February 26th
2003
Key Largo Wastewater Treatment District
Board of Commissioners Meeting Agenda
4:00 PM Wednesday, February 26, 2003
Key Largo Civic Center
209 Ocean Bay Drive
Key Largo, Monroe County, Florida

A. Public Hearing to consider and to obtain public comment on the plan to construct and maintain Wastewater Treatment Facilities in the Key Largo Trailer Village and Key Largo Park per DEP Agreement No. LP0338 and as detailed in the Transitional Interlocal Agreement by and between the K LWTD, Monroe County and Florida Keys Aqueduct Authority

1. K LWTD Staff presentation
   a. Introduction – Robert Sheets
   b. Project Descriptions – Doug Eckman & Ray Vost
   c. Funding – Robert Sheets
   d. Mandatory Connection Program - Charles L. Sweat
   e. Question and Answer Session

2. Board Discussion
3. Public Comments
4. Close Public Hearing

B. Call to Order – K LWTD Regular Meeting

C. Pledge of Allegiance

D. Minutes – February 5, 2003 and February 12, 2003

E. Additions, Deletions or Corrections to the Agenda

F. Action Items

1. Ratification of the Transitional Interlocal Agreement by and between the Key Largo Wastewater Treatment District, Monroe County and the Florida Keys Aqueduct Authority
2. Approval of Florida Department of Environmental Protection Agreement LP0338 with Key Largo Wastewater Treatment District
3. Approval of South Florida Water Management District Agreement with Key Largo Wastewater Treatment District
4. Adoption of Monroe County’s Mandatory Connection Ordinance as non-rule policy Key Largo Wastewater Treatment District Resolution No. 2003-12
5. Approval of Key Largo Wastewater Treatment District Resolution No. 2003-13 designating the general manager and chief financial officer as signatories of the K LWTD bank accounts
G. General Manager’s Report

1. Discussion of KLWTD Board meeting schedule March, April and May 2003

H. Legal Counsel’s Report

I. Engineer’s Report

1. Discussion of official signatory for federal, state and local permits and responsibility of permit fees

J. Commissioner’s Items

1. Discussion of the costs for a special assessment, requested by Commissioner Wilkinson

K. Meeting Adjournment
Commissioners Present

Chairman, Andrew Tobin, Esq.
Gary Bauman
Cris Beaty
Charles Brooks
Jerry Wilkinsson

Staff Present

Robert Sheets, General Manager
Charles L. Sweat, Director of Operations
Amy Dukes, Esq., Legal Counsel
Robert Betancourt, PE, Gartek Engineering
Faith Doyle, Board Clerk

Guests Present

Charles Fishburn, PE, Gartek Engineering
David Refling, PE, Boyle Engineering
Steve Gibbs, Reporter, Key Largo Free Press
Commissioner Murray Nelson, Monroe County

A. Open Public Hearing to consider adoption of Resolution approving the use of FKAA non-rule policies.

Chairman Tobin opened the public hearing at 4:07 PM.

Ms. Amy Dukes, Legal Counsel stated that with time being of the essence K LWTD drafting their own rules was impractical. At present to have policies on the record adopting the FKAA’s as non-rule policies would bridge the gap. Ms. Dukes stated that copies of the document had been emailed to all commissioners and a copy was provided for those assembled to review.

1. Public Comment

Mr. Steve Gibbs, Key Largo resident asked how these rules would affect the KLWTD. Ms. Dukes stated that KLWTD would be adopting these as non-rule policy, meaning they will be policy and not as stringent as rules. The policy gives guidance on
operations. The Board can choose to follow the policy provided but if necessary they could be revised by resolution. Mr. Gibbs asked when KLWTD would draft theirs. It was stated that a timeframe would be established in the near future.

2. Board Discussion

Commissioner Brooks stated that presently the policy would not be in affect until the projects are on line and until that time the Board has the option to set up their own procedures. Ms. Dukes stated that this was correct and what the Board is adopting would be a template that could be adjusted as necessary. Ms. Dukes stated that the terminology “non-rule policy” was used because chapter 120, which mandates use of rules and regulations, would not apply in this instance.

Chairman Tobin stated that by adopting the FKAA Rules as non-rule policy is intended to work within the framework of the law and this action would satisfy the grant requirement to have policy in place before funding is received and the plants were in operation.

3. Action on Resolution

**Commissioner Wilkinson made a motion to approve Resolution 2003-9. Commissioner Brooks seconded the motion. All were in favor and the motion was unanimously approved.**

4. Close Public Hearing

Chairman Tobin closed the public hearing at 4:19 PM

B. Call to Order – KLWTD Regular Meeting

Chairman Tobin continued the regular KLWTD meeting at 4:20 PM, which had been called to order at 4:06 PM.

Chairman Tobin stated that it would be a policy of the Board to present action items as follows: board discussion; formal motion; second to the motion; public comment; then if no further discussion the Board will vote on the motion.

C. Pledge of Allegiance

The pledge was lead by Commissioner Brooks prior to the opening of the public hearing.

D. Additions, Deletions or Corrections to the Agenda

Chairman Tobin requested that the additions, deletions or corrections to the agenda section be moved to after action items on the next agenda. Chairman Tobin stated that there should be a deadline implemented for the agenda and he suggested Friday at 5:00 PM. Chairman Tobin suggests that if any additional items are given to the clerk
DRAFT

after that time they should be forwarded to all other board members and then discussed at the end of the meeting. These "emergency items" would only be accepted by the end of the workday on Monday prior to the meeting.


Commissioner Brooks made a motion to approve the minutes of the January 15, 2003; January 22, 2003 and January 29, 2003 meetings. Commissioner Beaty seconded the motion. All were in favor and the item was unanimously approved.

F. General Manager Report

1. Discussion and update of the Critical Events Master Schedule for DEP Agreement No. LP0338

Mr. Sheets stated that attached to the agenda at item F1 was a memorandum detailing his meeting with Dick Smith of the FDEP, which is made part of this record as "Attachment A".

Mr. Sheets gave an overview of the memorandum emphasizing that the level of commitment from the KLWTD needs to be demonstrated to the FDEP to move forward. The need for a five year capital improvement plan with the impact on the ratepayer will be required, the FDEP is aware that the present Board can not bind any future Boards so any plan submitted could be amended when necessary.

Mr. Sheets meet with George Garrett of Monroe County who was extremely helpful with accomplishing the goals and solidifying the local commitment of funds per project. The total commitment of dollars to date is more than sufficient to fund the projects, however, the funds need to be segregated for the two projects. Mr. Smith sees the final Transitional Interlocal Agreement ("TIA") as satisfying many of the FDEP’s requirements.

The FDEP wants to have an implementation plan to address the removal of facilities on private property, including the anticipated costs and what mechanism will make the financial burden more bearable for the ratepayer. The plan must demonstrate that the KLWTD is serious on implementing a mandatory connection plan.

Mr. Sheets stated that a fully executed TIA should be forwarded to the FDEP by February 21, 2003 if available, if not a letter from the chairman stating it was forthcoming would be sufficient. Mr. Sheets stated that a public hearing is to be held prior to March 1, 2003 to receive public comment on the financial impact of the projects.

Commissioner Brooks asked what would be involved with implementing assessments on connecting laterals. Mr. Sheets stated that there are several options to be discussed. The board has options because of its taxing ability to take a loan to cover costs and then assess the property owners on the county tax bill over time. At this point prior to March 1, 2003 it does not need to be decided but the options must be defined.
Commissioner Brooks stated that at the Monroe BOCC February 19, 2003 meeting the KLWTD should be represented. Chairman Tobin suggested the Jim Roberts of Monroe County be contacted for the BOCC protocol for presenting items. Mr. Sheets stated that the KLWTD items are on the agenda per George Garrett. It was suggested that the General Manager, Legal Counsel and the Chairman of the Board attend the meeting.

2. Discussion and consideration of appointing technical committee to evaluate RFP's

Mr. Sheets stated that the conference call held between staff and the engineers had initially answered all the issues raised by Gartek. However, after the conference call was memorialized in writing Gartek raised further issues that must be acted on by the Board.

Chairman Tobin called for a recessed at 5:20 PM.

Chairman Tobin reconvened the meeting at 5:28 PM.

Mr. Betancourt stated that out of the original 47 comments the following would require input from the Board: 1, 3, 4, 9, 12, 23 and 31.

1. Concerning the ranking procedures the RFP must be changed to create an evaluation committee. It was suggested the Director of Operations, a Gartek representative, a Boyle representative and two Board members be included on the committee. The point system needs to be revised with the Boards approval because staff had not reached consensus. The point award for local experience was the point of contention. Discussion ensued. It was determined that two submittals, a technical submittal to be received on 2/19/03 and a cost submittal to be received on 2/26/03. The technical committee would meet in publicly noticed meetings to rank the technical submittals. The rankings would be presented to the Board as the selection committee. The ranking process was described to the Board as having a total point value of 100. The local experience points were discussed and the consensus was that it should be weighted at zero and the points assigned to local experience are to be distributed equally between the remaining categories.

3. Concerning which equipment should be mandatory pre-purchase. Mr. Refling stated the benefit to pre-purchase is sales tax savings, however, there are possible liabilities for taking this course of action. Presently the RFP states this option is at the sole discretion of the Board to initiate after the project is designed. After design the Board can pre-purchase equipment and reduce the contract price by the amount of pre-purchased equipment needed. Gartek believes the RFP should list the specific items to be pre-purchased prior to the bids being received. Staff and Boyle contend that this would remove all flexibility the Board would have in using this option or to enact changes to the equipment list after design. Discussion ensued.

Commissioner Bauman made a motion to not identify the pre-purchase equipment in the RFP. Commissioner Brooks seconded the
motion for discussion. Discussion ensued on if the benefit of listing equipment is to avoid contractor mark ups or sales tax savings. Boyle stated that it is for sales tax savings however there is some liability to naming the equipment in the RFP, not identifying it permits flexibility later, you leave the option opened to do it or not. Gartek stated if the specific equipment is not named you could receive lopsided bids. Boyle states verbiage that the bidders are not to consider the pre-purchase clause when bidding is included in the RFP. Commissioner Bauman amended his motion to state that the RFP is not to identify the pre-purchase equipment and the verbiage is to be added to clearly state the bidders are not to consider this option in their bid price. Commissioner Wilkinson stated that he believes a pre-purchase option should not be considered in any form. The question was called. Commissioners Tobin, Beaty, Bauman and Brooks voted in favor. Commissioner Wilkinson was not in favor. The motion carried.

4. Concerning naming County employees in the RFP. Boyle had no counter point they feel it is not necessary to name the County employees. However, if so the County should be made aware of the provision. All were in agreement and the County would be advised.

9. Concerning experience working in the Keys had been covered along with item one.

12. Relating to Boyle providing a PDR via addendum. Boyle stated that a PDR was sent when the bid packs were issued. It was also made available to those at the pre-bid. Mr. Sheets stated all additional information should be sent as addendum because it is documented as being received. Mr. Sweat stated that he has a signed sheet stating the PDR was received at the pre-bid. Boyle is to place on the addendum receipt sheet stating that the PDR was received.

23. Concerning safety procedures. Legal Counsel stated that OSHA safety standard prevail if listed or not this can be done at the Boards pleasure either is legally acceptable.

Commissioner Brooks made a motion to add that OSHA Safety Standards prevail. Commissioner Wilkinson seconded the motion. All were in favor and the item was unanimously approved.

31. Concerning two vacuum system manufactures being named as equal vendors for the RFP. Boyle stated that both were to be named and if there was an oversight it would be corrected.

Commissioner Brooks requested that the members of the Technical Evaluation Committee be given by name. Commissioner Wilkinson stated that a financial
representative should be appointed if possible. Discussion ensued on the need for the meetings to be public, the specific procedures and if the Board should be the committee or if it should be a mixture of staff and the Board. It was noted that publicly noticed meetings to provide rankings for the selection committee (the Board) and interviews by the selection committee would be acceptable. **A motion was made by Commissioner Brooks that the Technical Evaluation Committee will consist of the following persons: Charles L. Sweat, Robert Betancourt, David Refling, Charles Brooks, Jerry Wilkinson, Cris Beaty and Andrew Tobin as an alternate. All committee meetings will be held with public notice. Commissioner Bauman seconded the motion. All were in favor and the motion was unanimously approved.**

Robert Betancourt asked if the vendor demonstration should be held when scheduled (2/17/03) and be attended by the evaluation committee, or should the meeting be changed. It was asked if the meeting were held would there be legal ramifications. Mr. Sheets does not believe the demonstrations are needed at the moment, but should proceed once the short list of prospective bidders is developed. Commissioner Tobin believes that due to the time constraints and because the bids are out it is not prudent to meet with anyone. Board input was requested. Commissioner Wilkinson stated that he would like to see both systems to know the differences and benefits of each. Commissioner Brooks has seen a demonstration on one of the systems and the other system working in the field but would appreciate the complete overview. Commissioner Beaty would like to have as much information as possible prior to the technical committee meetings. **Commissioner Brooks made a motion to hold a joint meeting with both vendors on February 17, 2003. Commissioner Beaty seconded the motion amending that the meeting be publicly noticed.** Chairman Tobin stated that Legal Counsel is to clarify the legal ramifications of holding the meeting and gave Legal Counsel the authority to cancel the meeting if necessary. Commissioners Tobin, Beaty, Brooks and Wilkinson were in favor. Commissioner Bauman was not in favor. The motion carried.

3. Discussion and consideration of procuring insurance coverage for the K LWTD

Mr. Sheets presented two insurance quotes from Florida Cities on basic insurance coverage. One quote was for the minimum million-dollar general liability policy and the second was for five million dollars in coverage. Board action is required to establish the policy. The insurance will be reviewed again after the facilities are in the ground. **Commissioner Brooks made a motion to approve the five million dollar general liability policy from the League of Cities.** Commissioner Wilkinson seconded the motion for discussion. Chairman Tobin asked if all coverage listed were necessary. Mr. Sheets stated that no but removing them had no affect on the
premium. With no further discussion, all were in favor and the item was unanimously approved.

G. Legal Counsel Report

Ms. Dukes presented the legal counsel report, which is made part of this record as “Attachment B”. The highlights are that the Transitional Interlocal Agreement is moving quickly and well with all comments managed by Ms. Dukes. It appears that it should be complete and executed before the March 1, 2003 deadline. The Board gave consensus that it is permissible to distribute the TIA in draft form to the other parties. Commissioner Bauman asked if any more policy issues needed to be resolved. Ms. Dukes stated that no there was not. The document was drafted with flexible language to provide repayment options on monies being provided by the County. The draft would be forwarded tomorrow and any comments are needed as soon as possible. Commissioner Brooks comments that Legal Counsel has made remarkable progress on the TIA and that it is appreciated.

Ms. Dukes stated that two issues remain on the GARTEK Professional Consulting Services Agreement that needs to be resolved prior to Mr. Betancourt agreeing to sign it. The insurance deductible guarantee and to who the engineer is to report. Legal Counsel suggests that K LWTD amend our limits to be equivalent to Gartek’s present insurance noting that this is a fair request if it is the pleasure of the Board. Gartek asked that the Board consider furnishing insurance to guarantee his deductible. Chairman Tobin stated that it is not required and that the KLWTD should not set precedence by covering a consultant’s deductible. Mr. Betancourt is concerned because of exposure from Boyle and FKAA for malpractice. Mr. Betancourt respectfully disagreed with the position of the Chair. Commissioner Brooks made a motion that the KLWTD not guarantee the insurance deductible for Gartek Engineering. Mr. Bauman seconded the motion with the amendment that the KLWTD reduce its two million dollar coverage requirement to one million dollar and deny the request for a guarantee of the $20,000 deductible. All were in favor. The motion was unanimously approved.

The other issue of concern to Gartek was whom do they report to. The first draft of the agreement stated that Gartek was to report to the Board. The revised agreement stated that Gartek was to report to the Board and the General Manager. Commissioner Brooks made a motion that Gartek report to the Board and the General Manager. Commissioner Beaty seconded the motion. Commissioner Brooks stated that he does not want to take away from the Managers position, however, with notices going to both parties it would retain optimum communications. Commissioner Wilkinson wants to retain communication directly with the engineering firm. Chairman Tobin would like the chain of command stated in a policy with the General Manager as Chief Executive Officer of the KLWTD and all contractors employed by the KLWTD to report to the Manager,
however, he has no problem with the contractors reporting to the Manager and the Board when disagreements arise, but with a clear understanding that the day to day operations must go through one person, the Manager. With no further discussion it was stated that Gartek is to report to the General Manager and the Board. All were in favor and the motion was unanimously approved.

Also covered in the Legal Counsel report was an update on the PRMG agreement, the letter forwarded to Commissioner Nelson concerning the BOCC 2/19/03 meeting and the Chapter 197 notifications to the County Property Appraiser and Tax Collector.

Commissioner Brooks stated that he had contacted staff concerning an additional amendment to Resolution 2003-4 requesting a MSTU from the County that would add language stating that the funds could be used to cover administrative costs. Ms. Dukes stated that staff had made her aware of the request, however, after discussion with Terry Lewis, Esq. of LLW, Legal Counsel advised the Board that specific language could be used against the KLTWD and limit the use of the funds. Presently MSTU funds can be used for all costs permissible under the charter that are incurred by the KLTWD. Mr. Sheets stated that it should remain flexible and that MSTU funds could be used for any purposes listed in the charter.

H. Engineering Report

It was noted that the 100% drawings from Boyle Engineering were being Federal Expressed to all for receipt on Thursday the sixth of February.

Mr. Reffing of Boyle Engineering stated that the project bids would be delivered to the FKAA in Key West. He noted that the park and village are two separate bids. That technical proposals are due 2/19/03. Mr. Reffing asked where the bid opening for the park should be. He stated that cost proposals for the village are due on 2/26/03 and that he needs to work with the General Manager on holding them unopened until the technical evaluations are done. The cost proposals should be held for opening at a public meeting after the technical rankings have been presented to the Board. Mr. Sheets stated that he would forward a schedule of the evaluation committee meetings and events.

I. Committee Reports

Commissioner Brooks stated that he and Chairman Tobin had attended the Intergovernmental task force meeting that was for County groups. Several of cities, municipalities and county entities are under the present comprehensive plan to distribute federal monies without dispute. The group is planning a trip to Washington DC to lobby the senate and congress on various local issues. Commissioner Brooks will forward letters to the Board members concerning the matter with background information and documentation on how the 3 million dollars being lobbied for will be spent.
J. Action Items

1. Discussion and consideration of policy and procedure for simple contracts

Chairman Tobin stated that he would like future resolutions for contracts to include “approval by the Board and to be executed in final form by the Chair”. Commissioner Brooks stated that he has strong feeling that a contract needs to be seen by the full Board prior to it being finally approved and executed. Commissioner Bauman asked if after Board approval of a general contract if email drafts could be forwarded to all Board members for review and if any objections are found then take it back to the Board. If no objections are received then the Chairman would sign the final contract without additional Board action. Commissioner Brooks believes contracts should be approved in final form at an open meeting and not by the internet and not by conference call. Chairman Tobin stated that with the time constraints on the KLWTD that as long as there are checks and balances in the process simple contracts could be executed without bringing them back for a formal vote. Discussion ensued. Commissioner Brooks suggested that in the future a consent agenda section be added to the agenda to eliminate discussion on every item brought up for consideration. Mr. Sheets stated that in the future general services contracts would be entered into with contractors and then work authorizations would be issued against the contract for projects.

**Commissioner Brooks made a motion stating that all contracts are to be approved in their final form by the Board. Commissioner Wilkinson seconded the motion. Commissioners Bauman, Beaty, Brooks and Wilkinson were in favor. Chairman Tobin was not in favor. The motion carried.**

2. Approval of Professional Consultant Services Agreement by and between KLWTD and Government Services Group, Inc.

The item was tabled and will be considered at the February 12, 2003 meeting.

3. Approval of Professional Engineering Consultant Services Agreement by and between KLWTD and Gartek Engineering Corporation

The Board has given its approval as noted above in the discussion under Legal Counsel report. The contract has been forwarded to Gartek Engineering for execution.

4. Approval of Resolution appointing PRMG as the KLWTD’s rate consultant

It was noted that at the January 29, 2003 meeting the Board had approved the Resolution contracting with PRMG for rate consulting, however, the contract was to be considered at the present meeting. Legal Counsel was instructed to have the contract finalized and executed by the consultant for presentation to the Board at it’s February 12, 2003 meeting.

5. Approval of Resolution adopting an Expenditure Policy
Commissioner Brooks made a motion to approve the Resolution adopting an Expenditure Policy. Commissioner Bauman seconded the motion for discussion. Commissioner Wilkinson stated a financial statement should be provided to the Board on a monthly basis. Chairman Tobin requested that information on GSG's bonding and insurance status be made part of the policy. Mr. Sheets stated that GSG as the treasurer would provide monthly financial statements. Also, the requested information on bonding and insurance would be provided. Chairman Tobin asked if there was anyone present who wished to give public comment. There was none. With no further discussion, all were in favor and the item was unanimously approved.

J. Meeting Adjournment

Chairman Tobin adjourned the meeting at 8:40 PM.
DRAFT

Key Largo Wastewater Treatment District
Board of Commissioners Meeting Minutes
4:00 PM Wednesday, February 12, 2003
Key Largo Civic Club
209 Ocean Bay Drive
Key Largo, Monroe County, Florida

Commissioners Present
Chairman, Andrew Tobin, Esq.
Gary Bauman
Cris Beaty
Charles Brooks
Jerry Wilkinson

Staff Present
Robert E. Sheets, General Manager (GSG)
Amy Dukes, Esq., Utility Counsel (LLW)
Robert Betancourt, P.E., Engineer (Gartek)
Fred Mittl, P.E., Engineer (Boyle)
Faith Doyle, Board Clerk (GSG)

Guests Present
Martha Richard, resident of Key Largo Mobile Home Park
Charles Fishburn, Gartek Engineering
Robert Burt, resident of Key Largo Trailer Village
Burke Cannon, Key Largo resident
John Stone, Key Largo resident
Murray Nelson, Monroe County Commissioner
Steve Gibbs, resident and Free Press Reporter

A. Call to Order

Chairman Tobin called the meeting to order at 4:07 PM.

B. Pledge of Allegiance

The pledge was recited and lead by Chairman Tobin.

C. Minutes – February 5, 2003

Commissioner Brooks suggested moving the minutes until later in the meeting.
DRAFT

The Board requested that additions, deletions and corrections to the agenda be moved to its previous location in the agenda. Chairman Tobin asked the members of the board if there were any additions, deletions or corrections to the agenda.

The General Manager requested that item G1 be removed from the agenda and it will be presented to the Board in the future.

The Chairman requested that item J1 be removed because the issue had been resolved at the previous meeting.

The Chairman stated that the major issue to be discussed at the meeting was the Transitional Interlocal Agreement (“TIA”) and that George Garrett would be joining the meeting at approximately 5:00 p.m. It was requested that discussion on the TIA be postponed until Mr. Garrett’s arrival.

D. General Manager Report

Mr. Sheets stated that scenarios would be developed for five year capital improvement plans, one that would show the BOCC funding as loans that would need to be repaid and another that would treat all contributions as grants except the final money. These will be done by February 29, 2003.

One of the items required by the DEP is to demonstrate committee members to implement mandatory connection to the system. This requirement could be met by considering adopting the County’s ordinance on the same issue.

It was requested that the Board at the next meeting present the County’s ordinance on mandatory connection for consideration.

Mr. Robert Betancourt is not available to be a member of the Technical Evaluation Committee. Mr. Betancourt suggests Charles Fishburn of Gartek Engineering. The Board gave consensus to have Charles Fishburn replace Robert Betancourt as the Gartek Engineering representative to the Technical Evaluation Committee.

Mr. Sheets stated that the insurance coverage on the KLTWD is now in force.

E. Legal Counsel Report

Ms. Amy Dukes stated that as outlined in her report the focus of her attention has been on the TIA. It was requested that all comments on the TIA be submitted to her by Friday, February 14th. The TIA should be finalized and acted upon at the Wednesday the 19th meeting so that it can be presented to the Monroe BOCC at the meeting on February 19, 2003. Ms. Dukes stated that a special meeting of the KLTWD Board of Directors has been scheduled and noticed for 10:00 AM on February 19, 2003.

The clerk was requested to review the costs for classified advertising and legal advertising. Discussion ensued on the various newspapers that serve Key Largo. It is the intent of the Board to comply legally with the State of Florida noticing acts and to use the paper that gets to the citizenry. The February 26, 2003 public hearing and the
impact on the residents of Key Largo requires additional effort to inform those affected. It was suggested that the clerk contact the Monroe County property appraiser for a mailing list so that a letter detailing the agenda of the meeting could be forwarded to the residents. Commissioner Brooks stated that with the limited time and funds available that a notice to the village homeowners association could be more feasible. Mr. Sheets stated that technically notice should go to the property owner. The grant application requires community outreach beyond March 1, 2003. Developing community outreach programs will be imperative. The Board requested that staff provide additional notice of the public hearing scheduled for February 26, 2003 to the community and to coordinate the effort with the local homeowners associations.

Mr. John Stone stated that there presently is not a homeowners association for Key Largo Park. Mr. Robert Burt, the newly elected president of the Key Largo Trailer Village stated that the quarterly newsletter could be mailed earlier and could include notice of the public hearing. Mr. Burt also requested that a representative of the Board come to the Village’s March 29, 2003 picnic for community outreach.

Ms. Dukes informed the Board that after March 5, 2003 there is not a KLWTD Board meeting schedule. Mr. Brooks noted that the Key Largo Civic Center would be available on Wednesday at 4:00 PM. The Board requested that the manager and legal counsel develop a schedule for the Board to consider.

F. Engineering Report

Fred Mittl of Boyle Engineering who has done the design work for the Key Largo Park (KLP) and the RFP for the Key Largo Trailer Village (KLTV) stated that all information is on the street.

The two projects being bid are the (KLTV), which, is a design build and includes a wastewater treatment plant and the Key Largo Park (KLP) project. There have been four addendums issued for the KLTV bids. The technical proposals will be received on February 19, 2003 at the Florida Keys Aqueduct Authority (FKAA) offices and then they will be forwarded to the committee members for review and discussion at the committee meetings to be noticed. The cost proposals are to be received on February 26, 2003 and held until the technical committee has finished its review and the technical ranking provided to the Board.

The second project KLP is a construction project and a detailed set of plans and specifications have been developed and are out to bid. The pre-bid was held on February 11, 2003 and the bids for KLP are due on February 25, 2003.

The comments received from Gartek on the 90/100 percent plans will be responded to and forwarded to GSG for review.

Commissioner Bauman asked if there would be advantages to one firm being awarded both projects. Mr. Mittl stated that the cost advantage is mostly comprised of front-end costs (mobilization of the equipment and labor force) and that it could result in significant cost savings. Commissioner Brooks asked after the construction starts what inconveniences could the neighborhood expect. Mr. Mittl stated that possibly because
DRAFT

of bedrock and difficulty in trenching temporary seals on the trenches prior to the installation of asphalt overlays would be the largest imposition. The timeframe could be from ten days to several months, however, it is in the contractor's best interest to go quickly.

Mr. Steve Gibbs asked as a homeowner if input can be given on where to place the lines. Mr. Mittle stated that the contractors would work with them for a final location. Mr. Robert Burt of KLTV asked who will be contracted to do the interconnect from the water line to the house. Mr. Sheets stated that the homeowner is responsible for the interconnect, however, plans are being looked at to minimize the impact on the ratepayer. The plan is being developed and will be presented to the citizens in the near future. Mr. Sheets stated that if the KLWTD meets the March 1, 2003 deadline with the DEP then there will be community meetings set up to appoint street captains to contact and inform the residents. Mr. John Stone asked if the public input received would become part of the plan submitted to the DEP. Mr. Sheets stated that for the March 1, 2003 submittal there is not much flexibility but as the project progresses input on the critical issues would be addressed. Martha Richards asked if the vacuum containers would be in every yard and how big they are. Commissioner Brooks stated that no lift stations or vacuum pits would be on private property. Some properties may have 'candy canes' but they can be painted or otherwise decorated.

Robert Betancourt attended the pre-bid for the KLP and the preliminary review of Boyle's RFP was done. Comments on the plans and specification may require an addendum. Commissioner Bauman asked that with the timeframe in place if the comments could be incorporated prior to the bids being received. Both engineers stated that they could.

Martha Richards, a resident of KLTV asked why there are two engineering firms represented. Chairman Tobin stated that Boyle Engineering was hired by the FKAA when the projects were under its jurisdiction. The KLWTD Board contracted with Gartek to insure there were check and balances of the work done by Boyle.

G. Action Items

1. Approval of Final Professional Consultant Services Agreement by and between KLWTD and Government Services Group, Inc. for management services

The item was tabled.

2. Approval of Final Professional Consultant Services Agreement by and between PRMG for rate consulting services

Mr. Sheets stated that PRMG would be retained to assist with the five-year proforma and cost estimates required in the grant agreement. It will also identify the local sources of funding. One scenario would treat the funds from the BOCC as a loan and
another would treat them as a grant. This would also confirm that an MSTU rate of .35 would be adequate. The contract has been executed by PRMG.

Discussion ensued on several points of the agreement. Commissioner Brooks asked for clarification on item (d) on page 4. Commissioner Wilkinson stated concern with incurring debt adding that if the money is not there don’t do the project or scale down the project to the size of the budget. Commissioner Bauman stated that the agreement with PRMG is for running the numbers only not for implementing the plan. County Commissioner Nelson stated that the scenarios were run on maximum project costs and that they could come in less also, the dollar figure included for the land may be inflated, it is for 20 acres and the KLWTD would only be using 4 acres. Commissioner Nelson also expressed concern with the appearance of asking for an additional amount of approximately one million dollars. Commissioner Nelson stated that the BOCC is committed to make the project work along with the DEP, the DCA and the Governor. Mr. Sheets stated that he is in agreement with Commissioner Nelson but to date the requirement for the DEP is to include a commitment and the document provides funding that commits operations being covered for the next five years.

Discussion ensued on the effect that the appearance of a larger budget would have on the bidding process. Chairman Tobin concluded the discussion by saying that with the recent incorporation of the Board (November, 2002) and with the deadline of March 1, 2003 looming the staff and the Board is making great progress and should the bids come in over budget they could be rejected and reissued. CHAIRMAN TOBIN THEN RECESSED THE MEETING AT 5:31 PM. CHAIRMAN TOBIN RECONVENED THE MEETING AT 5:42 PM.

COMMISSIONER BAUMAN MOTIONED TO APPROVE THE CONTRACT WITH PRMG. COMMISSIONER WILKINSON SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

3. Approval and Execution of Final Professional Consultant Services Agreement by and between KLWTD and Gartek Engineering, Inc.

COMMISSIONER BROOKS MOTIONED TO APPROVE THE FINAL PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH GARTEK ENGINEERING, INC. FOR EXECUTION BY THE CHAIRMAN. COMMISSIONER BEATY SECONDED THE MOTION AND WITH NO FURTHER DISCUSSION ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

4. Consideration and Approval of the Transition Interlocal Agreement

Discussion ensued on several points of the draft TIA. Consensus was reached on all major points and Legal Counsel would present the final version for consideration by the Board at the February 19, 2003 meeting.

H. Additions, Deletions or Corrections to the Agenda

This item was moved to earlier in the agenda.
I. Committee Reports

Mr. Cris Beaty presented the KLWTD accounting books to the clerk who would forward them to David Miles of GSG the appointed CFO of the KLWTD.

J. Commissioner's Items

1. Discussion regarding holding a vendors presentation meeting, requested by Chairman Tobin

This item was removed from the agenda.

2. Discussion and update on SFWMD funding, requested by Commissioner Brooks

This item was tabled.

3. Discussion regarding the Key Largo Park drawings, project manual and quantity take-off, requested by Commissioner Wilkinson

Commissioner Wilkinson asked why some business zones were not included in the service area for KLP. Mr. Mittle stated that a small business area is included in the Key Largo Trailer Village service area but some are excluded. Mr. Mittl would address the issue with Commissioner Wilkinson.

K. Meeting Adjournment

Chairman Tobin adjourned the meeting at 8:36 PM.
Transitional Interlocal Agreement
Final Draft
was previously provided via email
Florida Department of Environmental Protection
Agreement LP 0338

Will be provided under separate cover.
RESOLUTION 2003-12

A RESOLUTION OF THE KEY LARGO
WASTEWATER TREATMENT DISTRICT
ADOPTING THE MONROE COUNTY ORDINANCE
RE: MANDATORY CONNECTIONS AS THE
DISTRICT'S NON-RULE POLICY

WHEREAS, Monroe County has adopted an ordinance for the connection of existing on-site sewage treatment and disposals systems to central sewerage system, attached here to Exhibit A (Section 15.5-21);

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desires to adopt as its non-rule policy Monroe County's ordinance for the connection of on-site sewage treatment and disposals systems to central sewerage system;

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

1. The Key Largo Wastewater Treatment District adopts Monroe County's ordinance for connection of existing on-site sewage treatment and disposals systems to central sewerage system as non-rule policy until such time as the District adopts its own rules and policies. See Sec. 15.5-21, attached hereto as Exhibit A.

2. The District may amend the referenced non-rule policy if necessary prior to the District's adoption of its own rules and policies.

PASSED AND ADOPTED this _____ day of February, 2003.

FAILED this _____ day of February, 2003.

KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD

__________________________________________
Chair, Key Largo Wastewater Treatment District

__________________________________________
Secretary, Key Largo Wastewater Treatment District
Sec. 15.5-21. Connection of existing on-site sewage treatment and disposals systems to central sewerage system.

(a) The owner of an onsite sewage treatment and disposal system must connect the system or the building's plumbing to an available publicly owned or investor-owned sewerage system within thirty (30) days after written notification by the owner of the publicly owned or investor-owned sewerage system that the system is available for connection. The publicly owned or investor-owned sewerage system must notify the owner of the onsite sewage treatment and disposal system of the availability of the central sewerage system. No less than one (1) year prior to the date the sewerage system will become available, the publicly owned or investor-owned sewerage system shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within thirty (30) days of the actual availability. The owner shall have the option of prepaying the amortized value of required connection charges in equal monthly installments over a period not to exceed two (2) years from the date of the initial notification of anticipated availability.

(b) Subsequent to the effective date of this chapter, the county commission may, subject to approval of the FKAA, adopt a resolution providing that the owner of an onsite sewage treatment and disposal system may pay any connection fees charged by an investor-owned sewerage system in monthly installments without interest over a period of time not to exceed five (5) years.
§ 15.5-21

MONEOE COUNTY CODE

from the date the sewerage system becomes available if the county determines that the owner has demonstrated financial hardship. The resolution must contain, at a minimum, the following:

(1) The designation of the county employee(s) or officer(s) empowered to make the hardship determination; and

(2) The criteria for making the determination which take into account the owner's net worth, income, and financial needs.

(Ord. No. 4-2000, § 2)

Sec. 15.5-22. Penalties.

Violations of this chapter may be prosecuted before the code enforcement special master (or board) as authorized by chapter 6.3, art. I, County Code, and F.S. Chapter 162, Part I, by a notice to appear issued under F.S. Chapter 6.3, Art. II, and F.S. Chapter 162, Part II, and F.S. § 125.69(2), or Chapter 76-435, Laws of Florida, by prosecution as a second degree misdemeanor pursuant to F.S. § 125.69(1), or by any other method authorized by law for assuring compliance with the terms of this chapter including suits for injunctive relief.

(Ord. No. 4-2000, § 3)

Secs. 15.5-23—15.5-25. Reserved.

Sec. 15.5-26. Definitions.

As used in this Ordinance, the following words and terms shall have the following meanings, unless the context clearly otherwise requires:

"Authority" means the Florida Keys Aqueduct Authority.

"Available" as applied to a governmentally owned sewerage system owned by the authority, means that the governmentally owned sewerage system is capable of being connected to the plumbing of an establishment or residence, is not under a department of environmental protection moratorium, and has

Supp. No. 78 1166
RESOLUTION 2003-13

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, DESIGNATING THE GENERAL MANAGER AND CHIEF FINANCIAL OFFICER AS AUTHORIZED SIGNATORIES OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT’S BANK ACCOUNTS

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desire to designate the general manager and the chief financial officer as authorized signatories of the Key Largo Wastewater Treatment District’s bank accounts;

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

1. The Board hereby designates Robert E. Sheets, General Manager and David R. Miles, Chief Financial Officer as authorized signatories of the Key Largo Wastewater Treatment District’s bank accounts.

2. The authority to sign all checks and other legal instruments on behalf of the Key Largo Wastewater Treatment District, pertaining to the TIB Bank of the Keys, account number 20154139006, and such other accounts as the Board may authorize to open in the future is hereby provided. This authority supersedes and replaces all prior authorizations by this Board.

PASSED AND ADOPTED this 26th day of February, 2003.

KEY LARGO WASTEWATER TREATMENT DISTRICT GOVERNING BOARD

Chair, Key Largo Wastewater Treatment District

Secretary, Key Largo Wastewater Treatment District
TO: Key Largo Wastewater Treatment District Board Members

CC: Charles Sweat, Director of Operations
    Faith Doyle, Clerk to the Board
    David Miles, Chief Financial Officer
    Terry Lewis, Board Attorney
    Amy Dukes, Board Attorney

FROM: Robert E. Sheets, General Manager

DATE: February 25, 2003

RE: South Florida Water Management District Statement of Work

Dear Commissioners:

Attached for your review, is the preliminary Statement of Work and Deliverables Schedule to be submitted to the South Florida Management District staff, as the first step in obtaining the $100,000.00 grant for the KLWTD. The Statement of Work proposes to obtain funding for use in the preliminary design and engineering phase of the work effort, for use by July 1, 2003. This draft must be submitted by this Friday, February 28, 2003 to Cecilia Weaver of the South Florida Water Management District (SFWMD), in order to comply with the District’s staff review procedures, prior to placing the completed grant package on the May 2003 agenda of the SFWMD Board of Directors for final approval.

The document enclosed is only a portion of the final grant agreement package. The remainder of the document, will be prepared by the SFWMD's Procurement Staff, based on the Statement of Work and Proposed Deliverables attached to this document. Once the completed grant document is prepared, the entire grant application will be returned to the KLWTD Board of Directors for final approval and transmittal to the SFWMD Board of Directors.

It is likely that the SFWMD staff will desire changes in the attached information, prior to submission to their Board of Directors. Any changes will be addressed to the KLWTD Board when the grant application package is returned for your approval.

Board of Directors: Chairman Andrew Tobin, Gary Bauman, Cris Beaty, Charles Brooks, Jerry Wilkinson
EXHIBIT “C”

STATEMENT OF WORK

Key Largo Trailer Village Wastewater System Construction

1. INTRODUCTION/BACKGROUND:

The Key Largo Wastewater treatment District (KLWTD) was created through enactment of House Bill No. 471 in Chapter 2002-337, Florida Statutes. The statute created a district charter and established an independent special district, provided for the district boundaries and provided powers, functions and duties, and established a Governing Board. This Governing Board was elected and first convened in November 2002. In January 2003, the Board selected Government Services Group, Inc. of Tallahassee, FL to serve as General Manager to oversee the administration of the KLWTD programs and administration.

The KLWTD was established to assume the functions of providing wastewater management services, to include liquid and water carried pollutants disposal through establishment of sewage disposal systems, sanitary sewers, sewage disposal plants or facilities, pumping stations, reuse systems, and any other properties or equipment necessary for the collection, treatment and disposal of sewage and wastewater, including wastewater reuse. This function was performed by the Florida Keys Aqueduct Authority (FKAA) and is currently being transitioned to the KLWTD. The KLWTD embraces and includes the territory consisting of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo, and Cross Key, with the exception of Ocean Reef, all in Monroe County, Florida.

The establishment of the KLWTD was pursued to allow for the aggressive resolution of existing problems with the disposal of sewage and wastewater on Key Largo, Florida. The current system, relying primarily on septic tanks and cesspits, results in large amounts of nutrients and pollutants leaching through the soil and into the surrounding ecosystem. The excessive nutrients produced by current disposal methods contributes to the deterioration of water quality in the Florida Bay. The resultant growth in algae reduces oxygen levels in the water and leads to the loss of native marine plant and animal life in the Florida Bay and surrounding waters.

The Key Largo Trailer Village Wastewater System Construction Project is designed to initiate the process of properly treating and disposing of sewage on Key Largo, through the construction of a vacuum collection system, vacuum pump station, and a wastewater treatment plant of 183,450 GPD capacity to serve an estimated 567 residential and commercial properties. The wastewater treatment plant is sized to also handle the Key Largo Park subdivision, raising the treatment system to cover 850 Equivalent Dwelling Units (EDU).
The 1999 Florida Legislature mandated the reduction of nutrients in the effluent from both onsite systems and wastewater treatment plants. A local Monroe County ordinance, passed in 1999, named the Cesspool Identification and Elimination Program (CIEP), calls for the establishment of water quality “Hot Spots”. “Hot Spots” are defined as areas that are anticipated to be served by a central community wastewater system by the year 2010. The Monroe County Sanitary Wastewater Master plan (SWMP) completed in June 2000 lists Key Largo Trailer Village (KLTV) and Key Largo Park (KLP) as “Hot Spots”.

The 1999 legislation specified that for design flows greater than 100,000 GPD, advanced wastewater (AWT) standards apply. AWT standards for 5-day Biological Oxygen Demand (BOD5), Total Suspended Solids (TSS), Total Nitrogen (TN) and Total Phosphorous (TP) are 5, 5, 3, and 1 mg/liter, respectively.

2. OBJECTIVE/SCOPE OF WORK:

The South Florida Water Management District (“District”) and other governmental agencies have set up several programs to improve the quality of water throughout the district, to include water quality improvements in the Florida Bay. The water quality in the Florida Bay is directly impacted by the inadequate treatment of wastewater generated by residential and commercial development on Key Largo.

Under Public Law 106.31, the Emergency Supplemental Appropriations Act for fiscal year 1999 (1249 and 1259 Unmet Needs Program), the Federal Government made available a supplemental appropriation to Monroe County for wastewater projects in the Key Largo area. The Federal Emergency Management Agency (“FEMA”) and the State of Florida Department of Community Affairs (“DCA”) are charged with administering grants under the Unmet Needs Program.

The Key Largo Trailer Village capital project with an estimated cost of $9,528,234 has been identified to meet the need for advanced water treatment. The objective of this agreement is to allow the District to assist the KLWTD and other concerned government agencies in the construction of the Key Largo Trailer Village wastewater treatment system. The $100,000.00 in District funds will be required to supplement the existing federal, state and local funding in place to build the necessary wastewater treatment plant (which will also serve the Key Largo Park subdivision), and to extend vacuum lines to each of the 567 properties to be served in the KLTV. The wastewater treatment plant will serve a total of 850 equivalent dwelling units (EDU’s) in both the KLTV and the KLP. It is planned to use the District funds during the engineering design and construction management and administrative oversight portions of the project as discussed in Tasks 2 and 5 below.

The Key Largo Trailer Village Project was originally assigned to the Florida Keys Aqueduct Authority (FKAA) to act as the federal and state sub-grantee. Upon completion of the environmental assessment process per the National Environmental Policy Act (NEPA) and related statutes, the project will be fully transitioned to the Key Largo
Wastewater Treatment District (KLWTD) as sub-grantee. The project partially funded by this agreement will provide an advanced wastewater treatment capacity of 183,450 gallons maximum average daily flow. The estimated annual average daily flow is 122,300 gallons. By completing this project, the sewage waste of 850 EDU’s will be brought within federal and state standards for discharge.

3. WORK BREAKDOWN STRUCTURE:

TASK 1: Land Acquisition (Actual)

This task has been completed using $826,234 in Monroe County local matching dollars. It involved the purchase of twenty (20) acres of land at a Mile Marker 100.5 site on Key Largo. Through an agreement with the U.S. Fish and Wildlife Commission, sixteen (16) acres of the site must remain in its original undisturbed state of upland hemlocks. The remaining four (4) acres can be cleared to provide a site for the advanced wastewater treatment plant.

TASK 2: Project Planning, Design, Permitting and Bidding

This task involves work to design the vacuum collection system, vacuum pump station, and Advanced Wastewater Treatment Plant. It includes the obtaining of necessary permits, payment of permit fees and the preliminary design and bidding of all facilities to be constructed in latter tasks. The resultant system will be capable of properly treating 183,450 gallons of effluent daily and meeting all state and federal standards for water quality. District funding will be used to fund a portion of this task. The task will be completed by July 2003.

TASK 3: Construction of Vacuum Collection System and Vacuum Pump Station

This task provides for the actual construction of the Vacuum Pump Station (VPS) and the Vacuum Collection System pursuant to the preliminary design task within Task Order BEC3-02A issued by the FKAA to Boyle Engineering Corporation (BEC). Designs in this task are preliminary and the costs estimated at $4,962,000 may change as a result of the opening and acceptance of the bid submitted by the successful design-build team selected by the Board of the Key Largo Wastewater Treatment District. The proposed design-build construction project will provide a Vacuum Pump Station and vacuum sewer lines to each of the 567 properties in the Key Largo Trailer Village (KLTIV). In addition, a connection to the 283 EDU Key Largo Park (KLP) project will be included.

The design build contractor will be selected by the Key Largo Wastewater Treatment District Board of Directors, based on competitive bids solicited by the FKAA and on the Boyle Engineering Corporation’s preliminary design. This task will be completed by FY 2005.
**TASK 4: Wastewater Treatment Plant and Associated Facilities Construction**

This task provides for the design/build construction of an Advanced Wastewater Treatment (AWT) Plant with a capacity of 183,450 GPD based on the estimated Maximum Month Average Daily Flow. The construction contractor for this design/build facility will use the preliminary designs prepared by the FKAA and Boyle Engineering Corporation. The estimated cost of this task is $2,000,000. The KLWTB Board shall select the design build contractor, who will be responsible for the final design and all construction work. The selection process will be through competitive bids. This task will be completed by FY 2005 and will be connected to the collection system being designed and built in task number 3. The plant will be located on land purchased through task number 1 at mile marker 100.5 in Key Largo.

**TASK 5: Construction Management and Project Administration**

This task involves the management of all design build construction contracts, field inspection of completed work, and other administrative details necessary to place a wastewater treatment utility in operation. Subtasks include extensive customer service to discuss with property owners system construction plans and costs, on-site remediation and mandatory connection costs, and potential establishment of special assessment districts. Review of permit applications, shop drawings, and change orders from the contractors, maintaining and monitoring inventory of material and equipment ordered for use in construction, and the cost of project administration, vendor payment and grant administration and auditing are additional subtasks. This task also provides for a construction contingency, in the event unforeseen events occur. District funding will be used to fund a portion of this task. The task will be completed in FY 2005.
EXHIBIT “D”

PAYMENT AND DELIVERY SCHEDULE

DELIVERABLES:

1.0 An executed contract between the Key Largo Wastewater Treatment District and its design/build contractor for the construction of the Vacuum Collection System and Vacuum Pump Station Construction. A letter of certification from the Key Largo Wastewater Treatment District General Manager verifying that the vacuum collection and pump system preliminary design has been completed as specified in Task No. 2.

2.0 An executed contract between the Key Largo Wastewater Treatment District and its design/build contractor for the construction of the 183,450 gallon per day capacity Advanced Wastewater Treatment Plant. A letter of certification from the Key Largo Wastewater Treatment District General Manager verifying that the Advanced Wastewater Treatment Plant preliminary design has been completed as specified in Task No. 2.

PAYMENT:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due Date</th>
<th>Not-to-Exceed Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 1, 2003</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>2.0</td>
<td>July 1, 2003</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

The Key Largo Wastewater Treatment District (KLWTD) shall invoice on a completion of deliverable basis and provide written certification by the General Manager authorized on behalf of the District to certify that this project Task No. 2 is completed in accordance with Exhibit “C” to this agreement.

The KLWTD shall invoice the District in accordance with this Payment and Deliverable Schedule. Upon receipt and acceptance of deliverables by the District, the District agrees to pay the KLWTD up to the not-to-exceed amount specified above. The invoices shall be accompanied by adequate supporting documentation as described in Article 3.2 of the agreement, including copies of invoices paid by the KLWTD to justify all costs incurred.
MEMORANDUM

TO: K LWTD Board of Commissioners
FROM: Robert E. Sheets, KLWTD General Manager
DATE: February 26, 2003
RE: Suggested KLWTD Board Meeting Schedule

At the direction of the Board of Commissioners please note the suggested KLWTD Board Meeting Schedule detailed below for the Board’s consideration. Calendars listing the suggested meetings have been attached for your use.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>Advertised</td>
</tr>
<tr>
<td>March 19, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>NOT advertised</td>
</tr>
<tr>
<td>April 2, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>NOT advertised</td>
</tr>
<tr>
<td>April 16, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>NOT advertised</td>
</tr>
<tr>
<td>May 7, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>NOT advertised</td>
</tr>
<tr>
<td>May 21, 2003</td>
<td>4:00 PM</td>
<td>Civic Center</td>
<td>NOT advertised</td>
</tr>
</tbody>
</table>

I would like to express my appreciation to the commissioners and staff for their time and dedication in meeting the substantial requirements dictated by the March 1, 2003 DEP deadline.

With much of the ground work laid for a successful venture it is the suggestion of the manager and legal counsel that the KLWTD Board meet every first and third Wednesday for the months of March, April and May, 2003.

Board of Directors: Chairman Andrew Tobin, Gary Bauman, Cris Beaty, Charles Brooks, Jerry Wilkinson
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**March 2003**

- **30 March**: Start of Meeting
  - **Bay Room**
  - **10:30AM Westin**
  - **Meeting**
  - **Advertised TEC**
  - **Last Advertised**

- **1 April**: End of Meeting
  - **4:00PM Civic Center**
  - **Advertised**
  - **TEC**

**Note:** Schedule includes dates from 27 March 2003 to 1 April 2003.
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**April 2003**

**Schedule**

- **Regular Board Meeting**
  - **4:00PM Civic Center**
  - **Scheduled:**

---

**Note:** The image contains a table with rows and columns, but the content within the table is not clearly visible due to the image quality. There are mentions of **Regular Board Meeting** scheduled for **4:00PM Civic Center**, but the details of the schedule for other days are not discernible.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>22</td>
<td>4:00pm Civic Center</td>
</tr>
<tr>
<td>23</td>
<td>SWCSTED</td>
</tr>
</tbody>
</table>

**May 2003**
IMPROVEMENT PROGRAM
TREATMENT DISTRICT CAPITAL
KEY LARGO WASTEWATER

PUBLIC HEARING
Table of Contents

I. Project Description

A. Key Largo Park
   B. Key Largo Trailer Village

II. Funding and Project Cost

A. How is the District Funding for Capital Projects
   B. Cost of Capital Projects Operation Funded
   C. Projects
   D. Fiscal Impact on Customers

III. On-Site Remediation and Mandatory Connection

A. What Does it Mean
   B. How will I get Connected to System
I. Project Description:

A. Key Largo Park

B. Key Largo Trailer Village
II. Funding and Project Budget
A. Fiscal Year 2003 Budget

Funding & Project Budget
(See Handout)

Five-Year Forecast:

Funding & Project Budget
A. (See Handout)

VI. Summary of Five-Year Forecast

Five-Year Budget Forecast
$341.25 = \text{D.} $1,000,000 - \$2,500 \times 35 \text{ mils}$

$166.25 = \text{C.} \quad \$500,000 - \$2,500 \times 35 \text{ mils}$

$61.25 = \text{B.} \quad \$200,000 - \$2,500 \times 35 \text{ mils}$

$26.25 = \text{A.} \quad \$100,000 - \$2,500 \times 35 \text{ mils}$

\[\begin{align*}
\text{Mills} \quad \text{Mills} \quad \text{Mills} \\
\text{Mills} \quad \text{Mills} \quad \text{Mills} \\
\text{Mills} \quad \text{Mills} \quad \text{Mills} \\
\text{Mills} \quad \text{Mills} \quad \text{Mills}
\end{align*}\]

\[\text{Revenue For District} \quad \text{Revenue For District} \quad \text{Revenue For District} \quad \text{Revenue For District} \quad \text{Revenue For District} \]

\text{VI. MISU WII FUND OPERATING COST AT 35}
$35.00 per Month per EDU

Monthly Service Fee:

$2,700 per EDU

Capital Recovery Fee:

Other Fees and Charges
## Determination of Fiscal Impact:

<table>
<thead>
<tr>
<th>Charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Service Charge</td>
<td>$35</td>
</tr>
<tr>
<td>MSTU Assessment</td>
<td>$33.25</td>
</tr>
<tr>
<td>Total Annual Charge</td>
<td>$453.25</td>
</tr>
</tbody>
</table>

Potential Annual Impact
(See Attached)

Current Engineering Costs

Capital Project Cost
Source of Funds

- (See Attached Table)
How will I get connected to System?
What does it mean?

Remediation:
Mandatory Connection and On-Site Public Hearing.
None

Exceptions or exemptions:
- Monroe County Resolution 4-2000
- Florida Statute No. 381-00655

It is the law.

Mandatory Connection