	Projections based on accounts payable records for the last year. Items include answering service and dumpster service.
37-40	Budgeted salaries and wages estimated to increase 5% per year due to cost of living increases, merit increases, potential turnover.
41-42	Assume all employees are enrolled. Assume 15% increase per year.
43-49	Based on estimates received from Weiler Engineering.
50	Based on estimate received from insurance agent.
51	Projections based on accounts payable records for the last year. Items include answering service and dumpster service.
55-56	Planned purchases include two trucks, one trailer, two trash pumps and other tools and equipment for collection system and plant.

SCHEDULE B

KLWTD OPERATIONS STAFFING PLAN

Prepared by: Margaret Blank
Date: 7/25/2010

Position Title		Hourly High	Hourly Low	Hourly Current	Annual High	Annual Low	Annual Current	Annual Projected	Construction	Operations	Construction	Operations	Estimated Overtime (Operations)	Prelim Budget FY 2011 Total Operations	Projected FY 2012 Total Operations	Projected FY 2013 Total Operations	Projected FY 2014 Total Operations
TREATMENT PLANT																	
Lead Operator		44.82	27.00	26.00	93,225.60	56,160.00	54,080.00	56,784.00	0%	100%	-	56,784.00	2,839.20	59,623.20	62,604.36	65,734.58	69,021.31
Operator #1		36.52	22.00	24.00	75,961.60	45,760.00	49,920.00	52,416.00	0%	100%	-	52,416.00	2,620.80	55,036.80	57,788.64	60,678.07	63,711.98
Operator #2		33.20	20.00	17.00	69,056.00	41,600.00	35,360.00	37,128.00	0%	100%	-	37,128.00	1,856.40	38,984.40	40,933.62	42,980.30	45,129.32
Operator Trainee #1		24.90	15.00	18.24	51,792.00	31,200.00	37,939.20	39,836.16	0%	100%	-	39,836.16	1,991.81	41,827.97	43,919.37	46,115.33	48,421.10
Operator Trainee #2		21.58	13.00	15.00	44,886.40	27,040.00	31,200.00	32,760.00	0%	100%	-	32,760.00	1,638.00	34,398.00	36,117.90	37,923.80	39,819.98
Operator Trainee #3		21.58	13.00	15.00	44,886.40	27,040.00	31,200.00	32,760.00	0%	100%	-	32,760.00	1,638.00	34,398.00	36,117.90	37,923.80	39,819.98
				Subtotal:	*379,808.00*	*228,800.00*	*239,699.20*	*251,684.16*			-	*251,684.16*	*12,584.21*	*264,268.37*	*277,481.79*	*291,355.88*	*305,923.67*
COLLECTION SYSTEM																	
Collection System Supv.		44.82	25.00	26.00	93,225.60	52,000.00	54,080.00	56,784.00	50%	50%	28,392.00	28,392.00	5,678.40	34,070.40	65,585.52	68,864.80	72,308.04
Vacuum Station Tech		36.52	15.00	19.25	75,961.60	31,200.00	40,040.00	42,042.00	50%	50%	21,021.00	21,021.00	4,204.20	25,225.20	48,556.51	50,986.44	53,535.76
System Operator #1		33.20	15.00	20.60	69,056.00	31,200.00	42,848.00	44,990.40	50%	50%	22,495.20	22,495.20	4,499.04	26,994.24	51,963.91	54,562.11	57,290.21
System Operator #2		33.20	15.00	14.75	69,056.00	31,200.00	30,680.00	32,214.00	50%	50%	16,107.00	16,107.00	3,221.40	19,328.40	37,207.17	39,067.53	41,020.90
System Operator #3		33.20	15.00	17.20	69,056.00	31,200.00	35,776.00	37,564.80	50%	50%	18,782.40	18,782.40	3,756.48	22,538.88	43,387.34	45,556.71	47,834.55
System Trainee #1		21.58	13.00	15.00	44,886.40	27,040.00	31,200.00	32,760.00	50%	50%	16,380.00	16,380.00	3,276.00	19,656.00	37,837.80	39,729.69	41,716.17
System Trainee #2		21.58	13.00	15.00	44,886.40	27,040.00	31,200.00	32,760.00	50%	50%	16,380.00	16,380.00	3,276.00	19,656.00	37,837.80	39,729.69	41,716.17
				Subtotal:	*466,128.00*	*230,880.00*	*265,824.00*	*279,115.20*			*139,557.60*	*139,557.60*	*27,911.52*	*167,469.12*	*322,378.06*	*338,436.96*	*355,421.81*
OPERATIONS STAFF SUPPORT																	
Operations Manager		66.11	40.34	47.00	137,508.80	83,907.20	97,760.00	102,648.00	50%	50%	51,324.00	51,324.00	-	51,324.00	107,780.40	113,169.42	118,827.89
IT Supervisor		43.71	23.73	31.25	90,916.80	49,358.40	65,000.00	68,250.00	30%	70%	20,475.00	47,775.00	-	47,775.00	71,662.50	75,245.63	79,007.91
Purchasing		37.64	16.96	30.00	78,291.20	35,318.40	62,400.00	65,520.00	30%	70%	19,656.00	45,864.00	-	45,864.00	68,796.00	72,235.80	75,847.59
GIS/Cadworks		20.25	13.58	16.00	42,120.00	28,246.40	33,280.00	34,944.00	70%	30%	24,460.80	10,483.20	-	10,483.20	36,691.20	38,525.76	40,452.05
Assistant #1		20.24	13.00	15.00	42,099.20	27,040.00	31,200.00	32,760.00	50%	50%	16,380.00	16,380.00	-	16,380.00	34,398.00	36,117.90	37,923.80
Assistant #2		20.24	13.00	15.00	42,099.20	27,040.00	31,200.00	32,760.00	50%	50%	16,380.00	16,380.00	-	16,380.00	34,398.00	36,117.90	37,923.80
				Subtotal:	*433,035.20*	*250,910.40*	*320,840.00*	*336,832.00*			*148,675.80*	*188,206.20*	-	*188,206.20*	*353,726.10*	*371,412.41*	*389,983.03*
HEAD COUNT:	*19*			*GRAND TOTAL:*	*1,278,971.20*	*710,590.40*	*826,363.20*	*867,681.36*			*288,233.40*	*579,447.96*	*40,495.73*	*619,943.69*	*953,585.94*	*1,001,285.24*	*1,051,328.50*

GROUP HEALTH INSURANCE: 101,004.00 allocated between construction and operations (33% and 67% respectively)
GROUP HEALTH ADMINISTRATION: 32,246.80 allocated between construction and operations (33% and 67% respectively)

Assumed one hour overtime per week for treatment plant staff
Assumed four hours per week overtime for collection system staff

TAB 7

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. 15

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Action		

SUBJECT: Unique Properties

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.2
Date: 7-30-10

Originating Department: Legal	Costs: Funding Source:	**Attachments:** Resolution, Rules
Department Review: [ ] District Counsel TD [X] General Manager C.J.2 [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: The attached documents comprise a proposal to amend the District non-ad valorem assessment resolutions, District Rules, and District Rate Resolution.

The changes to the assessment resolutions and District Rules are intended to provide a mechanism to allow the District to construct wastewater infrastructure within certain common interest developments (condominiums, co-operatives, and Silver Shores) in the same way that it constructs infrastructure in subdivisions.

Here are the highlights:

- The eligible common interest developments are those whose units consist of lots, as opposed to apartments, townhouses, or structures.
- New common interest developments and common interest developments that are being redeveloped (e.g., Calusa, KLOR) are not eligible.
- The proposal provides for an election by eligible common interest developments to have the District provide collection systems within their boundaries. The election must:
    - Be made by the board of directors of the common interest development;
    - Be made within 180 days of the effective date of the resolution adopting these changes;
    - Include temporary and permanent easements for construction and operation of the collection system.

- If the District constructs a collection system within a common interest development, it will normally place the collection system within the road rights-of-way.
- The common interest development or its unit owners will be responsible for the lateral connection between their improvements and the collection system, just as owners of lots in subdivisions.
- The tax parcels in the common interest development will be assessed as subdivision lots: full assessment for all three components, i.e., treatment plant, transmission main, and collection system. If the tax parcels have already been assessed as common interest properties, the assessments will be adjusted upwards to recover the full collection system component. For example, in an 80-unit common interest development, each unit was assessed 1/80th of the connection component; the revised assessment would recover the other 79/80th of that component.
- As a result of the reassessment and cost to connect, each unit owner could expect to see an increased cost of $2,000+ for the assessment (over 20 years), plus $2,000+ to install a lateral connection to the collection system.
- The District Rate Resolution is proposed to be revised to simplify the rate structure and to provide for a reduced monthly base charge for customers that cannot connect by gravity to the District-owned collection system. The amount of the rate reduction is not specified, but it would apply to anyone who operates a lift station or grinder pump.
- The District Rules are proposed to be revised to add charges for high BOD.
- The proposals include numerous housekeeping and conforming changes to the District Rules and District Rate Resolution.

I have had the benefit of comments from Tony Hairston, but will not have Chris Traber's comments in time to put them in the agenda package.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

RESOLUTION NUMBER XX-08-10

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING RESOLUTION NO. 18-05-06 REGARDING MONTHLY RATES AND CHARGES FOR WASTEWATER COLLECTION, TRANSMISSION, TREATMENT, AND DISPOSAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 3, 2006, the District adopted Resolution No. 18-05-06 establishing initial monthly rates and charges for wastewater service; and

WHEREAS, since the date of adoption of Resolution No. 18-05-06, the District has made numerous changes to its assessment methodology and rules, but these changes have not been incorporated into a rate resolution; and

WHEREAS, the District desires to amend Resolution 18-05-06 to bring it into conformity with its current assessment resolutions and rules; and

WHEREAS, the District has sought and carefully considered advice from District staff and consultants regarding the anticipated costs of wastewater collection, transmission, treatment, and disposal; and

WHEREAS, the District desires to adopt and implement rates and charges to allocate among its customers the costs of wastewater collection, transmission, treatment, and disposal, including establishment of funds, as appropriate, for repair and replacement of facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, THAT RESOLUTION NO. 18-05-06 IS TO READ AS FOLLOWS:

ARTICLE I

DEFINITIONS AND INTERPRETATION

SECTION 1.01. DEFINITIONS. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

"Alternative Water Supply Wastewater Service" means Wastewater Service to a property that is used exclusively for residential purposes and that receives potable water by a means other than the customer's FKAA water meter. An example of Alternative Water Supply Wastewater Service is Wastewater Service to a home that uses a rainwater collection system for its potable water supply.

"Assessed Dwelling Unit" means a single unit designated or intended for one-family occupancy (a household of one or more persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit building or a multiple-unit building), or one mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An Employee Housing Unit that is part of a Commercial Accommodation facility is not a Dwelling Unit.

"Board" means the Board of Commissioners of the Key Largo Wastewater Treatment District.

"District" means the Key Largo Wastewater Treatment District.

"Equivalent Dwelling Unit" or **"EDU"** means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage.

"FKAA" means the Florida Keys Aqueduct Authority.

"Laundromat" means a stand-alone laundry business that provides self-service and non-self-service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing dryers, in any combination. "Laundromat" does not include laundry facilities that are located in or otherwise associated with a Commercial Accommodation.

"Monthly Base Charge" means the charge described in Section 3.01.

"Monthly Volumetric Charge" means the charge described in Section 3.02.

"Rate Resolution" means this resolution.

"State" means the State of Florida.

"Wastewater Management Facilities" means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting, transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder," and similar terms refer to this Resolution; the term "hereafter" means after the effective date of this Resolution; the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the

other gender, unless the sense indicates otherwise. This resolution addresses only monthly rates and charges for wastewater service. Other charges and fees are found in the various District non-ad valorem assessment resolutions, as amended, and the District rules.

ARTICLE II

FINDINGS

SECTION 2.01. FINDINGS. It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes, as amended), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District; and
4. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

B. The District has sought the advice of District staff and consultants to provide advice as to the rates necessary and appropriate to the sound operation and management of the District and its Wastewater Management Facilities.

C. The rates established by this Resolution have been the subject of considerable research into the projected revenue requirements of the District funds for operations, including maintenance and repair functions, to establish reserves for operational needs, including replacement of facilities, and to carry on the business functions of the District, including employment of personnel and consultants, insurance, and other functions.

D. Among other things, the Board contracted with Public Resources Management Group, Inc. ("PRMG") to conduct a study and make recommendations as to wastewater rates. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled "Financial Forecast and Wastewater Rate Analysis." The Board held a

public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates.

E. The Board has established a special classification for Laundromats for the purpose of calculating monthly rates. The District has determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board's finding that the vast majority of Laundromat customers are either residents of the District or guests at Commercial Accommodations within the District and that the monthly rates to be paid on account of those residences and Commercial Accommodations will be sufficient to provide for wastewater treatment facility operating costs required for Laundromat wastewater.

F. In July 2005, the District entered into an interlocal agreement with Monroe County under which the District will receive grant funds to assist in expansion of the District's Wastewater Management Facilities include facilities to be constructed in an area of the island of Key Largo generally north of MM 100, and known as the "North Components." Among other things, the interlocal agreement prohibits the District, except as may be required by applicable law, from permitting connections to, or furnishing any services afforded by, the North Components without making a charge therefore based on the District's connection policies.

G. The rates established by this resolution will result in fair and reasonable apportionment of costs among the District's customers.

H. The rates established by this Rate Resolution are imposed by the District, and not Monroe County.

I. The District intends to review the rates imposed under this Rate Resolution from time to time and will amend, modify, and supplement it as necessary and appropriate.

J. This Rate Resolution is limited to District rates, fees, and charges for monthly wastewater service. This Rate Resolution does not address plan review fees, service charges, pretreatment fees, filing fees, or other types of charges other than the direct charges to be imposed for wastewater service. Such rates, fees, and charges will be addressed in a separate resolution or in District Connection Policies.

ARTICLE III

FEES AND CHARGES FOR WASTEWATER SERVICE

SECTION 3.01. MONTHLY BASE CHARGE FOR CUSTOMERS RECEIVING WATER FROM FKAA.

A. For each customer that is the sole occupant of a tax parcel assessed by the District and connected by gravity directly to a collection system operated and maintained by the District, the Monthly Base Charge is $33.60 per Dwelling Unit or Equivalent Dwelling Unit reflected in the most recent assessment of the tax parcel. If the number of Dwelling Units or Equivalent Dwelling Units is fractional (e.g. 3.5), the Monthly Base Charge is equal to $33.60 multiplied by the number of Equivalent Dwelling Units rounded to the nearest tenth (e.g. the Monthly Base Charge for a customer with 3.49 Dwelling Units would be calculated using 3.50 as the number of Dwelling Units).

B. For each customer that occupies a portion of a tax parcel assessed by the District and connected by gravity to a collection system operated and maintained by the District the Monthly Base Charge is $33.60 multiplied by the number of Dwelling Units or Equivalent Dwelling Units attributed to that customer. For example, if the total assessment for the tax parcel is based on twelve EDU's, and the historical water consumption of the customer accounted for 4.3 EDU's, the customer's Monthly Base Charge is $33.60 multiplied by 4.3.

C. If the customer occupies a tax parcel that is connected to the District collection system through a pump, grinder pump, or lift station that is not operated and maintained by the District, the Monthly Base Charge is calculated as in the preceding two paragraphs, except that the $33.60 is reduced to $XX.00.

D. In addition to the Monthly Base Charges provided herein, the District may impose BOD surcharges as provided in the District Rate Resolution.

E. The preceding Monthly Base Charges do not apply to Laundromats. The monthly base charge for a Laundromat is $33.60.

SECTION 3.02. MONTHLY VOLUMETRIC CHARGE FOR CUSTOMERS RECEIVING WATER FROM FKAA.

A. Monthly Volumetric Charge: $5.27 per 1,000 gallons of water consumed, as reflected on the customer's FKAA water meter or meters, provided that for a residential customer, the

maximum monthly volume for which the Monthly Volumetric Charge will be assessed is 12,000 gallons.

SECTION 3.03. ALTERNATIVE WATER SUPPLY WASTEWATER SERVICE MONTHLY CHARGE. The District will charge a flat fee of $44.14 per month for Alternative Water Supply Wastewater Service.

ARTICLE IV

ADJUSTMENT OF FEES AND CHARGES

SECTION 4.01. ADJUSTMENT OF FEES AND CHARGES FOR WASTEWATER SERVICE. It is the policy of the District to permit customers to question and seek adjustments to certain types of charges, as follows:

A. Monthly Base Charges. If a customer occupies a tax parcel for which the non-ad valorem assessment changes due to a change in use or a review of the assessment initiated by the District or the owner of the tax parcel and resulting in recalculation of the number of Dwelling Units or Equivalent Dwelling Units comprising the tax parcel, the monthly base charge for the customer will be adjusted prospectively to reflect that recalculation.

B. Monthly Volumetric Charge. Except for errors in meter readings, there shall be no adjustment of a Monthly Volumetric Charge for a given month.

SECTION 4.02. PROCEDURES FOR DISTRICT REVIEW. The District shall review and adjust charges to accounts using the procedures specified in the District Connection Policies.

A. Time for Request. A customer may request adjustment of monthly charges at any time within sixty days after the date of a bill for wastewater service. The District is not required to make any adjustment of monthly charges unless a written request is received within sixty days of the bill date.

B. Contents of Request. A request for review must contain:

1. A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate;
2. The rules, statutes, and other legal authority that the owner contends form the basis for relief;
3. A demand for the relief which the owner believes is appropriate; and

4. Such other information which the owner believes to be material to the request for review.

C. Filing Request. The request for review must be delivered or mailed to the District Clerk. Upon receipt, the District Clerk will log in the request for review

D. Review by District Staff. District Staff will review the request for relief, and will exercise due diligence to issue a recommended decision to the Board within seven (7) Business Days after receipt of a complete request for review. Prior to issuing the recommended decision, the General Manager may conduct one or more informal discussions with the owner, and may request additional information and documentation. If requested by the owner, the General Manager may extend the time for issuance of a recommended decision in order to consider additional information and documentation. The District Clerk will mail a copy of the recommended decision to the owner at the same time as the recommended decision is submitted to the Board.

E. Board Review. Upon issuance of the recommended decision, the District Clerk will place the recommended decision on the Board agenda for a meeting not less than thirty (30) days after issuance of the recommended decision. Within fifteen (15) days after mailing of the recommended decision, the owner may request that the Board hold a public hearing on the request for review, specifying any disputed facts that the owner considers to be material to the decision. At the meeting at which the Board is scheduled to consider the request for review, the Board may decide to accept or modify the recommended decision, or, if the Board concludes that there are disputed issues of material fact, the Board may schedule a public hearing on the request for review. The Board's decision to accept or modify the recommended decision, or the Board's decision on the request for review after a public hearing, shall be the final District action on the request for review.

ARTICLE V
GENERAL PROVISIONS

SECTION 6.01. SEVERABILITY. If any clause, section, or provision of this Rate Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 6.02. CONFLICT. In the event that any portion of this Rate Resolution, or application thereof, conflicts with any State or federal law, such State or federal law shall prevail.

SECTION 6.03. EFFECTIVE DATE. This Rate Resolution shall take effect immediately upon its adoption by the District.

The foregoing RESOLUTION NO. XX-08-10 was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Charles Brooks	____	____
Commissioner Susan Hammaker	____	____
Chairman Norman Higgins	____	____
Commissioner Robby Majeska	____	____
Commissioner Andrew Tobin	____	____

The Chairman thereupon declared Resolution XX-08-10 duly passed and adopted the ___ day of August 2010.

KEY LARGO WASTEWATER TREATMENT DISTRICT GOVERNING BOARD

By _____
Norman Higgins, Chairman

Attest:

By _____
Carol Walker, Board Clerk

Approved as to form and content:

By _____
District Counsel

Key Largo Wastewater Treatment District

General Rules and Regulations

[Date]

KEY LARGO WASTEWATER TREATMENT DISTRICT
GENERAL RULES AND REGULATIONS

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Article I. General

Section 1.01 District Description and Organization.

The Key Largo Wastewater Treatment District is an Independent Special District authorized by the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes, as amended.) The principle function of the District is to perform such acts as necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system to serve the island of Key Largo, an unincorporated portion of Monroe County, Florida. The District complies with the operating and reporting requirements of Chapter 189, Florida Statutes as applicable to Special Districts.

The District is not subject to the Florida Administrative Procedure Act (Chapter 120, Florida Statutes) or the Uniform Rules of Procedure (Title 28, Florida Administrative Code.)

Section 1.02 District Service Area.

The District's Service area includes the territory consisting of the island of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo, and Cross Key, with the exception of Ocean Reef, all in Monroe County, Florida.

Section 1.03 District Board of Wastewater Commissioners.

The District is governed by an elected Board of five Wastewater Commissioners.

The District will exercise, through the Board, all powers enumerated in the Key Largo Wastewater Treatment District Act, including but not limited to the power to adopt rules and regulations relating to the exercise of such powers for the regulation of the use and supply of wastewater systems for the District's service area, and will also exercise such other authority as may exist under general or special law, and all authority implied by or necessary or appropriate to the same.

The Board governs the policymaking and other statutorily prescribed duties and powers of the District pursuant to the Key Largo Wastewater Treatment District Act. The Board may act only adopting a resolution at a publicly noticed meeting.

The Board may, by resolution, delegate the authority to a Commissioner or other person to take any actions reasonably necessary and appropriate to implement a Board resolution. In the absence of such delegation of authority, an individual Commissioner has no authority to take or refrain from taking any action on behalf of the District or to direct any other person to do so.

Notwithstanding the foregoing, an individual Commissioner is authorized to request District Counsel to provide legal services on behalf of the District.

Section 1.04 District General Manager.

The General Manager oversees the day-to-day operation of the District as authorized or directed by the Board.

Section 1.05 District Clerk.

(1) The District Clerk is the person responsible for receiving, recording, filing, and transmitting District documents, recording District business, and acting generally as the initial point of contact for persons seeking to conduct business with the District.

Section 1.06 Office Location.

The main office of the District is located at 98880 Overseas Highway, Key Largo, Florida, 33037. The District's mailing address is PO Box 491, Key Largo, FL 33037. The telephone number is (305) 453-5804.

Section 1.07 Office Hours.

District office hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday, except on Official Holidays.

Section 1.08 Conducting Business with the District.

Unless otherwise specifically provided in these rules, all comments, correspondence, communications, or requests for information should be directed to the Clerk or General Manager at the District Office.

Section 1.09 District Meetings.

All meetings of the Board are public meetings conducted in accordance with section 286.011, Florida Statutes, including the maintenance and recordation of official minutes. Board decisions are made at District Meetings. In addition, a meeting of the Board may include one or more segments as described below:

(1) Workshops are gatherings of members of the Board or its staff as designated by the Board for the purposes of discussion of District business and projects, at which time rule drafting may occur but no official vote may be taken nor rule or regulation adopted. Such workshops will be open to the public, but it will be within the discretion of the Board whether or not to permit public comment.

(2) Public hearings are public gatherings of the Board for the purpose of obtaining information and receiving public comment on activities proposed by the Board, but at which no official action may be taken nor rule or regulation adopted.

(3) Public forums or community meetings are public gatherings of the District's Board and/or designated representatives for the sole purpose of exchanging information and receiving public comment on activities relative to the District, but at which no official action may be taken nor rule or regulation adopted.

Section 1.10 Handicap Access to Meetings.

Whenever the District has scheduled a meeting at which official acts are to be taken and has received, at least forty-eight (48) hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, there will be provided a manner by which such person may attend the meeting or the meeting will be rescheduled to a site accessible to such person. If a physically handicapped person objects in writing to the use of human physical assistance in lieu of the construction or use of ramps or other mechanical devices, such human physical assistance will not be used in lieu of ramps or mechanical devices.

Section 1.11 Rules and Regulations Development and Adoption.

The District operates under rules and regulations which are approved by the Board.

(1) Rules and Regulations Development. The adoption, amendment, or repeal of District rules and regulations (including rates) will occur at public meetings.

(2) Drafting of Rules and Regulations. Any person may propose new or amended rules or regulations for Board consideration and possible adoption. Prior to

placing draft rules or regulations on the Board agenda, District staff will prepare a summary overview of the proposed rule, including preliminary text and other information for Board consideration.

(3) Public Notice. Except in cases where the Board determines that immediate adoption of a rule or regulation is appropriate, the District will publish public notice of the proposed rule or regulation in one or more newspapers that are regularly distributed within the District Service Area. The notice will describe the purpose and effect of the proposed rule or regulation, will include information for the public to obtain a copy, and will set forth the time and place of the public meeting at which the proposed rule or regulation will be considered for adoption. The Board may, in its discretion, require that more than one publication of the proposed rule or regulation be made. The publication will be made not less than seven days prior to the meeting at which the proposed rule or regulation will be considered for adoption.

(4) Public Input. The District will receive and maintain all public input relative to rules and regulations as part of the permanent record. The permanent record will include any written comments from the public and comments of speakers made at public meetings. The Board may, in its discretion, hold more than one public meeting to receive input as to any proposed rule or regulation.

(5) Recordkeeping. The District Clerk will maintain records of rules and regulations.

Section 1.12 Access to Public Records.

All District public records, as that term is defined in Chapter 119, Florida Statutes, may be inspected and copied at the District's main office during office hours, unless otherwise restricted by law.

All forms and instructions used by the District in conducting its business are available without cost at the main office. Copies of other public records held by the District may be made at a charge equal to the cost of reproduction, pursuant to section 119.07(1), Florida Statutes.

If more than ten (10) pages are requested to be copied, the District may require that the copies be made at its convenience within a reasonable time to be picked up by the recipient or forwarded to the recipient. In that event, the Person seeking the public records must pay the cost of such copies and the estimated postage fee in advance.

Section 1.13 Limitation of Access to Records.

It is the policy of the District to permit maximum public participation by each and every Person affected by its activities.

Public records requests may be made orally or in writing. When a Person asks to see public records, the request will be referred to the Clerk, who will coordinate the production of such records and, in conjunction with District Counsel, will assert, on behalf of the District, any applicable privilege. All oral requests and responses will be recorded in written form and a copy of the record of the request and production will be maintained on file. The District may charge the fees allowed by law for production and copying, including without limitation, the special fees allowed for the extensive use of information technology, resources, or labor cost. The District will

charge $1.00 per page for certified copies or a greater charge as may be subsequently allowed by law.

Article II. District Procurement of Goods and Services

The District procures goods and services pursuant to its ~~authority under the Key Largo Wastewater Treatment District Act and the Uniform Special District Accountability Act of 1989, as amended (§ 189, Fla. Stat.) In general, it is the policy of the District to procure goods and services through formal or informal competition. However, when the best interests of the District are served by non-competitive procurement, the District will act accordingly. (§ 189.441, Fla. Stat.)~~District Procurement Policy.

~~Section 2.01 Professional Design and Design/Build Services.~~

~~The District procures the services of design professionals and Design/Builders under and in accordance with the Consultants' Competitive Negotiation Act (§ 287.055 Fla. Stat.) Design/Build services include construction management services.~~

~~Section 2.02 Construction Services.~~

~~For construction projects expected to cost more than $200,000 (in 1994 dollars), the District ordinarily procures construction services through formal competition, i.e., sealed bids, sealed proposals, or competitive negotiation. However, there are many exceptions to the statutory requirement for formal competition, and the District may elect to use non-competitive procurement methods as permitted by statute.~~

~~Section 2.03 Procurement Protest.~~

~~A bidder on any District procurement must follow the procedures established in the applicable procurement documents.~~

Article III. Provision of Wastewater Service in General

Section 3.01 Availability of Wastewater Service.

The existence of a Force Main adjacent to or near the premises of an applicant for Wastewater Service does not necessarily mean that such service is available to that location. Wastewater Service in areas where only Force Mains exist may require the installation of a Wastewater Collection System. The availability of Wastewater Service will be determined by the District. The District will, in its discretion provide gravity collection systems, vacuum collection systems, low pressure collection systems, or force main Points of Service in various areas of the District after consideration of cost, reliability, and other factors, and the recommendations of staff and design professionals.

Section 3.02 Wastewater Connections.

(1) Installations on private property. The District will design and construct wastewater facilities in a manner, and in locations, that the District believes will provide for cost-effective and efficient collection and transmission of wastewater. The Owner of private property is entitled and obligated to provide a lateral connection between any improvements and the Point of Service. Whenever Wastewater Service is required, the Owner must ensure that permitting and construction of laterals, and abandonment of septic tanks, are performed in compliance with applicable law and the District's then-current Minimum Design and Construction Standards and Specifications for Wastewater Systems.

(2) Cross-Connections. Any physical arrangement or connection of pipes, fixture, or other water facility between a system containing water and a system containing Wastewater or any other substance is prohibited. Should such a connection be determined to exist, the District may terminate Service until such time as the connection or arrangement of systems has been reconnected to the District's satisfaction.

(3) Contiguous Properties. No Customer may extend Wastewater lines across a public street, alley, or other public or private highway or property not owned by that Customer.

Section 3.03 Duty to Make Payment.

A Customer that receives Wastewater Service from the District is responsible for all fees and charges incurred in connection with the rendering of service. Failure to pay amounts due the District within the time designated for payment may result in the disconnection of Wastewater Service until all amounts due the District have been paid in full

Section 3.04 District Powers to Collect Amounts Due.

(1) The District is authorized to fix and collect rates, rentals, fees, and charges for the use of any Wastewater System facilities.

(2) The District may provide for reasonable penalties against any User for any charges that are delinquent.

(3) In the event that a delinquency occurs and the delinquent charges are not paid and remain delinquent for 30 days or more, the District may discontinue and shut off services until such delinquent charges, together with interest,

penalties, and fees for shutting off, discontinuing, and restoring such services are fully paid.

(4) The District may recover delinquent charges, together with interest, penalties, and fee for shutting off, discontinuing, and restoring such services, together with reasonable attorneys' fees and other expenses by suit in any court of competent jurisdiction, and by any other lawful method of enforcement.

(5) Any and all power or authority available to the District to enforce the use of its facilities whenever and wherever they are available and enforce, recover or collect any rates, fees or charges imposed by the District are cumulative, supplemental, and alternative. The District is not constrained to select a single approach, nor is it constrained to seek a single remedy in enforcing any power or authority available to it.

(6) The District will use reasonable diligence to provide continuous service, but will not be liable to the customer for any damages or loss caused by system failure or interruption of service.

(7) The District reserves the right to transfer debts owed by an Owner/Customer for Service provided to a given Premises to any other Active Account of the Customer for service, and to take appropriate measures for securing payment of such debt.

Section 3.05 Duty to Protect District Property.

(1) The Customer is under a duty to exercise due care to protect any District Wastewater facilities that are located on the Customer's property.

(2) The Customer may not allow anyone access to such facilities, except the District's agents or Persons otherwise authorized by law, each of whom will first display to the Customer identification and evidence of authorization for entry.

(3) When the District's facilities are damaged by contractors, governmental agencies, or others, the District will repair such damage and charge the total cost thereof to the Persons causing the damage.

(4) In the event of any loss or damage to the District's property or any Wastewater Facilities arising from the negligence or intentional misuse by the Customer, its agents, invitees, or assignees, the total cost of replacing such loss or repairing such damage will be charged to the Owner at cost.

Section 3.06 Tampering.

(1) Tampering with water meters or the District's Wastewater System components or facilities, including but not limited to, collection mains, manholes, Force Mains, pump stations, vacuum valve chambers, vacuum valves, fixtures, appurtenances, security devices, signs, or enclosures is prohibited by section 812.14, Florida Statutes.

(2) Section 812.14, Florida Statutes, provides for civil remedies against Tampering. Any Person found in a civil action to have violated the provisions of section 812.14, Florida Statutes, may be liable to the District in an amount equal to 3 times the amount of services unlawfully obtained or $1000.00, whichever is greater.

(3) The Owner must promptly report any Tampering to the District and is responsible for any Tampering caused by its agents or other Persons using the Premises with or without the Owner's consent.

(4) Upon receipt of notification by either an individual or employee of the District that there is reasonable cause to suspect that Tampering with District's property or facilities has occurred at any premises served by the District, the District will cause an investigation to be made of those premises.

(5) If an on-site inspection verifies that Tampering has occurred, the District will charge a Tampering investigation charge to cover its expenses in conducting said investigation and take measures to deter further Tampering. Any Tampering that results in a substantial reduction in the cost of services received by a person, the District will charge a Tampering Charge.

(6) If it is reasonably established that the person who has tampered with District facilities is the same person who occupied or resided at the site at the time of the Tampering, then that person will be responsible for the Tampering Charge and all other appropriate charges. However, if that Person demonstrates that another party is responsible for the Tampering, the District will use such demonstration as its basis to pursue appropriate and adequate restitution for said Tampering from the other party demonstrated to have been the one doing the Tampering.

(7) Tampering will be presumed to have been caused by the Customer or Owner that receives a monetary or other economic benefit therefrom.

(8) Tampering that results in a substantial reduction in the cost of services received by a Customer will be presumed to have been known to the Customer if not reported to the Authority within one billing period after the reduction in the cost of the Service received becomes evident. In such event it will be presumed that the Tampering was willfully allowed to persist by the Customer.

(9) The District may, without prior written authorization, confiscate any materials or facilities/that are connected to the Authority's Wastewater system for use as evidence in further legal proceedings.

(10) For Tampering charges, see Section 9.05.

Section 3.07 Inspection of Customer Installation.

(1) All installations of Wastewater Facilities or changes therein are subject to inspection by the District to ensure that piping, equipment and other facilities have been installed in accordance with the District's Minimum Design and Construction Standards and Specifications.

(2) The District has the right, but not the duty, to inspect the Customer's installation prior to rendering Service and from time to time thereafter to ascertain the Owner's/Customer's compliance with District rules and regulations, but the District assumes no responsibility whatsoever for any defects that are not detected by any such inspection.

Section 3.08 Customer's Duty to Maintain Installation.

(1) The Customer may not utilize any appliance or device which may adversely affect Wastewater Service. The District reserves the right to withhold or to

discontinue Wastewater Service whenever any such apparatus or device is being used.

(2) The Customer's apparatus and equipment must be maintained in sound operating condition in accordance with standard practice, the rules and regulations of the District, and all other governmental regulations applicable thereto.

(3) No changes in the Owner's installation that will materially affect the proper operation of the District's Wastewater Facilities may be made without the prior written consent of the District. The Customer is liable for any damage resulting from a violation of this provision.

(4) Any violation of this subsection may result in termination of service or any other action available to the District by law. Petitions for enforcement may request declaratory relief; temporary or permanent equitable relief; any fine, forfeiture, penalty or other remedy provided by statute; any combination of the foregoing; or, in the absence of any other specific statutory authority, a fine not to exceed $1000.00.

Section 3.09 Customer Compliance with District Rules and Regulations.

(1) The Owner/Customer must comply with the District's rules and regulations as duly adopted or as they may subsequently be revised, or amended.

(2) The District has the right to refuse to provide Service or discontinue Service. Failure to comply with the requirements of this subsection may result in disconnection of service.

Section 3.10 District License to Enter upon Property.

As a condition of connection to District Wastewater Service, the owner and occupant of the property upon which required facilities extensions and connections are located grants a license to the District to enter upon the affected property for the following purposes:

(1) To inspect the installation or connection. The District has the right, but not the duty, to make on-site inspections.

(2) To discontinue and shut off services to delinquent accounts.

(3) To remove the District's property.

(4) For other purposes incidental to performance or termination of Wastewater Service.

The Owner may not impede free access to any District facilities or other infrastructure connected to or served by District facilities.

In the event the District is unable to obtain access, Wastewater Service may be terminated.

Section 3.11 District Right to Refuse to Provide Service.

No payment of costs, submittal of an application or other act to receive, Wastewater Service will guarantee such service. The District has the right to refuse to extend service on the basis of a use detrimental to the system, lack of payment of required fees or charges, or for any other reason which, in the judgment of the District,

applying sound engineering principles, will cause the extension not to be of benefit to the District.

Section 3.12 Discontinuance or Termination of Service.

The District may discontinue or terminate Wastewater Service to any Customer who violates the provisions of these rules, including, but not limited to, Delinquency of any amounts owed the District.

fees and charges imposed by the District in connection with the provision of Wastewater Service, even if the Premises does not actually receive Wastewater Service due to failure of the Owner to connect to the District Wastewater Facilities.

(2) In the event an Owner fails or refuses to timely connect the Premises, any OSTDS or a building to the District's Wastewater Facilities within the time prescribed herein, the District will seek to otherwise compel connection by any other available means, including judicial process, and will proceed to collect all SDC charges, monthly charges, and other charges to which the District would be entitled if the Owner had connected the Premises.

(3) In the event the District is required to seek a writ or order, or otherwise litigate any action compelling connection, all costs of such action experienced by the District including attorney fees and court costs will be assessed to the Owner.

Article IV. Mandatory Connection

Section 4.01 Mandatory Connection Findings.

The District has ascertained, determined, and declared that:

(1) The Florida Legislature has identified the Florida Keys as an area of critical state concern; pollution and questionable water quality resulting from the absence of adequate Wastewater Treatment throughout the Florida Keys is a threat to the environment and the health, safety and welfare of landowners and persons inhabiting the Florida Keys.

(2) The Florida Legislature has charged the District with the responsibility to plan and provide for water and sewer systems within the Florida Keys and to enforce the use of its Wastewater Facilities whenever and wherever they are accessible.

(3) The Florida Legislature has empowered the District to both prohibit the use of and mandate the use of Wastewater Facilities within the Florida Keys.

(4) The Florida Legislature has authorized, and Monroe County has enacted, local legislation that requires connection to a central sewage system within specified time periods, even if the affected Property is receiving treatment from a lawful and adequate Onsite Sewage Treatment and Disposal System.

(5) The District has embarked upon the creation of Wastewater System to manage and treat Wastewater and improve the water quality in the Florida Keys. The presence of the District's Wastewater Facilities is intended to enhance and benefit the environment and the health, safety and general welfare of landowners and persons inhabiting the Florida Keys.

(6) Mandatory connection to the District's Wastewater System is fundamental to the successful financing, creation, and operation of the District's Wastewater System.

(7) Mandatory connections to a governmental utility system and the subsequent charges flowing therefrom have long been held to be a proper exercise of a governmental power to regulate and protect the welfare of the public.

Section 4.02 Duty to Connect.

(1) The Owner of an improved parcel of land must, at the Owner's expense, connect to the District's Wastewater System upon written notification that the District's Wastewater Facilities are available for connection, as that term is defined in applicable law.

(2) Where the District's Wastewater System is available to Premises with an existing wastewater treatment facility or OSTDS, the Owner must decommission, abandon, or otherwise disconnect from the existing wastewater treatment facility or OSTDS in accordance with the requirements of applicable law, and must connect the buildings on the property or premises to the District's Wastewater System.

Section 4.03 Failure to Connect.

(1) An Owner that fails or refuses to connect its Premises to the District Wastewater Facilities within the time specified after receipt of written notification of the availability of Service is responsible for the payment of all

Article V. Classes of Wastewater Service

The District renders Wastewater Service to various general classes of Customers as described in the District rate resolution, attached hereto as Appendix A.

Article VI. Provision of Wastewater Service to Unimproved Parcels

Section 6.01 Unimproved Parcel in an Improved Subdivision.

(1) In a case where the District is constructing Wastewater Facilities within an improved subdivision, the District will, in its discretion, provide Wastewater Facilities to unimproved parcels within the subdivision when the District concludes that the best interests of the District would be served thereby.

Section 6.02 Developer's Agreement for Future Wastewater Service.

(1) Prior to the commencement of construction of facilities or structures on individual Premises or on an approved development, the District may enter into a Developer's Agreement with an Owner/Developer for the purpose of assuring the availability of Wastewater Service to the development upon completion of construction. Such assurance is conditioned upon fulfillment by the Owner/Developer of the requirements of the Developer's Agreement for service.

(2) The Owner/Developer must pay in advance all System Development Charges, and other fees and charges required under the Developer's Agreement.

(3) Failure to comply with the terms of the Developer's Agreement may result in the District declining to provide Wastewater Service upon completion of the development, until the terms of the Developer's Agreement are fully satisfied, including payments of applicable assessments and Delinquent Account penalties.

(4) The execution of a Developer's Agreement does not exempt the Owner/ Developer from compliance with the District's Minimum Design and Construction Standards and Specifications for Wastewater Systems and the obligation to obtain all requisite federal, state, and local governmental permits, licenses, or approvals.

(5) The Developer's Agreement is not an agreement for service.

(6) The District will charge a Plan Review Fee. See Section 9.01.

~~(6)~~(7) These provisions apply equally to a the redevelopment of a previously developed property where the redevelopment consists of changes in parcel configurations, and/or utility infrastructure.

Section 6.03 Construction and Connection of Systems on Private Property.

(1) ~~As part of the construction of new wastewater systems, the District will, in certain cases and only through an Agreement with the property Owner, construct wastewater collection and transmission systems on private property when it is determined to be in the best interests of the District and the users of the new system. This rule applies only to the construction of wastewater systems in areas receiving wastewater service from the District for the first time.~~ In general, it is the policy of the District not to construct wastewater collection and transmission systems on private property. However, as provided in the various District Non-Ad valorem Assessment Resolutions, the District may construct collection systems on Single-Lot Common Interest Properties.

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Article VII. Extension of Wastewater Facilities.

Section 7.01 General.

This Section provides information regarding the District specifications, requirements, and procedures for obtaining a commitment for Wastewater Service to new or existing facilities on a property. These general requirements will also be followed by persons desiring to obtain service for an existing or proposed single-family dwelling.

Section 7.02 Planned Extension of Wastewater Facilities.

(1) The District has adopted the Monroe County Sanitary Wastewater Master Plan, as a comprehensive planning document for the implementation of Wastewater Service within the District. Such wastewater master plan outlines recommendations for the District to effectuate the provision of Wastewater Service within the District. The District may also adopt one or more facilities plans showing planned development and implementation of Wastewater Facilities. In case of any inconsistency between the Monroe County Sanitary Wastewater Master Plan and a District facilities plan, the District facilities plan shall control.

(2) As funding is available, the District will construct Wastewater Collection, Treatment, and Disposal Systems. The District will establish rates, fees, and charges to recover the costs of system development, operation, and maintenance.

Section 7.03 Extension of Wastewater Facilities on Request

(1) An Owner seeking to obtain a commitment for Wastewater Service from the District for new development or re-development of an existing property that may require the installation or extension of Wastewater Facilities must identify system capacity needs for, or must have previously identified the number of EDU's corresponding to the anticipated requirements of the project. The Owner must complete and provide to the District sufficient information for the District to determine whether extension of Wastewater Facilities to the new development or re-development is practicable and in the District's best interest.

(2) Acceptance of Wastewater Facilities located within an Easement available to the District is subject to the exercise of sound engineering judgment taking into consideration the size of the facilities, topography, and maintenance and operating constraints. Generally, right-of-way or easements located along rear or side-lot lines should be avoided.

(3) Prior to acceptance, the Owner must provide a written warranty (in a format approved by the District) on all Wastewater Facilities, wherein the contractor guarantees correction of any defects in the work for a period of three years (or five years in the case of lift station and vacuum station pump and motor assemblies) from the date of final DEP certification. This obligation must be secured by a maintenance bond or irrevocable letter of credit, up to the amount of one hundred and ten percent (110%) of actual construction cost.

Section 7.04 System Design; General Criteria.

(i) The District will adopt Minimum Design and Construction Standards and Specifications for Wastewater Systems.

Article VIII. WASTEWATER PRETREATMENT

Section 8.01 Purpose and Policy.

(1) The District will not accept any Wastewater that does not meet the District's standards for acceptance. Prior to accepting Wastewater from any Customer, other than a residential Customer, the District may require that the Customer demonstrate that the Wastewater meets District standards.

(2) The discharge of pollutants harmful to the District's wastewater system structures and biological processes are prohibited. Industrial users may be subject to monitoring and pretreatment requirements.*

(3) The introduction of storm water, ground water, air-conditioning condensate, closed-system cooling water or other uncontaminated water is prohibited. If the introduction of such water is suspected, the District may require the Customer to investigate the cause of the introduction of the water and to make the necessary repairs or modifications to prevent further introduction. The observance of excessive flow or water with elevated conductivity indicating elevated salinity are potential causes to suspect such introduction.

(4) Repealed.

~~(4) Certain Customers, such as restaurants and others that include food preparation facilities may produce wastewater containing high levels of fats, oils and greases. Such Customers must install, operate, and maintain grease interceptors meeting the requirements specified by the DOH. The Customer must also install an open channel sampling point downstream of the grease interceptor and the District's infrastructure. This sampling point must include all wastewater flow from the Customer's property. The District will require testing or may perform testing of the discharge from the grease interceptor. If the discharge from the Customer's property is found to be in excess of 100 milligrams per liter of fats, oils and greases, the District will require that the Customer take the necessary steps to reduce the level to less than 100 milligrams per liter.~~

(5) Waste Stream Monitoring. The District may require certain Customers, such as restaurants and others that include food preparation facilities which may produce wastewater containing high levels of Biochemical Oxygen Demand (BOD), to institute a self monitoring program. The Customer may be required, at its own expense, to have samples of the wastewater discharge from its facility collected and analyzed for BOD. The data generated shall be used to determine the Excess Strength Surcharge to be added to the Customer's wastewater bill.

(6) Initial Testing. The initial sampling of waste streams which are suspected to be of excess strength shall consist of four separate sampling events conducted over a period of not more than 28 days. Where possible, flow proportioned 24-hour composite samples shall be collected. Otherwise, single grab samples collected at a period of maximum use of the facility may be substituted with District approval. All sampling shall conform to the requirements of Sections 1060 and 5010 of Standard Methods for the Examination of Water and Wastewater. Sampling shall be performed by

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* Subsections 8.01(2) – 8.01(4) added by Rule Change #16 on 8/23/06

qualified personnel trained in sampling of waste streams. The District shall be notified of the sampling schedule and shall be afforded the opportunity to witness the sampling. The District, at its discretion, may collect samples concurrently with sampling by the Owner or may collect samples on an independent schedule.

The samples shall be analyzed for BOD in accordance with Method 5210 B of Standard Methods for the Examination of Water and Wastewater. The 5-Day BOD Test shall be performed by a laboratory currently certified by the Florida Department of Health Office of Laboratory Services to perform this analysis. If any of the testing results fail to meet the Quality Control and Quality Assurance criteria of Sections 1020, 1030 and 5020 of Standard Methods for the Examination of Water and Wastewater, those results shall be discounted and the waste stream re-sampled. When four satisfactory test results are obtained, the average of these four values will be used to establish the initial Extra Strength Surcharge.

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(7) Subsequent Testing. Each facility found to be discharging wastewater of excess strength shall be placed on a monthly sampling schedule. Once each month, the waste stream will be sampled and analyzed according the criteria established above. Each month, the oldest data point will be discarded and the most recent data point included, resulting in a four sample running average. This running average will be recalculated each month to establish the Extra Strength Surcharge for that billing period.

Article IX. Fees and Charges

The District is authorized to impose fees and charges as appropriate to the construction, operation, and maintenance of its Wastewater System. Rates, fees, and charges will be established by the Board.

Section 9.01 Plan Review Fee.

The District provides typical plans and specifications for connection of single-family residences and single unit non-residential buildings with maximum monthly flows of less than 1,000 gallons per day to the District Wastewater Facilities. The District does not charge a fee to review plans or to inspect installations of typical connections by a licensed plumbing contractor.

For all other connections, the District will charge fees according to the following schedule:

(1) Plan review and inspection of multi-family residential connection: $50/dwelling unit with a minimum charge of $250.

(2) Plan review and inspection of non-residential connection: $50/EDU with a minimum charge of $250.

Section 9.02 System Development Charge (SDC).

(1) System Development Charges are established according to Assessment Resolutions adopted by the District. All Assessment Resolutions are attached hereto in Appendix B.

(2) Notwithstanding the provisions of any Assessment resolution, it is the policy of the District to waive SDC's or assessments in certain cases as set forth below:[†]

(i) The owners of all interests in a tax parcel that is assessed under an Assessment resolution may request that the District waive Assessment of a contiguous tax parcel owned by them. The owners must certify that the use of the contiguous tax parcel is subsidiary to the use of the assessed parcel, that the parcel for which waiver is sought will not be improved with structures or facilities that might generate wastewater that will enter the District's wastewater facilities, and that if they later desire wastewater service to the contiguous tax parcel, they agree to pay the full direct and indirect District costs of providing the same. The owners of the assessed tax parcel may apply for waiver under this subsection for more than one tax parcel. For purposes of this subsection, a contiguous tax parcel may be separated by a street or right-of-way from the assessed tax parcel.

(ii) If Monroe County makes a final decision to deny all permits for development of a tax parcel, upon application by the owners of all interests in the tax parcel the District will waive all future assessments of the SDC for that tax parcel.

(iii) If a tax parcel is classified as Tier One, upon application by the owners of all interests in the tax parcel, the District will waive the SDC, or all future assessments of the SDC, for that tax parcel. The owners must certify that if they later desire wastewater service to the contiguous tax parcel, they agree to pay the full direct and indirect District costs of providing the same.

[†] Subsection 9.02(2)(i) – (iii) added by Rule Change #19 on 6/16/09.

Section 9.03 Monthly Customer Fees.

(1) Monthly Customer Fees are adopted in a Rate Resolution, which is attached hereto as Appendix A.

Section 9.04 Pretreatment Fees.

(1) ~~Reserved.~~ The wastewater discharge from certain facilities, even when passed through properly sized and maintained grease interceptors, may contain elevated levels of Biochemical Oxygen Demand. A BOD surcharge will be applied to the Customer's sewer bill for wastewater discharges with a BOD in excess of 500 parts per million. The surcharge will be applied by multiplying the monthly volumetric charge by the ratio of the Customer's BOD divided by 375.

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Section 9.05 Tampering Charge.

The charges for Tampering are as follows:

(1) Investigation Charge $ 75.00

(2) Tampering Charge $150.00

(3) Repeat Occurrence $300.00

(4) In cases of meter by-pass, or meter reversal, straight connection or other form of Tampering that results in a substantial reduction in the cost of service, the account of the Customer will be back billed based on the estimated amount of wastewater flow not paid for. This estimate will be based upon:

(i) One hundred and fifty percent (150%) of the average water consumption during the previous six (6) Active Account months prior to the time such meter Tampering is estimated to have occurred, or in the event the Customer does not have a history of six (6) Active Account months, one hundred and fifty percent (150%) of the average water consumption for a Customer served by the District with a similar Class of Service during the most recent one (1) year period for which such figures are available;

(ii) When the meter has not been disturbed, the Customer will be back billed for the amount of wastewater flow, as indicated by the water meter, for which payment has not been received by the District.

(5) Any further legal action deemed appropriate will also be pursued, and all costs associated therewith are assessable to and charged to the Customer, including attorney fees.

Section 9.06 Service Charges.

(1) The District will charge a Service Charge for each instance in which Wastewater Service is terminated or in which the District is required to travel to the premises of the Customer to investigate or respond to what is ultimately determined to be a violation of the District rules and regulations.

(2) Service provided between the hours of 8:00 A.M. and 4:00 P.M. during business days will be at the regular Service Charge of $20.00. Service provided at Customer's request between the hours of 4:00 P.M. and 8:00 A.M., or on weekends and holidays, will be at the Emergency Service Charge of $60.00.

(3) Service orders received after 4:00 P.M. on business days will be deemed received on the following business day and processed at the regular service rate, unless emergency service is specifically requested by the Customer.

Section 9.07 Wastewater Main Extension Reimbursements.

(1) Reserved.

Article X. Direct Billing and Payment for Service

Section 10.01 FKAA billing.

The District has entered into a billing agreement with the Florida Keys Aqueduct Authority. In that case, the billing and payment procedures of the FKAA will apply to a Customer who receives potable water through an FKAA meter. For the VERY FEW Customers who do not receive potable water through FKAA meters, the following rules apply.

Section 10.02 Billing Period; Due Date.

(1) Customers will be billed on a monthly basis. Billing will commence upon initiation of Service or the mandatory connection date, whichever is earlier.

(2) Payments for services are due upon rendition of the bill. Non-receipt of a bill by the Customer will not release the Customer from the duty to make reasonable inquiry as to the amount of the bill and prompt payment thereof, on or about its due date, in accordance with the Customer's billing cycle.

Section 10.03 Description of Monthly Billing Charge.

(1) The Monthly billing charges is a flat rate, which appears in the Rate Resolution, Appendix A.

Section 10.04 Returned checks

(1) The District will impose a Returned Check Charge for each dishonored check that is returned by the bank. Only cash, cashier's checks, or money orders will be accepted as payment for checks which have been dishonored. The Customer's account will be annotated upon receipt of a dishonored check. Issuance of two (2) dishonored payments within an eighteen (18) month period will preclude the acceptance of another check for a period of 12 months from date of settlement of the first dishonored check, or bank draft. During this time only cash, cashiers checks or money orders will be accepted for payment.

Section 10.05 Delinquent Accounts.

(1) An account will be considered delinquent if payment for service is not received by the District by the due date. If the due date falls on a weekend or Official Holiday, it will be extended to the next business day. In the event partial payment of a bill is made, that portion of the bill not paid within thirty (30) days of billing will be considered delinquent.

(2) Delinquent Accounts will be charged a Delinquent Account Charge in the amount greater of $4.00 or ten percent (10%) of the total amount that is the delinquent outstanding balance.

(3) Service may be discontinued if the total delinquent amount that is past due is not received by the District within 30 days after the due date.

(4) For service to be restored the Customer must request restoration of service and pay all amounts due, including the applicable service charge.

(5) In the event the account has been final billed as a result of account delinquency, service will not be restored until the Customer has paid all applicable fees, outstanding balances due, and service charges.

(6) Notwithstanding any other provision of these rules, when Wastewater Service is subject to discontinuance (disconnection) or has been discontinued due to account delinquency, the District may restore such Service prior to payment of all amounts due, provided the Customer has entered into a negotiated payment agreement.

(7) Failure to pay amounts due the District within the time designated for payment will result in the District exercising all reasonable business efforts to collect such unpaid amount, including delinquent fees, interest, attorney fees and filing charges.

Section 10.06 Billing Disputes; Mistakes.

(1) In the event of a billing dispute, the Customer must contact the District's Customer Service Office and request an investigation of the account. The District will record the relevant account information, nature of the dispute or alleged mistake and date of contact.

(2) The District will investigate the billing and respond by mail within sixty (60) calendar days. If the response is not satisfactory to the Customer, the Customer may within five (5) business days from the date of mailing request further review by the General Manager, who will respond to the Customer by mail within five (5) business days.

(3) The District will not disconnect service for non-payment of the disputed amount during the period commencing with the request for investigation of the account and ending with a response from the District or the General Manager, provided that the Customer has requested an investigation prior to the Account becoming delinquent. In the event the dispute is resolved against the Customer, the Customer will have five (5) business days to pay the disputed amount, and will thereafter be subject to Disconnection of Service and other charges.

Article XI. Definitions and Construction of Terms

Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to these rules; and the term "hereafter" means after, and the term "heretofore" means before the adoption of these rules. Words of one gender include the correlative words of the other gender, unless the sense indicates otherwise. Additionally, the terms set forth below have the following meaning except where the context clearly otherwise requires:

"Act" or "the Act" refers to The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251 et seq.

"Active Account" means that service exists between an Owner/ Customer and the District, under which the District stands ready to serve and Service is rendered or available on demand and payment for said Service is made or due from the recipient on a Monthly basis.

"Assessment" means a charge or special assessment (sometimes characterized as a non-ad valorem assessment) imposed by the District to fund the Capital Cost of Utility Improvements or the Operating Cost of Related Services, as provided for in District Assessment resolutions.

"Biological Oxygen Demand" or "BOD" means the quantity of oxygen used in the biochemical oxidation of organic matter at a specified time, at a specified temperature, and under specified conditions. It also means a standard test for assessing Wastewater strength expressed in the demand for oxygen for a five-day period as specified in Chapter 62-160, F.A.C.‡

"Board" means the Board of Commissioners of the District.

"Building Permit" means an official document or certificate issued by the authority having jurisdiction, authorizing the construction or sitting of any Building. The term "Building Permit" shall also include tie-down permits or other similar authorizations for those structures or Buildings, such as a mobile home or a Boat Slip/Dock/Berth that does not otherwise require a Building Permit in order to be occupied.

"Business Day" means the period of each day from 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding the District's Official Holidays.

"CFR." means the Code of Federal Regulations.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of Utility Improvements related to a capital project.

"Code of Federal Regulations" refers to the codification of the general and permanent rules published in the Federal Register by the Executive Departments and Agencies of the Federal Government.

"County" means Monroe County, a political subdivision of the State of Florida.

"Cross-Connection" means any physical arrangement whereby a water supply is connected, directly or indirectly, with any other system capable of imparting contamination to the supply as the result of backflow.

‡ Definition added by Rule Change #16 on 8/26/06

"Customer" means any Person that accepts or receives Wastewater Service.

"DEP" means the State of Florida Department of Environmental Protection.

"DOH" means the State of Florida Department of Health.

"DOT" means the State of Florida Department of Transportation.

"Day" means one (1) twenty-four (24) hour period.

"Delinquent Account" or "Delinquency" means that for the Active Account, payments for satisfaction of some or all past and current fees and charges are past due by at least two bill payment cycles of said Active Account, but Service has not yet been discontinued.

"Delinquent Account Charge" means the charge billed customers when all or part of the payment on their account has become delinquent. The Delinquent Account Charge is based on the outstanding balance as shown in Section 10.04.

"Delinquent Account Reactivation Fee" means a charge to be based on the estimated cost of activities associated with such reactivation. See Section 10.05(4).

"Department of Environmental Protection" means the State of Florida Department of Environmental Protection.

"Department of Health" means the State of Florida Department of Health.

"Department of Transportation" means the State of Florida Department of Transportation.

"Developer" means a Person developing property for resale, rental, or lease, to which Wastewater Service may be provided by the District.

"District" means the Key Largo Wastewater Treatment District.

"Discharge" means the introduction of Pollutants into a Wastewater System from any source, directly or indirectly, by means of pipes, conduits, pumping stations, ditches, or tank trucks, and all constructed devices and appliances appurtenant thereto.

"Easement" means any legal right for the specific use of land owned by others.

"Enforcement" means actions taken in response to noncompliance with or violation of these rules or any other applicable rules, regulations, ordinances or laws.

"Environmental Protection Agency" or "EPA" means the United States Environmental Protection Agency.

"Existing Source" means any building, structure, facility, or installation from which there is or may be a Discharge, the construction of which began before promulgation of Pretreatment Standards applicable to such source.

"F.A.C." means the Florida Administrative Code.

"Fiscal Year" means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed as the Fiscal Year for the District.

"Force Main" means a pipe owned by the District and used to transmit Wastewater from a pump station to a treatment facility.

"General Manager" means the General Manager of the District.

"KLWTD" means the Key Largo Wastewater Treatment District.

"Minimum Design and Construction Standards and Specifications" means the engineering design and construction specification demands of the District related to Wastewater facilities constructed by any Developer, Owner, Customer or User, which are adopted by reference in these rules.

"OSTDS" see Onsite Sewage Treatment and Disposal System.

"Official Holidays" means the following holidays: New Year's Day, Birthday of Martin Luther King, Jr. (third Monday in January), Memorial Day, Independence Day, Labor Day, Veterans' Day (November 11), Thanksgiving Day, Friday after Thanksgiving, Christmas Day. If any holiday falls on a Saturday, the holiday shall be observed on the preceding Friday; if any holiday falls on a Sunday, the holiday shall be observed on the next Monday.

"On-Site Treatment and Disposal System" or "OSTDS" means a Wastewater Treatment System utilizing subsurface effluent disposal (absorption field or Class V injection well) such as a conventional septic tank, aerobic treatment unit, on-site wastewater nutrient reduction system, package sewage treatment facilities.

"Operating Cost" means all or any portion of the expenses that are properly attributable to providing Services under generally accepted accounting principles.

"Owner" means a Person who is the record owner of any Premises.

"Person" means any individual, partnership, firm, organization, corporation, association, or any other legal entity, whether singular or plural, masculine or feminine, private or governmental, as the context may require.

"Point of Service" means: the point where the District's Wastewater Facilities connect to Customer-installed, owned, operated and maintained facilities. The Point of Service shall generally be at the point where the Building gravity Wastewater Service Lateral intersects the right-of-way line or, in the event a utility easement exists adjacent to the right-of-way line, at the point where the Building Wastewater Service Lateral intersects the utility easement line furthest from the main.

"Pollutant" means any dredged spoil, solid waste, incinerator residue, Wastewater, garbage, Wastewater Sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt or industrial, municipal, or agricultural waste discharged into water.

"Premises" means any and all real property and tangible personal property affixed to real property served or capable of being served by the District as a result of the existence of a Service Connection.

"Pretreatment" means reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in Wastewater prior to or in lieu of discharging or otherwise introducing such Pollutants into a Wastewater Collection or Treatment System.

"Related Service" means the operation and maintenance of a Utility Improvement.

"Returned Check" or "Bank Draft"" charge is a charge based on the estimated administrative cost of collecting the amount due from the tendered check or bank

draft that was not honored by the payer's bank as provided by Chapter 832.07, Florida Statutes.

"SDC" see System Development Charge.

"Service" means the readiness to accept or the acceptance of Wastewater from a Customer at a Point of Service by the District.

"Service Charge" means the charge assessed customers, per event, when the District travels to the premises or for administrative processing by the District.

"Service Connection" means the physical attachment of the District's facilities to those facilities of any property through which Wastewater Service is deliverable.

"Service Initiation" means the date the customer begins to receive services through a Wastewater connection or the date that service is available in a newly constructed wastewater system.

"Service Installation Fee" shall be based on the estimated cost of activities associated with construction of a Wastewater Service Lateral.

"Service Lateral" means the pipe which connects the District's collection facilities to the Service Connection at the Point of Service. Said pipe is typically situated on private property and is owned, operated and maintained by the Owner.

"Service Line" means that portion of the Sewer System that extends beyond the end of the building drain and conveys Wastewater to a public, private, or individual Wastewater Collection System, or other point of disposal. In cases where the building is served by a Vacuum Sewer, the Building Sewer shall include the gravity line to the vacuum valve collection sump constructed within the public right-of-way or an Easement.

"Service Unit" means Premises, an area, or a module or modules consisting of a delineated space, or an enclosure of one (1) or more spaces or rooms with either appurtenant or common or public bathroom facilities or installations of other Wastewater generating fixtures, and used for a single residential or non-residential use. Service Units fall into the general categories of Permanent, Boat Slip/Dock/Berth, and Mobile.

"Sewer" means any pipe, conduit, or other device used to collect and transport Wastewater and from which storm water, surface water, and groundwater are generally excluded. As the context requires, the term is synonymous with the term Wastewater or other terms incorporating such term therein.

"Sludge" means any solid or semisolid waste generated from a Wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a Wastewater treatment plant.

"State" means the State of Florida.

"System Development Charge" is a charge to new Customers and to existing Customers who modify, add, or construct facilities that impose a potential increased demand on the District's Wastewater Facilities. The SDC is in addition to any amount that may be expended by the Owner/Customer for system improvements and other fees required by the District.

"Tampering" means any willful alteration or interference with a water meter or Wastewater system components and facilities owned by the District, except for

turning the valve associated with the water meter for the purpose of temporary disconnection of service. Tampering includes obtaining unauthorized Service to a Premises or location.

"User" means any Person responsible for the Discharge of Wastewater into a Wastewater System.

"Utility Improvement" means a capital improvement constructed or installed by the District for the special benefit of a neighborhood, district, or other benefited area.

"Wastewater" means liquid and water-carried industrial, domestic, medical, food, superfluous solid, gaseous material, holding tank or other wastes from residences, commercial establishments or manufacturing facilities, whether treated or untreated, which are Discharged into a Wastewater System.

"Wastewater Collection System" means a system for carrying wastewater including but not limited to, domestic, industrial, medical, holding tank or other waste, to which storm, surface, and groundwater are not intentionally admitted.

"Wastewater Facilities" or "Wastewater System" means the system comprised of all structures, equipment, and processes required to collect, carry away, and treat domestic, industrial, medical, holding tank and other wastes and dispose of the effluent.

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 3, 2010 Agenda Item No. 16

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Grant Letter

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.2

Date: 7-30-10

Originating Department: Legal	Costs: Funding Source: Capital Projects Funds	**Attachments** Income Chart
Department Review: [ ] District Counsel _____ [X] General Manager C.J.2 [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

FY 2010 Income Limits Documentation System

FY 2010 Income Limits Summary

Monroe County, Florida										
FY 2010 Income Limit Area	Median Income	FY 2010 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Monroe County	$68,400	Very Low (50%) Income Limits	$27,650	$31,600	$35,550	***$39,450***	$42,650	$45,800	$48,950	$52,100
		Extremely Low (30%) Income Limits	$16,600	$18,950	$21,300	***$23,650***	$25,550	$27,450	$29,350	$31,250
		Low (80%) Income Limits	$44,200	$50,500	$56,800	***$63,100***	$68,150	$73,200	$78,250	$83,300

Income Limit areas are based on FY 2010 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2010 Fair Market Rent documentation system.

Select a different county or county equivalent:

Alachua County
Baker County
Bay County
Bradford County
Brevard County
Broward County

Select County or County Equivalent

Data file last updated **Mon., May 17, 2010.**

Press Below to select a different State

Select a new State

or