KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
COMMISSION MEETING AGENDA

April 9, 2013 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Robert Majeska	**Chair**
Andrew Tobin	**Vice Chair**
Norman Higgins	**Secretary-Treasurer**
Steve Gibbs	**Commissioner**
David Asdourian	**Commissioner**

.....

Margaret Blank	**General Manager**
Ray Giglio	**General 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

Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before the meeting starts.

F. BULK ITEMS Action **TAB 1**

1. March 19, 2013 Minutes
2. RESOLUTION NO. 08-04-13
   A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE
3. RESOLUTION NO. 09-04-13
   A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF THE CHURCH OF NAZARENE FOR REMOVAL OF FOUR TAX PARCEL FROM THE 2005 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE
4. RESOLUTION NO. 10-04-13
   A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.AN EFFECTIVE DATE
5. Assessment & Billing Adjustment AK #1577111

G. FINANCIAL REPORT **TAB 2**

6. Flood Insurance Policy Action
7. Pending Payments Action
8. BS&A Contract Action

H. COMMISSIONER'S ITEMS **TAB 3**

9. Public Relations Position (Commissioner Gibbs)

I. ENGINEER REPORT

J. OPERATIONS REPORT

K. LEGAL COUNSEL REPORT **TAB 4**

10. Legal Counsel Contract

L. GENERAL MANAGER'S REPORT **TAB 5**

11. KLWTD Conflict with FDOT Drainage Project Basin I
12. Sales Tax Report
13. Islamorada Report

M. COMMISSIONERS ROUNDTABLE

N. ADJOURNMENT

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. /

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

SUBJECT: Minutes of March 19, 2013

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager _____
Date: 4/4/2013

Originating Department: Clerk	Costs: $0 Funding Source:	**Attachments:** Minutes
Department Review: [X] District Counsel (Review) [X] General Manager [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [Operations] _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

March 19, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:07 PM. Present were Chairman Majeska, Commissioners Andy Tobin, Norman Higgins, David Asdourian, and Steve Gibbs. Also present were the General Manager Margaret Blank, General Counsel, Ray Giglio (by phone), District Clerk Carol Walker, and other appropriate District Staff.

Mike Forster led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Tobin moved the Islamorada Presentation to the first item on the agenda and moved Bulk Items to the end of the agenda. Commissioner Asdourian added a discussion of a plaque to the Commissioner's Roundtable and Chairman Majeska added an item on the April 9th meeting. General Manager Margaret Blank moved the accounting software to after the Islamorada Presentation.

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

Vote on Motion

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

Motion passed 5 to 0

ISLAMORADA PRESENTATION
Ted Blackburn, Greg Tindle, and Mike Forster (who is the Liaison to Key Largo) from Islamorada talked to the Board about upcoming construction. Example "A".

Richard Crow and Marlin John, from Reynolds Water answered questions on upcoming construction

The Board expressed deep concern over lays being closed down during the morning and evening rush hours. They would like to see 9 to 4 work hours or night work do lessen the impact on Key Largo businesses.

ACCOUNTING SOFTWARE
Paul Christian gave a power point presentation on accounting.

Motion: **Commissioner Higgins made a motion to authorize staff to negotiate with BB&S for an accounting system. Commissioner Asdourian seconded the motion.**

Vote on Motion

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

Motion passed 4 to 1

PUBLIC COMMENT

Name & Address	**Subject**
John Hammerstrom, Key Largo	Coral Coast
Burke Cannon, Federation President	Coral Coast
Jose Jurado, Key Largo	Coral Coast
Sue Heim, Key Largo	Meeting with District Counsel, Resolutions 06-03-13, 03-03-13 Exhibit "B". Minutes of Mar. 12, 2013
Burke Cannon, Federation President	Pending Payments

SCADA PRESENTATION
Ryan Dempsey, KLWTD Instrumentation SCADA Technician, gave a presentation on the new calibration equipment.

FINANCIAL REPORT

Motion: **Commissioner Higgins made a motion to approve the Pending Payments of March 19, 2013 contingent upon the availability of funds. Commissioner Gibbs seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Gibbs	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		

Chairman Majeska	**X**		

Motion passed 5 to 0

COMMISSIONER'S ITEMS

Leadership Graduation

Commissioner Tobin told the Board that Margaret Blank is graduating from Leadership Monroe and the ceremony is on April 6, 2013 and the cost is $65 and anyone planning on going should let Ms. Blank know.

Donation to Support Tallahassee Legislative "Keys Days"

Motion: **Commissioner Tobin made a motion that the District donate up to a $2,500 to "Keys Days" in Tallahassee. Commissioner Higgins seconded the motion.**

Vote on Motion

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

Motion passed 5 to 0

The Board designated Chairman Majeska as point person for Keys Days and will allocate the funds.

ENGINEER'S REPORT

Ed Castle, Weiler Engineering, stated that he is now working with Custom Drilling to put in the shallow wells.

OPERATION'S REPORT

Dan Saus reported that 12 Duke University students toured the plant last week.

GENERAL MANAGER REPORT

Meeting Times

The General Manager requested that the Transition Meetings be changed to start at 4 PM instead of 5 PM.

Motion: **Commissioner Gibbs made a motion to move the start time for the Transition Meeting back to 4 PM. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska	**X**		

Commissioner Gibbs	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		

Motion passed 5 to 0

Coral Coast Up-Date

Paul Christian reported that the District attended the Coral Coast Homeowners meeting on Saturday and everything went well.

BULK ITEMS

Minutes of March 12, 2013

Motion: **Commissioner Higgins made a motion to approve the Minutes of March 12, 2013. Commissioner Gibbs seconded the motion.**

Vote on Motion

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

Motion passed 4 to 0

BULK ITEMS

RESOLUTION NO. 06-03-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ESTABLISHING PROCEDURES FOR APPROVING ASSESSMENT WAIVERS FOR TAX PARCELS PURCHASED BY MONROE COUNTY, THE MONROE COUNTY LAND AUTHORITY, AND OTHER GOVERNMENTAL ENTITIES FOR CONSERVATION PURPOSES; AND PROVIDING AN EFFECTIVE DATE.

Motion: **Commissioner Higgins made a motion to approve Resolution NO. 06-03-13. Commissioner Gibbs seconded the motion.**

Vote on Motion

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

Motion passed 4 to 0

RESOLUTION NO. 03-03-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF FOUR TAX PARCELS AS PARCEL EXCLUDED FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 04-03-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF JULIE AND BRADLEY MEAD FOR REMOVAL OF ONE TAX PARCEL FROM THE 2012 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 07-03-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF ONE TAX PARCEL AS PARCEL EXCLUDED FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

Motion: **Commissioner Gibbs made a motion to approve Resolutions NO. 03-03-13, 04-03-13, & 07-03-13. Commissioner Higgins seconded the motion.**

Vote on Motion

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

Motion passed 4 to 0

City Works Lease Renewal

Motion: **Commissioner Gibbs made a motion to approve the City Works Lease Renewal. Commissioner Higgins seconded the motion.**

Vote on Motion

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

Motion passed 4 to 0

COMMISSIONER'S ROUNDTABLE

Commissioner Asdourian suggested that a plaque be placed outside of the front office commemorating the persons who have passed away.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting 7:30 PM.

The KLWTD meeting minutes of Mar. 19, 2013 were approved on April 9, 2013

_____
Chairman Majeska

_____
Carol Walker, CMC District Clerk

EXHIBIT "A"

ISLAMORADA, VILLAGE OF ISLANDS
WASTEWATER COLLECTION AND TRANSMISSION DBO PROJECT
KEY LARGO WASTEWATER TREATMENT DISTRICT UPDATE
MARCH 19, 2013

The next phase of the Village's conveyance force main through Key Largo will be completed from generally MM99.4 south to the Tavernier Creek Bridge. The alignment of the collection force main will run through the US-1 median, evenly distributed along the south & north bound lanes when not placed in the center of the median. The following schedule summarizes the tasks to be performed up to and during construction.

KLWTD PROPSED UPDATE SCHEDULE	
Item	**Status/Schedule**
100% Design Submittal	Completion expected March 29, 2013
Permitting	FDOT & FDEP applied for and pending
Notifications	KLWTD Board – March 19, 2013
	KLWTD Staff – March 19, 2013
	Key Largo Residents and Businesses – Per attached
Construction MM99.4 to MM96.5	Week of April 8, 2013 thru October 2013
Construction MM96.5 to MM93.3	Week of April 8, 2013 thru July 2013
Construction MM93.3 to MM91.3	Week of April 29, 2013 thru November 2013
Tavernier Creek Channel Crossing	June 2013 thru September 2013

Notes:

1. Dates may fluctuate due to construction issues or permitting reviews and approvals by the Village and the permitting authority.
2. Periodic night shift work will be performed to mitigate traffic impacts as needed.
3. No lane closures are anticipated for the Tavernier Creek Channel Crossing.

Upcoming Project Meetings

Upcoming project meetings scheduled prior to construction are as follows. KLWTD staff will be notified prior to meeting.

- Village Pre-Construction Meeting – March 27, 2013 at 10:00 AM at Reynolds' Office
- FDOT Pre-Construction Meeting – Tentatively scheduled jointly with the Village Pre-Con

CONTACT INFORMATION

Project Information

Additional project information can be obtained from:

Reynolds Water Islamorada, LLC

- **Project website** www.reynoldswaterislamorada.com
- **Project telephone number – 305.414.8356**

Islamorada, Village of Islands

- Village website www.islamorada.fl.us
- Wastewater Department telephone number – 305.664.6455

Islamorada's Liaison to Key Largo Michael Forster 305-240-5989

Construction Public Outreach Plan

Construction Public Outreach Plan (CPOP) designed in an effort to minimize work zone impact by providing specific project information to the traveling public and the community within the work zone.

Dates of construction start/end dates published as early as possible on website: www.reynoldswaterislamorada.com and posted or linked to other community websites such as local Chambers of Commerce, FDOT and Monroe County Sherriff's Office.

Two weeks prior to construction:

- Post on Website, Facebook/Twitter
- Stakeholder pre-construction meeting
- Letter to Chambers of Commerce-Forwarded to all members (about 900 total)

One week prior to construction:

- Field Notification (Door hangers & Site Visit)
- A Frame signs-announcing construction & posting RWI contact info
- School notifications-transportation updates
- Police coordination-coordinating personnel for traffic control and LED Sign displaying construction information; if needed.
- Update to key personnel- Fire, trash, postal, etc...

During Construction:

- A Frame signs displayed for public to contact Reynolds Water Islamorada with questions/comments.
- Website, Facebook/Twitter updated weekly with construction information such as schedule, photos, office hours and location, email/contact information.

81990 Overseas Highway, Suite 204 • Islamorada, Florida 33036 • Office (305)414.8356 • Fax (305)753-4341

EXHIBIT "B"

3/19/13 Agenda Item 3

I have several concerns about the minutes of the 3/12/13 meeting.

First, they do not reflect my request at that time to correct the 2/19/13 meeting minutes, which referred to the wrong Resolution # about which I spoke. So, again for the record, my comments at the 2/19/13 meeting were about Res. 06-02-13. I merely cited that other Res as an example.

Second, at the 3/12/13 meeting I spoke about agenda item 3, Res 06-02-13. Because I did not have enough copies of my remarks and charts to include the Clerk, as I recall Comm Tobin handed the Clerk all his copies of my remarks and charts, but they are not in the 3/12/13 minutes.

The 3/12/13 minutes do contain a reference to my name and refer to Exhibit B. But while there are 2 different Exhibit B's, neither are my remarks or charts. So, none of the copies of my remarks or charts are in the minutes.

Third, under the heading "Legal Counsel – Conservation Resolution" - the Board's direction to the atty was to change the wording for correction, not to "clarify the meaning."

3/19/13 Agenda item 4 – Res. 06-03-13

For the record, this document used to be known as Res 06-02-13, but was re-numbered at the 3/12/19 meeting by the Clerk making an off the record verbal announcement.

So, while my comments at previous meetings were about Res 06-02-13, my comments tonight are about Res 06-03-13.

The Res number may have changed, but my comments have not.

First, Comm Tobin gave direction to the atty to revise the language to apply to all parcels, not just "purchased" parcels. That revision has not been made. Therefore, my objection to that portion of the language remains.

Second, Section 2 continues to remove the current year's **entire** KLWTD assessment. And Section 3 continues to not identify which assessment years or amounts will be removed. However, the old Section 4 (in Res 06-02-13) has suffered a terrible fate. It has been completely eliminated. The old Section 4, the focus of most of my objections, blatantly highlighted the unfair differences between the ways this utility is treating its customers. Instead of resolving the unfair treatment situation, staff chose to eliminate any reference to the issue. The situation does not go away, only the words about the process that references parcels with paid assessments goes away.

And the result of that elimination is that there is no provision or direction or procedure to address parcels on which the taxes have been paid. There is on direction to the tax collector regarding removing assessments. There is no procedure or direction regarding refunding any assessments already paid. The whole issue of fairness to the parcel owner who has paid his assessments has been completely wiped away.

Bigger picture - To digress from the continuing faults of this document, and look at the bigger picture, this resolution really does not need to exist at all. The concept of establishing one resolution to control other resolutions does not need to be applied in the situation of Board removing assessments, regardless the reason for removal.

Look at all the previous resolutions removing assessments you have passed. Each resolution stated the reason and the conditions of removal, and that process works just fine. You've been doing this for several years, without the encumbrance of an additional "governing" resolution. There's no viable, justifiable reason to change the process to add this new layer of "rules". Only the lawyers like layers, like to make things more complicated.

Once again, for all the reasons stated, wrong language, and actually being an unnecessary procedural layer, I ask you please do **not** to approve this resolution. But this time, I am going a step further, and ask you please to abandon the entire concept of this resolution.

3/19/13 Agenda item 5 - Resolution 03-03-13

(AK1629006, AK1674028, AK1674036, AK1674061)

When I spoke about these parcels at the last meeting, my comments were directed towards the resolution's language inconsistencies, which have since been resolved.

But the important problems with Res 03-03-13 still remain. (I did not address them at the last meeting because the item was eventually pulled from the agenda.)

At the last meeting I gave you a chart explaining how these parcels are different and the implications of those differences. Since the charts did not seem to be effective, this time I've killed a tree, and provided you each parcel's tax status.

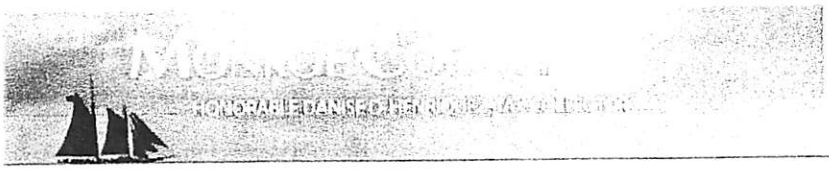
First, these parcels are not in all in the same tax payment situations. Second, please remember that Res 06-03-13 only defines procedures for parcels with taxes NOT paid.

Therefore, parcels AK1629006, AK1674028, and AK1674036 cannot be handled by Res 06-03-13, even though Section 2 of this (Res 03-03-13) says it has to apply, because these parcels' taxes have all been paid. Each of these owners has paid a total of $2,441.72 from 2007 through 2012. I include that information as a follow up to the discussion at the last meeting regarding returning assessment money already paid.

The remaining parcel, AK1674061 can be handled by Res 06-03-13, because only the 2007 through 2010 taxes were paid. The 2011and 2012 taxes are unpaid, and possibly in tax certificate status, so, possibly both Sections 2 and 3 of Res 06-03-13 could be applied to this parcel. Although that leaves the fate of the paid years (total $1632.53) unaddressed and undetermined, because (once again) Res 06-03-13 is silent on paid years.

At the end of this long review is the single fact, that Res 03-03-13 cannot be approved as written. In essence because Res 03-03-13 is being based on a Resolution which does not address the specific facts of **all** the parcels.

Once again, I ask you, please do not approve Res 03-03-13.



Tax Collector Home Search Reports Shopping Cart

Real Estate Account At VACANT LAND, KEY LARGO

Real Estate Account #1629006 Parcel details Latest bill Full bill history

2012	2011	2010	2009	...	1998
Paid	Paid	Paid	Paid		Paid

Danise D. Henriquez

Real Estate 2012 Annual Bill

Print This Bill (PDF)

Monroe County Tax Collector

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

Account number	Parcel number	Escrow code	Millage code
1629006	00509680000000126139	—	500K

Paid 2012-11-27 $384.23
Receipt #122-12-00000715

Get Bills by Email

Pay your taxes online at: http://www.monroetaxcollector.com/

PAYMENTS MUST BE MADE IN US FUNDS

Owner
GRUENWURZEL DOROTHY
17555 COLLINS AVE APT 2307
SUNNY ISLES BEACH, FL 33160

Situs address
VACANT LAND
KEY LARGO

Legal description

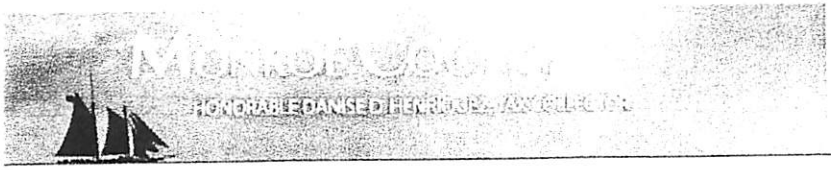
Ad Valorem Taxes

Taxing authority	Millage	Assessed	Exemption	Taxable	Tax
SCHOOL STATE LAW	1.9120	1,275	0	1,275	$2.44
SCHOOL LOCAL BOARD	1.7480	1,275	0	1,275	$2.23
GENERAL REVENUE FUND	0.9172	1,275	0	1,275	$1.17
F&F LAW ENFORCE JAIL JUDICIAL	2.1553	1,275	0	1,275	$2.75
HEALTH CLINIC	0.0504	1,275	0	1,275	$0.06
GENERAL PURPOSE MSTU	0.2267	1,275	0	1,275	$0.29
FLORIDA KEYS MOSQUITO CONTROL	0.5171	1,275	0	1,275	$0.66
M C LOCAL ROAD PATROL LAW ENF	0.4549	1,275	0	1,275	$0.58
SO FL WATER MANAGEMENT DIST	0.1757	1,275	0	1,275	$0.22
OKEECHOBEE BASIN	0.1919	1,275	0	1,275	$0.24
EVERGLADES CONSTRUCTION PRJT	0.0613	1,275	0	1,275	$0.08
K L FIRE RESC & EMERG MEDICAL	0.7900	1,275	0	1,275	$1.01
Total	9.2005				$11.73

Non-Ad Valorem Assessments

Levying authority	Rate	Amount
NEW KEY LARGO WASTEWATER III	n/a	$388.51
Total		$388.51

Combined taxes and assessments: $400.24



Tax Collector Home Search Reports Shopping Cart

Real Estate Account At VACANT LAND, KEY LARGO

Real Estate Account #1674028 Parcel details Latest bill Full bill history

2012	2011	2010	2009	...	1998
Paid	Paid	Paid	Paid		Paid

Danise D. Henriquez

Real Estate 2012 Annual Bill

Print This Bill (PDF)

Monroe County Tax Collector

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

Account number	Parcel number	Escrow code	Millage code
1674028	00550540000000146139	—	500K

Paid 2012-11-28 $427.64
Receipt #112-12-00003946

Get Bills by Email

Pay your taxes online at: http://www.monroetaxcollector.com/

PAYMENTS MUST BE MADE IN US FUNDS

Owner
COMAS GASTON J AND GLORIA M
935 BELLA VISTA AVE
CORAL GABLES, FL 33156

Situs address
VACANT LAND
KEY LARGO

Legal description
[illegible]

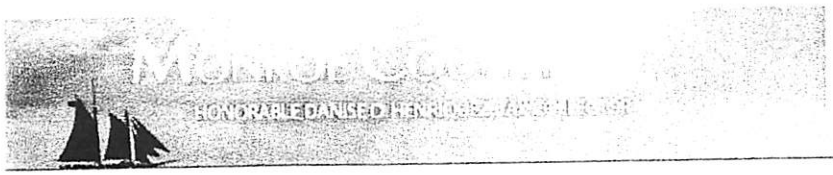
Ad Valorem Taxes

Taxing authority	Millage	Assessed	Exemption	Taxable	Tax
SCHOOL STATE LAW	1.9120	6,189	0	6,189	$11.83
SCHOOL LOCAL BOARD	1.7480	6,189	0	6,189	$10.82
GENERAL REVENUE FUND	0.9172	6,189	0	6,189	$5.68
F&F LAW ENFORCE JAIL JUDICIAL	2.1553	6,189	0	6,189	$13.34
HEALTH CLINIC	0.0504	6,189	0	6,189	$0.31
GENERAL PURPOSE MSTU	0.2267	6,189	0	6,189	$1.40
FLORIDA KEYS MOSQUITO CONTROL	0.5171	6,189	0	6,189	$3.20
M C LOCAL ROAD PATROL LAW ENF	0.4549	6,189	0	6,189	$2.82
SO FL WATER MANAGEMENT DIST	0.1757	6,189	0	6,189	$1.09
OKEECHOBEE BASIN	0.1919	6,189	0	6,189	$1.19
EVERGLADES CONSTRUCTION PRJT	0.0613	6,189	0	6,189	$0.38
K L FIRE RESC & EMERG MEDICAL	0.7900	6,189	0	6,189	$4.89
Total	9.2005				$56.95

Non-Ad Valorem Assessments

Levying authority	Rate	Amount
NEW KEY LARGO WASTEWATER III	n/a	$388.51
Total		$388.51

Combined taxes and assessments: $445.46



Tax Collector Home Search Reports Shopping Cart

Real Estate Account At VACANT LAND, KEY LARGO

Real Estate Account #1674036 Parcel details Latest bill Full bill history

2012	2011	2010	2009	...	1998
Paid	Paid	Paid	Paid		Paid

Danise D. Henriquez

Real Estate 2012 Annual Bill

Print This Bill (PDF)

Monroe County Tax Collector

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

Account number	Parcel number	Escrow code	Millage code
1674036	00550550000000146139	—	500K

Paid 2012-11-29 $427.64
Receipt #101-12-00001172

Get Bills by Email

Pay your taxes online at: http://www.monroetaxcollector.com/

PAYMENTS MUST BE MADE IN US FUNDS.

Owner
FERNANEZ GLORIA D
8440 S DIXIE HWY APT 1102
MIAMI, FL 33143-7865

Situs address
VACANT LAND
KEY LARGO

Legal description

Ad Valorem Taxes

Taxing authority	Millage	Assessed	Exemption	Taxable	Tax
SCHOOL STATE LAW	1.9120	6,189	0	6,189	$11.83
SCHOOL LOCAL BOARD	1.7480	6,189	0	6,189	$10.82
GENERAL REVENUE FUND	0.9172	6,189	0	6,189	$5.68
F&F LAW ENFORCE JAIL JUDICIAL	2.1553	6,189	0	6,189	$13.34
HEALTH CLINIC	0.0504	6,189	0	6,189	$0.31
GENERAL PURPOSE MSTU	0.2267	6,189	0	6,189	$1.40
FLORIDA KEYS MOSQUITO CONTROL	0.5171	6,189	0	6,189	$3.20
M C LOCAL ROAD PATROL LAW ENF	0.4549	6,189	0	6,189	$2.82
SO FL WATER MANAGEMENT DIST	0.1757	6,189	0	6,189	$1.09
OKEECHOBEE BASIN	0.1919	6,189	0	6,189	$1.19
EVERGLADES CONSTRUCTION PRJT	0.0613	6,189	0	6,189	$0.38
K L FIRE RESC & EMERG MEDICAL	0.7900	6,189	0	6,189	$4.89
Total	9.2005				$56.95

Non-Ad Valorem Assessments

Levying authority	Rate	Amount
NEW KEY LARGO WASTEWATER III	n/a	$388.51
Total		$388.51

Combined taxes and assessments: $445.46

Tax Collector Home Search Reports Shopping Cart

Real Estate Account At VACANT LAND, KEY LARGO

Real Estate Account #1674061 Parcel details Latest bill Full bill history

Pay All: $1,088.96	2012	2011	2010	2009	...	1998
	$450.15 due	$638.81 due	Paid	Paid		Paid

Danise D. Henriquez

Real Estate 2012 Annual Bill

Print This Bill (PDF)

Monroe County Tax Collector

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

Account number	Parcel number	Escrow code	Millage code
1674061	00550580000000146139	—	500K

Pay this bill: $450.15

Get Bills by Email

Prior Year(s) Taxes Due
PER F.S.197.343 1, IF THE TAXES FOR THE YEAR 2012 ON YOUR PROPERTY ARE NOT PAID, A TAX CERTIFICATE WILL BE SOLD FOR THESE TAXES AND YOUR PROPERTY MAY BE SOLD AT A FUTURE DATE. CONTACT THE TAX COLLECTOR'S OFFICE AT ONCE AS OF APRIL 1, ONLY CASH/CASHIER'S CHECK/MONEY ORDER WILL BE ACCEPTED. TAX CERTIFICATE SALE JUNE 01.

Owner
M AND M ENTERPRISES PROFIT SHARING PLAN
C/O NELSON MARY D TRUSTEE
605 S LAWRENCE BLVD
KEYSTONE HEIGHTS, FL 32656-9367

Situs address
VACANT LAND
KEY LARGO

Legal description

Full legal available: Parcel details

Ad Valorem Taxes

Taxing authority	Millage	Assessed	Exemption	Taxable	Tax
SCHOOL STATE LAW	1.9120	6,698	0	6,698	$12.81
SCHOOL LOCAL BOARD	1.7480	6,698	0	6,698	$11.71
GENERAL REVENUE FUND	0.9172	6,698	0	6,698	$6.14
F&F LAW ENFORCE JAIL JUDICIAL	2.1553	6,698	0	6,698	$14.44
HEALTH CLINIC	0.0504	6,698	0	6,698	$0.34
GENERAL PURPOSE MSTU	0.2267	6,698	0	6,698	$1.52
FLORIDA KEYS MOSQUITO CONTROL	0.5171	6,698	0	6,698	$3.46
M C LOCAL ROAD PATROL LAW ENF	0.4549	6,698	0	6,698	$3.05
SO FL WATER MANAGEMENT DIST	0.1757	6,698	0	6,698	$1.18
OKEECHOBEE BASIN	0.1919	6,698	0	6,698	$1.29
EVERGLADES CONSTRUCTION PRJT	0.0613	6,698	0	6,698	$0.41
K L FIRE RESC & EMERG MEDICAL	0.7900	6,698	0	6,698	$5.29
Total	9.2005				$61.64

Non-Ad Valorem Assessments

Levying authority	Rate	Amount
NEW KEY LARGO WASTEWATER III	n/a	$388.51
Total		$388.51

Combined taxes and assessments: $450.15

If paid by:	Mar 31, 2013	Apr 30, 2013	May 31, 2013
Please pay:	$450.15	$463.65	$465.90

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: 03/19/2013 Agenda Item No. 2

[ ] PUBLIC HEARING [X] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Resolution 08-0413 and Exemption of AK#1604208 – Blue Water Property Owners Association

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation (See Summary / Background)

Approved by General Manager MBlank **Date:** 4/4/2013

Originating Department: Customer Service	Costs: $2,960.37 Funding Source: Assessment Revenue Acct. #: 325100	**Attachments:** **1. Map** **2. Request for Wastewater Exemption** **3. Resolution**
Department Review: [X] District Counsel (Rec'd) [X] General Manager MB [X] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Staff recommends exemption for this parcel be granted in accordance with KLWTD Resolution 63-08-12, and Section 9.02(2)(i) of the Key Largo Wastewater Treatment District General Rules and Regulations. This parcel has been deemed unable to support a facility capable of creating wastewater by the KLWTD Engineering Department.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

RESOLUTION NO. 08-04-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District (hereinafter "District") has determined that it will not provide wastewater infrastructure to serve the Tax Parcel shown in Section 1; and

WHEREAS, The District has previously levied Non-Ad Valorem Assessments for the Tax year 2008 for the Parcel shown in Section 1; and

WHEREAS, The District desires to cause refunds and/or credits to be made for all payments made on account of non-ad valorem assessments levied against the parcel;

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

Section 1.

PARCEL ID:	00489136-019000
AK NO.:	1604208
PARCEL DESCRIPTION:	TRACT D BLUE WATER TRAILER VILLAGE SEC 4 KEY LARGO PB6-100 OR581-966 OR1015-767/768 OR1085-758/57

Section 2. The Key Largo Wastewater Treatment District Board of Commissioners does hereby exclude the deleted tax parcel designated above from the Key Largo Wastewater Treatment District's 2008 Non-ad Valorem Assessment, provided that if the District in its sole discretion later provides Wastewater Service to any of the Excluded Parcels, the then-current owner(s) shall be required to pay to the District all direct and indirect costs and expenses, including, but not limited to, an amount fairly representing the special benefit that the Tax Parcel(s) will receive, as determined by the District. The amount charged at the time of later connection is expected to be significantly greater than the 2008 non-ad valorem assessment.

Section 3. The District hereby authorizes the Monroe County Tax Collector to credit the Tax Parcels shown in Section 1 with all payments received on account of them, following the Monroe County Tax Collector's standard methodology as directed by the District.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners

RESOLVED AND ADOPTED THIS 9th DAY OF APRIL 2013

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

	AYE	NAY
Chairman Majeska	____	____
Commissioner Gibbs	____	____
Commissioner Tobin	____	____
Commissioner Higgins	____	____
Commissioner Asdourian	____	____

The Chairman thereupon declared Resolution No. 08-04-13 duly passed and adopted the 9th day of April 2013

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____
Chairman Majeska

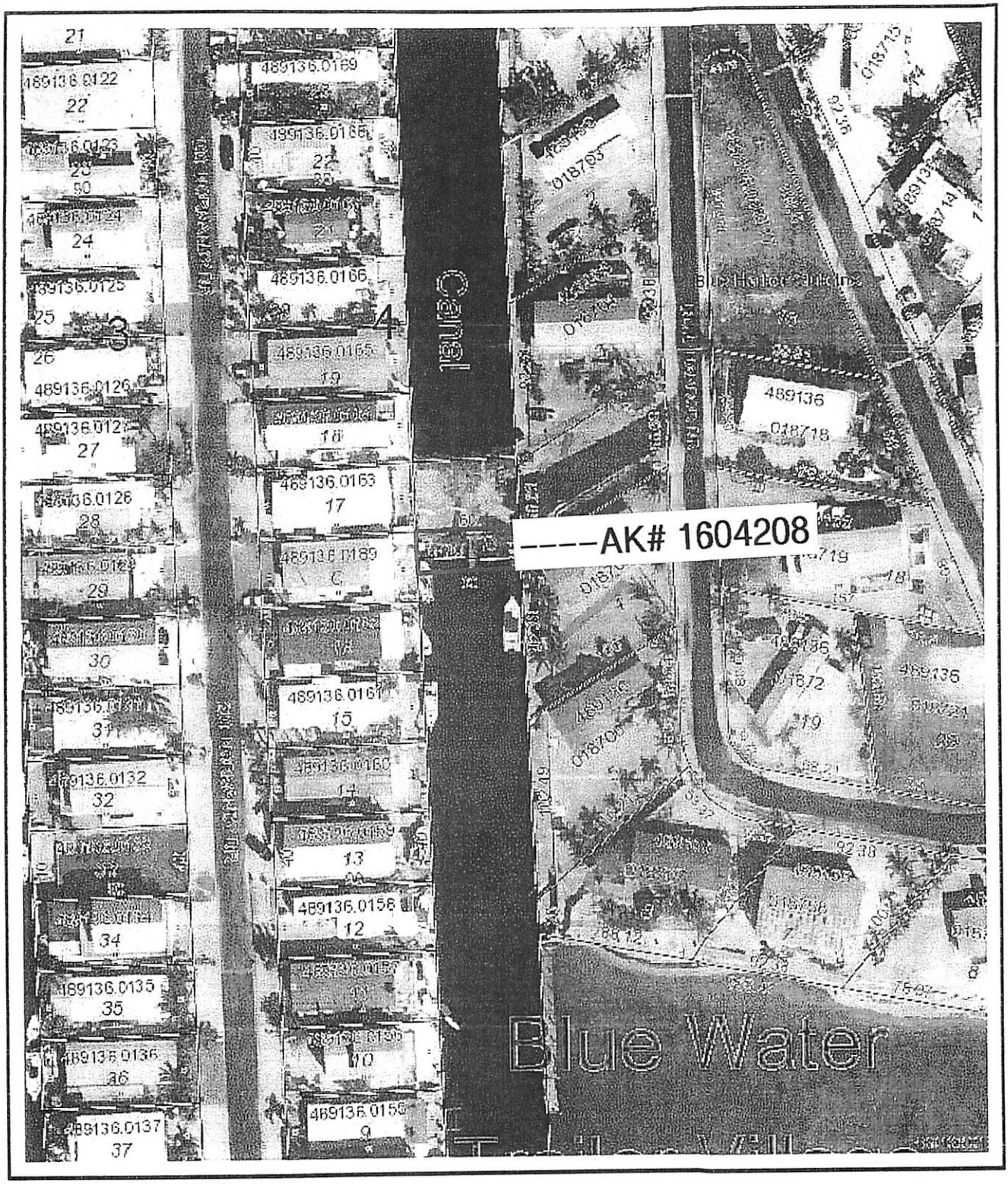
ATTEST:

_____
Carol Walker, District Clerk

Approved to as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL



Blue Harbor Condo Assoc INC

Printed:Feb 27, 2013

AK#1604208

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarante its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

Key Largo Wastewater Treatment District

98880 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019
Fax: 305-453-5807

Request for Wastewater Assessment Waiver or Exemption

ALL fields must be completed, unless indicated as optional, before the request will be reviewed.

Property Owner of Record: Blue Water Property Owners Assoc.

Name of Request Initiator: Miriam Rodriguez

Email (optional): rodriguez7940@bellsouth.net **Phone:** 305-989-5207

PARCEL 1
RE/Parcel ID: 00489130 019000 **Alternate Key:** 1604208

Parcel Legal Description: _____

PARCEL 2
RE/Parcel ID: _____ **Alternate Key:** _____

Parcel Legal Description: _____

PARCEL 3
RE/Parcel ID: _____ **Alternate Key:** _____

Parcel Legal Description: _____

☐ I request a **WAIVER** of wastewater assessment because I own a parcel that has been assessed, is serviced by central sewer and is adjacent to the parcel(s) referenced above. I understand that I will pay an administrative fee of $200 to process the waiver. (Fee is not due with the submission of this request form.) I further understand, should I later combine the parcels with Monroe County and the waived alternate key referenced above becomes the surviving alternate key for the combined parcel, the assessment will be transferrable to the surviving alternate key.

Alternate Key for Serviced Parcel: _____

☑ I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above for the reason(s) stated below:

Parcel is a Plugged Canal not buildable or CAPABLE of creating Wastewater -

Miriam C. Diaz (Business Manager) 2/27/13

Signature **Date**

The completed request form may be mailed to the address below, faxed to 305-453-5807 or hand delivered to the District office located at 98880 Overseas Hwy, Key Largo, FL 33037.

Mailing Address: PO Box 491, Key Largo, FL 33037

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 3

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

SUBJECT: Waiver and Adjustment of Assessment - AK#1643882 – Church of Nazarene

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation (See Summary / Background)

Approved by General Manager MBlank **Date:** 4/4/2013

Originating Department: Customer Service	Costs: Adjustment with waiver, 8.0 EDU to 2.9 EDU $22,050. Funding Source: Assessment Revenue Acct #: 325100	**Attachments:** 1 – Map 2 – Customer Request for Waiver 3 – Water Usage Calculations 4 – Resolution 5 - Waiver of Wastewater Services 6 – KLWTD Recommended Decision of Wastewater Base Facility Charge Review Letter 7 – KLWTD Recommended Decision of Assessment Review Letter
Department Review: [X] District Counsel RG(cw) [ ] General Manager MB [X] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Church of the Nazarene owns a block of five contiguous parcels. On these parcels exists only one structure capable of producing wastewater.

In accordance with KLWTD General Rules and Regulations, Section 9.02(2)(i) the owner has requested a waiver of 4 of the 5 parcels. The combined EDU assignment for all 5 parcels is currently 8.0 EDU. Water consumption calculations indicate the proper EDU assignment should be 2.9 EDU.

Staff Recommendation:

Staff recommends approval of the EDU increase of AK#1643882 from 1.0 EDU to 2.9 EDU based on water consumption and waiver of AKs 1643874,1643891,1644269,1644277.

Resulting Board Action:

□ Approved □ Tabled □ Disapproved □ Recommendation Revised

RESOLUTION NO. 09-04-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF THE CHURCH OF NAZARENE FOR REMOVAL OF FOUR TAX PARCEL FROM THE 2005 PRELIMINARY NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District approved the request of the property owners, The Church of Nazarene to waive service to the parcels described in Section 2; and

WHEREAS, the Key Largo Wastewater Treatment District has determined the parcels described in Section 2 are adjacent to the parcel described in Section 1 which is receiving service, and that the four parcels are developed and used as a single property; and

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

Section 1.

PARCEL ID:	00524640-00000
AK NO.	1643882
PARCEL DESCRIPTION:	BK 8 LT 3 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Section 2.

PARCEL ID:	00525020-000000
AK NO.	1644269
PARCEL DESCRIPTION:	BK 8 LT 40 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15
PARCEL ID:	00524650-000000
AK NO.	1643891
PARCEL DESCRIPTION:	BK 8 LT 4 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15
PARCEL ID:	00525030-000000
AK NO.	1644277
PARCEL DESCRIPTION:	BK 8 LT 41 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-7
PARCEL ID:	00524630-000000
AK NO.	1643874
PARCEL DESCRIPTION:	BK 8 LT 2 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Section 3. The Key Largo Wastewater Treatment District Board of Commissioners does herby exclude the lots designated above in Section 2 from the Preliminary Key Largo Wastewater Treatment District 2005 No Ad-Valorem Assessment.

Section 4. APPLICABILITY AND EFFECTIVE DATE.

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

RESOLVED AND ADOPTED THIS 9th DAY OF APRIL, 2013

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

	AYE	NAY
Chairman Majeska	____	____
Commissioner Asdourian	____	____
Commissioner Gibbs	____	____
Commissioner Tobin	____	____
Commissioner Higgins	____	____

The Chairman thereupon declared Resolution No. 09-03-13 duly passed and adopted the 9th day of April, 2013

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____
Acting Chairman Majeska

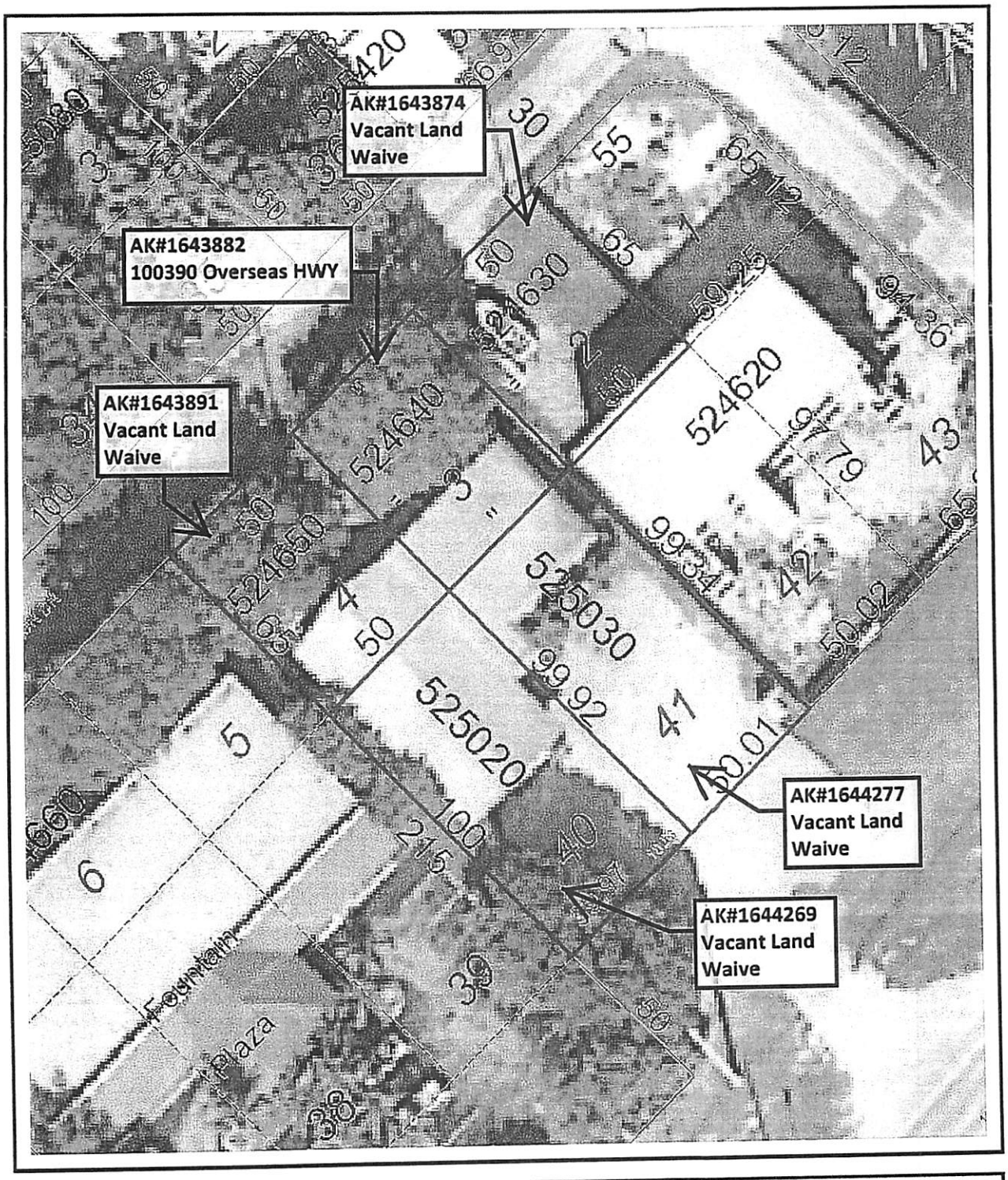
ATTEST:

_____
Carol Walker, District Clerk

Approved to as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL



Church of Nazarene

Waiver - AK#1643882

Printed:Mar 19, 2013

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarante its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS CFA

Key Largo Wastewater Treatment District

98880 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019
Fax: 305-453-5807

Request for Wastewater Assessment Waiver or Exemption

***ALL** fields must be completed, unless indicated as optional, before the request will be reviewed.*

Property Owner of Record: Church of Nazarene of Key Largo, Inc.

Name of Request Initiator: Mel Santiesteban -

Email (optional): mesan114@bellsouth.net **Phone:** 305-451-1142
Cell, 786-299-4537

PARCEL 1
RE/Parcel ID: _____ **Alternate Key:** 1643874

Parcel Legal Description: vacant.

PARCEL 2
RE/Parcel ID: _____ **Alternate Key:** 1643882

Parcel Legal Description: church

PARCEL 3
RE/Parcel ID: _____ **Alternate Key:** 1577111

Parcel Legal Description: house

☐ I request a **WAIVER** of wastewater assessment because I own a parcel that has been assessed, is serviced by central sewer and is adjacent to the parcel(s) referenced above. I understand that I will pay an administrative fee of $200 to process the waiver. (Fee is not due with the submission of this request form.) I further understand, should I later combine the parcels with Monroe County and the waived alternate key referenced above becomes the surviving alternate key for the combined parcel, the assessment will be transferrable to the surviving alternate key.

Alternate Key for Serviced Parcel: _____

☑ I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above for the reason(s) stated below:

non-profit 501C.3

_____ 3-8-2013
Signature **Date**

The completed request form may be mailed to the address below, faxed to 305-453-5807 or hand delivered to the District office located at 98880 Overseas Hwy, Key Largo, FL 33037.

Mailing Address: PO Box 491, Key Largo, FL 33037

Key Largo Wastewater Treatment District

98880 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019
Fax: 305-453-5807

Request for Wastewater Assessment Waiver or Exemption

***ALL** fields must be completed, unless indicated as optional, before the request will be reviewed.*

Property Owner of Record: Church of Nazarene of Key Largo, Fax

Name of Request Initiator: Mel Santiesteban

Email (optional): mesant14@bellsouth.net **Phone:** 305-451-1142
Cel. 786-299-4537

PARCEL 1
RE/Parcel ID: _____ **Alternate Key:** 1044269

Parcel Legal Description: vacant

PARCEL 2
RE/Parcel ID: _____ **Alternate Key:** 1043891

Parcel Legal Description: vacant

PARCEL 3
RE/Parcel ID: _____ **Alternate Key:** 1044277

Parcel Legal Description: vacant

☑ I request a **WAIVER** of wastewater assessment because I own a parcel that has been assessed, is serviced by central sewer and is adjacent to the parcel(s) referenced above. I understand that I will pay an administrative fee of $200 to process the waiver. (Fee is not due with the submission of this request form.) I further understand, should I later combine the parcels with Monroe County and the waived alternate key referenced above becomes the surviving alternate key for the combined parcel, the assessment will be transferrable to the surviving alternate key.

Alternate Key for Serviced Parcel: _____

☑ I request an **EXEMPTION** of wastewater assessment for the parcel(s) listed above for the reason(s) stated below:

Non-profit 501C.3

Mel Santiesteban
Signature

3-8-2013
Date

The completed request form may be mailed to the address below, faxed to 305-453-5807 or hand delivered to the District office located at 98880 Overseas Hwy, Key Largo, FL 33037.

Mailing Address: PO Box 491, Key Largo, FL 33037

Water Usage Calculations

Alternate Key #	**1643882**
Owner	**CHURCH OF THE NAZARENE**
Current Tenant	**CHURCH OF THE NAZARENE**
FKAA Meter #	1833040612
FKAA Location ID	23507
Tenant FKAA Acct #	523737
Property Type Code	71 - CHURCHES
Service Address	100400 OVERSEAS L40 B8 HWY
Service City	KEY LARGO FL 33037
NAV Year	2005
RES or Non-RES	NON RES
Most Current Year in Study	2012
AK EDU Assigned Per NAV	4
AK Current EDU	4
KLWTD to FKAA EDU	4
# Months Studied	36
Calculation Date	

RAW	MAX3MO	43,600
	AVG3MO	14,533
	RAW EDU	**2.9**
3 STD	MAX3MO	43,600
	AVG3MO	14,533
	EDU	**2.9**
2 STD	MAX3MO	43,600
	AVG3MO	14,533
	EDU	**2.9**

64 E Calculation	
Total Sq Ft	
Div By # Units	
Sq Ft Per Unit	
Div By 100	
X 15 / 167	
EDU	**0.0**

Notes/Comments:

Year	Month	Exemption (Place an X next to the consumption value to be thrown out)	Monthly Consmption (Gal)	Monthly Consumption Removing Exemptions	Monthly Consumption With Mean Substitutions	Monthly Consumption 3 STD DEV Correction	Monthly Consumption 2 STD DEV Correction	3 Consecutive Months	3 Month Consumption (Gal)	3 Month Consumption (Gal) 3 STD DEV	3 Month Consumption (Gal) 2 STD DEV
2012	DEC		1000	1000	1000	1000	1000	DEC-NOV-OCT	3,600	3,600	3,600
	NOV		1300	1300	1300	1300	1300	NOV-OCT-SEPT	9,900	9,900	9,900
	OCT		1300	1300	1300	1300	1300	OCT-SEPT-AUG	16,700	16,700	16,700
	SEPT		7300	7300	7300	7300	7300	SEPT-AUG-JULY	18,400	18,400	18,400
	AUG		8100	8100	8100	8100	8100	AUG-JULY-JUNE	17,700	17,700	17,700
	JULY		3000	3000	3000	3000	3000	JULY-JUNE-MAY	16,900	16,900	16,900
	JUNE		6600	6600	6600	6600	6600	JUNE-MAY-APR	20,800	20,800	20,800
	MAY		7300	7300	7300	7300	7300	MAY-APR-MAR	23,400	23,400	23,400
	APR		6900	6900	6900	6900	6900	APR-MAR-FEB	24,000	24,000	24,000
	MAR		9200	9200	9200	9200	9200	MAR-FEB-JAN	29,000	29,000	29,000
	FEB		7900	7900	7900	7900	7900	FEB-JAN-DEC	33,300	33,300	33,300
	JAN		11900	11900	11900	11900	11900	JAN-DEC-NOV	38,400	38,400	38,400
2011	DEC		13500	13500	13500	13500	13500	DEC-NOV-OCT	32,900	32,900	32,900
	NOV		13000	13000	13000	13000	13000	NOV-OCT-SEPT	43,300	26,256	26,256
	OCT		6400	6400	6400	6400	6400	OCT-SEPT-AUG	31,700	14,656	14,656
	SEPT		23900	23900	23900	6855.555556	6855.555556	SEPT-AUG-JULY	42,300	25,256	25,256
	AUG		1400	1400	1400	1400	1400	AUG-JULY-JUNE	24,100	24,100	24,100
	JULY		17000	17000	17000	17000	17000	JULY-JUNE-MAY	23,600	23,600	23,600
	JUNE		5700	5700	5700	5700	5700	JUNE-MAY-APR	9,400	9,400	9,400
	MAY		900	900	900	900	900	MAY-APR-MAR	11,700	11,700	11,700
	APR		2800	2800	2800	2800	2800	APR-MAR-FEB	23,600	23,600	23,600
	MAR		8000	8000	8000	8000	8000	MAR-FEB-JAN	35,200	35,200	35,200
	FEB		12800	12800	12800	12800	12800	FEB-JAN-DEC	43,600	43,600	43,600
	JAN		14400	14400	14400	14400	14400	JAN-DEC-NOV	38,100	38,100	38,100
2010	DEC		16400	16400	16400	16400	16400	DEC-NOV-OCT	28,000	28,000	28,000
	NOV		7300	7300	7300	7300	7300	NOV-OCT-SEPT	20,700	20,700	20,700
	OCT		4300	4300	4300	4300	4300	OCT-SEPT-AUG	19,400	19,400	19,400
	SEPT		9100	9100	9100	9100	9100	SEPT-AUG-JULY	16,500	16,500	16,500
	AUG		6000	6000	6000	6000	6000	AUG-JULY-JUNE	8,800	8,800	8,800
	JULY		1400	1400	1400	1400	1400	JULY-JUNE-MAY	8,100	8,100	8,100
	JUNE		1400	1400	1400	1400	1400	JUNE-MAY-APR	7,600	7,600	7,600
	MAY		5300	5300	5300	5300	5300	MAY-APR-MAR	7,100	7,100	7,100
	APR		900	900	900	900	900	APR-MAR-FEB	2,900	2,900	2,900
	MAR		900	900	900	900	900	MAR-FEB-JAN	3,100	3,100	3,100
	FEB		1100	1100	1100	1100	1100				
	JAN		1100	1100	1100	1100	1100				

Average	6856	6855.555556	6855.555556	6382	6382
Std Dev	5605.530149	5605.530149	5605.530149	4784.456961	4784.456961

Prepared: 2/24/12

This document prepared by (and after recording return to):

Name:	Key Largo Wastewater Treatment District
Address:	P.O. Box 491
City, State, Zip:	Key Largo, FL 33037-0491
Phone:	305-451-4019

--------**Above This Line Reserved For Official Use Only**-----

Property Appraiser Parcel Identification Number(s):
Serve AK#: **1643882** Waive AK#: **1644269, 1643891, 1644277, 1643874**

KEY LARGO WASTEWATER TREATMENT DISTRICT
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

THIS WAIVER of wastewater service and acknowledgement of potential costs is executed on the date(s) shown below:

WHEREAS, on DATE, the Key Largo Wastewater Treatment District ("District") adopted a Final Assessment Resolution levying non-ad valorem assessments against each of the Tax Parcels listed in Attachment A under and in accordance with Chapter 197.3632, Florida Statutes; and

WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in ttachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A.
2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).
3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.
4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive, as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the non-ad valorem assessment.
5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).
7. The District acknowledges receipt of an administrative fee of $200.00.
8. The undersigned mortgagee(s) hereby consent to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.
9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Sign: Mel Santiesteban
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

Sign: _____
Witness

STATE OF: Florida

COUNTY OF: Monroe

The foregoing instrument was acknowledged before me this 3/19/13 (date), by Mel Santiesteban (name(s)), who is personally known to me or who has produced Driver License (type of identification) as identification.

DIANE OBERHEU
MY COMMISSION # EE 828700
EXPIRES: August 21, 2016
Bonded Thru Budget Notary Services

Notary Public

Diane Oberheu
Printed Name

(NOTARY SEAL)

Aug 21 2016
Commission Expiration Date

WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

Attachment A

Tax Parcel receiving wastewater Service:

Alternate Key Number:	1643882
RE Number:	00524640-000000
Physical Location:	100390 OVERSEAS HWY, KEY LARGO
Legal Description:	BK 8 LT 3 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Excluded Parcels:

Excluded Parcel No. 1:

Alternate Key Number:	1644269
RE Number:	00525020-000000
Physical Location:	VACANT LAND KEY LARGO
Legal Description:	BK 8 LT 40 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Excluded Parcel No. 2:

Alternate Key Number:	1643891
RE Number:	00524650-000000
Physical Location:	VACANT LAND KEY LARGO
Legal Description:	BK 8 LT 4 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Excluded Parcel No. 3:

Alternate Key Number:	1644277
RE Number:	00525030-000000
Physical Location:	VACANT LAND KEY LARGO
Legal Description:	BK 8 LT 41 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781

Excluded Parcel No. 4:

Alternate Key Number:	1643874
RE Number:	00524630-000000
Physical Location:	VACANT LAND KEY LARGO
Legal Description:	BK 8 LT 2 AMD PLAT OF PB3-62 KEY LARGO PARK KEY LARGO OR491-781 OR2602-814/15

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
305-451-4019

RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

March 12, 2013

AK: 1643882/ FKAA Acct: 523737-023507
DIST ADV BD STHRN FL DIST CHURCH OF THE NAZARENE
2680 PLACID VIEW DR
LAKE PLACID, FL 33852-9554

For property located at: 100390 OVERSEAS HWY, KEY LARGO

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the EDU assignment for the above referenced property. A Key Largo Wastewater Treatment District (KLWTD) initiated review of water consumption for the time period from 1/1/2010 to 12/31/2012, resulted in the findings below:

	Prior to Review*	Adjusted
EDU Assignment	4.0	**2.9**
Monthly Wastewater Base Charge *(On FKAA Bill: EDU Assignment X $33.60)*	$134.40	**$97.44**

**Based on current outstanding assessment balance.*

As is mandated by (KLWTD) Rate Resolution No 16-10-10, this recommended decision will be presented to the KLWTD Board of Commissioners for review and approval, tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com.) If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you must notify the District Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com, should there be further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

(Enclosure – KLWTD FI-1)

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

RECOMMENDED DECISION of ASSESSMENT REVIEW

March 11, 2013

AK: 1643882
DIST ADV BD STHRN FL DIST CHURCH OF THE NAZARENE
2680 PLACID VIEW DR
LAKE PLACID, FL 33852-9554

For property located at: 100390 OVERSEAS HWY, KEY LARGO

Dear Property Owner:

In accordance with Key Largo Wastewater Treatment District's (KLWTD) Resolution No 63-08-12 (2012 Final Assessment Resolution), a District initiated review of your Wastewater Assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review and recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The 2012 Final Assessment Resolution dictates that your "Equivalent Dwelling Unit" (EDU) assignment be based upon

> *"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel during the thirty-six consecutive months immediately prior to the year in which the calculation is made." The Resolution further explains that The District will identify the highest three consecutive months in that period, and calculate their average. The District will divide the resulting average by 5,010, and round the quotient up to the next one-tenth. In no case will the number of EDU's assigned to the parcel be less than 1.0."*

Using this formula, a revised study of your water usage was conducted and the following determination has been made:

	Prior to Review*	Adjusted
EDU Assignment	1.0	**2.9**

**Based on current outstanding assessment balance*

As is mandated by the 2012 Final Assessment Resolution, this recommended decision will be presented to the Key Largo Wastewater Treatment District Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com). If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2013 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

If you have any questions, you may direct them to the KLWTD Assessment Coordinator at 305-451-4019 Ext 210 or via e-mail at diane.oberheu@klwtd.com.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 4

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

SUBJECT: Exemption - AK# 1547514 – Miriam and Cesar Cuenca

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation (See Summary / Background)

Approved by General Manager MBlank **Date:** 4/4/2013

Originating Department:	Costs: $5,200.00 Funding Source: Assessment Revenue Acct. # 325100	**Attachments:** 1. Map 2. Exemption Form 3. Resolution
Department Review: [X] District Counsel (Reviewed) [X] General Manager MB [X] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

This parcel is eligible for exemption per Assessment Resolution 63-08-12 - Section 4.06(A)(1): The tax parcel is not improved and cannot be improved consistent with existing zoning regulations.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

RESOLUTION NO. 10-04-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District (hereinafter "District") has determined that it will not provide wastewater infrastructure to serve the Tax Parcel shown in Section 1; and

WHEREAS, The District has previously levied Non-Ad Valorem Assessments for the Tax year 2009 for the Parcel shown in Section 1; and

WHEREAS, The District desires to cause refunds and/or credits to be made for all payments made on account of non-ad valorem assessments levied against the parcel;

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

Section 1.

PARCEL ID:	00447860-000000
AK NO.:	1547514
PARCEL DESCRIPTION:	BK 3 LT 26 HARRIS OCEAN PK ESTATES PB4-126 KEY LARGO OR362-40/41 OR1118-528AFF OR1315-1782

Section 2. The Key Largo Wastewater Treatment District Board of Commissioners does hereby exclude the deleted tax parcel designated above from the Key Largo Wastewater Treatment District's 2009 Non-ad Valorem Assessment, provided that if the District in its sole discretion later provides Wastewater Service to any of the Excluded Parcels, the then-current owner(s) shall be required to pay to the District all direct and indirect costs and expenses, including, but not limited to, an amount fairly representing the special benefit that the Tax Parcel(s) will receive, as determined by the District. The amount charged at the time of later connection is expected to be significantly greater than the 2009 non-ad valorem assessment.

Section 3. The District hereby authorizes the Monroe County Tax Collector to credit the Tax Parcels shown in Section 1 with all payments received on account of them, following the Monroe County Tax Collector's standard methodology as directed by the District.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners

RESOLVED AND ADOPTED THIS 9th DAY OF APRIL 2013

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

	AYE	NAY
Chairman Majeska	____	____
Commissioner Gibbs	____	____
Commissioner Tobin	____	____
Commissioner Higgins	____	____
Commissioner Asdourian	____	____

The Chairman thereupon declared Resolution No. 10-04-13 duly passed and adopted the 9th day of April 2013

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____
Chairman Majeska

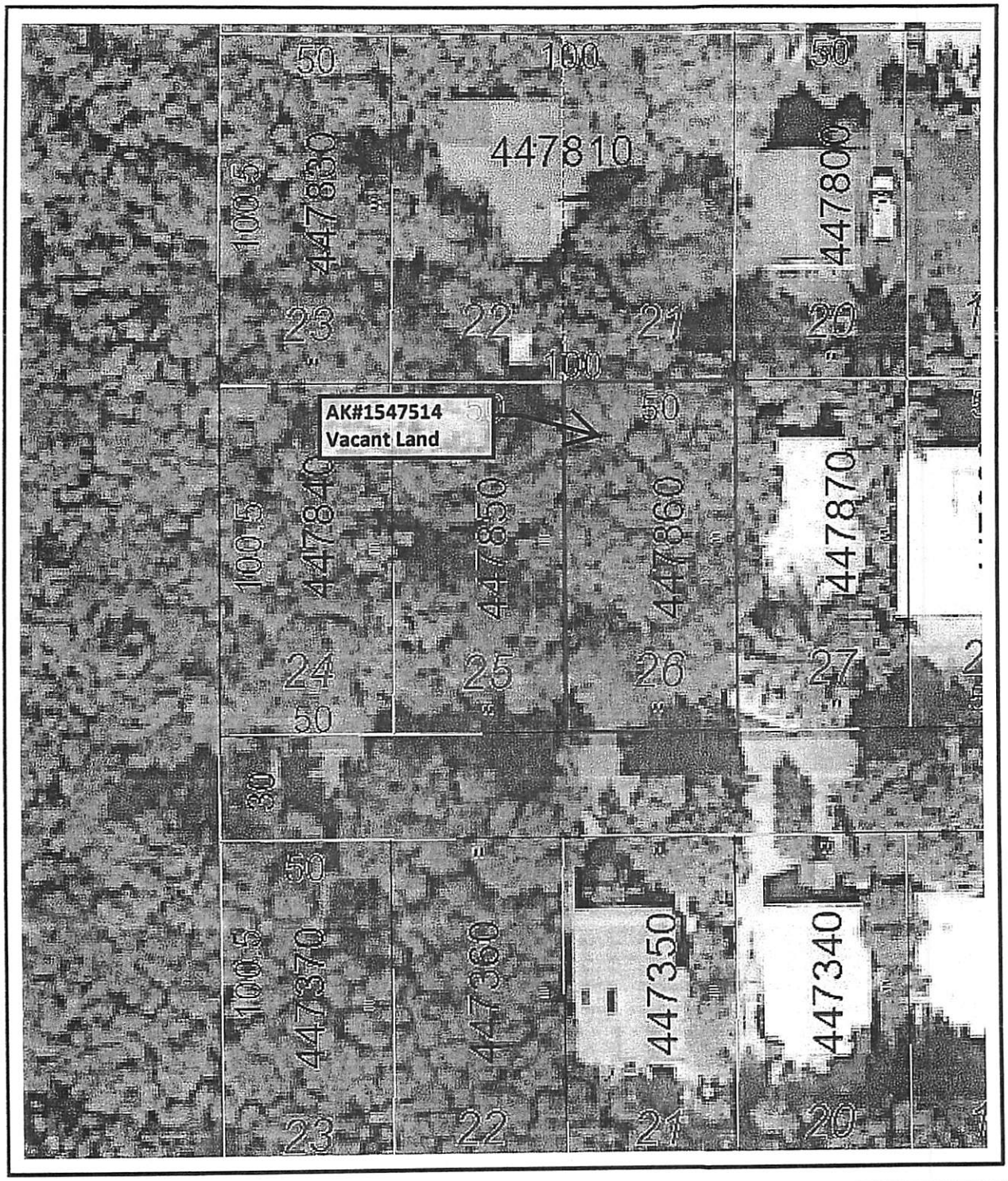
ATTEST:

_____
Carol Walker, District Clerk

Approved to as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL



Miriam and Cesar Cuenca

Vacant Land AK#1547514

Printed:Mar 19, 2013

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarante its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS CFA

Key Largo Wastewater Treatment District

98880 Overseas Highway
PO Box 491
Key Largo, FL 33037

Phone:305-451-4019
Fax: 305-453-5807

February 24, 2013

AK#: 1547514

CUENCA, CESAR I AND MIRIAM
150 PACIFIC AVE
TAVERNIER, FL 33070

Re: Request for **Exemption**

Dear Property Owner:

In response to your request for exemption for the property referenced in Attachment A and in accordance with Section 4.06 of KLWTD Resolution No. 63-08-12, the District has reviewed your request and has determined that this property is eligible to be excluded from the wastewater assessment roll. To exercise this exemption, please complete the attached form, have it notarized and return it to the District at the address provided above.

If you exercise this exemption and you or a subsequent owner later choose to obtain District wastewater services, **the owner of this tax parcel will be required to pay the assessment on this property**, which could be substantially greater than the amount of the original assessment.

Upon receipt of the completed attached documentation, your request will be reviewed and, if complete, placed on a Key Largo Wastewater Treatment District (the "District) Board of Commissioners meeting agenda for Board approval. Please contact the District Clerk at 305-451-4019 ext 205 or email carol.walker@klwtd.com for confirmation of the meeting date. If any refund of assessment be due, the District will issue a check for all principal paid to the parcel owner of record as recorded with the Monroe County Property Appraiser at the time of Board approval.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

THE UNDERSIGNED, COMPRISING ALL OF THE OWNERS OF THE TAX PARCELS LISTED IN ATTACHMENT A HAVE EXECUTED THIS EXEMPION OF WASTEWATER SERVICE AND ACKNOWLEDGEMENT OF POTENTIAL COSTS ON THE DATES SHOWN OPPOSITE THEIR NAMES.

THE UNDERSIGNED ACKNOWLEDGE AND AGREE THAT IF THEY OR A SUBSEQUENT OWNER OF A TAX PARCEL LISTED IN ATTACHMENT "A" LATER CHOOSE TO OBTAIN DISTRICT WASTEWATER SERVICE, THE COST OF CONNECTION WILL BE SIGNIFICANTLY GREATER THAN THE AMOUNT OF THE CURRENT ASSESSMENT.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Print: CESAR I CUENCA
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

Print: Miriam S. CUENCA
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

STATE OF FLORIDA

COUNTY OF Monroe

The foregoing instrument was acknowledged before me this 3-12-13 (date), by CESAR I CUENCA & Miriam S. CUENCA (name(s)), who is personally known to me or who has produced _____ (type of identification) as identification.

YOHANY RODRIGUEZ
MY COMMISSION # EE 092897
EXPIRES: June 20, 2015
Bonded Thru Budget Notary Services

Notary Public

Yohany Rodriguez
Printed Name

6/20/15
Commission Expiration Date

YOHANY RODRIGUEZ
MY COMMISSION # EE 092897
EXPIRES: June 20, 2015
Bonded Thru Budget Notary Services

ATTACHMENT A

Excluded Parcels

Excluded Parcel:

Alternate Key Number: 1547514
RE Number: 00447860-000000
Physical Location: VACANT LAND KEY LARGO
Subdivision: HARRIS OCEAN PARK ESTATES
Legal Description: BK 3 LT 26 HARRIS OCEAN PK ESTATES PB4-126 KEY LARGO OR362-40/41 OR1118-528AFF OR1315-1782

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2012 Agenda Item No. 5

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

SUBJECT: Assessment and Billing Adjustment – AK#1577111 – 21 Marlin Ave

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation (See Summary / Background)

Approved by General Manager _____ **Date:** 4/4/2013

Originating Department: Customer Service	Costs: $3,135.00 Funding Source: Assessment Revenue Acct. # 325100	**Attachments:** 1. Map 2. Recommended Decision of Wastewater Base Facility Charge Review 3. Recommended Decision of Assessment Review
Department Review: [ ] District Counsel _____ [ ] General Manager _____ [X] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

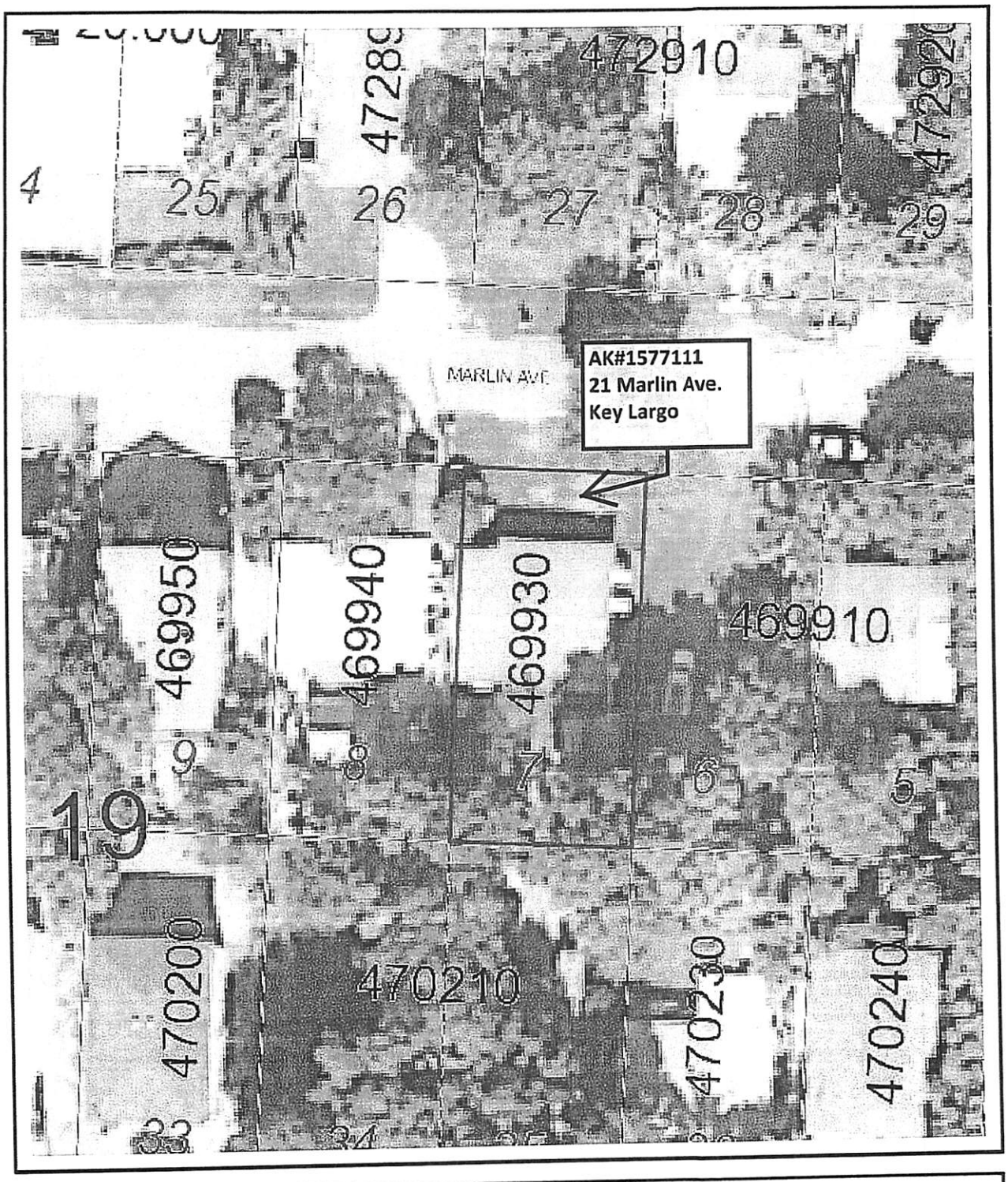
Summary Explanation/Background:

This residential parcel is owned by Church of Nazarene. EDU assignment was calculated based on water usage opposed to an assignment of 1.0 EDU per residential dwelling unit. This single family dwelling unit should be assessed with 1.0 EDU.

Staff recommendation is to approve the EDU reduction from 2.1 EDU to 1.0 EDU.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised



AK#1577111 - 21 Marlin Ave

Printed:Mar 25, 2013

Church of Nazarene - Residential

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS
CFA

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
305-451-4019

RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

March 11, 2013

AK: 1577111/ FKAA Acct: 514069-023353
CHURCH OF THE NAZARENE OF KEY LARGO INC
PO BOX 800
KEY LARGO, FL 33037

For property located at: 21 MARLIN AVE, KEY LARGO

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the EDU assignment for the above referenced property. A Key Largo Wastewater Treatment District (KLWTD) initiated review of water consumption for the time period from 1/1/2010 to 12/31/2012, resulted in the findings below:

	Prior to Review*	Adjusted
EDU Assignment	2.1	**1.0**
Monthly Wastewater Base Charge *(On FKAA Bill: EDU Assignment X $33.60)*	$70.56	**$33.60**

**Based on current outstanding assessment balance.*

As is mandated by (KLWTD) Rate Resolution No 16-10-10, this recommended decision will be presented to the KLWTD Board of Commissioners for review and approval, tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com.) If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you must notify the District Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com, should there be further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

(Enclosure – KLWTD FI-1)

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

• RECOMMENDED DECISION of ASSESSMENT REVIEW

March 11, 2013

AK: 1577111
CHURCH OF THE NAZARENE OF KEY LARGO INC
PO BOX 800
KEY LARGO, FL 33037

For property located at: 21 MARLIN AVE, KEY LARGO

Dear Property Owner:

In accordance with Key Largo Wastewater Treatment District's (KLWTD) Resolution No 63-08-12 (2012 Final Assessment Resolution), a District initiated review of your Wastewater Assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review and recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The 2012 Final Assessment Resolution dictates that your "Equivalent Dwelling Unit" (EDU) assignment be based upon

> *"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel during the thirty-six consecutive months immediately prior to the year in which the calculation is made." The Resolution further explains that The District will identify the highest three consecutive months in that period, and calculate their average. The District will divide the resulting average by 5,010, and round the quotient up to the next one-tenth. In no case will the number of EDU's assigned to the parcel be less than 1.0."*

Using this formula, a revised study of your water usage was conducted and the following determination has been made:

	Prior to Review*	Adjusted
EDU Assignment	2.1	**1.0**

**Based on current outstanding assessment balance*

As is mandated by the 2012 Final Assessment Resolution, this recommended decision will be presented to the Key Largo Wastewater Treatment District Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com). If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2013 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

If you have any questions, you may direct them to the KLWTD Assessment Coordinator at 305-451-4019 Ext 210 or via e-mail at diane.oberheu@klwtd.com.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 6

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: **Flood Insurance Policy for Vacuum Stations I and J-K**

RECOMMENDED MOTION/ACTION: Staff recommends approval and immediate binding of new flood insurance policy *(these vacuum stations were not previously covered for flood due to high cost).*

Flood proofing has been completed in March 2013 for both vac stations at a total cost of $25,500.

Flood Insurance coverage quotes for Vac Stations I & J-K prior to flood proofing: $106,864.00
Flood Insurance coverage quotes for Vac Stations I & J-K after flood proofing: $2,332.00

Coverage Information: $221,500.00 at each vac station with a $1,000 deductible

Attachments: Travelers Flood Insurance premium quote from 4/23/11
Fidelity National Indemnity Insurance premium quotes from 4/2/13

Approved by General Manager MBlack **Date:** 4/4/2013

Originating Department: Finance	**Costs: $2,332.00** **Funding Source:** **Acct. # 5121.41**	**Attachments:** Applicant status spreadsheet
Department Review: [ ] District Counsel _____ [ ] General Manager MB [ ] Finance _____	**[ ] Engineering_____** **[ ] Clerk_____**	**Advertised:** Date: _____ Paper: _____ [X] Not Required
IT/CS SD	**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.

Travelers Flood

PO Box 29103, Shawnee Mission, KS 66201-1403

FLOOD INSURANCE QUOTE

Quoted with an effective date of: 04/23/2011

Insurance Agent/Broker — Agency ID: 0F3306	Name and Mailing Address of Insured
T.R. JONES & COMPANY PO BOX 1505 HOMESTEAD, FL 33090 TEL: 305-247-5121	Key Largo Wastewater Treatment District 95190 Overseas Hwy Key Largo, FL 33037-2048 TEL: 305-451-4019

Subject Property	Product Type
95190 Overseas Hwy Key Largo, FL 33037-2048	☒ Standard Flood ☐ Mortgage Portfolio Protection Program (MPPP) ☐ Residential Condo Bldg Assoc Policy (RCBAP) ☐ Scheduled Building

Rating Description

Building occupancy:
- ☐ Single Family
- ☐ 2-4 Family
- ☐ Other Residential
- ☒ Non-Residential (including Hotel/Motel)

Basement, enclosure, or crawlspace below an elevated building?
- ☐ None
- ☐ Finished Basement/Enclosure
- ☒ Unfinished Basement/Enclosure
- ☐ Crawlspace
- ☐ Subgrade Crawlspace

Number of floors in entire building (include basement or enclosed area, if any), or building type:
- ☐ 1 Floor ☒ 2 Floors
- ☐ 3 or more ☐ Split Level
- ☐ Townhouse/Rowhouse (RCBAP Lowrise Only)
- ☐ Manufactured (Mobile) Home on Foundation

Condominium Form of Ownership?
- ☐ Yes ☒ No

Condo coverage is for:
- ☐ Unit ☐ Entire Building

Number of Units:
- ☐ High-Rise ☐ Low-Rise

Contents Location:
- ☐ Basement/enclosure only
- ☐ Basement/enclosure and above
- ☐ Lowest floor only above ground level
- ☐ Lowest floor only above ground level and higher
- ☐ Above ground level more than one full floor
- ☐ Manufactured (Mobile) Home

Construction, Placement or Substantial Improvement Date: 01/01/2011
- ☐ Building Permit Date ☒ Date of Construction ☐ Substantial Improvement Date
- ☐ Manufactured (mobile) home located in a mobile home park/subdivision, construction date of park or subdivision facilities
- ☐ Manufactured (mobile) home outside a mobile home park/subdivision, date of permanent placement

Location Information

Community Name: MONROE COUNTY* Community No.: 125129

Status: Participating CRS Discount Pct.: 0 Firm Zone: AE Elevation Difference: -14

Flood Zone Certificate ID: 1103687847

Coverage and Rating Information

Coverage Type	Coverage Limit	Deductible	Rate	Deductible Discount	Premium
Building	500,000	$1,000	25.00/19.40	0	106,800
Contents					

Rate Type:
- ☐ Manual ☒ Submit for Rating ☐ FEMA Rates
- ☐ Alternative ☐ V-Zone Rating Form
- ☐ MPPP Rating ☐ Optional Post 1981 V Zone Rating
- ☐ Provisional Rating ☐ Tentative Rating
- ☐ Underinsured Condominium Master Policy

Coverage D Premium (ICC)	24
Annual Subtotal	106,824
CRS Discount	0
Probation Surcharge	0
Expense Constant	0
Federal Policy Fee	40
Total Premium	$ 106,864

Deductible Options

This table reflects optional premiums for this Quote if a different deductible were selected.

Deductible	Premium
2000	SFR
3000	SFR
4000	SFR
5000	SFR
10000	SFR
15000	SFR
20000	SFR
25000	SFR
50000	SFR

THIS QUOTE FORM IS NOT TO BE USED AS AN APPLICATION FOR FLOOD INSURANCE

This quoted premium is subject to verification or adjustment by the company.

No coverage is provided or implied by this document.

Quote ID: 3771242 Create Date: 03/24/2011 Created By : T. R. JONES & COMPANY PDA (11/03)

STANDARD FLOOD NON-BINDING QUOTE

FIDELITY
NATIONAL INDEMNITY INSURANCE COMPANY

Fidelity National Indemnity Insurance Co
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

AGENCY INFORMATION

Agency Number	151230
Agency	THOMAS R JONES JR/BROWN & BROWN OF FLORIDA INC
Address	PO BOX 901505,
City, State, Zip	HOMESTEAD, FL 33090-1505
Phone Number	(305) 247-5121

QUOTE INFORMATION

Quote Number	09 QT42489232 99
Applicant	KEY LARGO WASTEWATER TREATMENT DISTRICT
Current Date	04/02/2013
Effective Date	04/25/2013

COMMUNITY INFORMATION

Program Type	Flood Regular Policies
Community	125129 - MONROE COUNTY*
Flood Zone	AE

BUILDING INFORMATION

Property Address	95190 OVERSEAS HWY	Condominium Coverage	None
	VAC STATION I	Construction Date	05/01/2010
City, State, Zip	KEY LARGO, FL 33037-2048	Building Replacement Cost	$221,500.00
Occupancy Type	Non-Residential	Building Elevated	Building is not elevated
Building Type	Two Floors	Elevation Difference	1 feet
Elevation Certificate	Yes	Building Flood Proofed	Yes
Lowest Floor Elevation	9.0 feet	Enclosure	Basement
Location of Contents			
Basement	Unfinished		

COVERAGE/PREMIUM INFORMATION

Coverage	Limits	Deductible	RPH Basic	RPH Additional
Building	$221,500.00	$1,000.00	0.86	0.17
Discount/Surcharge				$0.00
1 Year Premium				$1,629.00

IMPORTANT NOTES

THIS IS NOT AN OFFER FOR INSURANCE. THIS QUOTE IS NON-FIRM AND NON-BINDING AND SUBJECT TO REVIEW AND ADJUSTMENT.

Please submit the required documentation listed on your application summary for review and approval. If additional information is required to actuarially rate the risk, you will be contacted.

FLOOD INSURANCE WAIVER OF AGENT'S RESPONSIBILITY

I understand that, if I decline this protection, my agent and/or his/her agency will be held harmless and not liable in the event I suffer a flood loss. I have been made aware of the following facts:

1. **Commercial insurance typically does not cover flood damage.**
2. **Federal disaster assistance is most typically an interest-bearing loan.**
3. **Flooding can and does occur in low-risk zones nationwide.**

(Initial next to the following. Sign and date at the bottom.)

_____ I reject building and contents coverage for flood protection.

_____ I reject contents coverage for flood protection.

Property Owner Signature: _____ Date: _____

20130402135534

The online application process must be completed. ***Please do not submit this form with your payment.***

STANDARD FLOOD NON-BINDING QUOTE

FIDELITY
NATIONAL INDEMNITY INSURANCE COMPANY

Fidelity National Indemnity Insurance Co
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

AGENCY INFORMATION

Agency Number	151230
Agency	THOMAS R JONES JR/BROWN & BROWN OF FLORIDA INC
Address	PO BOX 901505,
City, State, Zip	HOMESTEAD, FL 33090-1505
Phone Number	(305) 247-5121

QUOTE INFORMATION

Quote Number	09 QT42497891 99
Applicant	KEY LARGO WASTEWATER TREATMENT DISTRICT
Current Date	04/02/2013
Effective Date	04/28/2013

COMMUNITY INFORMATION

Program Type	Flood Regular Policies
Community	125129 - MONROE COUNTY*
Flood Zone	AE

BUILDING INFORMATION

Property Address	92431 OVERSEAS HWY	Condominium Coverage	None
City, State, Zip	KEY LARGO, FL 33037	Construction Date	07/01/2011
Occupancy Type	Non-Residential	Building Replacement Cost	$221,500.00
Building Type	Two Floors	Building Elevated	Building is not elevated
Elevation Certificate	Yes	Elevation Difference	-11 feet
Lowest Floor Elevation	-2.1 feet	Building Flood Proofed	Yes
Location of Contents		Enclosure	Basement
Basement	Unfinished		

COVERAGE/PREMIUM INFORMATION

Coverage	Limits	Deductible	RPH Basic	RPH Additional
Building	$221,500.00	$1,000.00	0.33	0.11
Discount/Surcharge				$0.00
1 Year Premium				$703.00

IMPORTANT NOTES

THIS IS NOT AN OFFER FOR INSURANCE. THIS QUOTE IS NON-FIRM AND NON-BINDING AND SUBJECT TO REVIEW AND ADJUSTMENT.

Please submit the required documentation listed on your application summary for review and approval. If additional information is required to actuarially rate the risk, you will be contacted.

FLOOD INSURANCE WAIVER OF AGENT'S RESPONSIBILITY

I understand that, if I decline this protection, my agent and/or his/her agency will be held harmless and not liable in the event I suffer a flood loss. I have been made aware of the following facts:

1. **Commercial insurance typically does not cover flood damage.**
2. **Federal disaster assistance is most typically an interest-bearing loan.**
3. **Flooding can and does occur in low-risk zones nationwide.**

(Initial next to the following. Sign and date at the bottom.)

_____ I reject building and contents coverage for flood protection.

_____ I reject contents coverage for flood protection.

Property Owner Signature: _____ Date: _____

20130402135413

The online application process must be completed. ***Please do not submit this form with your payment.***

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 7

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

SUBJECT: Pending Payments/Report of Cash, Revenues and Expenditures

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

Approved by General Manager _____ **Date:** 4/4/2013

Originating Department: Finance	Costs: **$355,442.99** Funding Source: Acct. # *see attached*	**Attachments:** Report of Cash, Revenue & Expenditures 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:

Report of Cash, Revenues and Expenditures for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Key Largo Wastewater Treatment District
Pending Payments (Report of Cash, Revenues & Expenditures) from March 15 through April 4, 2013

Prepared by Connie Fazio - April 4, 2013

Consolidated Cash in Banks at 3/31/2013

BB&T General Operating Account (reconciled)	$4,195,299.94
BB&T Payroll Account (reconciled)	$292,936.16
Capital Bank Operating Account (reconciled)	$230,728.55
Community Bank of Florida Operating Account (reconciled)	$10,005.23
Petty Cash Account - Hurricane Emergency	$0.00
Total Operating Accounts	$4,728,969.88

Operating Revenues

Wastewater Service Revenue: March 1-8, 2013	$262,624.79
Wastewater Service Revenue: March 9-15, 2013	$222,928.68
Wastewater Service Revenue: March 16-22, 2013	$151,067.33
Wastewater Service Revenue: March 23-31, 2013	$72,217.96
Misc. Deposits	$0.00
Total Current Deposits:	$708,838.76
Bank Acct Balances + Deposits:	$5,437,808.64
Less Expenditures April 9, 2013 Payments (see next page)	$355,442.99
Cash Balance after April 9, 2013 payments	$5,082,365.65

Key Largo Wastewater Treatment District
Pending Payments (Report of Cash, Revenues & Expenditures) for the period March 15 through April 4, 2013

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3533	Airvac: Vac Pump Oil Adapters						$2,790.00			√	$2,790.00
3534	BPW: Booth Fee at Upper Keys Century Business & Professional Women Business Expo	$100.00								√	$100.00
3535	Brad Shank: Mileage Reimbursement: Feb. 1-28, 2013						$390.45			√	$390.45
3536	Comcast: Internet Svcs at Vac Station & Plant						$67.48	$210.41		√	$277.89
3537	Cottrell Welding: Fabricate Bracket to Mount Pump Crane on Trucks						$120.00			√	$120.00
3538	Creative Services: Travis Hartwell Business Cards	$40.00								√	$40.00
3539	Cummins Power South: Supplies					$57.50				√	$57.50
3540	FKAA: Water - Vac A						$13.83			√	$13.83
3541	Federal Express: Shipping		$48.35							√	$48.35
3542	FL Keys Aqueduct Authority: February 2013 Wastewater Billing: 9,231 accounts @ $1.09	$10,078.14								√	$10,078.14
3543	Miami Herald: Legal Notices	$352.80								√	$352.80
3544	Office Depot: Office Supplies		$710.44							√	$710.44
3545	Richard Sante: Property Maintenance at Plant: Clean & remove outside perimeter off fence line (work performed as requested by DEP)					$600.00				√	$600.00
3546	Sanders Lab: Lab Testing Svcs.							$268.00		√	$268.00

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3547	US Water Svcs: Water Testing/Regulatory Monitoring							$1,845.00		√	$1,845.00
3548	USA Bluebook: Steel toe waders, gloves, ear plugs, paint		$691.63							√	$691.63
3549	Wheatons Service Center: District Truck #1: Tire Patching						$20.00			√	$20.00
3550	Zephyrhills Direct: Spring and Distilled Water	$118.75								√	$118.75
3551	Sante Acquisitions, LLC: March 2013 District Office Rent	$2,909.67								√	$2,909.67
3552	Affordable Asphalt: Asphalt Repair at Sexton Cove/Oakwood Dr.						$2,088.00			√	$2,088.00
3553	AT&T: Phone Svc: Plant, Vac Stations, District Office			$734.41						√	$734.41
3554	Atlantic Trash & Transfer: Disposal of Asphalt after Leak Repair						$288.00			√	$288.00
3555	Benham Protective Svc: Alarm Monitoring Svc: April 2013	$36.50								√	$36.50
3556	Cynergy Consulting: April 2013 State Lobbyist	$3,000.00								√	$3,000.00
3557	Dumont Company: Chemicals							$5,183.75		√	$5,183.75
3558	Environmental Performance Systems: Cleaning of Sewage Tank at Vac Station E						$1,200.00			√	$1,200.00
3559	FKAA: Water - Vac Stations & District Office		$55.96							√	$55.96
3560	Federal Express: Shipping		$31.50							√	$31.50
3561	FKEC: Electricity at Vac Stations and District Office		$4,131.39							√	$4,131.39
3562	Florida Bearings: Vac Pump Motor Rebuild at Vac Sta I						$1,375.00			√	$1,375.00

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3563	GPServ, Inc: Trimbles, Software and Warranty			$16,540.00							$16,540.00
3564	Guardian Equipment: Chemical Feed Pump Replacement Parts						$335.00			√	$335.00
3565	Jefferson Solutions Inc: GASB 45 Valuation Report (OPEB)	$2,250.00								√	$2,250.00
3566	Margaret Blank: Expense Report: Travel Reimbursement for Wash. DC/Tallahassee Trip - March 2013- Airfare, Mileage, Parking, Taxi Fares	$988.05								√	$988.05
3567	Municipal Safety Services: Safety Training Classes: April 2013						$500.00			√	$500.00
3568	Preferred Gov't Insurance Trust: Workers Compensation Insurance Coverage: Quarterly Billing: 4/1-6/30/13	$5,862.25								√	$5,862.25
3569	ProBenefits: Flex Spending Admin Fee: March 2013	$54.00								√	$54.00
3570	Pronto Delivery: Courier Svc: Samples to US Water: 3/1-3/25/13							$750.00		√	$750.00
3571	Ray Giglio: Exp. Report: Mileage Reimb: Feb. 2013	$71.36								√	$71.36
3572	Standard Insurance Co: District Provided Life Insurance for Employees	$94.90								√	$94.90
3573	Steve Gibbs: Taxi Fare Reimbursement: Wash DC Trip	$11.54								√	$11.54
3574	Total Maintenance Solutions: Filter Kit for Annual Vacuum Pump Maintenance at Vac Stations						$6,000.00			√	$6,000.00

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3575	Weiler Engineering: Work Authorizations 06-02, 06-03 and 08-01		$8,848.75							√	$8,848.75
3576	Wheatons Service Center: District Truck #3: Tire Patching						$20.00			√	$20.00
3577	Airvac: Vac Pump Oil Adapters						$1,893.86			√	$1,893.86
3578	AT&T: Phone & Internet Svc: Vac Stations			$220.04						√	$220.04
3579	Bishop, Rosasco & Company: March 2013 Accounting Svcs.	$8,430.00								√	$8,430.00
3580	Colonial Life Insurance: Employee Paid Insurance Premiums	$356.66								√	$356.66
3581	Dean Weismantle: Office & Plant Cleaning: March 2013					$1,130.00				√	$1,130.00
3582	Dumont Company: Chemicals							$12,780.20			$12,780.20
3583	FKAA: Water - Vac Stations & Plant						$107.93	$192.62		√	$300.55
3584	**VOID**										$0.00
3585	Florida Keys Day: Senator Level Sponsorship	$2,500.00								√	$2,500.00
3586	Florida Municipal Insurance Trust: April 2013 Employee Health Insurance Premiums	$21,593.98									$21,593.98
3587	Keys Supply: Plant and Collections Supplies		$501.48							√	$501.48
3588	Margaret Blank: Expense Report: Meal Per Diem for Wash DC/Tallahassee Trip	$180.00								√	$180.00
3589	Monroe County Office of Tax Collector: Non-ad valorem assessment fees	$9,000.00								√	$9,000.00
3590	R. Suzanne Rubio: Work Pant Reimbursement								$101.03	√	$101.03

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3591	Richard Sante: Property Maintenance March 2013 Vac Stations					$625.00				√	$625.00
3592	Sanders Lab: Lab Testing Svcs.							$608.00		√	$608.00
3593	Sante Acquisitions, LLC:April 2013 District Office Rent	$2,909.67								√	$2,909.67
3594	Shell Fleet Plus: Fuel for District Vehicles - March 2013 Statement						$2,529.94			√	$2,529.94
3595	Siemens Energy: Annual Replacement Filters for Turblex Blowers							$672.00		√	$672.00
3596	Steve Gibbs: Exp Report Reimbursement - Transportation Wash. DC Trip - March 2013	$112.45								√	$112.45
3597	Susan Prichard: Expense Report: Mileage Reimbursement -March 2013	$6.50		$6.50						√	$13.00
3598	Timothy Bricker: Expense Report: Mileage Reimbursement - March 2013								$254.82	√	$254.82
3599	Unum Life Insurance: Voluntary Employee Insurance Payroll Deductions	$366.54								√	$366.54
3600	USA Bluebook: Indoor/Outdoor Wall Thermometer & Gas Alert Sensors						$150.00	$39.98		√	$189.98
3601	FKEC: Electricity at Vac Stations						$6,974.93			√	$6,974.93
3602	Bank of America Credit Card: Includes but not limited to: Travel, Airfare, Hotel, Computer Supplies, Postage Meter Replenishment, Tools and Supplies		$10,782.53							√	$10,782.53
3603	Comcast: Internet Svcs at District Office			$166.93						√	$166.93

Checks	Vendor	Admin	Shared	Cust Svc/IT	OPS/ Admin	Main-tenance	Collections	Plant	Construction	Ck Released:	Total Check
3604	Federal Express: Shipping							$25.16		√	$25.16
3605	Fidelity Nat'l Indemnity Insurance: Flood Insurance for Vac Station I & JK - 1 year premium	$2,332.00								√	$2,332.00
3606	FKEC: Plant Electricity							$20,431.91			$20,431.91
3607	FKEC: Vac Station A Electricity						$3,842.22			√	$3,842.22
3608	Fountain Engineering: Pay App #5 - C905 Force Main								$23,268.60		$23,268.60
3609	Office Depot: Office Supplies		$973.94							√	$973.94
March Payroll	Staff Salaries & Taxes		$135,203.87								$135,203.87
March Payroll	ADP Admin Payroll Processing		$635.25								$635.25
March Payroll	District Match for 457(b) retirement plan		$1,653.64								$1,653.64
	Totals	$73,755.76	$164,268.73	$17,667.88	$0.00	$2,412.50	$30,706.64	$43,007.03	$23,624.45		**$355,442.99**

Approved for payment

Reoccurring Invoices/Cks >10K paid this RCRE period:			
Vendor:	Check #	Ck Amt:	
FKAA: WW Billing	3542	$10,078.14	
Dumont Co: Chemicals	3582	$12,780.20	
FKEC: Electric	3606	$20,431.91	
FL Municipal Ins. Trust	3586	$21,593.98	

Chairman Robert Majeska

Norman Higgins, Secretary/Treasurer

Date

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 8

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[x]	DISCUSSION AND/OR	[ ]	BID/RFP AWARD
[x]	ACTION ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Licensing and Support Agreements - BS&A Software

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager _____

Date: 4/4/2013

Originating Department: Customer Support / IT	Costs: $38,860 FY2013 $ 9,010 FY2014 Funding Source: 5122.61 ($80,000) / 5122.36 ($25,000)	**Attachments:** **BS&A License Agreement** **BS&A Support Agreement** **BS&A Final Cost Proposal**
Department Review: [X] District Counsel (Rev) [X] General Manager [X] Finance	[X] CS/IT [ ] Clerk [Operations]	**Advertised:** Date: Paper: [X] Not Required

Summary Explanation/Background:

Presented are the negotiated Licensing and Service Agreements for the BSA.Net software with BS&A. Staff has reviewed and recommends approval.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Licensing Agreement
for BSA .Net

General Ledger
Accounts Payable
Purchase Order
Payroll
Cash Receipting
Time Sheets
Fixed Assets
Miscellaneous Receivables
Employee Web Portal
Systems

A PRODUCT OF BELLEFEUIL, SZUR, & ASSOCIATES, INC.

This agreement is made and entered into between Bellefeuil, Szur, & Associates, Inc., hereinafter referred to as the "Licensor" and the Key Largo Wastewater Treatment District, State of Florida, hereinafter referred to as the "Licensee".

WITNESSETH:
Whereas the Licensor is the owner of the copyrighted computerized systems entitled **BSA .Net Programs,** (the "Programs");

Whereas the Licensee desires to obtain a license from the Licensor for use of the Program and agrees to operate the Program pursuant to the guidelines, terms and conditions set forth herein and in the accompanying User's Manual; and

Whereas the Licensor desires to license the Program pursuant to the guidelines, terms, and conditions as set forth herein.

Now, therefore, in consideration of the covenants contained herein, the parties hereto agree as follows:

1. Upon the payment of **$ 38,860** by the Licensee, the Licensor grants perpetual, non-exclusive licenses for the use of the Program to the Licensee subject to the terms set forth herein (the "License"). The Licensee is entitled to one copy each of the following:

   A. BSA .Net General Ledger, Accounts Payable, Cash Receipting, Time Sheets, Fixed Assets, Purchase Order, and Payroll, Systems for the Windows operating system, installed on your server

   B. User's Manual for said Program

2. This License is not transferable or assignable by the Licensee without prior written consent of the Licensor. The Licensee will not sublicense, modify, adapt, translate, reverse compile, disassemble or otherwise reverse engineer the Program, the User's Manual or any portion thereof without prior written consent of the Licensor.

3. Neither party shall have authority to vary, alter, amend, or change the terms of this Agreement without the written consent of both parties.

4. The terms contained herein represent the entirety of this Agreement. No other agreement shall be binding unless in writing and signed by the parties hereto, and no other agreements or understandings implied or otherwise have been made other than those contained herein.

5. It is understood and agreed that if the Licensee defaults in the performance of any of the terms and fails to correct such default within 30 days after receipt of written notice from the Licensor, the Licensor shall have the right to terminate this Agreement and demand return of the Program, the User's Manual and all copies thereof. Upon such demand, the Licensee shall immediately stop using the Program and return it to the Licensor together with all copies thereof and all other materials provided to the Licensee by the Licensor.

6. It is understood and agreed by both parties that the Program is the property of the Licensor and the Licensor retains all rights therein.

7. This License is issued only to **the Key Largo Wastewater Treatment District** to be used only by the Licensee in support of the Financial Management, needs of **the District**.

8. The Licensee may make copies and install the Program on as many computers of the Licensee as the Licensee wishes, provided the Program is only used to assist with the needs of the Licensee.

9. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the parties hereto.

10. The Licensor warrants and represents that the Program and the User's Manual are substantially the same as and perform in substantially the same manner as the demonstration versions and manuals.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. THE LICENSOR DOES NOT REPRESENT OR WARRANT THAT THIS SOFTWARE WILL MEET ANY OR ALL OF THE LICENSEE'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE SOFTWARE WILL OPERATE ERROR-FREE OR UNINTERRUPTED AND THAT ALL PROGRAM ERRORS IN THE SOFTWARE CAN BE FOUND IN ORDER TO BE CORRECTED.

THE LICENSOR'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES OR LOSSES ARISING FROM USE OF THE PROGRAMS BY THE LICENSEE, ANY THIRD PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE ABSOLUTELY LIMITED TO THE PURCHASE PRICE FOR THE PROGRAMS; PROVIDED THAT THE LICENSEE RETURNS THE PROGRAMS, USER'S MANUALS AND ALL COPIES THEREOF WITHIN 30 DAYS OF DELIVERY. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, THE LICENSOR SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, THE PROGRAMS, ANY THIRD PARTY PERFORMANCE OR LACK THEREOF OR LICENSOR'S PERFORMANCE OR LACK THEREOF UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT OR USE.

11. BS&A offers a one-year guarantee on all software products. If at any time, during the first year after signing this agreement, the Licensee is unhappy with the performance of any software product, the Licensee can return the software for a full refund of the purchase price.

12. This agreement shall become effective on the **15th** day of **April**, **2013**.

13. The Licensee acknowledges that the Program, the User's Manual and other information relating thereto (including all customizations and modifications developed for the Licensee) disclosed to the Licensee pursuant to this Agreement (the "Proprietary Information") are owned by the Licensor and

include trade secrets and other confidential and proprietary information of the Licensor, and the Licensee shall maintain in confidence and not disclose the same, directly or indirectly, to any third party without the Licensor's prior written consent. The obligation with regard to confidentiality hereunder shall not extend to any Proprietary Information which: (i) at the time of disclosure is in the public domain by publication or otherwise, through no fault of the Licensee; (ii) the Licensee can conclusively establish was properly in its possession prior to the time of disclosure to it; (iii) is independently made available to the Licensee by a third party who has not violated a confidential relationship with the Licensor; or (iv) is required to be disclosed by legal process or under applicable law; provided that the Licensee uses reasonable efforts to timely inform the Licensor and permit the Licensor to attempt by appropriate legal means to limit such disclosure. The obligations set forth in this paragraph shall survive termination of the license granted herein.

14. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its choice of law rules. The Licensor and the Licensee agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Monroe, State of Florida.

Representing Licensor:

_____

Date: _____

Representing Licensee:

_____

Date: _____

Tax Identification # _____

Support Agreement
for BSA .Net

General Ledger
Accounts Payable
Purchase Order
Payroll
Cash Receipting
Time Sheets
Fixed Assets
Miscellaneous Receivables
Employee Web Portal
Systems

A Product of Bellefeuil, Szur, & Associates, Inc.

This agreement is made and entered into between Bellefeuil, Szur, & Associates, Inc., hereinafter referred to as the "Corporation" and **the Key Largo Wastewater Treatment District,** State of Florida, hereinafter referred to as the "District".

WITNESSETH:

Whereas the Licensor is the owner of the copyrighted computerized systems entitled **BSA .Net Programs,** (the "Programs") which has been licensed to the District under a Licensing Agreement; and

Whereas the District and the Corporation desire to enter into this support agreement in connection with the Program on the terms and conditions set forth herein.

Now, therefore, in consideration of the covenants contained herein, the parties hereto agree as follows:

1. For a one year period commencing on the **15th** day of **April, 2013**, the Corporation will provide at no charge to the District unlimited Program updates and telephone support during the Corporation's normal business hours.

2. Commencing one year from the date of this agreement, Program updates and telephone support during the Corporation's normal business hours shall be available to the District for a fee of **$9,010**. The Corporation guarantees that the annual fee will not change for 3 years from the date of this agreement. After that date, the Corporation reserves the right to increase the fee by no more than the cumulative yearly CPI. This agreement can be renewed for additional one year terms. After expiration of the current support agreement, the Corporation will invoice the District for subsequent year maintenance and support. The District has 30 days to renew that agreement or maintenance and support services will be terminated. The District agrees that it is not entitled to any refund of fees paid under this agreement upon termination.

3. This Agreement is not transferable or assignable by the District without prior written consent of the Corporation.

4. Neither party shall have authority to vary, alter, amend, or change the terms of this Agreement without the written consent of both parties.

5. The terms contained herein represent the entirety of this Agreement. No other agreement shall be binding unless in writing and signed by the parties hereto, and no other agreements or understandings implied or otherwise have been made other than those contained herein.

6. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the parties hereto.

7. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its choice of law rules. The Corporation and the District agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Monroe, State of Florida.

8. The terms and conditions in the Licensing Agreement are incorporated into this Agreement by reference.

9. The Corporation will not be responsible for, and its performance under this Agreement will be automatically postponed as a result of, delays beyond the control of the Corporation.

Representing Corporation:

_____

Date: _____

Representing District:

_____

Date: _____

Tax Identification #

BS&A Software
[illegible]
Bay [illegible]

BS&A SOFTWARE

Cost Proposal (Section 3.7)

The Key Largo Wastewater Treatment District is exempt from all Federal Excise and State Taxes. Please provide an all-inclusive cash purchase price. (i.e., initial software, implementation services, annual maintenance, data conversion, etc.) Include all travel and reimbursable expenses in these costs. Also include cost estimates and descriptions of the staff training programs available. As well as the price quotes for the ongoing annual support and maintenance fees necessary after the initial software purchase and implementation.

Summary Cost Totals – Phase 1 - New

Not including Annual Service Fees

Applications	$38,860
Data Conversions	$5,200
Customizations-Imports	$0
Implementation and Project Management	$4,750
Software Setup/On-Site Implementation	$1,000
Training	$15,000
Post Go-Live Assistance	$2,000
Total Software and Services	**$66,810**
Estimated Travel Expenses	$6,715
Total including estimated travel expenses	**$73,525**

Cost – Phase 1 - Now

Application and Annual Service Fee prices are based on an approximate population of 7,500. Software is licensed for use only by the District identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Applications, New Purchase	
General Ledger .NET	**$5,595**
Accounts Payable .NET	**$4,745**
Cash Receipting .NET	**$4,745**
Miscellaneous Receivables .NET	**$4,745**
Fixed Assets .NET	**$4,745**
Payroll .NET	**$6,145**
Time Sheets .NET	**$3,395**
Purchase Order .NET	**$4,745**
Project Management (Included with the General Ledger Program)	**$0**
Grant Management (Included with the General Ledger Program)	**$0**
Budgeting (Included with the General Ledger Program)	**$0**
Financial Reporting (Included with the General Ledger Program)	**$0**
Employee Web Portal	**$0**
Total – Requested Programs – Phase 1	**$38,860**

BS&A Software
[illegible] Access Lane
Bath, MI 48808

BS&A SOFTWARE

Data Conversions

Convert existing Quickbooks data to BS&A format. The below costs are estimated, not to exceed amounts.

General Ledger	**$1,500**
Accounts Payable	**$1,200**
Payroll (database set-up)	**$1,000**
Fixed Assets	**$1,500**
Total – Conversions (Phase 1)	**$5,200**

Implementation and Project Management

Services include:

- Analyzing customer processes to ensure all critical components are addressed
- Creating and managing the project schedule in accordance with the customer's existing processes and needs
- Providing a central contact between the customer project leaders, developers, trainers, IT staff, and other resources required throughout the transition period
- Coordinating and/or performing data extractions necessary for both testing and final conversions
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirement
- Testing and reviewing converted data **$4,750**

Software Setup/On-Site Implementation

The first day the trainer is on-site, they will be focused on finalizing the implementation process and initial software setup. Training on the software is not planned for this day. Software setup/on-site implementation includes:

- setting up user and user security rights for each application
- modifying the custom settings in each application to fit the needs of the customer
- setting up application integration and workflow methods
- onsite verification of converted data for balancing and auditing purposes

Days: 1 **$1,000**

Training

Training fees are $1,000/day - Days quoted are estimates; you are billed for actual days used

General Ledger .NET	Days: 2	**$2,000**
Accounts Payable .NET	Days: 2	**$2,000**
Cash Receipting .NET	Days: 1	**$1,000**
Miscellaneous Receivables .NET	Days: 2	**$2,000**
Fixed Assets .NET	Days: 1	**$1,000**
Payroll .NET/Employee Web Portal	Days: 4	**$4,000**
Timesheets. NET	Days: 1	**$1,000**
Purchase Order .NET	Days: 1	**$1,000**
Project Management [Part of GL]	Days: .1/2	**$ 500**
Grant Management [Part of GL]	Days: .1/2	**$ 500**
	Total: 15 Subtotal	**$15,000**

BS&A Software
[illegible]
Bay, MI 48833

BS&A SOFTWARE

Optional Post-Go Live Assistance & Follow-up Training

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A applications
- Assist customers with more detailed and advanced report options available within the BS&A applications
- Revisit commonly-used procedures discussed during training

Post-Go Live for all Financial Mgt apps for which training was performed	Days: 2	**$2,000**

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Phase 1	
General Ledger .NET	$1,120
Accounts Payable .NET	$950
Cash Receipting .NET	$950
Miscellaneous Receivables .NET	$950
Fixed Assets .NET	$950
Payroll .NET	$1,230
Timesheets .NET	$680
Purchase Order .NET	$950
Employee Web Portal	$1,230
Total Annual Service	**$9,010**

Cost – Phase 2 – Future Programs

Application and Annual Service Fee prices are based on an approximate 11,000 utility billing accounts. Software is licensed for use only by the District identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Applications

Inventory Management .NET	**$4,745**
Special Assessments .NET	**$3,495**
Work Order .NET	**$4,745**
Human Resources .NET	**$5,595**
Total – Future Programs	**$30,940**

Training

Training fees are $1,000/day - Days quoted are estimates; you are billed for actual days used

Inventory .NET	Days: 2		**$2,000**
Special Assessment .NET	Days: 2		**$2,000**
Work Order .NET	Days: 3		**$3,000**
Human Resources .NET	Days: 2		**$2,000**
	Total: 15	Subtotal	**$8,000**

BS&A Software
[illegible] Acorn Lane
Bath, MI 48808

BS&A SOFTWARE

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Phase 2 – Future Applications	
Inventory Management .NET	$730
Special Assessments .NET	$700
Work Order .NET	$730
Human Resources .NET	$1,120
Total Annual Service	**$3,280**

TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: 4/09/2013 Agenda Item No. 11

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

SUBJECT: KLWTD Conflicts with FDOT Drainage Project in Basin I

RECOMMENDED MOTION/ACTION:

Approved by General Manager _____

Date: 4/4/2013

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

Summary Explanation/Background:

FDOT Project FIN # 419848-1-52-01: includes drainage, swale, landscaping, paving and shoulder work on US Highway 1 in Basin I. Some KLWTD infrastructure is located in conflict with some of these proposed improvements. See attached memo for additional details.

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
305-451-4019

MEMORANDUM

To: KLWTD Board

From: Daniel Saus, Operations Manager

Date: 4/1/2013

Re: FDOT Project: FIN # 419848-1-52-01: SR-5 (Overseas Hwy) Key Largo MM 93–97)

(The above referenced FDOT project includes the installation of drainage piping, drainage structures, swales, and other infrastructure in KLWTD Basin I, Phase 1)

On March 7th, 2013 KLWTD received an urgent request by FDOT staff to update a Utility Work Schedule (UWS) that was provided to FDOT by KLWTD back in June of 2011. The request was labeled "extremely urgent" and was expected by FDOT within 48 hours. During my research into the subject I discovered that the UWS was based on a set of FDOT utility coordination plans dated May 22nd, 2009. I requested an updated set of plans for review but none were received until March 18th.

March 11th: KLWTD provided record drawings of our existing infrastructure to FDOT. KLWTD staff meanwhile verified the accuracy of the record drawings. It was during that investigation that it became apparent that KLWTD's constructed utilities were not installed as shown on the construction plans that were provided to the contractor and to FDOT for coordination purposes.

The construction plans were developed working in close cooperation with the FDOT's future drainage project. The design specifically routed the vacuum mains around the FDOT's proposed drainage piping and structures. The design also directed the contractor to install all piping that would cross the FDOT drainage trench to go over the top of the proposed drainage piping and be encased in concrete. These design features, intended to eliminate conflicts with the FDOT's project, were not followed by the contractor during construction

A conference call was held with FDOT and KLWTD staff on March 13th to discuss the issues. During their review, FDOT identified several areas where our infrastructure was in conflict with their now updated plans. KLWTD staff at that time informed FDOT that the sewer piping as constructed was not in alignment with the construction plans.

In order for FDOT to proceed with their project timeline they insisted that KLWTD provide the revised UWS as requested. They also requested we reimburse the FDOT for any costs associated with a possible re-design of their project to minimize potential conflicts thereby reducing or eliminating the need for KLWTD to relocate any of its existing facilities. An update UWS was submitted per their request. FDOT has requested a maximum commitment of

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
305-451-4019

$120,000 from the District for the possible redesign of their system. The actual cost of redesign is uncertain at this time. We are requesting that FDOT have its Consultant prepare a detailed cost estimate to better define the potential cost to the District.

FDOT has also stated that it remains a possibility that the redesign may not be able to eliminate all conflicts with the District's infrastructure. Should that be the case, the FDOT may require the District to relocate some of its infrastructure. It is not possible at this time to estimate what, if any, costs may be incurred to relocate piping.

There were two contractors involved with the improper installation of the infrastructure. J.A. LaRocco installed the majority of the infrastructure that is now in conflict with the FDOT's project. That work consisted of a 6" vacuum main and associated branch lines, vacuum sewer services and vacuum pits. At minimum, approximately 2000' of 6" vacuum main appears to be in conflict at this time.

There are also a few force main crossings installed by Metro Equipment that are in conflict, but the design of the South Transmission Main did not include design modifications to avoid the conflicts with the FDOT drainage project. These force main crossings were installed per design. However, they may still need to be adjusted to avoid conflicts with the FDOT's drainage piping.

The reasons behind J.A. LaRocco's failure to construct the vacuum collection system according to design are not clear. Brian Conover, the foreman of the J.A. LaRocco crew told Ed Castle that the District's inspector, Chuck Grubb, instructed them to not follow the design. He also stated that the FDOT inspector at the time told him that the FDOT drainage project would never be installed and did not object to the changes being made. A thorough examination of Chuck Grubb's daily reports and field notes was performed. There are no indications that the construction had deviated from the design, or that Grubb had instructed changes to be made. There is also no mention of the alleged comments by the FDOT inspector.

District staff and Ed Castle have attempted to discuss these issues with Richard Crow. Crow was the District's Construction Manager at the time, and the District's primary contact with FDOT. Crow has declined to discuss the issue with either District staff or Weiler Engineering.

A deviation from design of this magnitude would require revised design drawings and approval by the Engineer of Record. The Engineer of Record for the design was Ed Castle. He was not contacted with a request for a change in the design and did not authorize the changes. In addition, such changes would have been authorized in the form of either a Change Order or a Work Directive.

Since there were no revised drawings issued or Change Oder or Work Authorization issued, the liability for any costs incurred in correcting the conflicts should lie with J.A. LaRocco. J.A.

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
305-451-4019

LaRocco has not yet been formally notified of the potential damages and therefore has not yet had an opportunity to present an explanation of defense for their deviation from the design.

It is staff's recommendation that the District Attorney formally notify J.A. LaRocco of the issues at this time. It is also staff's recommendation that the Board approve the commitment of up to $120,000 for the FDOT's expenses for redesign, and that the Board authorize the General Manager to execute the attached Utility Design by FDOT Consultant Agreement.

Staff also requests that the Board authorize the General Manager, her staff and Weiler Engineering to work with FDOT and its Consultant to ensure that the redesign is performed efficiently and that it eliminates or minimizes the need to relocate any of the District's infrastructure. It is staff's opinion that proceeding in this manner will help minimize the expenses that may be incurred in correcting the conflicts.

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 12

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

SUBJECT: Sales Tax Update

RECOMMENDED MOTION/ACTION:

Approved by General Manager MBland

Date: 4/4/2013

Originating Department: General Manager	Costs: $0 Funding Source:	**Attachments: N/A**
Department Review: [ ] District Counsel _____ [X] General Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [Operations] _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: The General Manager will give a verbal update on the Sales Tax.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 13

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

SUBJECT: Islamorada

RECOMMENDED MOTION/ACTION:

Approved by General Manager MBank
Date: 4/4/2013

Originating Department: Presentation	Costs: $0 Funding Source:	**Attachments: N/A**
Department Review: [ ] District Counsel _____ [X] ~~General~~ Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [Operations] _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: The ~~General~~ Operations Manager will give an update.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 10

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

SUBJECT: Legal Counsel

RECOMMENDED MOTION/ACTION:

Approved by General Manager MB/ark

Date: 4/4/2013

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

Summary Explanation/Background: **The General Counsel will discuss his contract.**

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT

INITIAL EMPLOYMENT CONTRACT

THIS Employment Contract is entered into as of the date first set forth below, by and between the Key Largo Wastewater Treatment District, an independent special district created by Chapter 2002-337, Laws of Florida (the "District"), and the Employee named below.

1. Employee Name and Address: Raymond Giglio
2. Employee Title: District Counsel
3. Employee Compensation Rate: $60,000 per year
4. Effective Date of this Employment Contract: April 10, 2012
5. Term of Employment Contract: One year
6. Date of first District Employment: April 10, 2012
7. General Provisions of Employment: See Attachment A
8. Employee Duties: See Attachment B.
9. The employee's employment status is: exempt
10. The employee's work description is: part-time
11. Special Terms of Employment:
    a. Paragraph 1.h, is amended to provide that the position is a part time position.
    b. Paragraph 2 of the Employment Agreement, regarding provision of office space, is deleted.

Part-time, casual, and temporary employees are not entitled to medical benefits, vacation, paid time off, or paid holidays. Therefore, Paragraphs 3.d, 4, and 5 of the Employment Agreement are deleted.IN WITNESS WHEREOF, the parties hereto have executed this Employment Contract as of the date first written above.

Key Largo Wastewater Treatment District

By _____
Margaret Blank
Its General Manager

Employee/Printed Name

_____
Ray Giglio

ATTACHMENT A

KEY LARGO WASTEWATER TREATMENT DISTRICT

EMPLOYMENT CONTRACT

GENERAL PROVISIONS FOR EXEMPT EMPLOYEES

THESE EMPLOYMENT CONTRACT GENERAL PROVISIONS FOR EXEMPT EMPLOYEES ("General Provisions") specify the general terms of employment between the Key Largo Wastewater Treatment District ("District") and the employee ("Employee") named in the District Employment Contract ("Employment Contract") to which these terms are attached. These General Provisions shall apply except to the extent they are modified or amended by the express provisions of the Employment Contract.

1. Employment.

   a. The District hereby employs Employee, and Employee hereby accepts employment with the District, on the terms set forth in the Employment Contract.

   b. The Employment Contract is an "at will" agreement.

   c. Either party may terminate the Employment Contract without cause upon 30 days' written notice to the other party.

   d. In addition, the District may terminate the Employment Contract for disability or cause pursuant to Section 8 hereof.

   e. Employee is a public official as that term is used in the Florida Statutes, and is subject to all ethical and other legal constraints applicable to public officials.

   f. During the term of the Employment Contract, Employee shall devote Employee's best efforts, knowledge, skill, and attention to the performance of Employee's duties as aforesaid, except during such periods as Employee shall be ill, disabled, or on vacation as provided by the Employment Contract.

   g. Employee shall not accept any other employment for compensation without the prior written consent of the District's General Manager, which consent may be withheld if the District's General Manager reasonably believes that such employment would negatively affect the quality of the Employee's services to the District.

   h. This is a full-time, salaried position, and the position is exempt from the overtime compensation requirements of the Fair Labor Standards Act.

i. Employee shall keep all records that may be required to support any charge by the District against any grant or other funding for work performed by Employee.

2. Place of Employment. Employee shall be afforded an office and support services at the District offices located at 98880 Overseas Highway, Key Largo, Florida, and/or such other locations as may be specified in the Employment Contract.

3. Compensation.

a. The compensation rate is stated in the Employment Contract.

b. Employee's wages shall be payable once each month on the last day, commencing on the last day of the first month in which Employee performs services to the District under the Employment Contract.

c. Employee shall pay the employee's share of any payroll taxes required under applicable law, by payroll deduction, and District shall bear and be responsible for the employer's share of any taxes on wages paid as required under applicable law.

d. For work performed at the request of the District in immediate preparation for, or in response to, an emergency condition or disaster, Employee shall be entitled to receive administrative leave time equal to 1.5 times the hours worked. This administrative leave shall accrue only at times when the District General Manager has declared an emergency and has expressly requested Employee to work. Employee shall keep records of the time worked pursuant to this paragraph and shall submit them to the District General Manager for review and approval. Any leave accrued hereunder must be scheduled in consultation with the District General Manager to minimize the inconvenience and other impacts to the District, and must be taken within twelve months of the end of the disaster or emergency condition, and any accrued leave not taken in that time shall expire unless, for good cause, the District General Manager grants an extension. In no event shall Employee be entitled to monetary compensation for this administrative leave time.

4. Vacation. Employee shall be entitled to one day of paid vacation for each month worked, and may begin to use such vacation after six months of paid

employment. Employee shall schedule such vacation in consultation with the District General Manager to minimize the inconvenience and other impacts to the District.

5. Holidays. Employee is entitled to paid holidays. The following days are District 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, and one floating holiday to be scheduled in consultation with the District General Manager. 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.

6. Benefits. The Employee understands and agrees that the District has adopted a group medical plan and a 457(b) plan. The District does not contribute to these plans, and Employee's participation in these plans is solely at Employee's option. IT IS THE RESPONSIBILITY OF EMPLOYEE TO BECOME FAMILIAR WITH THE TERMS OF THESE PLANS AND TO DETERMINE WHETHER OR NOT TO PARTICIPATE IN THEM, OR ANY OF THEM, AS EMPLOYEE DEEMS APPROPRIATE. EMPLOYEE SHOULD NOTE THAT THESE PLANS MAY INCLUDE PROVISIONS THAT LIMIT THE TIMES AND CONDITIONS UNDER WHICH EMPLOYEE MAY ELECT TO PARTICIPATE IN THEM.

7. Travel Expenses. The District shall pay for or reimburse Employee in accordance with the District's standard policies for travel for the purpose of carrying on District business.

   a. The District's standard policies for reimbursement of travel expenses are those set forth in Florida Statutes Section 112.061;

   b. However, the District reimbursement rate for the use of a private vehicle on District business is set out in the District Travel Expense Policy.

8. Termination for Disability or Cause. The Employment Contract may be terminated by the District, acting through its General Manager, upon any of the following events:

a. The expiration of 30 days following written notice given by the District General Manager to Employee of the District's election to terminate this Agreement following Employee's Disability. "Disability" means the inability of Employee to perform substantially all of the duties required of Employee by the Employment Contract by reason of physical or mental incapacity for a period of one month, or a period of more than 30 days in the aggregate in any 18 month period. "Disability" includes the death of Employee.

b. A determination by the District General Manager that Cause exists to terminate the Employment Contract, and written notice of termination for Cause is given by the District General Manager to Employee. "Cause" means any of the following events or conditions:

   i. A material breach by Employee of any material provision of the Employment Contract.

   ii. Any act by Employee in violation of the obligations imposed upon public officials under applicable law.

   iii. Fraud or other dishonest act by Employee involving the District.

   iv. Employee's conviction of a felony.

Such termination shall be effective upon the date specified in the written notice of termination, and may be effective immediately.

9. Notices. Any notice or other communication required or permitted to be given in connection with the Employment Contract shall be in writing and shall be deemed to have been duly given (a) when personally delivered, (b) on the business day following deposit of such notice with a reputable overnight courier service, or (c) sent by certified mail, return receipt requested, postage prepaid, as follows:

If to the District:

General Manager
Key Largo Wastewater Treatment District

P.O. Box 491
Key Largo, Florida 33037

With a copy to:

Thomas M. Dillon
PO Box 370736
Key Largo, Florida 33037-0736

If to Employee, at the address specified in the Employment Contract.

Either party may change such party's address for the purpose of this Section by written notice similarly given.

10. Severability. If any provision of the Employment Contract shall be held to be invalid or unenforceable, such provision shall be construed and enforced to the extent possible as if it had been more narrowly drawn so as not to be invalid or unenforceable, and such invalidity or unenforceability shall not affect or render invalid or unenforceable any other provision of the Employment Contract. However, if either party determines in good faith that, as a result of a provision of the Employment Contract being held invalid or unenforceable, the Employment Contract no longer serves the purposes for which it was written, that party may terminate the Employment Contract.

11. Entire Agreement. The Employment Contract, including the documents incorporated therein by reference sets forth the parties' final and entire agreement, and supersedes any and all prior understandings, with respect to the employment of Employee by the District.

12. Assignment; Ratification of Agreement. The Employment Contract is an agreement for personal services, and the District has determined to hire Employee on the basis of Employee's personal qualifications. The Employee may not assign or delegate its rights or obligations under the Employment Contract, and any purported assignment or delegation of any such right or obligation without such consent shall be null and void.

13. No Waiver. No failure or delay by either party in exercising any right, option, power, or privilege hereunder shall operate as a waiver thereof, nor shall any

single or partial exercise thereof preclude any other or further exercise thereof, or the exercise of any other right, option, power, or privilege.

14. Amendment. The Employment Contract can only be amended, waived or terminated by a writing signed by both the District and Employee.

15. Applicable Law. The Employment Contract shall be governed by and construed and interpreted in accordance with the internal law of the State of Florida, without reference to its rules as to conflicts of law.

16. Headings. The section headings in the Employment Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of the Employment Contract.

ATTACHMENT B

KEY LARGO WASTEWATER TREATMENT DISTRICT

EMPLOYMENT CONTRACT

DISTRICT COUNSEL DUTIES

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Promptly and diligently to provide legal services as requested by District in connection with District's business, as requested by District's Board of Commissioners and by individual Commissioners, the General Manager, and other representatives of District authorized by the General Manager to request legal services on behalf of District.
2. Attend all District Board meetings, currently scheduled for the first three Tuesday evenings of each month, for the purpose of providing legal services, which shall include reviewing the meeting notice and agenda and reviewing the meeting minutes. The Attorney shall also attend client conferences as needed.
3. Familiarize himself with Florida Laws, usages, customs, and practices affecting the District; and persons with whom the District conducts business.
4. Prepare and submit periodic reports on forms supplied by the District as requested.

From: Connie Fazio
Sent: Wednesday, September 12, 2012 3:08 PM
To: Margaret Blank
Cc: Susan Prichard
Subject: RE: 9/15/12 Payroll Preview Report & Sick Time Report

Margaret:

Per Carol's written notes of the motion passed last night, Ray Giglio will be paid $7,500 per month for the next 6 months, and his salary will be revisited in 6 months. It didn't specify the increase was tied to the last six months of his contract.

Since this pay increase was approved in mid-September (after 9/15 payroll was prepared), I would recommend that the pay increase be effective as of 9/30/12 payroll. I'll put a note on my calendar that we need to add the review of Ray's compensation to a board meeting in March 2012, prior to the end of the six months of increased pay.

Thanks-
Connie

From: Margaret Blank
Sent: Wednesday, September 12, 2012 1:26 PM
To: Connie Fazio
Cc: Susan Prichard
Subject: RE: 9/15/12 Payroll Preview Report & Sick Time Report

Approved.

From:	Connie Fazio
Sent:	Wednesday 12th September 2012 15:18
To:	Margaret Blank
Cc:	Susan Prichard; Ray Giglio
Subject:	RE: 9/15/12 Payroll Preview Report & Sick Time Report

Thank you. And just to confirm with everyone, the effective date will Oct. 1, 2012, and the pay rate will increase on the Oct. 15 paycheck.

Thanks-
Connie

Ray Giglio

Summary of Hours Worked

April 10, 2012 to March 31, 2013

Month	Hours Worked	Salary Received	Hourly Rate
April 10th to 30th	127.20	$2,166.71	17.03
May	107.70	$5,000.00	46.42
June	164.62	$5,000.00	30.37
July	150.32	$5,462.00	33.26
August	170.68	$5,000.00	29.29
September	139.20	$5,000.00	35.92
October	137.83	$7,500.00	54.41
November	136.72	$7,500.00	54.86
December	127.20	$7,500.00	58.96
January 2013	141.42	$7,500.00	53.03
February	124.03	$7,500.00	60.47
March	131.17	$7,500.00	57.18
TOTALS For Year	**1658.09**	**$72,628.71**	**43.80**

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 9, 2013 Agenda Item No. 9

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

SUBJECT: Public Relations Position

RECOMMENDED MOTION/ACTION:

Approved by General Manager MB/LW

Date: 4/4/2013

Originating Department: Commissioner Gibbs	Costs: Unknown Funding Source:	**Attachments: N/A**
Department Review: [ ] District Counsel _____ [ ] General Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [Operations] _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Commissioner Gibbs would like to look into hiring a public relations person to deal with such matters as the questioning of the District paying for Paul's education courses. Hiring someone may be more cost effective if such inquiries take staff time where staff should be working on more urgent matters.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised