April 23rd
2003
A. Call to Order

B. Pledge of Allegiance

C. Additions, Deletions or Corrections to the Agenda
   Selection of KLP

D. Action Items
   1. Approval of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs
   2. Approval of Gartek, Engineering Corporation additional services request for KLTV Contract Negotiations Phase
   3. Approval of the Pending Payments Schedule

E. General Manager's Report
   1. State of Florida Commission on Ethics Statement of Financial Interests
   2. Interim Financial Reports for K LWTD as of March 31, 2003
   3. Status Report/Discussion regarding the final amendment to the Inter-Local Agreement between the County, FKAA and District
   4. Status Report Florida Association of Special District membership and Florida Department of Community Affairs F ASD Annual Conference Scholarship
   5. Status report on the Consulting Engineering Services Request for Qualifications - CCNA process
   7. Status report on the Amendment No. 1 to DEP Agreement LP0338 – Revised Schedule C
F. Legal Counsel's Report

G. Engineer's Report

H. Commissioner's Items
   1. Commissioner Brooks – Discussion on the re-bidding of the KLP and KLTV projects
   2. Commissioner Brooks -- Discussion of comments submitted for the EPA's PMP

I. Minutes – March 26, 2003

K. Meeting Adjournment
March 14, 2003

VIA HAND DELIVERY

Mr. Robert E. Sheets
District Manager
Key Largo Wastewater Treatment District
P.O. Box 491
Key Largo, FL 33037

Re: Workplan for Development and Implementation of Non-Ad Valorem Assessment Program for Administrative and Legal Costs

Dear Robert:

This correspondence is written to present a scope of services for Government Services Group, Inc. (GSG) to provide specialized assistance to the Key Largo Wastewater Treatment District (District) in the development and implementation of an assessment program to fund the annual administrative and legal costs associated with the District. The proposal is based on the assumption that the District intends to collect these proposed assessments using the tax bill collection method beginning with the tax bills to be mailed in November 2003 for Fiscal Year 2003-04.

The objective of this project is to develop non-ad valorem assessments based on public policy set forth by the District’s elected officials within the constraints of readily available data and legal precedent.

To accomplish this objective, we will complete the following tasks:

- Provide implementation services to assist the District to develop a legally defensible method of apportionment that is conducive to using the tax bill collection method;

- Provide assessment rolls that are capable of being efficiently updated annually and used in subsequent years.
The proposed workplan is designed to develop the following deliverables during this project:

- An Assessment Report that will provide (a) the assessment cost calculation, (b) the description of the apportionment methodology, and (c) an implementation schedule.
- Billing algorithms necessary to calculate the assessments pursuant to the approved methodology;
- The statutorily required notice and billing documentation required for using the tax bill collection method for the assessment program;
- The final assessment rates; and
- Assessment rolls in an electronic format capable of merging with the County’s ad valorem tax roll.

The attached scope of services is based on the following assumptions:

- The District will provide the necessary budget information required to develop the assessment methodology.
- The District legal counsel will provide all of the legal implementation documents and any legal interpretations required regarding the validity of the assessment methodology.

Attached as Appendix A is a work plan which articulates the services required by the firm to assist the District in implementing the non-ad valorem assessment program in a manner that is conducive to the imposition and collection of the assessments using the tax bill collection method.

For services provided by GSG, we will work under a lump sum professional fee arrangement described in the attached scope of service and receive payment on a monthly basis pursuant to the schedule in Appendix B. A lump sum method of compensation eliminates any uncertainty in the total fee.

We have also attached as Appendix B, a list of project deliverables, delivery schedule and payment schedule. Upon Notice to Proceed we will provide a detailed critical events calendar and a schedule for project deliverables tailored to the specific circumstances that are unique to the District. Appendix C is an hours and fees matrix that illustrates the work effort for each task.
We look forward to working with the District on this very important project. If you, or any other District officials have any questions, please feel free to telephone me.

Sincerely,

Camille P. Tharpe

/cpt

Enclosures
APPENDIX A

PROPOSED ASSESSMENT PROGRAM
SCOPE OF SERVICES
APPENDIX A
SCOPE OF SERVICES

Task 1: Evaluate Reports and Research Issues

Evaluate the District's existing legal documents, ad valorem tax roll information, reports and other data pertaining to the provision of administrative and legal services associated with the Wastewater Treatment District.

Task 2: Determine Preliminary Revenue Requirements

Advise the District in determining the total assessment revenue requirements to ensure the District recovers the costs of: (a) net revenue requirements, (b) implementing the program, and (c) collecting the assessments.

Task 3: Develop a Method of Apportionment

Using the current ad valorem tax roll develop a method of apportionment, classification of properties and the use of the data on the ad valorem roll. GSG will perform all field work required to develop a method to address the assessment of vacant lots based on development capability (i.e., Tier 1, Tier 2 and Tier 3). Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.

Task 4: Develop an Assessment Roll Database

Using the District's ad valorem tax roll, create an assessment roll database. Develop rules and guidelines for the treatment of certain properties to ensure similar treatments. Test the sufficiency of the database by developing reports to access property use information. Assist the District's Attorney in documenting the rules and procedures regarding the database.

Task 5: Apply Apportionment Methodology to Database

Using database developed in Task 4, apply apportionment methodology to the assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology, as necessary.

Task 6: Calculate a Preliminary Proforma Schedule of Rates

Using assessment roll database, calculate a proforma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.
Task 7: Review the Assessment Ordinance

Review the assessment ordinance prepared by the District's Attorney that provides the District with the flexibility to impose and collect the assessments using the tax bill collection method.

Task 8: Review the Initial Assessment Resolution

Review the initial assessment resolution prepared by the District's Attorney that conforms to the assessment ordinance to impose the assessments to implement the District's policy decisions and proposed methodology.

Task 9: Review the Final Assessment Resolution

Review the final assessment resolution prepared by the District's Attorney that conforms to the assessment ordinance to impose the assessments and adopt final assessment rates.

Task 10: Assist with Rate Adoption Process in Conformance with the Uniform Assessment Collection Act

Advise and assist with the legal requirements for the adoption of the final assessment rate resolution(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes, including: (a) the development of the first class notice and its distribution, (b) publication of the public hearing, (c) attendance at the public hearing, and (d) the certification of the assessment roll to the Monroe County Tax Collector.

Fee and Costs

For services provided by GSG, the lump sum fee for the proposed scope of services would be $25,116.

Payment will be 1/5 of the lump sum fee each month beginning May 2003, assuming notice to proceed occurs in April 2003. Payment will be pro-rated on the basis of the anticipated number of months included in the project if notice to proceed occurs after April 2003.

Special Note:

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices for FY 2003-04, which will depend on the number of assessable parcels of property within the District. Mailing and production costs for this program averages approximately $1.25 per parcel, with the amount due and payable at the time of the adoption of the initial assessment resolution.
In addition to one on-site visit by GSG to conduct fieldwork, the lump sum fee for professional services includes a total of three on-site visits to the District by GSG staff. While the purpose of these trips is negotiable, the intent of these meetings is to (1) participate in individual briefing sessions with District elected officials and staff, (2) participate in the adoption of the Assessment Ordinance and the Initial Assessment Resolution and (3) assist in the final rate adoption process. Meetings in excess of these three meetings may be arranged at our standard hourly rates. Expenses related to additional meetings will be billed in conformance with section 112.061, Florida Statutes.

In lieu of on-site visits by GSG, the firm is available to participate in periodic, scheduled telephone conference call to discuss project status.

Annual Updates

On a recurring basis, the firm shall also be available to assist the District in the annual update of the District’s assessment program for a fee to be determined upon completion of this project. Such annual update assistance would include: assisting in the revisions to the assessment roll to correlate with changes to the ad valorem tax roll, facilitating the public notice requirements of the tax bill collection method including notice to property owners with property use changes, assistance with any transitional or interim assessments for omitted properties, and monitoring of the apportionment methodology relative to continued defensibility.

In recognition that GSG is an organization dedicated to providing specialized assistance to local governments in developing innovative and efficient solutions to public sector issues, the firms shall, on an hourly or negotiated fee basis, also be available to provide additional services to the District on finance, revenue or other local governmental matters. Such services may be provided under a written change order, extension to this scope of services, or by separate agreement mutually acceptable to the parties.
APPENDIX B

DELIVERABLES AND PAYMENT SCHEDULES
## APPENDIX B

### PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed by the District</td>
<td>April 2003</td>
</tr>
<tr>
<td>Assessment Report</td>
<td>July 2003</td>
</tr>
<tr>
<td>Proforma Assessment Rates</td>
<td>July 2003</td>
</tr>
<tr>
<td>Adopt Assessment Ordinance</td>
<td>July - August 2003</td>
</tr>
<tr>
<td>Initial Assessment Resolution</td>
<td>July – August 2003</td>
</tr>
<tr>
<td>First Class Notices</td>
<td>August 2003</td>
</tr>
<tr>
<td>Published Notice</td>
<td>August 2003</td>
</tr>
<tr>
<td>Final Assessment Resolution</td>
<td>August – September 2003</td>
</tr>
<tr>
<td>Final Assessment Rates</td>
<td>August – September 2003</td>
</tr>
<tr>
<td>Certified Assessment Roll</td>
<td>by September 15, 2003</td>
</tr>
</tbody>
</table>

Payment will be 1/5 of lump sum fee each month beginning May 2003, assuming notice to proceed occurs in April 2003. Payment will be pro-rated on the basis of the anticipated number of months included in the project if notice to proceed occurs after April 2003.
APPENDIX C

HOURS AND FEES MATRIX
# APPENDIX C
## HOURS AND FEES MATRIX

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Total Hours</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSESSMENT PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 1 - Evaluate data/reports; research issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task Total</td>
<td>8</td>
<td>$1,120</td>
</tr>
<tr>
<td>Task 2 - Determine preliminary revenue requirements</td>
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<td></td>
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<tr>
<td>Task Total</td>
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<td>$1,120</td>
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<tr>
<td>Task 3 - Develop apportionment method/data approach</td>
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<td></td>
</tr>
<tr>
<td>Task Total</td>
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<td>$5,600</td>
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<tr>
<td>Task 4 - Develop assessment roll database</td>
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<tr>
<td>Task Total</td>
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<td>$5,600</td>
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<tr>
<td>Task 5 - Apply apportionment methodology to database</td>
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<tr>
<td>Task Total</td>
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<td>Task 6 - Calculate preliminary proforma assessment rates</td>
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<td></td>
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<tr>
<td>Task Total</td>
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<td>$1,680</td>
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<tr>
<td>Task 7 - Review assessment ordinance</td>
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<td>Task Total</td>
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<td>$1,120</td>
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<tr>
<td>Task 8 - Review initial assessment resolution</td>
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<td></td>
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<tr>
<td>Task Total</td>
<td>8</td>
<td>$1,120</td>
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<td>Task 9 - Review final assessment resolution</td>
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<td>Task Total</td>
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<td>Task 10 - Assist with rate adoption process in conformance with UACA</td>
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<tr>
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<td>$2,240</td>
</tr>
</tbody>
</table>

**GSG FEES**
- $11,000
- $24,840

Plus travel and related expenses: $3,276

TOTAL LUMP SUM FEE: $25,116
April 10, 2003

Government Services Group, Inc.,
1500 Mahan Drive, Suite 250
Tallahassee, FL. 32308

Attn. Mr. Robert E. Sheets, Manager

Dear Mr. Sheets:

Re: Gartek Engineering additional services request for
KLTV Contract Negotiations Phase.

We are pleased to present our proposal on Engineering Services for the referenced project.

We will provide assistance to the KLWWTD to negotiate the KLTV contract award with the firm ranked by the Evaluation Committee and approved by the Board as the No. 1 firm on April 9, 2003. Our fee will be invoiced on a hourly basis not to exceed $6,000.00.

Our fee is based on the following breakdown:

1 Principal x 25 hrs x $120/hr = $3,000.00
1 Engineer x 30 hrs x $100/hr = $3,000.00

Total $6,000.00

The following services will be provided:

1. Negotiation meetings with contractor ranked No. 1.
2. Meetings with negotiation committee reviewing the contract.
3. Meetings with KLWWTD.
4. Conference calls with Manager, Legal & Boyle Engineering:
5. Review of proposal books including engineering drawings and associated costs.

The following is not included:

1. Traveling and lodging expenses outside the Key Largo or Miami area are not included and if required and approved by the Board will be charged at our direct cost.
2. Reproduction is not included and if requested by you, reproduction of documents will be invoiced at cost plus 10%.
3. Long distance telephone calls and faxes are not included and will be charged at our direct cost.
4. Preparation of drawings, specifications or cost estimates are not included.
5. Messenger and/or delivery service are not included and will be invoiced at cost.

GARTEK ENGINEERING CORPORATION
7210 S.W. 39th Terrace / Miami, Florida 33155 / Fax (305) 264-9496 / (305) 266-8997
Mr. Robert E. Smith, Manager  
April 10, 2003  
Page 2

We have assumed the negotiation phase could take 40 to 50 hours maximum. If negotiations are prolonged more than anticipated we will notify you and the Board and request an extension of this contract be considered prior to exceeding our Task contract amount.

Work approved by you to be completed on an hourly basis will be charged at the following rates:

- Principals: $120.00/hr
- Engineer: $100.00/hr
- CAD Designer: $60.00/hr
- Clerical: $45.00/hr

Our fee will be invoiced and payable on a percentage of completion basis during the negotiations period.

Thank you for the opportunity to present this proposal. If you are in agreement with our proposal, kindly return a signed copy as authorization.

Sincerely,

GARTEK ENGINEERING CORP.

Robert L. Betancourt, P.E.,  
President

RLB: pcy

Authorization by G.S.G. Inc., as representative of Key Largo Wastewater Treatment District Board for Gartek Engineering Corp., to provide the above services:

cc. KLWWTDB  
cc. Terry E. Lewis, Esq.

Signed:__________________________________________

Name:__________________________________________

Title:__________________________________________

Date:__________________________________________

GARTEK ENGINEERING CORPORATION  
7210 S.W. 39th Terrace / Miami, Florida 33155 / Fax (305) 264-9496 / (305) 268-8997
TO: Key Largo Wastewater Treatment District Board Members

CC: Robert E. Sheets, General Manager
    Faith Doyle, Clerk to the Board
    Charles Sweat, Director of Operations
    Terry Lewis, Board Attorney
    Amy Dukes, Board Attorney

FROM: David R. Miles, Chief Financial Officer

DATE: April 15, 2003

RE: Pending Payments Key Largo Wastewater Treatment District

Dear Commissioners:

This agenda item is designed to provide an update on the financial status of the Key Largo Wastewater Treatment District. As of April 15, 2003, the District had $2,566.25 in its bank account. All payments authorized at the March 26, 2003 meeting have been disbursed, except one payroll payment. Attached at exhibit A is the list of currently outstanding invoices in-hand pending payment. We have $33,193.72 in invoices in-hand for payment by April 30, 2003. They exceed the available balance, however staff anticipates receiving the first grant draw of $50,085 from Monroe County prior to the disbursement of these amounts. Staff is currently requesting the second grant draw from Monroe County. This should provide liquidity through the end of May in the operating accounts.

Payment of the second payroll checks which cover the month of March are included in this approval request.

Board of Directors: Chairman Andrew Tobin, Gary Bauman, Cris Beaty, Charles Brooks, Jerry Wilkinson
<table>
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<tr>
<th>Date of Invoice</th>
<th>Vendor</th>
<th>Invoice #</th>
<th>Description</th>
<th>Invoice Amount</th>
<th>Date Due</th>
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<td>02/17/03</td>
<td>Gartek Engineering</td>
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<td>Engineering Services - Added Services</td>
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<td>04/01/03</td>
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<td>03021-5260</td>
<td>April Management Fee</td>
<td>10,600.00</td>
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<td>04/07/03</td>
<td>Lewis, Longman &amp; Walker, PA</td>
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<td>03/07/03</td>
<td>Public Resources Management Gr.</td>
<td>2198</td>
<td>5 Yr Proforma Financial Feasibility</td>
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<td>03/10/03</td>
<td>BellSouth</td>
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<td>Telephone Svc. March 10-April 9, 2003</td>
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<td>02/28/03</td>
<td>The Reporter</td>
<td>11549403</td>
<td>February Legal Ads</td>
<td>459.13</td>
<td>03/20/03</td>
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<td>03/31/03</td>
<td>The Reporter</td>
<td>11549403</td>
<td>March Legal Ads</td>
<td>143.08</td>
<td>04/20/03</td>
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<td>02/18/03</td>
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<td>Stamps for Mailing</td>
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<td>04/15/03</td>
<td>Florida Special District Association</td>
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<td>Year 2003 Dues (half year rate)</td>
<td>125.00</td>
<td>Upon Receipt</td>
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<tr>
<td>03/31/03</td>
<td>Andrew Tobin, Chairman</td>
<td>Payroll</td>
<td>Nov 02-Mar 03</td>
<td>3,300.00</td>
<td>04/24/03</td>
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<td>Gary Bauman</td>
<td>Payroll</td>
<td>Mar 03</td>
<td>600.00</td>
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<td>Cris Beaty</td>
<td>Payroll</td>
<td>Mar 03</td>
<td>600.00</td>
<td>04/24/03</td>
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<tr>
<td>03/31/03</td>
<td>Charles Brooks</td>
<td>Payroll</td>
<td>Mar 03</td>
<td>600.00</td>
<td>04/24/03</td>
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<tr>
<td>03/31/03</td>
<td>Jerry Wilkinson</td>
<td>Payroll</td>
<td>Mar 03</td>
<td>600.00</td>
<td>04/24/03</td>
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<td>03/24/03</td>
<td>Internal Revenue Service</td>
<td>FICA &amp; Medicare</td>
<td>Employer Share, Payroll Taxes</td>
<td>436.05</td>
<td>04/24/03</td>
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</table>

**Total** $33,193.72
MEMORANDUM

TO:        Andrew M. Tobin
           Key Largo Wastewater Treatment District

FROM:      Kimberly R. Holmes
           Assistant Financial Disclosure Coordinator

RE:        Financial Disclosure Notification System

DATE:      April 14, 2003

The Commission on Ethics has been made aware of the existence of the Key Largo Wastewater Treatment District:

Section 112.3145, Florida Statutes, requires financial disclosure of all local officers. The term "local officer" is defined to mean:

Any appointed member of an independent special district, or other political subdivision of the state.

Any person holding one or more of the following positions as of December 31, 2002:

chief administrative employee of a independent special district or other political subdivision of the state;
chief of police;
fire chief;

purchasing agent* having the final authority to make any purchase exceeding $15,000 on behalf of the county or any entity thereof.
PLEASE NOTE: the threshold purchasing amount for filing disclosure now is $15,000 (previously the threshold was $1,000).
Section 112.3145(1)(a)2,3, Florida Statutes.
"Purchasing agent" means a public officer or employee having the authority to commit the expenditure of public funds through a contract for, or the purchase of, any goods, services, or interest in real property for an agency, as opposed to the authority to request or requisition a contract or purchase by another person.

In order to ensure the names of the members and employees of the Key Largo Wastewater Treatment District are included on the annual mailing list of officials required to file financial disclosure, please provide our office with the names and residence addresses of members and employees serving as of December 31, 2002.

If you have any questions, please contact me at the following:

Telephone: (850) 488-7864 or (800) 262-8824
Fax: (850) 488-9657
E-mail: disclosure@leg.state.fl.us

Your assistance is appreciated.
**FORM 1**

**STATEMENT OF FINANCIAL INTERESTS**

2002

Please print or type your name, mailing address, agency name, and position below:

**LAST NAME** - **FIRST NAME** - **MIDDLE NAME**

**MAILING ADDRESS**:

**CITY**:  
**ZIP**:  
**COUNTY**:

**NAME OF AGENCY**:

**NAME OF OFFICE OR POSITION HELD OR SOUGHT**:

CHECK IF □ CANDIDATE OR □ NEW EMPLOYEE OR APPOINTEE

**FOR OFFICE USE ONLY:**

ID Code

ID No.

Conf. Code

P. Req. Code

**THIS SECTION MUST BE COMPLETED**

**DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (check one):

□ DECEMBER 31, 2002  OR  □ SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR:__________

**MANNER OF CALCULATING REPORTABLE INTERESTS:**

THE LEGISLATURE ALLOWS FILERS THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (check one):

□ COMPARATIVE (PERCENTAGE) THRESHOLDS  OR  □ DOLLAR VALUE THRESHOLDS

**PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person]

<table>
<thead>
<tr>
<th>NAME OF SOURCE</th>
<th>ADDRESS</th>
<th>DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART B -- SECONDARY SOURCES OF INCOME** [Major customers, clients, and other sources of income to businesses owned by the reporting person]

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>NAME OF MAJOR SOURCE OF BUSINESS' INCOME</th>
<th>ADDRESS OF SOURCE</th>
<th>PRINCIPAL BUSINESS ACTIVITY OF SOURCE</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person]


**FILING INSTRUCTIONS**

For where and where to file this form are located at the bottom of page 2.

**INSTRUCTIONS**

On who must file this form and how to fill it out begin on page 3.

**OTHER FORMS**

You may need to file are described on page 6.

CE FORM 1 - Eff. 1/2003  (Continued on reverse side)
**PART D — INTANGIBLE PERSONAL PROPERTY** (Stocks, bonds, certificates of deposit, etc.)

<table>
<thead>
<tr>
<th>TYPE OF INTANGIBLE</th>
<th>BUSINESS ENTITY TO WHICH THE PROPERTY RELATES</th>
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<tbody>
<tr>
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**PART E — LIABILITIES** (Major debts)

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<thead>
<tr>
<th>NAME OF CREDITOR</th>
<th>ADDRESS OF CREDITOR</th>
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</tbody>
</table>

**PART F — INTERESTS IN SPECIFIED BUSINESSES** (Ownership or positions in certain types of businesses)

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<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>BUSINESS ENTITY # 1</th>
<th>BUSINESS ENTITY # 2</th>
<th>BUSINESS ENTITY # 3</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE**

☐

**SIGNATURE** (required):

---

**DATE SIGNED** (required):

---

**FILING INSTRUCTIONS:**

**WHAT TO FILE:**
After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.

**NOTE:**
**MULTIPLE FILING UNNECESSARY:**
Generally, a person who has filed Form 1 for a calendar or fiscal year is not required to file a second Form 1 for the same year. However, a candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying.

**WHERE TO FILE:**
If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)

State officers or specified state employees file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709.

Candidates file this form together with their qualifying papers.

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

**WHEN TO FILE:**
Initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or at the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates for publicly-elected local office must file at the same time they file their qualifying papers.

Thereafter, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions.

Finally, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment.
INSTRUCTIONS FOR COMPLETING FORM 1
STATEMENT OF FINANCIAL INTERESTS

WHO MUST FILE FORM 1:

Persons who fall within the categories of "state officers," "local officers/employees," "specified state employees," as well as candidates for elective local office, are required to file Form 1. Positions within these categories are listed below. Persons required to file full financial disclosure (Form 6) and officers of the judicial branch do not file Form 1 (see Form 6 for a list of persons who must file that form).

STATE OFFICERS include the following positions for state officials:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members and Directors of the FL Black Business Investment Board, Enterprise Florida, and Workforce Florida.

3) Members of the Board of Regents, the Chancellor and Vice Chancellors of the state university system, and Presidents of state universities.

LOCAL OFFICERS/EMPLOYEES include the following positions for officers and employees of local government:

1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; an expressway authority or transportation authority established by general law; members of the Tampa Bay Commuter Rail Authority; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups which only have the power to make recommendations to planning or zoning boards; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: Mayor; county or city manager; chief administrative employee of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding $15,000 for the local governmental unit.

SPECIFIED STATE EMPLOYEES include the following positions for state employees:

1) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant State Attorneys, Assistant Public Defenders, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

5) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding $15,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (At Top of Form):

If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, simply strike through it and write in the correct information.

NAME OF AGENCY: This should be the name of the governmental unit which you serve or are employed, which includes the city, county, or state department.

OFFICE OR POSITION HELD OR SOUGHT: Use the title of the office or position you hold, are seeking, or held during the disclosure period (in some cases you may not hold that position now, but you are required to file to disclose your interests during the last year you held that position). For example, "City Council Member," "County Administrator," "Purchasing Agent," or "Bureau Chief." If you are a candidate for office or are a new employee or appointee, check the appropriate box.

MAILING ADDRESS: If your home address appears on the form but you prefer another address be shown, mark through the address provided and insert your address in the blank space. If you are a new employee, and the appropriate box.

DISCLOSURE PERIOD: The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2002; just check the box and you do not need to add any information in this part of the form. However, if you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the time frame or "disclosure period" for your report.

MANOR OF CALCULATING REPORTABLE INTERESTS: As noted in this portion of the form, the Legislature has given filers the option of reporting based on either thresholds that are comparable (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Simply check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

CONTINUED on page 4)}
PART A — PRIMARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)1 or (b)1, Fla. Stat.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received. The sources should be listed in descending order, with the largest source first. Please list in this part of the form the name, address, and principal business activity of each source of your income which (depending on whether you have chosen to report based on percentage thresholds or on dollar value thresholds) either:

- exceeded five percent (5%) of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period, or
- exceeded $2,500.00 (of gross income received during the disclosure period by you in your own name or by any other person for your use or benefit).

You need not list your public salary resulting from public employment, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed. However, if you are reporting based on percentage thresholds and if there is joint income to you and your spouse from property held by the entities (such as interest or dividends from a bank account or stocks held by the entities), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the 5% threshold.

"Gross income" means the same as it does for income tax purposes, including all income from whatever source derived, such as compensation for services, gross income from business, gains from property dealings, interest, rents, dividends, pensions, distributive share of partnership gross income, and alimony, but not child support.

Examples:
- If you were employed by a company that manufactures computers and received more than 5% of your gross income (salary, commissions, etc.) from the company (or, alternatively, $2,500), then you should list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income (or, alternatively, $2,500); then you should list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income (or, alternatively, $2,500), then you should list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, you are required to list only each individual company from which you derived more than 5% of your gross income (or, alternatively, $2,500), rather than aggregating all of your investment income.
- If more than 5% of your gross income (or, alternatively, $2,500) was gain from the sale of property (not just the selling price), then you should list as a source of income the name of the purchaser, the purchaser’s address, and the purchaser’s principal business activity. If the purchaser’s identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed simply as “sale of (name of company) stock,” for example.
- If more than 5% of your gross income (or, alternatively, $2,500) was in the form of interest from one particular financial institution (aggregating interest from all CD’s, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)2 or (b)2, Fla. Stat.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. You will not have to report unless:

(a) If you are reporting based on percentage thresholds:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than five percent (5%) of the total assets or capital stock of a business entity (a corporation, partnership, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
2. You received more than ten percent (10%) of your gross income during the disclosure period from that business entity; and
3. You received more than $1,500 in gross income from that business entity during the period.

(b) If you are reporting based on dollar value thresholds:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than five percent (5%) of the total assets or capital stock of a business entity (a corporation, partnership, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
2. You received more than $5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded the appropriate thresholds listed above, then for that business entity you must list every source of income to the business entity which exceeded ten percent (10%) of the business entity’s gross income (computed on the basis of the business entity’s most recently completed fiscal year), the source’s address, and the source’s principal business activity.

Examples:
- You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income (an amount that was more than $1,500) (or, alternatively, more than $5,000, if you are using dollar value thresholds). If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership’s gross income, the tenant’s address and principal business activity.
- You own an orange grove and sell all your oranges to one marketing cooperative. You should list the cooperative, its address, and its principal business activity if your income met the thresholds.

PART C — REAL PROPERTY

[Required by Sec. 112.3145(3)(a)3 or (b)3, Fla. Stat.]

In this part, please list the location or description of all real property (land and buildings) in Florida in which you owned directly or indirectly at any time during the previous tax year in excess of five percent (5%) of the property’s value. This threshold is the same, whether you are using percentage thresholds or dollar thresholds. You are not required to list your residences and vacation homes; nor are you required to state the value of the property on the form.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you are more than a 5% partner in a partnership or stockholder in a corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. Although a legal description of the property will do, such a lengthy description is not required. Using simpler descriptions, such as “duplex, 115 Terrace Avenue, Tallahassee” or 40 acres located at the intersection of Hwy. 60 and 1-95, Lake County” is sufficient. In some cases, the property tax identification number of the property will help in identifying it: “120 acre ranch on Hwy. 902, Hendry County, Tax ID # 131-45863.”

(Continued on page 5)
PART E — LIABILITIES

[Required by Sec. 112.3145(3)(a)4 or (b)4, Fla. Stat.]

In this part of the form, list the name and address of each private or governmental creditor to whom you were indebted at any time during the disclosure period in an amount which exceeded:

1. your net worth (if you are using percentage thresholds), or
2. $10,000 (if you are using dollar value thresholds).

You are not required to list the amount of any indebtedness or your net worth. You do not have to disclose any of the following: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, contingent liabilities, and accrued income taxes on net unrealized appreciation (an accounting concept). A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability; if you are using the $10,000 threshold and the total amount of the debt (not just the percentage of your liability) exceeds $10,000, such debts should be reported.

Calculations for persons using comparative (percentage) thresholds: In order to decide whether the debt exceeds your net worth, you will need to total all of your liabilities (including promissory notes, mortgages, credit card debts, lines of credit, judgments against you, etc.). Subtract this amount from the value of all your assets as calculated above for Part D. This is your "net worth." You must list on the form each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations based upon your percentage of liability with the following exception: joint and several liability with your spouse for a debt which relates to property owned by both of you as "tenants by the entirety (usually the case) should be included in your calculations by valuing the asset at 100% of its value and the liability at 100% of the amount owed.

Examples for persons using comparative (percentage) thresholds:

— You owe $15,000 to a bank for student loans, $5,000 for credit card debts, and $20,000 (with your spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth $80,000 and your other property is worth $20,000. Since your net worth is $20,000 ($100,000 minus $80,000), you must report only the name and address of the savings and loan.

— You and your 50% business partner have a $100,000 business loan from a bank, for which you both are jointly and severally liable. The value of the business, taking into account the loan as a liability of the business, is $50,000. Your other assets are worth $25,000, and you owe $5,000 on a credit card. Your total assets will be $50,000 (half of a business worth $50,000 plus $25,000 of other assets). Your liabilities, for purposes of calculating your net worth, will be only $5,000, because the full amount of the business loan already was included in valuing the business. Therefore, your net worth is $45,000. Since your 50% share of the $100,000 business loan exceeds this net worth figure, you must list the bank.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by Sec. 112.3145(5), Fla. Stat.]

The types of businesses covered in this disclosure are only: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies (including insurance agencies); mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission, and entities granted a franchise to operate by either a city or a county government.

(continued on page 6)
You are required to disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than five percent (5%) of the total assets or capital stock of one of the types of business entities granted a privilege to operate in Florida that are listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list (vertically for each business): the name of the business, its address and principal business activity, and the position held with the business (if any). Also, if you own(ed) more than a 5% interest in the business, as described above, you must indicate that fact and describe the nature of your interest.

(End of Instructions.)

**PENALTIES**

A failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding $10,000. [Sec. 112.317, Florida Statutes]

In addition, a $25 fine for each day late will be imposed, up to a maximum penalty of $1,500, for failing to timely file Form 1 on an annual basis. [Sec. 112.3145, Florida Statutes]

**OTHER FORMS YOU MAY NEED TO FILE**

**IN ORDER TO COMPLY WITH THE ETHICS LAWS**

In addition to filing Form 1, you may be required to file one or more of the special purpose forms listed below, depending on your particular position, business activities, or interests. As it is your duty to obtain and file any of the special purpose forms which may be applicable to you, you should carefully read the brief description of each form to determine whether it applies.

**Form 1F — Final Statement of Financial Interests:** Required of officers, state officers, and specified state employees within 30 days after leaving office or employment. This form is used to report financial interests between January 1st of the last year of office or employment and the last day of office or employment. [Sec. 112.3145(1)(b), Fla. Stat.]

**Form 1X — Amended Statement of Financial Interests:** To be used by local officers, state officers, and specified state employees to correct mistakes on previous filed Form 1s. [Sec. 112.3145(9), Fla. Stat.]

**Form 2 — Quarterly Client Disclosure:** Required of local officers, state officers, and specified state employees to disclose the names of clients represented for compensation by themselves or a partner or associate before agencies at the same level of government as they serve. The form should be filed by the end of the calendar quarter (March 31, June 30, Sept. 30, Dec. 31) following the calendar quarter in which a reportable representation was made. [Sec. 112.3145(4), Fla. Stat.]

**Form 3A — Statement of Interest in Competitive Bid for Public Business:** Required of public officers and public employees prior to or at the time of submission of a bid for public business which otherwise would violate Sec. 112.313(3) or 112.313(7), Fla. Stat. [Sec. 112.313(2)(b), Fla. Stat.]

**Form 4A — Disclosure of Business Transaction, Relationship, or Interest:** Required of public officers and employees to disclose certain business transactions, relationships, or interests which otherwise would violate Sec. 112.313(3) or 112.313(7), Fla. Stat. [Sec. 112.313(12) and (12)(e), Fla. Stat.]

**Form 8A — Memorandum of Voting Conflict for State Officers:** Required to be filed by a state officer within 15 days after having voted on a measure which inured to his or her special private gain (or loss) or to the special gain (or loss) of a relative, business associate, or one by whom he or she is retained or employed. Each appointed state officer who seeks to influence the decision on such a measure prior to the meeting must file the form before undertaking that action. [Sec. 112.3143, Fla. Stat.]

**Form 8B — Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers:** Required to be filed within 15 days of absence by each local officer who must abstain from voting on a measure which would inure to his or her special private gain (or loss) or the special gain (or loss) of a relative, business associate, or one by whom he or she is retained or employed. Each appointed local official who seeks to influence the decision on such a measure prior to the meeting must file the form before undertaking that action. [Sec. 112.3143, Fla. Stat.]

**Form 9 — Quarterly Gift Disclosure:** Required of local officers, state officers, specified state employees, and state procurement employees to report gifts over $100 in value. The form should be filed by the end of the calendar quarter (March 31, June 30, September 30, or December 31) following the calendar quarter in which the gift was received. [Sec. 112.3149, Fla. Stat.]

**Form 10 — Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses:** Required of local officers, state officers, specified state employees, and state procurement employees to report gifts over $100 in value received from certain agencies and direct support organizations; also to be utilized by these persons to report honorarium event-related expenses paid by certain persons and entities. The form should be filed by July 1 following the calendar year in which the gift or honorarium event-related expense was received. [Sec. 112.3148 and 112.3149, Fla. Stat.]

**AVAILABILITY OF FORMS; FOR MORE INFORMATION**

Copies of these forms are available from the Supervisor of Elections in your county; from the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; telephone (850) 488-7864 (Suncom 278-7864); and at the Commission’s web site: www.ethics.state.fl.us.

Questions about any of these forms or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; telephone (850) 488-7864 (Suncom 278-7864).
TO: Key Largo Wastewater Treatment District Board Members

CC: Robert E. Sheets, General Manager
    Faith Doyle, Clerk to the Board
    Charles Sweat, Director of Operations
    Terry Lewis, Board Attorney
    Amy Dukes, Board Attorney

FROM: David R. Miles, Chief Financial Officer

DATE: April 14, 2003

RE: Interim Financial Reports for Key Largo WWTD, March 31, 2003

Dear Commissioners:

Attached are two financial reports from the Key Largo Wastewater Treatment District accounting records. The first is a Statement of Revenues and Expenses for the Key Largo Operating Budget. It shows a total revenue and expense budget, each of $350,425 for FY 2003. It shows $100,334.34 in revenue received and $101,677.66 in expenses incurred through March 31, 2003. A slight deficit is shown of $1,343.32. This is on an accrual basis.

The second report is a trial balance as of March 31, 2003. The first line on it is the balance in the KLWWTD bank account as of March 31, 2003 of $2,566.25. If you add the deficit shown above of $1,343.32 to the bank balance of $2,566.25, you get the total of our March 31, 2003 accounts payables of $3,909.57. This is the amount of bills for services that we have on hand the date of this report (April 14, 2003) that pertain to services rendered in March 2003 or prior. It does not include any payroll amounts due from prior months.

In late March we submitted a request to Monroe County for the first of five grant draws of $50,085. We anticipate receiving the proceeds prior to the April 23, 2003 Board meeting. At that meeting we will present a list of payments due for Board approval. A second grant draw of $50,085 is currently being prepared for forwarding to Monroe County. We are trying to resolve our cash flow issues to insure all district payments are made on a timely basis in the future.
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<th>Current Period Actual</th>
<th>Current Year Actual</th>
<th>Percent Total Budget Remaining</th>
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<td>93,792.27</td>
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| Operating & Management Services               |              |                       |                     |                              |                      |
| Management Contract                           | 512005       | 74,000.00             | 12,500.00           | 12,500.00                     | 83.11                | 61,500.00           |
| Total Operating & Management Services         | 74,000.00    | 12,500.00             | 12,500.00           | 83.11                         | 61,500.00            |

| Professional Services                         |              |                       |                     |                              |                      |
| Legal - General Counsel                       | 514001       | 100,000.00            | 45,255.93           | 45,255.93                     | 54.74                | 54,744.07           |
Florida Governmental Utilities Authority  
Statement of Revenues and Expenditures  
01KL - Key Largo Wastewater Treat Dis  
From 10/1/2002 Through 3/31/2003

<table>
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<tr>
<th>Service</th>
<th>Total Budget</th>
<th>Current Period Actual</th>
<th>Current Year Actual</th>
<th>Percent Total Budget Remaining</th>
<th>Total Budget Variance</th>
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<td><strong>Total Transfers Out</strong></td>
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<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>100.00</strong></td>
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<td>248,747.34</td>
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<td><strong>(1,343.32)</strong></td>
<td><strong>(1,343.32)</strong></td>
<td><strong>0.00</strong></td>
<td><strong>(1,343.32)</strong></td>
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Normal Trial Balance - DM By Fund  
01KL - Key Largo Wastewater Treat Dis  
From 10/1/2002 Through 3/31/2003

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<td>Monroe County Loan FY 2003</td>
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<td>Contributions from Citizens</td>
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<td>Board Meeting Expense</td>
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<tr>
<td>511211</td>
<td>P/R Tax-FICA</td>
<td>669.60</td>
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<tr>
<td>511212</td>
<td>P/R Tax-Medicare</td>
<td>156.60</td>
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<td>511213</td>
<td>P/R Tax-FUTA</td>
<td>86.40</td>
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<tr>
<td>512005</td>
<td>Management Contract</td>
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<td>514001</td>
<td>Legal - General Counsel</td>
<td>45,255.93</td>
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<td>514005</td>
<td>Engineering Services</td>
<td>23,289.00</td>
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<td>Regulatory/Permit Fees</td>
<td>500.00</td>
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</tr>
<tr>
<td></td>
<td>Balance 01KL - Key Largo Wastewater Treat Dis</td>
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</table>

Report Total                                               | 104,243.91   | 104,243.91     |
Report Difference                                           | 0.00         |                |
MEMORANDUM TO THE BOARD

TO: BOARD OF COMMISSIONERS
CC: TERRY LEWIS, AMY DUKES, DAVE MILES, CHARLES SWEAT AND FAITH DOYLE
FROM: ROBERT SHEETS, GENERAL MANAGER
SUBJECT: STATUS REPORT/DISCUSSION REGARDING THE FINAL AMENDMENT TO THE INTER-LOCAL AGREEMENT BETWEEN THE COUNTY, FKAAC AND THE DISTRICT
DATE: 4/15/03

At the last Board Meeting, the General Manager was directed to come back to the Board with a recommendation regarding proposed language and terms regarding the $914,285 advanced by the County to match the FEMA Grant for the Key Largo Trailer Village Project. I am providing in this memorandum, which outlines the General Manager’s recommendation regarding this issue. I have had an opportunity to discuss this with Mr. Brooks who attended those negotiation meetings with me and I believe he is in agreement.

Based on our discussions, I am providing the following recommendations:

1. The $914,285 should be referred to in all future documentation and discussions as the “Revolving Infrastructure Improvement Fund.” This fund will be used for the purpose of advancing infrastructure development within the District for the delivery of wastewater collection and treatment.

2. Further, it is agreed that these funds would not be subject to any return to the County for a minimum of five years (2008). At that time, a return of funds program would be developed for a term not less than ten years. This ten-year program would not include any interests costs to the Key Largo Wastewater Treatment District.

3. In addition, the County would stipulate that as these funds were returned to the County, they would be placed in an account and would be recognized as dollars available for reallocation to the District to help offset the costs of future infrastructure improvements.

4. Finally, it should be articulated in this agreement that the County and the District have the option of allowing the Revolving Infrastructure Improvement Fund Program be retained by the District and used in any manner that helps the District address its long-term goal of developing wastewater collection and treatment facilities within the District.

I want to thank Mr. Brooks for his help and involvement in this process. Should the Board have any questions, I will be happy to address these at our April 23, 2003 Board Meeting.
MEMBERSHIP APPLICATION-SPECIAL DISTRICTS

Date: 4-23-03

DISTRICT: Key Largo Wastewater Treatment District

CONTACT: Andrew Tobin, Esq. - Chairman

STREET ADDRESS: P.O. Box 491

CITY/STATE/ZIP: Key Largo, Fl. 33037

COUNTY: Monroe

PHONE: 305-451-5105 FAX: 407-629-6963

WEBSITE: www.klww.org EMAIL: clerkofboard@klww.org

ADDITIONAL MAILING LIST:

1. NAME: Robert Sheets, General Manager
   STREET ADDRESS: 1500 Mahan Drive, Suite 250
   CITY/STATE/ZIP: Tallahassee, Fl. 32308
   EMAIL: rsheets@govserv.com

2. NAME:
   STREET ADDRESS:
   CITY/STATE/ZIP:
   PHONE:
   FAX:
   EMAIL:

3. NAME:
   STREET ADDRESS:
   CITY/STATE/ZIP:
   PHONE:
   FAX:
   EMAIL:

PLEASE COMPLETE FORM AND MAIL WITH CHECK TO THE ASSOCIATION.
MEMBERSHIP APPLICATION-SPECIAL DISTRICTS
SUPPLEMENTAL INFORMATION

DISTRICT NAME: Key Largo Wastewater Treatment District

I AM INTERESTED IN PARTICIPATING ON THE FOLLOWING COMMITTEES:

COMMUNICATIONS  WELCOMING
LCIR  ANNUAL CONFERENCE
GOVERNMENTAL  BUDGET
MEMBERSHIP  AUDIT
PROGRAM  NOMINATIONS & ELECTIONS

MY PRIMARY SUPPLIERS/VENDORS/PROFESSIONAL SERVICES FIRMS ARE:

ARE YOUR PRIMARY SUPPLIERS/VENDORS/PROFESSIONAL SERVICES FIRMS MEMBERS OF THE ASSOCIATION?

FASD PROGRAMS OR SERVICES OF PARTICULAR INTEREST TO THE DISTRICT:

TOTAL ANNUAL BUDGET: *  TOTAL OPERATING BUDGET: *
TAXABLE INCOME: NUMBER OF EMPLOYEES: 5 Board Members
ACRES/SQUARE MILES APPRAISED VALUE OF
IN DISTRICT: PROPERTY IN DISTRICT:

*please see attached Budget Resolution

COMMENTS OR SUGGESTIONS:

Florida Association of Special Districts
PO Box 19227
Plantation, FL 33318-0227
954-916-2377 Facsimile: 954-473-8866
800-454-1014
Email: fasd@fasd.com
Web Site: www.fasd.com

Membership Application Special Districts.doc 5/6/2002  2 of 2
CORRECTED RESOLUTION 2003-07

A RESOLUTION APPROVING THE KEY LARGO WASTEWATER TREATMENT DISTRICT’S PROPOSED BUDGET FOR FISCAL YEAR 2003

WHEREAS, Key Largo Wastewater Treatment District Commissioner Bauman has heretofore prepared and submitted to the Board, and District Manager has reviewed, revised and finalized a proposed operating budget for fiscal year 2003; and

WHEREAS, the Board of Commissioners discussed the proposed budget, heard testimony from the public on the proposed budget, and passed and adopted said proposed budget at the District meeting on January 22, 2003.

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

1. A public hearing was held on January 22, 2003, for the purpose of discussing and considering for adopting the proposed operating budget for fiscal year 2003.

2. The operating budget, attached hereto as Exhibit A, proposed by District Commissioner Bauman and reviewed, revised and finalized by District Manager for Fiscal Year 2003 is hereby adopted and approved as the District’s operating budget for Fiscal Year 2003.

PASSED AND ADOPTED this 29th day of January, 2003.

FAILED this 29th day of January, 2003.

KEY LARGO WASTEWATER TREATMENT DISTRICT GOVERNING BOARD

[Signature]
Chair, Key Largo Wastewater Treatment District

[Signature]
Secretary
### Key Largo Wastewater Treatment District
#### OPERATING BUDGET
For the Fiscal Year Ending September 30, 2003

**OPERATING REVENUE**
- Wastewater Billed Revenue: $343001
- Connection Fees: $343005
- Late Fees: $343006
- Turn on Fees: $343007
- Miscellaneous Service Charges: $343008
- Investment Earnings: $361001
- Monroe County Loan Proceeds: $384001
  - **Total Revenues**: $100,000

**Description**
- Loan from Monroe County for operations of District.

**Operating and Management Services**
- Operations & Maintenance Contract: $512001
- Billing & Customer Service Contract: $512003
- Management Contract: $512005

**Subtotal Operations & Maintenance Ser.**: $74,000

**Professional Services**
- Legal - General Counsel: $514001
- Utility Rate Consultant: $514003
- Engineering Services: $514004
- Audit & Accounting Fees: $514006
- Lab Services: $514007
- Computer Support: $515012

**Subtotal Professional Services**: $157,600

**Total Operating Expenses**: $345,425

**NON-OPERATING EXPENSES**
- Capital- Fixtures, Furniture & Equipment: $166901

**Total Non-Operating Expenses**: $5,000

**Total Expenses**: $350,425

**Surplus (Deficit)**: $-(250,425)

Prepared January 21, 2003
# Key Largo Wastewater Treatment District
## Five Year Capital Improvement Program
For Fiscal Years FY 2003 - FY 2007
($000)

<table>
<thead>
<tr>
<th></th>
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<td>3,260,000</td>
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<td>5,546,600</td>
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<td></td>
<td>11,320,000</td>
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</tbody>
</table>

## Sources of Funds

- State of Florida DEP Agreement No. LP0338
- FEMA Grant Funding
- State of Florida DCA Grant Funding
- Miscellaneous

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<tr>
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</tbody>
</table>

Prepared January 21, 2003
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
SCHOLARSHIP APPLICATION - CONFERENCE REGISTRATION FEE
June 3 - 6, 2003 Florida Association of Special Districts Annual Conference

May 1, 2003

Instructions: By April 15, 2003, complete and return this application to the Florida Department of Community Affairs, Special District Information Program, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Please direct questions to Jack Gaskins at (850) 922-1457.

Name of Attendee: Andrew Tobin, Esq. - Chairman

Attendee's Social Security Number: ________________________________
(Florida Comptroller Requirement)

Special District Representing: Key Largo Wastewater Treatment District

Mailing Address: P.O. Box 491 - Key Largo, Fl. 33037

Telephone: 305-451-5105 E-Mail Address: clerkofboard@klww.org

Certification: I, the undersigned attendee, do hereby certify that all of the following information is accurate as of this date. Furthermore, I am committed to attending the conference and covering all expenses with the exception of the conference registration fee.

Verified
(Department Use Only)

Eligibility Requirements

Attendee represents an active independent or dependent special district registered with the Special District Information Program (verify by visiting www.FloridaSpecialDistricts.org).

If applicable, the special district submitted its fiscal year 2000/2001 Annual Financial Audit Report to the Auditor General (verify through the special district's Chief Financial Officer).

The special district submitted its fiscal year 2000/2001 Annual Financial Report to the Department of Financial Services (verify through the special district's Chief Financial Officer) or, for special districts created on or after October 1, 2001, a current income statement is attached to this application.

The special district paid its fiscal year 2002/2003 annual special district fee or submitted its Zero Annual Fee Certification to the Special District Information Program (verify through the special district's Chief Financial Officer).

Attendee's Signature ___________________________________________ Date: 4-23-03
Andrew Tobin, Esq.

(Department Use Only)

Fiscal Year 2000/2001 Total Revenues: $

Rank: _____ of _____ In Fundable Range? Yes_____ No_____ Applicable Registration Fee: $
June 3-6, 2003 - Daytona Beach, FL

Three days of educational seminars, lectures, networking, and fun in the sun on the beach at Daytona Beach at the Adams Mark Hotel. An estimated 30 vendors and contractors will be on hand to meet attendees and explain their goods and services. A tour of the Speedway is planned.

Subject matter includes: Sunshine Law, Ethics, Small District Operations, How to Conduct Board Meetings, financial management.

2003 ANNUAL CONFERENCE

JUNE 3-6, 2003

ADAMS MARK DAYTONA BEACH RESORT

The Association invites members and non members to attend the 2003 Annual Conference at the Adams Mark Daytona Beach Resort June 2 to 6. Top notch speakers include such experts in their field as: John Kaney, Esq., counsel to the Daytona Beach News-Journal for sunshine law, Aneta Sewell, Community Relations for South Florida Water Management District, Glen Torcivia, Law Offices of Glen J. Torcivia, P.A., recognized authority in employment law. Panel discussions with elected officials and operations managers provide exceptional insight into special districts. Representatives from Department of Community Affairs will outline changes in special district matters resulting from the legislative session.

The Association anticipates that as many as 50 exhibitors will be on hand to meet people and explain their goods and services. This is an exceptional opportunity for vendors and special district representatives.
Tentative Agenda

Program material of interest to elected officials will address such subjects as:

- Conduct of Board Meetings
- Election/ Campaign Law
- Financial Best Management Practices
- Sunshine Law
- Community Relations
- Public Records
- Small District Operations

Other speakers will address:

- Public Records
- RFP/Procurement
- Small District Operations
- Best Management Practices
- Personnel/Employment Management
- DCA Reporting

Conference Site Information

HOTEL ACCOMMODATIONS

Adams Mark Daytona Beach Resort
100 North Atlantic Av.
Daytona Beach, FL 32118
386-254-6200
Fax: 386-253-8841
www.adamsmark.com

Registration

After March 1, 2003, register online at www.fasd.com Mail, fax or email registration to:

FASD-2003 Annual Conference
c/o CMC Associates
2713 Blairestone Lane
Tallahassee, FL 32301
Telephone: (850) 224-7775
FAX: (850) 224-7704
Email: kcrawford@cmc-associates.com

Full Payment must be received by April 15 to be considered as early registration.
FASD memberships are by organization. If your organization is not a member, please pay the non-member rate. Cancellation Policy: Cancellations must be received by May 15 to qualify for a refund. Cancellations after May 15 will receive a 50% refund. Replacements are welcome and no shows will be billed.

Printable Registration Form

FASD EXHIBIT AREA - Halifax A-C, St. John's & Crystal Ballrooms
In addition to informative and educational program material, leisure time is not ignored. Golf and fishing are on the agenda as well as a tour of the Daytona International Speedway.

At the Adam's Mark Daytona Beach Resort, you'll experience the excitement of the World's Most Famous Beach and Daytona's only traffic-free beach along with remarkable service and amenities you would expect from a premier resort. From the moment you enter the magnificent lobby, you are greeted with spectacular views of the Atlantic Ocean and the historic Daytona Beach Clocktower, forming a lasting impression.

More information on this meeting will be available closer to the conference date. For more information contact Charles Profilet at fasd@fasd.com
FASD 2003 Conference

Attendee Registration Form
The fields indicated with an * are required to complete this transaction; other fields are optional. If you do not want to provide us with the required information, please use the back button on your browser to return to the previous page.

Conference Selection:

* Choose a Conference

Attendee Information:

* First Name    Middle Initial    * Last Name

Name as you want it to appear on badge

* Email Address

* Business Phone

Fax

Company / Address Info:

* Company Name

* Title

* Address

* City    * State    * Zip

* Country

Registration Information

MEMBER REGISTRATION - Please select:

☐ $275 (Before April 15, 2003)
☐ $300 (After April 15, 2003)
☐ $250 2nd District Member (Before April 15, 2003)
☐ $225 3rd District Member (Before April 15, 2003)

2nd District Member & Title:

3rd District Member & Title
NON MEMBER REGISTRATION - Please select one
- $300 (Before April 15, 2003)
- $325 (After April 15, 2003)

DAILY RATE - No Reception or Dinner
- $150 June 3 Tue
- $150 June 4 Wed
- $150 June 5 Thu
- $150 June 6 Fri

SPOUSE REGISTRATION - Full Registration
- $150

SPOUSE REGISTRATION INDIVIDUAL EVENTS - Please select appropriate items
- $50 Reception June 3
- $35 Luncheon June 4
- $35 Luncheon June 5
- $80 Reception and Dinner June 6

Spouse's Full Name

ADDITIONAL EVENTS - Please select appropriate items
- $75 Golf (Registrant)
- $150 Golf (Registrant & Spouse)

* TOTAL REGISTRATION

SUBMITTED - $

Payment Information

* Payment Type - I will be paying for my registration in the following manner.

Credit Card Card Number

Expiration

Name on Card

Mailing Address for Payments / Purchase Orders
FASD 2003
CMC-Associates
2713 Blairstone Lane
Tallahassee, FL 32301
Phone 888-320-6129
Fax 850-224-7704

* indicates response required
MEMORANDUM

TO: The Key Largo Wastewater Treatment Board of Commissioners

FROM: Robert Sheets, General Manager

DATE: April 16, 2003

RE: Request for Qualifications for Consulting Engineering Services

The following firms have been forwarded packages:

ARCADIS G & M, Inc.
Boyle Engineering, Inc.
CPH Engineers
Corzo, Castella, Carballo, Thompson, Salman, P.A.
Gartek Engineering, Inc.
Hazen and Sawyer
Malcolm Pirnie, Inc.
Metcalf & Eddy, Inc.
PBS&J
TEI Engineers & Planners
URS Corporation
Weiler Engineering Corporation
CCNA SCHEDULE OF EVENTS

3-26-03  Receive approval from the Board to advertise for Request for Qualifications (RFQ) for professional engineering services

4-02-03  Public notice is advertised requesting RFQ's by 4-30-03

4-30-03  SOQ's received and reviewed by staff for recommendation to the Board

5-14-03  KLWTD Board issues invitations to negotiate at the regular meeting

5-15-03  Invitations to negotiate forwarded to qualified firms

5-28-03  Negotiated contracts presented to the KLWTD Board for approval
TO: BOARD OF DIRECTORS
CC: TERRY LEWIS, AMY DUKES, DAVE MILES & CHARLES SWEAT, FAITH DOYLE
FROM: ROBERT SHEETS, GENERAL MANAGER
SUBJECT: STATUS OF KEY LARGO PARK AND KEY LARGO TRAILER VILLAGE PROJECTS
DATE: 4/8/2003

As everyone is aware, the District has received the bids for the Key Largo Park project and proposals for the Key Largo Trailer Village.

The District has formed an Evaluation Committee (EC) to review the KLTV proposals and requisite costs. They have gone through the diligent process of ranking the proposals based on technical qualifications and are currently analyzing costs proposals submitted by the four firms.

The Chairman for the EC Committee, Mr. Brooks will be making a presentation at the Board Meeting on April 9, 2003 to discuss the current status of their evaluation process and the results of the oral interviews that will be conducted earlier that morning.

Also, the Board has placed on the Agenda for the April 9th meeting, the Amendments to the Financial Assistance Agreement between DEP and the KLWD regarding the DEP Grant of $1.66 million. Central to this issue has been the question of whether or not the District should re-bid both projects as a single procurement effort and will this process garner enough financial efficiency to warrant the additional time and expense?

So that the Board can have an informed discussion on this matter, I have provided the timelines required to go through a re-bidding process, level of effort and the anticipated costs that would be incurred and charged against the funds already advanced for both Key Largo Park and Key Largo Trailer Village.

At the General Manager's request, Boyle Engineering has submitted a Scope of Work, Fee and Timeline (See Attachment A) that will enable the District to combine both procurements into a single issue. This option does not anticipate the conversion of Key Largo Trailer Village from a design/build to a design/bid which would necessitate approximately 90 days for the complete design and a reconfiguration of a bid document before Key Largo Trailer Village could be reissued.

There will be some modification made to the procurement documents for Key Largo Trailer Village to take advantage of the experience and knowledge gained from the current procurement effort. Although both projects would be bid as a single contracting
effort, both engagements still stand alone in terms of grants management and project accounting.

As you can see from Boyle’s workplan, this project will proceed on April 9th, issuance of a bid document prior to the end of April and would have the District receiving bids by Monday, May 26th.

If the FDEP deadline of June 30 still holds, this would allow the District 30 days to receive, evaluate, rank and select a vendor to begin negotiation. It is important that these be timelines be adhered to so as not to lose the potential appropriation of the FDEP monies.

FEMA, as of today, has not expressed any undue concern regarding the bundling of their project with the Key Largo Park for procurement purposes, but has expressed a concern that they would not like to see the scope of their engagement change.

As you can see, the workplan with Boyle is with FKAA. Please keep in mind that the Phase 1 FEMA grant and all funds that have been advanced so far for Key Largo Park and Key Largo Trailer Village still reside within the possession and responsibilities of the Authority.

Also, in order to be in compliance with the CCNA, Boyle’s request for continuation of services would be under the auspices of the FKAA contract and there costs for this workplan would be paid out of the Phase 1 FEMA grant and the amount remaining in the advance from the County for the Key Largo Park Design.

This information was provided under the assumption that the time that would be necessary for developing the detailed plans on Key Largo Trailer Village would not meet with FDEP’s deadlines. We have not posed this question to FEMA, since this is not considered a viable alternative at this time.

Should you have any questions or require additional information, please do not hesitate to contact me. We will be able to discuss this in more detail at the April 9th meeting as a representative from Boyle will be there who can explain in sufficient terms what will be required to complete this critical task in the timeframe outlined.
Engineering Services Proposal  
Re-Bid of Key Largo Park and Key Largo Trailer Village Wastewater Systems  
Key Largo Wastewater District, Key Largo, Florida  

April 7, 2003  
FW-EP-504-01  
FW-EP-505-01

Jim, the Key Largo Wastewater Board will be considering the option of re-bidding the Key Largo Park and Key Largo Trailer Village Wastewater System projects at their April 9th public meeting. This letter provides Boyle's proposed scope and fee for re-bidding the projects if requested to assist with the work.

Bids for Key Largo Park were received February 25, 2003 and Boyle recommended award to Douglas N. Higgins, Inc. Technical proposals for the Key Largo Trailer Village design/build project were received February 19, 2002 and cost proposals for this project were received February 26, 2002 and opened on March 19, 2003. Boyle Engineering was assisting with evaluation of the design/build project teams when the request to re-bid the project was made. Based on cost data we participated in reviewing, it appears that the original Key Largo Park bid combined with the lowest Key Largo Trailer Village cost proposal were within funding limits for the projects. However, not all of Key Largo Park would be sewered within this budget. The Key Largo Wastewater Board believes that more of Key Largo Park could be sewered if the project is re-bid.

As summarized below, our proposed fee for these services is $46,424. There is currently $27,940 of unused engineering fee for Task G – Additional State and Federal Agency Grant Coordination in our Key Largo Park Task Order BEC 4-02A, and $20,000 of unused engineering fee for Task E – Additional Project Coordination Services in our Key Largo Trailer Village Task Order BEC 3-02A. Therefore, there are sufficient funds already budgeted to cover the re-bidding services described in this proposal.
I. PROPOSED SCOPE OF SERVICES

CONSULTANT will assist FKAA in the preliminary design phase under this Task Order by providing the following services:

A. Prepare Contract Documents to be Used for Solicitation of Design/Build Proposals

CONSULTANT will revise as necessary the document prepared by FKAA and Boyle Engineering and titled “Request for Proposals, Design/Build Wastewater Management System for the Key Largo Trailer Village Area, Monroe County, Florida” (RFP), dated January 2003. CONSULTANT will revise as necessary the document prepared by Boyle Engineering and titled “Key Largo Park Wastewater System”, dated January 2003. CONSULTANT will prepare and assemble the documents required for bidding the two Projects as a design/build venture. CONSULTANT anticipates that documents to be provided to prospective proposers are Preliminary Design Report, Design/Build RFP, drawings, specifications, topographic survey base sheets, and geotechnical report.

D. Services During Proposal Solicitation

CONSULTANT will provide the following services during proposal solicitation:

- Copy and distribute Design/Build RFP manuals and associated supporting documents and addenda to prospective proposers. CONSULTANT will collect a non-refundable deposit from prospective proposers to cover the cost of producing the bid documents.
- Maintain and distribute a list of prospective proposers.
- Prepare for and conduct pre-proposal meeting, issue meeting minutes.
- Respond to questions from prospective proposers regarding the Project.
- Prepare addenda; distribute addenda to prospective proposers.
- Attend the bid opening.
- Evaluate technical and cost proposals using criteria provided in the Request for Proposals, Design/Build Wastewater Management System for the Key Largo Trailer Village Area, Monroe County, Florida.
- Provide recommendation for award of a design/build contract.

II. BUDGET

The proposed budget is included as Exhibit A and summarized below. FKAA shall pay the CONSULTANT based on established hourly rates plus allowable reimbursables in accordance with Method II of Article VII of the Agreement. The Tasks are summarized as follows:
Fee Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Compensation Method</th>
<th>Budget</th>
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</thead>
<tbody>
<tr>
<td>Task C - Prepare RFP Documents</td>
<td>Method II</td>
<td>$14,388</td>
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<td>Task D - Services During RFP Solicitation</td>
<td>Method II</td>
<td></td>
</tr>
<tr>
<td>Basic Services</td>
<td></td>
<td>$42,424</td>
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<tr>
<td>Allowance for Project Advertisement</td>
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<td>TOTAL FEE/BUDGET</td>
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<td>$46,424</td>
</tr>
</tbody>
</table>

Compensation for the services provided shall be due and payable monthly for labor and expenses realized up to the time of billing.

III. SCHEDULE

The proposed schedule is included as Exhibit B.

Certain assumptions have been made in preparing this scope of work. To the extent possible, they are stated herein and are reflected in the budget estimates presented in this scope of work. Material changes between the work tasks or level of effort actually required and those budgeted may serve as a basis of modifying the contract price; all as mutually agreed to between FKAA and CONSULTANT.

Boyle Engineering Corporation

[Signature]

Douglas H. Eckmann, PE, DEE
Branch Manager

Cc: Robert Sheets, Ray Shimokubo, Richard W. Smith
Exhibit A - Project Budget

Key Largo Park and Key Largo Trailer Village Wastewater Systems
Task Orders BEC 4-02A and BEC 3-02A
Revised April 7, 2003 by Fred Mittl

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Personnel Hours</th>
<th>Budget</th>
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<tr>
<td></td>
<td>Principal Engineer</td>
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<td>Task Group A - Revise RFP Documents</td>
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<td>Contract Front and Documents</td>
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<td>16</td>
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<td>Technical Specifications</td>
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<td>8</td>
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<td>Task Group B - Services During RFP Solicitation</td>
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<td>Project Advertisement Allowance</td>
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<tr>
<td>Coordination with PKEA and Monroe County</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Distribute Documents, Maintain Prospective Bidders List</td>
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<td>24</td>
</tr>
<tr>
<td>Prepare for &amp; Conduct Pre-Bid Meeting, Issue Meeting Minutes</td>
<td>16</td>
<td>24</td>
</tr>
<tr>
<td>Respond to RFPs</td>
<td></td>
<td></td>
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<tr>
<td>Proposal and Distribute Addenda</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Attend Bid Opening, tabulate bids</td>
<td>2</td>
<td>10</td>
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<tr>
<td>Evaluate Proposals, recommend award</td>
<td>16</td>
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<td>Subtotal</td>
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<td>Total</td>
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Amounts shown are for:

**Personal Category** | **$100**
---|---
Principal Engineer | $165.00
Senior Engineer II | $120.00
Associate Engineer | $100.00
Senior Designer | $90.00
Asst. Engineer II | $70.00
CADD Operator | $55.00
Clerical | $50.00

Boyle Engineering Corporation
4/12/2003
Page 1 of 1
<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<td>1</td>
<td>Task A - Review RFP Documents</td>
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<td>Mon 4/14/03</td>
<td>Fri 4/27/03</td>
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<td>2</td>
<td>Authorization</td>
<td>1 day</td>
<td>Mon 4/14/03</td>
<td>Mon 4/14/03</td>
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<tr>
<td>3</td>
<td>Assemble Comments (Legal, Admin, Engineering)</td>
<td>5 days</td>
<td>Tue 4/15/03</td>
<td>Mon 4/21/03</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Review KLP Drawings and Specifications</td>
<td>5 days</td>
<td>Tue 4/15/03</td>
<td>Mon 4/21/03</td>
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<tr>
<td>5</td>
<td>Prepare Draft RFP Documents</td>
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<tr>
<td>6</td>
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<td>Mon 5/26/03</td>
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<tr>
<td>7</td>
<td>Advertise for Bids</td>
<td>1 day</td>
<td>Sun 4/27/03</td>
<td>Sun 4/27/03</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Pre-Bid Meeting</td>
<td>1 day</td>
<td>Mon 5/12/03</td>
<td>Mon 5/12/03</td>
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<td>9</td>
<td>Receive Bids</td>
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<td>Mon 5/26/03</td>
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<tr>
<td>10</td>
<td>KLWWTD Board Activities</td>
<td>41 days</td>
<td>Tue 6/27/03</td>
<td>Tue 7/22/03</td>
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<td></td>
<td></td>
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<td>11</td>
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<td>20 days</td>
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<td>Mon 6/23/03</td>
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<td>12</td>
<td>Notice of Award</td>
<td>1 day</td>
<td>Tue 8/24/03</td>
<td>Tue 8/24/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>KLWWTD Board Prepares Construction Contract</td>
<td>20 days</td>
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<td>Tue 7/22/03</td>
<td></td>
<td></td>
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</tbody>
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# Project Schedule

**Rebid of Key Largo Trailer Village and Key Largo Park Wastewater Systems - Design/Build**

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task A - Revise RFP Documents</td>
<td>11 days</td>
<td>Mon 4/14/03</td>
<td>Sun 4/27/03</td>
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<td></td>
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<tr>
<td>2</td>
<td>Authorization</td>
<td>1 day</td>
<td>Mon 4/14/03</td>
<td>Mon 4/14/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assemble Comments (Legal, Admin, Engineering)</td>
<td>5 days</td>
<td>Tue 4/16/03</td>
<td>Mon 4/21/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Revise KLP Drawings and Specifications</td>
<td>5 days</td>
<td>Tue 4/16/03</td>
<td>Mon 4/21/03</td>
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<tr>
<td>5</td>
<td>Prepare Draft RFP Documents</td>
<td>10 days</td>
<td>Tue 4/15/03</td>
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<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Task D - Surveys During RFP Solicitation</td>
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<td>Mon 5/12/03</td>
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<tr>
<td>7</td>
<td>Advertise for Bids</td>
<td>1 day</td>
<td>Sun 4/27/03</td>
<td>Sun 4/27/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Pre-Bid Meeting</td>
<td>1 day</td>
<td>Mon 5/12/03</td>
<td>Mon 5/13/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Receive Bids</td>
<td>1 day</td>
<td>Mon 5/12/03</td>
<td>Mon 5/12/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>KLAWWID Board Activities</td>
<td>41 days</td>
<td>Tue 6/23/03</td>
<td>Tue 7/23/03</td>
<td></td>
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<tr>
<td>11</td>
<td>KLAWWID Board Exchanges Proposals</td>
<td>20 days</td>
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<tr>
<td>12</td>
<td>Notice of Award</td>
<td>1 day</td>
<td>Tue 6/24/03</td>
<td>Tue 6/25/03</td>
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<tr>
<td>13</td>
<td>KLAWWID Board Prepares Construction Contract</td>
<td>20 days</td>
<td>Wed 6/25/03</td>
<td>Tue 7/22/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Project Exhibit 1-1 Schedule**

*Dates: Re 4/14/03*

*Duration are in work days.*

- **Task**
- **Milestones**
- **External Tasks**
- **Spill**
- **Summary**
- **External Milestones**
- **Progress**
- **Project Summary**
- **Deadline**

---

*Page 1*
PMP Corrections/Comments

Page 3-11 Distribution Formula approved by the ITF (Distribution Formula) line 4 in the matrix, "Monroe County" should strike out "Monroe County" and replaced with Key Largo Wastewater District -- see attached documentation.

Page 3-11 section 3.3.2 Initial Projects List does process restrict projects that may not be on the list at this date but may be in readiness to proceed when federal grants are available, excluded from receiving available federal dollars?

Page 3-5 table 3.1 Summary of a Master Project List note spreadsheet here -- correction of "Key Largo wastewater district" the board.

Page 3-7 add the Key Largo wastewater district and their purpose in authorization.

List of Acronyms section 4 add to list KLWTD -- Key Largo Wastewater Treatment District

Appendix E. funding scheme approved by ITF note KLWTD is not listed for fair and equitable distribution of federal grants. KLWTD is subordinated under the "unincorporated Monroe County" umbrella. KLWTD is a special district legislated by the state legislature as sole Authority for wastewater in the Key Largo area, therefore the KLWTD should be given equal consideration and Authority as any municipality within Monroe County.

Point of Clarification does this document go through one more review?
What will be the method for amending?
DRAFT

RESOLUTION 2003-15

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT,

WHEREAS,

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

Whereas -- the Florida Legislature created and incorporated (FS -- 337) as an independent special district, pursuant to chapter 189, Florida statutes, to be known as the Key Largo Wastewater Treatment District (district), in Monroe County, which special district shall be a public body corporate and politic.

Whereas -- the purpose of the district shall be to perform such acts and shall be necessary for the sound planning, acquisition, development, operation and maintenance of wastewater management systems within the district.

Whereas -- the district shall have exclusive jurisdiction over the acquisition, development, operation, and management of a wastewater management system in and for the district boundaries. The district boundaries all of Key Largo starting at Tavernier Creek, and everything north on Key Largo excluding Ocean Reef all in Monroe County, Florida.

Whereas -- Monroe County BOCC and the mayor's of the cities of Key West, Key Colony Beach, Layton, Marathon and Islamorada reached an agreement to split the $100 million in the following matter:
The Monroe County BOCC and the mayors of the cities of Key West, Key Colony Beach, Layton, Marathon and Islamorada reached an agreement to split the $100 million in the following manner:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Largo</td>
<td>29.56%</td>
<td>$29,560,000</td>
</tr>
<tr>
<td>Islamorada</td>
<td>29.56%</td>
<td>$29,560,000</td>
</tr>
<tr>
<td>Marathon</td>
<td>29.56%</td>
<td>$29,560,000</td>
</tr>
<tr>
<td>Key West</td>
<td>10.3%</td>
<td>$10,320,000</td>
</tr>
<tr>
<td>Key Colony Beach</td>
<td>.2%</td>
<td>200,000</td>
</tr>
<tr>
<td>Layton</td>
<td>.8%</td>
<td>800,000</td>
</tr>
</tbody>
</table>

All parties present agreed to this and when Carmen Turner asked for a show of hands that supported this position, all political parties raised their hands.

Whereas -- the Monroe County BOCC on the 20th day of November, 2000 unanimously passed resolution No. 468-2001 confirming the action of the Monroe County chairperson George Neugent's agreement to the above shared distribution whereby Key Largo was to receive 29.56% = $29,560,000 of the potential $100 million federal grant. See attached

Whereas -- the present PMP on page 3-11 makes no reference to KLWTD receiving any distributed funds. Under this scenario the KLWTD receives no funds or is subordinated to attempt to politically acquire funds from the County. The KLWTD is an independent special district political body which is entitled to fair share equal distribution as any of the other municipalities.

Whereas -- the PMP page 3-5 table 3.1 indicates Islamorada and Marathon each have 7 projects. The KLWTD has 14 projects at an estimated cost $139.7 million, $40 million more than either Islamorada or Marathon's estimated cost. Yet according to the distribution formula on page 3.11 both Islamorada and Marathon are slated for $29.3 million each, 70% more dollars than the KLWTD.

Whereas -- the KLWTD is the largest single area in the Keys and can provide the greatest benefit by reducing the nutrient loading at a larger scale than most other areas in the Keys.

Be Resolved by the Board of the Key Largo Wastewater Treatment District of Monroe County, Florida that the Distribution Formula on page 3-11 in the Final Draft (2/23/03) of the Program Management Plan, Florida Keys Water Quality Improvements Program be revised to strike out Monroe-County and replaced with "Key Largo Wastewater Treatment District" to be eligible for $29,300,000 of the $100 million federal funding should it be appropriated.

Passed and adopted by the board of the Key Largo Wastewater Treatment District of Monroe County, Florida at a regular meeting of said board held on the ninth day of April 2003.

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
RESOLUTION NO. 468 - 2001

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, CONFIRMING THE ACTION OF THE CHAIRPERSON OF THE MONROE COUNTY BOARD OF COUNTY COMMISSIONERS AS ONE OF THE SIGNATORIES FOR WASTEWATER FUNDING

WHEREAS, an agreement was entered into by the Mayors of Islamorada, Marathon and Key West representing their respective cities and Monroe County Board of County Commissioners Mayor George R. Neugent representing unincorporated Key Largo for the purpose of arriving at a distribution of an anticipated $100,000,000.00 federal funding. This letter of agreement, dated April 25, 2001, shall become a part of this resolution; and

WHEREAS, a confirmation of the signatory for Monroe County Board of County Commissioners is needed; and

WHEREAS, the action may have implications for State of Florida participation; and

WHEREAS, this resolution should provide further comfort to the residents of Key Largo that financial assistance is paramount and further that this resolution and all its implications are contingent upon the full one hundred million federal appropriation being committed; now, therefore

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA that the action of the Monroe County Board of County Commissioners, as one of the signatories, is hereby confirmed.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 20th day of November, 2001.

Mayor Charles McCoy
Mayor Pro Tem Dixie Spehar
Commissioner Murray Nelson
Commissioner George Neugent
Commissioner Nore Williams

DANNY L. KOLHAGE, Clerk
Deputy Clerk of
MONROE COUNTY
CLerk
DAVID L. KOLHAGE

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By ____________________________
Mayor Chairperson

FILED FOR RECORD
2001 DEC 26 AM 9:39

APPROVED AS TO FORM
ROBERT N. WOLF
DATE 12-14-01
April 25, 2001

Representative Ken Sorenson
317 House Office Building
402 S. Monroe Street
Tallahassee, FL 32399-1300

Dear Ken:

Here are just a few thoughts regarding the agreement on the $100 million federal appropriation.

The Monroe County BOCC and the mayors of the cities of Key West, Key Colony Beach, Layton, Marathon and Islamorada reached an agreement to split the $100 million in the following manner:

- Key Largo: 29.56% = $29,560,000
- Islamorada: 29.56% = 29,560,000
- Marathon: 29.56% = $29,560,000
- Key West: 10.3% = 10,320,000
- Key Colony Beach: .2% = 200,000
- Layton: .8% = 800,000

All parties present agreed to this and when Carmen Turner asked for a show of hands that supported this position, all political parties raised their hands.
August 28, 2001

Commissioner Murray E. Nelson
Damaron Building, Ste. 2
99198 Overseas Highway
Key Largo FL 33037

Dear Commissioner Nelson:

This letter is in response to your letter of August 27, 2001 regarding nutrient reduction agreements.

As a member of the Intergovernmental Task Force, I have been active in the solicitation and allocation of both Federal and State funding for nutrient reduction. I was in attendance in Tallahassee when the “bang for the buck” agreement was signed off on, and I was in fact a signer of that agreement.

Let me give you an answer to your question. I have not been aware of any change regarding the inclusion of Key Largo as one of the three large initial wastewater projects to be funded. To my knowledge, no vote occurred on the IGTF level after the agreement was signed.

Sincerely,

Frank R. Kulusky, Mayor
Islamorada, Village of Islands
August 28, 2001

Commissioner Murray E. Nelson
Mohrbo BOCC
Damaron Building, Suite II
99198 Overseas Highway
Key Largo, FL 33037

Dear Commissioner Nelson,

I have not been made aware of any changes to the agreements reached at the Intergovernmental Task Force Meetings in regards to either the distribution of the $100 million in federal funding, or the distribution plan for any first year federal allocation.

At the September 5th City Commission meeting, I have sponsored a resolution in support of the aforementioned agreement. Key West will receive a 10.3% share, and will be one of the four projects in line for first year funding.

I do not recall any changes to the agreement based on the current status of the Key Largo sewer project. The IGTF has agreed that the first projects ready to go would be in line to receive the first year of federal funds, but no project to date has been targeted for a delayed allocation.

Sincerely,

Jimmy Weekley
Mayor
Feb. 14, 2003

GSG, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, Fl. 32308

Attn: Robert Sheets – Manager

Re: Key Largo Trailer Village and Key Largo Trailer Park, Additional Services Request.

Dear Mr. Sheets

We would like to request that you present to the KLWWD a proposal for Additional Services on behalf of Gartek Engineering Corp. for the above referenced projects in the amount of $27,980.00 for their consideration and approval.

Attached please find a detail breakdown of the hours already expended on the interest of these two Projects together with a projected estimate of hours still remaining. As you can see we have already exceeded our budget of $20,000 by $11,640.00 as of February 7, 2003. We are very concern with the amount of time required on our part for the services rendered as well as pending reviews and Bid evaluation process which we estimate at a cost of $16,340.00 (see attached projected time as of February 10, 2003). We ask you to please give consideration to the following issues in making your decision:

The reasons that we are beyond our estimated amount are the following:

1) There was no way that we could have anticipated the amount of time that we needed to expend reviewing these documents. We thought the documents would be completed 100% before being issued for our review. We did not included review for different completion phases in our proposal as actually took place do to time constraints and circumstances beyond our control. Please refer to Professional Engineering Consultant’s
Mr. Robert Sheets

Agreement: Article II – Services to be provided by Gartek Engineering Corp. Part A, B, and C.

2) We assumed that we only had to provide one (1) review/comment submittal for the Final Bid documents instead we have provided the following:

a) Draft issue review of Key Largo Village RFP.
b) Final issue review of Key Largo Village RFP
f) 70% Drawings and 80% Specifications review for Key Largo Park Documents.
g) 90% Drawings and 90% Specification review for Key Largo Park Documents.
h) 100% Drawings and 100% Specification review for Key Largo Park Documents.
i) Walkthroughs and verification of the Key Largo Park and Key largo Village’s Site and existing conditions.

Please also consider in making your decision Gartek Engineering Corp. contribution to the savings and better work product that is being achieved in these two Projects as a result of our review and recommendations. Also please keep in mind that our review’s ($20,000) fees are miniscule and out of proportion in comparison with design ($583,739) fees for the scope of work of these projects (+/- 3%). The work and effort that has been required on our part, given the time constraints and inherit conditions of these projects have been enormous.
If the above meets with your approval and the KLWWTD approval, please issue an additional work order authorization in the amount requested above.

Sincerely,
Gartek Engineering Corp.

Robert L. Betancourt, P.E.
President
Cc: KLWWTD, Lewis, Longman & Walker, P.A.
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**NP**

1/24/2003  Betancourt, Robert D. | Unbilled | 5.00 | keys wastewater presentation

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Total Key Largo Wastewater Treatment District 1819 K.L. W: 295.00

TOTAL: 295.00
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<td>Grand Total</td>
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<td>Task</td>
<td>Robert B Hrs.</td>
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<td>24</td>
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<td>16</td>
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<td>Key Largo Park Drawings and Specifications review</td>
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<td>KLWWTD Meeting of 2/12/03</td>
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<td>Pre-Bid Conference/Minutes for Key Largo Park 2-11-02</td>
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<td>Key Largo Village RFP Bid Evaluation 2/20/03 - 3-19-03</td>
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A. Call to Order

Chairman Tobin called the meeting to order at 4:05 P.M.

B. Pledge of Allegiance

The pledge was replaced with and a moment of silence to observe the loss of the passing of those who have been killed in the war with Iraq.

C. Additions, Deletions or Corrections to the Agenda
Chairman Tobin stated that Ms. Patricia Carney representing the Corp of Army Engineers was present with information for the Board.

Chairman Brooks requested to have his item, the report on the status of the Evaluation Committee to be moved.

Action item number two, the Management Services Agreement with Government Services Group was moved to the April 9th meeting agenda.

Ms. Carney representing the Army Corp of Engineers was present to discuss the water quality initiative 100 million dollar grant. She stated there is a need for program management concerning the storm water and wastewater aspects of the program and that the Monroe County Master Plan was used as the basis for the draft document. The Program Management Plan (PMP) is purposed to be a check of what needs to be done and it includes the list what projects are included and their priority. To facilitate the process a Project Implementation Team was appointed, including Commissioner Charles Brooks. Ms. Carney stated that comments on the plan are needed from the KLWTD because this document will be used to implement the projects. Ms. Carney requested the document be reviewed for accuracy on all projects, just not the initial ones, to update the cost estimates and verify all other project information. The priority projects to be reviewed immediately included the KLTV and KLP.

Chairman Tobin asked if action was required from the Board at this meeting. Ms. Carney stated the Board and staff needs to review the KLWTD sections of the draft document and see if it is accurate and to indicate the plan to execute the projects, the number of projects that are underway, and future projects need to be verified. The initial project list includes approximately 100 million in funding to the region and was to be split up with 29 million going to Monroe County. The KLWTD portion was to be part of the County's 29 million and was to be given to priority projects and funded in the order of the stated priorities. Ms. Carney stated that if the Board disagrees with the project list, as presented discussion with the County would be needed. Ms. Carney has forwarded the draft PMP via e-mail to the Board/

Mr. Sheets stated concern because these projects are part of the budget plan and it would be difficult to revisit the master plan. Mr. Sheets stated that this was the first indication he had that this document existed. Ms. Carney stated that this needs to be prepared to get funding and that the first deadline has been missed. The initial deadline was February 12, 2003. Ms. Carney stated that the County has completed its review and that the KLTV and KLP project were removed from the County priority list. Ms. Carney added that the document could be amended and that not all funds are appropriated at once. An update from the KLWTD would help to secure funding for the KLWTD. Commissioner Bauman asked if the KLWTD information is in the same priority order as the original legislation. Ms. Carney stated that she placed the KLWTD information into the document as best she could and if the KLWTD reviews it and verifies it is correct then that would be sufficient.

Chairman Tobin requested that Ms. Carney communicate with Robert Sheets, and that she please let Mr. Sheets know what the critical pages and issues are. If the Board were required to pass a resolution to amend the document it would be done as soon as possible. Ms. Carney stated that she would see if there could be another extension of the deadline.
Commissioner Brooks stated that as a member of the Intergovernmental Cooperation Team he has seen the draft document that the Army Corp of Engineers has prepared for the federal appropriations. Commissioner Brooks has reviewed it and believes the project priority list is accurate. Chairman Tobin requested that Commissioner Brooks as a member of the committee work with the General Manager to expedite this process. Discussion ensued on the need to have this item re-approved by the Board, because it is part of the County Master Plan, which was previously approved by the K LWTD Board. Commissioner Brooks stated that the disbursement of the funds is more of an issue because it was changed to the unincorporated area of Key Largo instead of it being the K LWTD. County Commissioner Nelson is working for the whole 29 million to be appropriated for Key Largo, however it appears that it may only be 14% of the 29 million that would be appropriated to K LWTD.

Chairman Tobin requested that Commissioner Brooks be appointed to work with the General Manager for them to determine if this item could be done by the deadline and if it requires an amendment or any other official Board action at a future meeting.

Chairman Tobin asked for public comment on the issue. Burke Cannon of the Key Largo Federation of Home Owners stated that the split is important to them because the association represents 6,000 people. Mr. Burke is in possession of a letter of designation stating that K LWTD had the 29 million appropriations form the County. Mr. Cannon asked if it has changed. Ms. Carney stated that 29.3 million has been appropriated for the unincorporated area of the County and that 8.6 million goes to K LWTD based on priorities. Mr. Cannon stated that he would report the situation to his executive committee, adding that this issue needs to be addressed immediately and that the County must be pressed for the whole 29.3 million. Chairman Tobin agreed and added that it is a very important issue, especially because of the letter agreement that stated K LWTD was to be the recipient of the whole allocation and that now only a percentage of the 29.3 million is to be allocated.

Ms. Carney stated that the split is not arbitrary but is done on priorities from the County Master Plan, which the K LWTD has adopted. Ms. Carney does not believe it can be drastically changed. Chairman Tobin stated that the Board would take up the issue of splitting up of the 29 million dollar appropriation with the County. Chairman Tobin officially requested a two-week extension to review the document. Ms. Carney thanked the Board for their assistance and would inform the board as soon as possible if an extension were granted.

Mr. Sheets introduced Mr. David Miles, CFO who would be presenting financial information per the Management Services Agreement and would be responsible for all financial deeds and tasks. The Board welcomed him to the K LWTD staff.

D. Action Items

1. Presentation by the General Manager of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs
Mr. Sheets stated the item was presented at the request of the Board. The plan includes the cost to implement the tasks. Costs not included are drafting of first class notices if TRIM cannot be used and drafting of any necessary resolutions. The process can begin after the May 19th decision on the MSTU, however it may result in a time crunch.

Discussion ensued on the benefit to the residents of implementing the program, how much revenue would be generated and on identifying the properties to be assessed. It was suggested to table the item until the April 9, 2003 meeting.

Mr. Robert Burt a resident of Key Largo Trailer Village asked if the KLWTD has the authority to request Non-ad Valorem Assessments. Chairman Tobin stated that the KLWTD has the authority as a special district of the State. Mr. Burt stated that informed residents prefer the MSTU. Chairman Tobin suggested that residents appear at the BOCC 5/19/03 meeting where they would act on the KLWTD’s request to implement and MSTU.

Mr. Burke Cannon representing the IKLFHA stated that the tier program may impact the assessment idea and that he personally supports the MSTU and voted for it.

Discussion ensued on the financial impact of an MSTU versus that of a special assessment on homeowners. Commissioner Brooks stated that the implementation of an MSTU would cost little but the reoccurring costs of a special assessment would become burdensome.

COMMISSIONER WILKINSON MOTIONED TO TABLE ITEM D-1 UNTIL THE APRIL 9, 2003 MEETING. COMMISSIONER BROOKS SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

2. Presentation by the General Manager of the Professional Consultant Services Agreement by and between KLWTD and Government Services Group, Inc.

COMMISSIONER WILKINSON MOTIONED TO TABLE ITEM D-2 UNTIL THE APRIL 9, 2003 MEETING. COMMISSIONER BROOKS SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

3. Presentation by the General Manager on the Consultants’ Competitive Negotiation Act (CCNA) process

Mr. Sheets stated that the CCNA process was necessary and he described the process, adding that entering into a contract with engineers would not be a guarantee of work.

COMMISSIONER WILKINSON MADE A MOTION TO ADVERTISE FOR REQUESTS FOR QUALIFICATIONS FOR ENGINEERING FIRMS. COMMISSIONER BAUMAN MADE A SECOND TO THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

4. Presentation by the General Manager of Amendment No. 1 to DEP Agreement LP0338 and KLWTD Resolution 2003-14
Mr. Sheets requested this be the last item presented because it would most likely generate lengthy discussion.

Mr. Sheets introduced Mr. Dick Smith, Project Manager for the Department of Environmental Protection (DEP) at 7:02 P.M. Mr. Sheets stated that Mr. Smith was present to answer any questions the Board had on Amendment No. 1 to Agreement LP0338.

Mr. Smith stated that 1.66 million dollars has been reserved for the KLTV and KLP projects however, the amendment presented must be approved by the KLWTD Board by March 31, 2003 and forwarded to the DEP along with an acknowledgment that the Board intends to proceed with the projects, subject to the constraints of the agreement. Mr. Smith stated that a resolution, like 2003-14, would serve the purpose of acknowledging intent to proceed by the KLWTD Board.

Discussion ensued about what points of the amendment were negotiable. Mr. Smith stated that he could adjust the dates if the request was reasonable. Any substantive changes would need to be looked at by the DEP.

Commissioner Brooks asked if Resolution 2003-14 item 2 had been covered in the Interlocal agreement, which states the KLWTD would proceed with the projects. Mr. Smith stated that the amendment and resolution are required because the first submittal to the DEP is generally a rough draft and as more information becomes available the submittal needs to be updated to reflect it.

Discussion ensued on particular points of the amendment and resolution. Mr. Smith stated that once a revised project budget and resolution stating that the projects would proceed the dates in the agreement could be changed. The resolution is needed because the project costs have been received and the decision to proceed should be imminent. Mr. Smith stated that if the KLWTD were not willing to commit prior to the March 31, 2003 deadline the money would no longer be available.

a. Approval of KLWTD Resolution 2003-14 resolving to proceed with project work for the Key Largo Park Project and the Key Largo Trailer Village Project

A motion was entertained to approve Resolution 2003-14 with item 2 being stricken. Discussion ensued and Chairman Tobin asked if the April 30, 2003 deadline was negotiable. Mr. Smith stated it could be. Chairman Tobin asked what the March 31 deadline constitutes. Mr. Smith stated it was the deadline that was agreed to by the Board in the original application to the DEP. Chairman Tobin reviewed the original agreement that was presented to him by Mr. Smith.

Mr. Sheets interjected that the changes requested are a revised project budget and project schedule to be forwarded when ready, however the amendment presented this evening requesting these items, and other modifications to the original agreement, must be approved by the KLWTD by March 31, 2003.
Commissioner Wilkinson stated the amendment mentions permitting the projects prior to March 31, 2003. Doug Eckman of Boyle stated that the permitting process has begun prior to the deadline.

Mr. Smith stated that the original agreement is a roadmap. The agreement can be changed by amendments and this is the first refinement of the agreement by revising the budget and selecting the contractor.

Further discussion ensued. Chairman Tobin requested clarification on what specifically the Board was amending on the project schedule. Commissioner Wilkinson asked if the award date could be changed to May 14, 2003. Mr. Smith stated that yes it could, that May 14, 2003 was acceptable, however then point number six, initiating the design build may need to be changed also. Mr. Smith cautioned that due to the budget process money left dormant could be re-appropriated.

Commissioner Brooks asked if the date could be pushed back to May 30, 2003. Mr. Smith stated that this would not be acceptable. Commissioner Brooks asked about other scheduled dates listed, such as the treatment plant being done by September of 2004, KLP by August 30, 2004 and the KLTV by January 2005. The dates were discussed and Mr. Smith stated that other dates could also be amended due to changes in the construction schedule. Commissioner Brooks suggested leaving Resolution 2003-14 item 1 as it is and change the date in item 2 to May 14, 2003. Mr. Smith would agree to this change and would change items 1 and 2 of the project schedule in the agreement to reflect this change.

Commissioner Beaty asked if the cost proposals are higher per EDU than the County's Master Plan EDU cost, and if so is there any chance to re-bid the projects to see if a lower cost could be achieved. Mr. Smith stated that re-bidding would constitute the KLWTD not being ready to go as required by the agreement. Mr. Smith added that re-bidding is not a viable option and if chosen by the Board would negate the present agreement.

Discussion ensued on the cost of an EDU and the most efficient use of the grant money.

Mr. Smith was asked what and efficient EDU cost would be in his opinion, or what should it cost for an EDU for wastewater. Mr. Smith stated that is variable for each situation. The market decides what is reasonable, but some areas pay up to $14,000 in capacity fees compared to the $2,700 that would be paid by Key Largo residents.

Chairman Tobin asked why did KLWTD have two different bidding procedures for projects that were closely related. Mr. Smith believes that the FKAA requested Boyle Engineering to use different methodologies because of time constraints and because the KLP project is only a collection system and the KLTV included collection, treatment and disposal, which takes longer and includes permitting. It was asked where the March 1, 2003 deadline came from. It was stated that Representative Sorenson listed it in the original request for appropriations.

Commissioner Wilkinson stated that the bottom line is that the cost of the system divided by the number of houses served would equate to $23,000 per EDU. Mr. Smith stated the system was designed for 850 homes and it would be a burden up front to those who come on line first.
Chairman Tobin stated that after reviewing the original grant agreement he would strongly suggest that the amendment be worded differently and that the amendment is adding to the original agreement, which concerned him.

Mr. Smith stated that the amendment and resolution was to demonstrate the Board’s willingness to go forward with the projects.

COMMISSIONER BAUMAN MADE A MOTION TO APPROVE RESOLUTION 2003-14 WITH THE REMOVAL OF ITEM 2 OF RESOLUTION 2003-14. COMMISSIONER BEATY SECONDED THE MOTION. ALL WERE IN FAVOR. THE MOTION WAS UNANIMOUSLY APPROVE.

b. Approval of Amendment No. 1 to DEP Agreement LP0338

COMMISSIONER BAUMAN MOTIONED TO APPROVE AMENDMENT NO. 1 OF DEP AGREEMENT LP0338 WITH THE CORECTIONS TO SECTION C OF A, THE PROJECT SCHEDULE, ITEM 1 AND 2 CHANGING THE STATED DATE FROM APRIL 30 TO NOT LATER THAN MAY 14, 2003. BROOKS SECONDED THE MOTION FOR THE PURPOSE OF AMENDING MR. BAUMAN’S MOTION TO INCLUDE THE KLP BIDS. THE CHAIRMAN CALLED FOR A ROLL CALL VOTE. THE ROLL CALL VOTE WAS AS FOLLOWS:

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<tr>
<th>Commissioner</th>
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<tr>
<td>Commissioner Bauman</td>
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<tr>
<td>Commissioner Beaty</td>
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<td>Commissioner Brooks</td>
<td>YES</td>
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<td>Commissioner Wilkin</td>
<td>YES</td>
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<tr>
<td>Chairman Tobin</td>
<td>NO</td>
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THE MOTION WAS APPROVED BY A VOTE OF FOUR IN FAVOR AND ONE NOT IN FAVOR.

5. Presentation by the Chief Financial Officer of the Pending Payments Schedule

Mr. David Miles presented the Pending Payments Schedule and asked if there were any questions prior to approving the payment schedule. Mr. Miles stated that $7,500 had been paid for thin insurance and that the binder had been received. Chairman Tobin requested copies of the insurance binder be provided to the Board members.

Commissioner Wilkinson stated that the travel expense listed for him were truly telephone calls, however, the reporting form did not include a section for requesting reimbursement for long distance phone calls. Mr. Miles stated that form could be amended to reflect long distance phone charges.

a. Approval of the Pending Payments Schedule

Mr. Miles stated that per the Interlocal Agreement with FKAA and the County funds could be requested once the document had been approved. The first payment in the amount of 20% of the $245,000 has been requested and would provide funds for April and May operations. Mr. Miles stated that the payroll documents to generate the payroll for March had been
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<tr>
<td>COMMISSIONER BAUMAN</td>
<td>YES</td>
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<tr>
<td>COMMISSIONER BEATY</td>
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<tr>
<td>COMMISSIONER BROOKS</td>
<td>YES</td>
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<tr>
<td>COMMISSIONER WILKINSON</td>
<td>YES</td>
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<tr>
<td>CHAIRMAN TOBIN</td>
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forwarded to all Board members. Chairman Tobin requested that until his documents are on file his payroll be deferred until April so that all the current bills could be paid with the funds presently available. Mr. Miles recommends payment on the bills listed. Mr. Miles stated that the Gartek additional services invoices were not included but need to be addressed. Mr. Miles requested the Board consider approving the recurring payables. Commissioner Wilkinson concurred. The Board discussed recurring payables further and decided to address the issue at a future meeting.

COMMISSIONER BROOKS MOTIONED TO APPROVE THE PENDING PAYMENTS SCHEDULE INCLUDED THE $20,000 GARTEK INVOICE. COMMISSIONER WILKINSON SECONDED FOR DISCUSSION. Chairman Tobin stated that the Lewis, Longman and Walker payment notation stated that services rendered were through 3-1-03 and this is not accurate and that it should be 2-28-03. Mr. Miles stated he would amend the schedule to reflect the change as noted. Chairman Tobin addressed the GARTEK additional services request to Mr. Betancourt stating that the original contract had been approved; however, no additional services requests had been presented to the Board prior to an invoice being submitted. Mr. Betancourt stated that the original contract amount had nothing to do with the additional services and the he has been working since November without payment. Chairman Tobin asked Mr. Betancourt if he agreed that the approval of the $20,000 contract payment does not mean the Board approves of the additional services invoices. Mr. Betancourt stated that he understood the additional services have not been approved by the Board for payment. Chairman Tobin requested that with Legal Counsel approval an acknowledgment be signed stating that the additional services are separate from the $20,000. Chairman Tobin requested his payroll amount be removed from the list as an amendment. THE QUESTION WAS CALLED. CHAIRMAN TOBIN CALLED FOR A VOTE AND ALL WERE IN FAVOR. THE MOTION WAS APPROVED.

Chairman Tobin called for a recess at 6:00 p.m.

Chairman Tobin reconvened the meeting at 6:10 p.m.

E. General Manager's Report

1. Status report on the DEP Grant Application Agreement No. LP0338

Please see above.

2. Status report on preparations for March 29, 2003 community meeting

Mr. Sheets stated that he and Mr. Sweat would attend the Key Largo Trailer Village Community Picnic to answer questions. Mr. Sheets noted that Mr. Sweat and Mr. Burt are scheduled to tour the Key Largo Trailer Village in preparation for the upcoming construction project.


Mr. Sheets stated the information provided was to update the Board on the progress of the EPA Steering Committee. Mr. Sheets and Commissioner Brooks would be attending the meeting to be held on April 3, 2003.
4. Discussion of Key Largo Park project award

The Board deferred discussion on this item until the Commissioner Brooks presented his report on the Evaluation Committee.

F. Chief Financial Officer's Report

1. Discussion of FY2004 Budget Calendar

Mr. Miles suggested that the May 14, 2003 Board meeting include FY2004 budget discussions. Mr. Sheets suggested that a workshop that would be attended by a rate consultant to present various methodologies for budgeting be considered.

Commissioner Brooks asked if a special meeting for May 20th should be scheduled for the budgeting workshop and to discuss the outcome of the May 19th Monroe BOCC decision on the MSTU. Mr. Sheets stated that May 20th could be considered for a special meeting.

2. Discussion of the need for an External Auditor

Mr. Miles stated that the KLBTD was required by law to retain an external auditor and that the selection of an auditor would fall under the Consultants Competitive Negotiations Act (CCNA). Mr. Miles stated there was $10,000 budgeted for an external auditor.

COMMISSIONER BROOKS MADE A MOTION TO ADVERTISE FOR AN EXTERNAL AUDITOR IN ACCORDANCE WITH THE CCNA. COMMISSIONER BAUMAN SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

G. Legal Counsel's Report

PLEASE SEE ABOVE

H. Engineer's Report

There was no report from the engineer.

I. Commissioner's Items

1. Status report on the Evaluation Committee from Charles Brooks

Commissioner Brooks stated that as Chair to the Committee it had meet several times and he is pleased with the progress being made. The Committee was charged with evaluating the technical proposal submitted for the design/build project for KLTV. After the technical proposals were ranked by the Committee and the summary scoring sheet read into the record the cost proposals were opened and read into the record. The cost proposals did not provide enough information and the Committee appointed a sub-committee of Mr. Fishburn and staff member Fred Mittle to develop a form to provide the Committee with more detail on the cost proposals. The Committee has not finished their work. The request for additional
information has been forwarded the vendors. The Committee is considering asking for vendor presentation or interviews. Copies of the Evaluation Committee Summary Scoring Sheet and the KLTV Cost Proposal Tabulation Sheet were provided for the Board.

Commissioner Brooks stated that without the KLTV project award being complete the KLP project could not be awarded because of the funding issue. The bid tabulation for the KLP project that included the base bid and the three alternatives were provided for the Board for their information.

Commissioner Bauman asked if the KLP bid must be awarded to the lowest bidder. Mr. Smith of the FDEP stated that the lowest responsible bidder must be awarded the contract. Commissioner Bauman asked when the Committee would be submitting their recommendation to the KLWTD Board. Commissioner Brooks stated that tentatively April 9, 2003 was being looked at by the Committee. Discussion ensued on the need for the vendors to present to the KLWTD Board or to the Committee and the date a recommendation must be given to the Board.

Mr. Sheets stated that the Evaluation Committee is doing impressive work and should be recognized for it. Commissioner Brooks stated that the financial report given by David Miles was excellent and well presented.

J. Minutes – February 26 2003

No action was taken by the Board on this item; it will be included on the April 9, 2003 agenda.

K. Meeting Adjournment

COMMISSIONER BEATY MOTIONED TO ADJOURN THE MEETING. COMMISSIONER BAUMAN SECONDED THE MOTION. ALL WERE IN FAVOR. CHAIRMAN TOBIN ADJOURNED THE MEETING AT 8:10 PM.
**Key Largo Wastewater Treatment District**

**Guest Sign In Sheet**

**Wednesday, April 23, 2003**

***Please Print***

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Representing</th>
<th>Phone</th>
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<tbody>
<tr>
<td>1. WALTER E. MESSEI</td>
<td>D.N. HIGGINS, INC</td>
<td>305-797-1086</td>
</tr>
<tr>
<td>2. James B. Jones</td>
<td>Roediger Pgh Inc.</td>
<td>412-487-6010</td>
</tr>
<tr>
<td>3. G. FISHER</td>
<td>C.A. AUTO</td>
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</tr>
<tr>
<td>4. Michael Longenecker</td>
<td>KL Resident</td>
<td>305-451-0589</td>
</tr>
<tr>
<td>5. Liz Kinsley</td>
<td><a href="mailto:PMKingle@thehaskellco.com">PMKingle@thehaskellco.com</a></td>
<td>904-357-4868</td>
</tr>
<tr>
<td>6. NOS ESBAK</td>
<td>RANDAZZO</td>
<td>813-677-0041</td>
</tr>
<tr>
<td>7. Dave Reffling</td>
<td>Boyle</td>
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</tr>
<tr>
<td>8. Ann Henson</td>
<td>Reporter</td>
<td>305-852-3216</td>
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<tr>
<td>9. Steve Gibbs</td>
<td>Free Press</td>
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The schedule for the Thursday is as follows.

1. for those that are there on time we will have lunch in the restaurant;
2.  Higgins at 1PM;
3.  Haskell at 3:30PM;
4. negotiating team will meet after the meeting to discuss Tuesday meeting.

Both firms have been informed of Tuesday's meeting at Lewis, Longman and Walker's office in WPB.
Could someone from the Law Firm provide us with directions for those of us who has never been there.

Also, Dave could you email to every one the bid spread sheets for KLP.

Faith, make sure we have the good speaker phone.

See all of you Thursday.
AMENDMENT TO
PROFESSIONAL ENGINEERING CONSULTANT SERVICES AGREEMENT

by and between

KEY LARGO WASTEWATER TREATMENT DISTRICT

and

GARTEK ENGINEERING CORPORATION
THIS AMENDMENT TO AGREEMENT is made and entered into this ____ day of ______________, 2003, by and between Key Largo Wastewater Treatment District, (hereinafter referred to as the “District”) and Gartek Engineering Corporation, a Florida corporation, whose business address is 7210 S.W. 39th Terrace, Miami, Florida 33155 (hereinafter referred to as “Gartek”).

WITNESSETH:

WHEREAS, the District and Gartek entered into a Professional Engineering Consultant Services Agreement (hereinafter referred to as “Agreement”) on February 12, 2003;

WHEREAS, on April 9, 2003, the District Board approved a motion to amend the Agreement to increase the not-to-exceed fee of $20,000 to $25,000;

WHEREAS, on April 9, 2003, the District Board approved a motion to declare an emergency under Chapter 287, Florida Statutes, due to the immediate need for Gartek’s assistance in negotiating a contract for the District’s Key Largo Trailer Village project within the time constraints the District is facing;

WHEREAS, the District and Gartek, pursuant to the declared emergency and pursuant to Section 4.10 of the Agreement, intend to amend the Agreement (hereinafter referred to as “Amendment”) in order to account for additional services to be performed by Gartek for the District as set forth in Gartek’s additional services proposal dated April 10, 2003 (attached hereto as Exhibit A), and to be compensated for same;

WHEREAS, the declaration of an emergency by the District Board for purposes of this Amendment should not be construed as any indication that this emergency is to be applied retroactively;

NOW, THEREFORE, in consideration of the following mutual promises, covenants, provisions, representations, and agreements, the parties hereto agree as follows:

ARTICLE I
ADDITIONAL PROFESSIONAL ENGINEERING CONSULTANT SERVICES

SECTION 1.01. ADDITIONAL PROFESSIONAL ENGINEERING CONSULTANT SERVICES TO BE PROVIDED BY GARTEK

(A) Gartek will provide assistance to the District in negotiating a contract for the District’s Key Largo Trailer Village wastewater project. Gartek’s services may include the following:

(1) Attend and participate in negotiation meetings with the top-ranked contractor, as ranked by the District’s Technical Evaluation Committee;

(2) Attend and participate in negotiation committee meetings;
(3) Attend and participate in District Board meetings with regard to Key Largo Trailer Village contract negotiation issues;

(4) Attend and participate in conference calls with the District Manager, District General Counsel and Boyle Engineering;

(5) Review proposal books, including engineering drawings and associated costs; and

(6) Prepare an engineering report including recommendations.

SECTION 1.02. COMPENSATION FOR ADDITIONAL PROFESSIONAL ENGINEERING CONSULTANT SERVICES

(A) In consideration for the Additional Professional Engineering Consultant Services as provided in Section 1.01, the District agrees to pay Gartek on an hourly basis not to exceed $6,000.00 based on the following rates:

<table>
<thead>
<tr>
<th>role</th>
<th>rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principals</td>
<td>$120/hour</td>
</tr>
<tr>
<td>Engineers</td>
<td>$100/hour</td>
</tr>
<tr>
<td>CAD Designer</td>
<td>$60/hour</td>
</tr>
<tr>
<td>Clerical</td>
<td>$45/hour</td>
</tr>
</tbody>
</table>

(B) Gartek will not exceed the not-to-exceed fee ($6,000.00), and will not be entitled to payment of any portion of any invoice that exceeds the not-to-exceed fee, unless Gartek requests approval and the District authorizes same in writing prior to incurring any fees that would exceed the not-to-exceed amount.

(C) The following services and costs are not included in the not-to-exceed fee of $6,000.00. In order for the following expenses and costs to be reimbursable to Gartek, the District must either request such costs and expenses be incurred or approve them in advance.

(1) Travel and lodging expenses outside the Key Largo or Miami area, to be reimbursed at direct cost and pursuant to Chapter 112, Florida Statutes.

(2) Reproduction costs, to be reimbursed at cost plus 10 percent.

(3) Long distance telephone calls and faxes, to be reimbursed at direct cost.

(4) Messenger and/or delivery service, to be reimbursed at cost.

(5) Preparation of drawings, specifications and cost estimates.

(D) Gartek will provide the District Manager with an invoice each month. After review and authorization by the District Manager and the District Board, the District will pay Gartek in accordance with the adopted Expenditure Policy.
(E) Gartek shall not be entitled to payment for the same services performed by more than one person unless the Board determines that such services are justified.

ARTICLE II
AMENDMENT OF SECTION 2.02 OF THE AGREEMENT

SECTION 2.01. Section 2.02 of the Agreement is hereby amended to reflect a not-to-exceed fee of $25,000.

ARTICLE III
MISCELLANEOUS

SECTION 3.01. All other terms and provisions of the Agreement apply to this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Professional Consultant Engineering Services Agreement on the day and year first written above.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ___________________________ Chairman

ATTEST

Secretary-Treasurer

Reviewed by:

______________________________
General Counsel

(SEAL)

GARTEK ENGINEERING CORPORATION

By: ___________________________ President

ATTEST

Secretary
ADDITIONAL AGENDA ITEM FOR THE APRIL 23, 2003 KLWTD BOARD MEETING

TO: KLWTD Board of Commissioners

FROM: Robert E. Sheets, General Manager

DATE: April 22, 2003

SUBJECT: Florida Department of Community Affairs FY 2002/2003 Special District Fee Invoice and Update Form

The attached invoice in the amount of $175.00 was forwarded by Mr. Jack Gaskins of the Florida Department of Community Affairs (FDCA) for the FY2002/2003 Special District Fee and was received after the pending payment schedule was compiled for the Board's consideration.

This fee is charged in accordance with Sections 189.412 and 189.427, F.S., and Chapter 98-50, F.A.C.

The invoice includes an update form to make corrections to the KLWTD's registered agent information. Presently the information pertaining to the KLWTD that is on file with the FDCA is incomplete. The FDCA will be provided with the KLWTD contact information as directed by the Board.

Staff requests that the KLWTD Board approve the $175.00 invoice for payment and provide the Board's preferred contact information to be forwarded to the FDCA.
### FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS

**District's Name, Registered Agent & Office:**

Key Large Wastewater Treatment District  
Andrew M. Tobin  
P.O. Box 520  
Tavernier, FL 33070

**Status:** Independent  
**County:** Monroe

**Local Governing Authority:** Monroe County  
**Function:** Wastewater Treatment  
**Date Established:** 05/23/2002  
**Creation Documents:** Chapter 2002-337, L.O.F.  
**Statutory Authority:** Chapter 381, F.S.

**Board Selection:** Elected  
**Authority to Issue Bonds:** No  
**Revenue Source:** Ad Valorem

*Explanations*

- Registered Agent: The person designated by the special district to accept due process on behalf of the special district  
- Status: Independent or Dependent - see Section 189.403, F.S.  
- Local Governing Authority: The governing body of a unit of local general purpose government  
- Functions: The function/purpose of the special district  
- Creation Documents: Ordinance, Resolution, Statute, Special Act, Court Decree, Interlocal Agreement, etc.  
- Statutory Authority: The Florida Statute governing the function of the special district  
- Board Selection: Appointed, Appointed/Elected, Elected, Governor Appointee, Local Governing Authority Appointee, Same as Local Governing Authority, Similar to Local Governing Authority, Other  
- Authority to Issue Bonds: Yes or No  
- Revenue Source: Ad Valorem, Assessments, Assessments/fees, Fees, Non Ad-Valorem, State Funds, TIF, Tolls, None, Other

**CERTIFICATION:** I, the undersigned registered agent, do hereby certify that the information above is accurate and complete as of this date. It does or does not need to be changed.

**Registered Agent's Signature:** ____________________________  
**Date:** ________________

---

**ZERO ANNUAL FEE CERTIFICATION SECTION:** If eligible, the special district may request a zero annual fee instead of making a payment by having the registered agent certify to the following:

1. This special district is not a component unit of a general purpose local government as defined in the Governmental Accounting Standards Board's Statement No. 14, issued in June 1991 effective after December 15, 1992, as amended.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported $3,000.00 or less in annual revenues to the Department of Financial Services on its Annual Financial Report for Fiscal Year 2000/2001 (special districts created after that fiscal year must attach a current annual statement verifying $3,000.00 or less in revenues for the current fiscal year).
4. This certification will be returned to the Department at the address above postmarked by 02/22/2003 and.
5. This special district understands that if the Department determines any of these items to be inaccurate, this special district must pay the appropriate fee when invoiced. The Department will verify these statements within 30 days of receiving this form.

I, the undersigned registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the above statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be investigated and verified with the Department of Financial Services and the Auditor General.

**SIGN ONLY IF ELIGIBLE FOR AND REQUESTING A ZERO ANNUAL FEE:**

**Registered Agent's Signature:** ____________________________  
**Date:** ________________

**Department Use Only:**  
- Verified and Approved  
- Denied - Reason(s): ____________________________

---

**DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.**

**DCA-SDIP-001 Effective 03/01/2003**

**DETACH AND KEEP THIS PORTION FOR YOUR RECORDS.**

---

### FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS

**Key Large Wastewater Treatment District**

<table>
<thead>
<tr>
<th>ANNUAL FEE</th>
<th>LATE FEE</th>
<th>RECEIVED</th>
<th>FEE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$175.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

**Invoice No.: 10697**  
**Date Invoiced:** 11/14/2002  
**Postmarked Due Date:** 02/22/2003
MEMORANDUM TO THE BOARD

TO: BOARD OF DIRECTORS
CC: TERRY LEWIS, AMY DUKES, CHARLES SWEAT, FAITH DOYLE
FROM: NEGOTIATING TEAM
SUBJECT: KEY LARGO TRAILER VILLAGE NEGOTIATIONS
DATE: 4/23/03

At our last regularly scheduled Board meeting, the Board ranked the Haskell Company as the number one ranked firm for purposes of contract negotiation for the Key Largo Trailer Village Project. The Board directed the General Manager to head this negotiation and form a team that consists of Commissioner Charles Brooks, representatives from Gartek, Boyle Engineering, GSG and Lewis, Longman and Walker.

The negotiating committee had numerous phone conferences to discuss negotiating strategy and has met with Haskell on two occasions. The first was Tuesday, April 15th and the final meeting was on Monday, April 21st. Haskell, at the April 21st meeting had representatives from Brown and Caldwell and Higgins, Inc.

As a result of those negotiations, the following reductions were offered by Haskell as an agreed upon reduction in the Guaranteed Maximum Price (GMP) of their $8,443,203 proposal:

1) Sales tax savings if the Board will purchase all major equipment, piping and pumps. The Haskell team offered to prepare all submittals and associated paper work. The Board will have to review their submittals and authorize a purchase order under the KLWWTD name. Haskell estimated a $50,000 savings for plant equipment and a $25,000 savings for vacuum system materials, for a total of $75,000.

2) Equipment cost savings if Haskell has the option to use Airvac or Roevac as the vacuum system supplier. The total savings of $75,000 for this substitution.

3) Spare parts savings for the vacuum system. Currently there are spare parts in the KLTV and KLP projects, and only one set is necessary. Haskell offered a savings of $25,000 to eliminate spare parts from their scope.

4) Elimination of the trailer-mounted vacuum pump for testing the vacuum system. Only one is required for both projects assuming close coordination between the KLTV and KLP. Haskell offered a savings of $20,000.

5) Reduction of vacuum system supplier representative services. Haskell believes that savings can be realized by reducing the on-site inspections quoted by the suppliers.
Although they had not received confirmation, Haskell indicated that they are standing by their estimate of a $30,000 savings for this item.

6) Reduction of the landscaping scope that was assumed in their estimate. Haskell offered a savings of $25,000.

7) Elimination of a "double-counting" error that they made when their cost proposal was prepared. Apparently, the cost of the vacuum pumps was inadvertently included twice. Haskell offered a $35,000 savings for this item.

8) Elimination of the Owner's trailer. Haskell offered a savings of $15,000.

9) Reduction in costs of the collection system by incorporating gravity at some locations within the KLTV, similar to the KLP design, and further minimizing the number of vacuum valves and pits. Haskell offered a savings of $150,000 utilizing this approach.

10) Optimization of the U.S. 1 crossing. Utilizing an open cut similar to that which was allowed by the Florida Department of Transportation (FDOT) for the Little Venice project, savings should be realized. Higgins confirmed this and offered a $50,000 savings.

11) Haskell has reduced the Guaranteed Maximum Price an additional $50,000 in consideration of a lump-sum contract. Total Savings $550,000.

These savings are estimates. Actual savings will depend upon final contract negotiations and other issues that cannot be addressed until detailed design is underway.

These savings to the GMP total $500,000.

In addition to the savings listed above, other contractual terms were discussed. Haskell has also provided a list of suggested changes to the standard contract (see attached copy). This list was discussed with Haskell at the Monday meeting. In addition, General Counsel has reviewed these items and has provided a written response (see attachment). The negotiating committee does not believe that any of the items listed in Haskell's correspondence represent a major conflict with the Board's objectives.

Based on the Board's goal of reaching as many customers with the funds available, the negotiating team believes that the Haskell "best and final" (see attachment) offer provides the District with an opportunity to reach a sufficient number of EDUs to make this project more cost effective. Because of the short time frame between receipt of the "best and final" offer and the Board meeting today, the following table has been provided to show what impact the final offer by Haskell will have on total funds available for both Key Largo Park and Key Largo Trailer Village.
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KLTV (Best and Final)</td>
<td>$7,895,000</td>
</tr>
<tr>
<td>Preliminary Engineering Planning</td>
<td>$392,955</td>
</tr>
<tr>
<td>Construction Management (Revised)</td>
<td>$400,000</td>
</tr>
<tr>
<td>Key Largo Park (Base Bid)</td>
<td>$1,097,650</td>
</tr>
<tr>
<td>Engineering</td>
<td>$325,000</td>
</tr>
<tr>
<td>Construction Management (revised)</td>
<td>$150,000</td>
</tr>
<tr>
<td>Total Committed Funds</td>
<td>$10,260,605</td>
</tr>
<tr>
<td>Plus Land Purchase</td>
<td>$826,234</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$11,086,839</td>
</tr>
<tr>
<td>Funds Available</td>
<td>$12,411,646</td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>$1,324,807</td>
</tr>
</tbody>
</table>

1 Includes $100,000 from South Florida Water Management District.

Based on these potential costs savings, the Board has the opportunity to move forward with final negotiations with the Haskell Company for the Key Largo Trailer Village Project. In addition, the Board could authorize the negotiating team to finalize the contract with Higgins for the base bid for Key Largo Park. At that point, the District would have the option of issuing a change order with either or both firms to conduct additional work within Key Largo Park based on the funds available.

**Recommendations**

It is the negotiating team's recommendation that the Board authorize the negotiating team to continue and move toward final negotiations with Haskell for the Key Largo Trailer Village Project. The team also recommends that the board authorize negotiations to begin as soon as KLTV is finalized with Higgins for the Key Largo Park base bid.

The District's General Counsel will become more involved in the discussions at this point, due to the fact that in addition to the costs reductions, other terms and conditions will need to be incorporated into the final contract between the Haskell Company and the District.

**Closing**

The goal and purpose will be to maximize efficiencies and economies of scale for the completion of the Key Largo Park based on available funds.
Attached to your briefing document is a copy of the Haskell Company's best and final offer, dated April 22, 2003, the Haskell letter dated April 18, 2003 outlining proposed contract modifications and the correspondence from Lewis, Longman and Walker dated April 22, 2003, which responds to the proposed contract modifications by the Haskell Company.

In closing, as District Manager, I would like to recognize and thank every member of the negotiating team for all the hard work that has taken place since this process has begun.
April 22, 2003

Mr. Robert E. Sheets, Chief Executive Officer
Government Services Group, Inc.
1500 Mahan Drive
Suite 250
Tallahassee, Florida 32308

Dear Mr. Sheets:

The Haskell Company is pleased to present to the Key Largo Wastewater Treatment District (KLWWTD) our “Best and Final” Cost Proposal for the Design-Build Wastewater Management System for the Key Largo Trailer Village Area project. The Haskell Company will design and construct the above referenced project in accordance with the requirements of the Request for Proposals and as defined in our Design-Build Technical Proposal for $7,970,000.00. The “Best and Final” Cost Proposal was developed as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Total Combined Project Cost</td>
<td>$ 8,445,203.00</td>
</tr>
<tr>
<td>Option to use Roe Vac in lieu of Airvac</td>
<td>&lt;$ 75,000.00&gt;</td>
</tr>
<tr>
<td>Eliminate Collection System Spare Parts</td>
<td>&lt;$ 25,000.00&gt;</td>
</tr>
<tr>
<td>Eliminate Collection System Testing Equipment</td>
<td>&lt;$ 20,000.00&gt;</td>
</tr>
<tr>
<td>Reduce Man-hours of Collection System Representative</td>
<td>&lt;$ 30,000.00&gt;</td>
</tr>
<tr>
<td>Reduce Landscaping Scope</td>
<td>&lt;$ 25,000.00&gt;</td>
</tr>
<tr>
<td>Eliminate Vacuum Pumps Pricing Double Up</td>
<td>&lt;$ 35,000.00&gt;</td>
</tr>
<tr>
<td>Eliminate Owner Trailer</td>
<td>&lt;$ 15,000.00&gt;</td>
</tr>
<tr>
<td>Reduce Number of Vacuum Valve Pits</td>
<td>&lt;$ 150,000.00&gt;</td>
</tr>
<tr>
<td>Open Cut US 1 Crossing</td>
<td>&lt;$ 50,000.00&gt;</td>
</tr>
<tr>
<td>Convert Contract to Lump Sum Agreement</td>
<td>&lt;$ 50,203.00&gt;</td>
</tr>
<tr>
<td>“Best and Final” Total Combined Project Cost</td>
<td>$ 7,970,000.00</td>
</tr>
</tbody>
</table>
Mr. Robert E. Sheets
April 22, 2003
Page 2

It should be noted that the “Best and Final” Total Combined Project Cost does not include the $75,000.00 savings associated with sales tax credits on KLWWTD purchased material. These costs must be included in the original contract value and would be credited to the KLWWTD as material is purchased and associated deductive change orders are executed. Once these savings are realized, the actual project cost would be $7,895,000.00.

The conditions associated with the “Best and Final” Total Combined Project Cost are as follows:

1. The KLWWTD will give consideration to the proposed contract modifications presented in the Haskell letter dated April 18, 2003 and discussed during the April 21, 2003 negotiations.
2. The Haskell Company has the option of using Roe Vac in lieu of Airvac for the vacuum collection system.
3. There will be no vacuum collection system spare parts provided under this contract. It is assumed that the vacuum collection system spare parts provided with the Key Largo Park project will suffice.
4. There will be no vacuum collection system testing equipment provided under this contract. It is assumed that the vacuum collection system testing equipment provided with the Key Largo Park project will be used on the Key Largo Village project.
5. The vacuum collection system representative will be limited to eight weeks of onsite support (training, observation, startup, etc.). No additional support should be required to properly deliver the project.
6. The landscaping budget has been reduced to $28,585.00. This budget should be sufficient to provide landscaping meeting the requirements of the project.
7. There will be no owner trailer provided under this contract.
8. The agreement is based upon one hundred thirty-one (131) vacuum valve pits. This number of vacuum valve pits should be sufficient to provide a complete an operable vacuum collection system.
9. The contract will be converted from a cost plus with GMP agreement to a lump sum agreement.
10. The agreement is based upon open cutting the US 1 crossing. All indications from DOT are positive with this regard.
Mr. Robert E. Sheets
April 22, 2003
Page 3

The Haskell Company recognizes KLWWTD's desire to utilize USBF secondary treatment in lieu of SBR secondary treatment. As discussed, the capital cost of USBF appears to be greater than the capital cost of SBR. We are analyzing the construction cost associated with this treatment process in order to identify and ultimately eliminate all cost differences between the two systems. It is our intent to offer the KLWWTD the option of using either USBF or SBR for the "Best and Final" Total Combined Project Cost indicated above. It should be noted that the 50/50 shared savings provisions of the contract will be waived with regard to USBF and that all cost reductions realized with this treatment process will be returned to the KLWWTD in full.

Thank you for your consideration. If you should have any questions or concerns in this matter, please feel free to contact me at (904) 357-4868. We look forward to a mutually successful project.

Sincerely,

Peter M. Kinsley
Division Leader - Water

cc: Daniel R. Dumke
April 18, 2003

Mr. Robert E. Sheets, Chief Executive Officer
Government Services Group, Inc.
1500 Mahan Drive
Suite 250
Tallahassee, Florida 32308

Dear Mr. Sheets:

The Haskell Company has reviewed the draft Contract for the Design/Build Wastewater Management System for the Key Largo Trailer Village Area dated January 2003. We have found the Contract to be generally acceptable; however, would request your consideration of the following additions, deletions and modifications:

Article 2 – General Provisions

Paragraph 2.1 – Relationship of the Parties
Add to the end of this paragraph “Should design modifications and alternate materials or equipment have cost and/or schedule impact to the CONTRACTOR, an equitable Change Order will be provided in accordance with Article 9 of this Agreement.”

Paragraph 2.2 – Engineer
Change this paragraph to read “Engineering services shall be furnished by licensed employees of CONTRACTOR, its Subcontractors, or as permitted by the law of the state where the Project is located.”

Paragraph 2.4 – Definitions
With regard to the definition of “Notice to Proceed”, and as discussed in our meeting of April 15, 2003, The Haskell Company proposes that only one (1) overall Notice to Proceed be issued for the Project.

With regard to the definition of “Uncontrollable Circumstance”, we propose the following:

Paragraph (1)(a), change to read “an act of God, hurricane, landslide, lightning, earthquake, fire, flood, plague, tornadoes, (but not including reasonably anticipated weather conditions for the geographic area of the Facility), explosion, sabotage or similar occurrence, acts of public enemy, extortion, war, acts of terrorism, blockade or insurrection, riot or civil disturbance;”
April 18, 2003
Mr. Robert E. Sheets
Page 2

Paragraph (1)(d)(4), change to read “subsurface conditions of which the
CONTRACTOR, through the exercise of reasonable diligence, could not reasonably be
expected to have noticed.”

Add a Paragraph (1)(m) which reads “Closure, road work or travel restrictions on U.S.
Highway 1.”

Add a Paragraph (1)(n) which reads “Delay of residential and commercial system
connections preventing completion of the Acceptance Test.”

**Article 3 – Contractor’s Responsibilities**

Paragraph 3.1.3. – CONTRACTOR’S Requested Design Changes
In the last sentence, strike the words “and (4) are feasible.”

Paragraph 3.1.6. – Reuse of Documents
Change the second sentence to read “Reuse on another project, change, or alteration by
KLWWTD or by others acting through or on behalf of KLWWTD of any such instruments of
service without the written permission of CONTRACTOR will be at such person or entity’s sole
risk is prohibited.”

Paragraph 3.11. – Permits
Add to the end of this paragraph “Permits for residential and commercial system connections are
not part of this Agreement.”

Paragraph 3.12.2 – COMPANY CONTRACTOR Tests
Change the first sentence to read “Contractor shall conduct all tests and inspections of the
construction (including shop tests) or inspections as required by good engineering practice, by the
final design requirements, by Applicable Law, or by Insurance Requirements.”

Paragraph 3.4.2 – KLWWTD Safety Procedures
Change paragraph (b)(1) to read, “CONTRACTOR shall have in place a training program to
comply with OSHA Regulations 1910.149(g) 29 CFR 1926 OSHA Construction Industry
Regulations. “Certifications and Records” shall include safety performance records, current
safety programs, training program and certifications, experience with related processes. Evidence
should refer to the following procedures: Lockout/tagout (§1910.147), confined space entry
(1910.147) (§1910.146), and emergency response (§1926.35).”

Change paragraph (c)(4) to read “Prior to beginning construction work Contractor shall submit
for approval a list of safety officer(s) designated for the Project and, if required requested,
examples of daily badges, the badge issuing process, and example of log-in sheets with provisions
for transferring responsibility from one safety officer to another, and proof of training sign-in
sheets and questionnaires for all on-site personnel proof of employee safety orientation”
Paragraph 3.6 – Hazardous Waste and Investigation of Site Conditions
Propose to strike Paragraph 3.6.7 in its entirety. (Note: Language of this Paragraph is redundant with that of Paragraph 3.6.9).

Paragraph 3.8 – KLWWTD Purchased Equipment
In Paragraph 3.8.2.(c), last sentence, correct spelling of the word “direct”.

Add a Paragraph 3.8.2.(o) which reads “Should delivery of any KLWWTD equipment or material delay or impact the Contractor’s performance of the Work in any way, Contractor shall be entitled to an equitable change order in accordance with Article 9 of this Agreement.”

Add a Paragraph 3.8.2.(p) which reads “All vendors and/or manufacturers associated with KLWWTD purchased equipment and materials shall provide performance and payment bonds as required by this Agreement. Terms and conditions of the individual purchase agreements will be mutually determined by CONTRACTOR and KLWWTD.”

Article 5 – Subcontracts

Paragraph 5.6 – CONTRACTOR’s Construction Superintendent
In the first paragraph, strike the parenthesized words (the “Construction Manager”).

Article 9 – Changes In The Work

Paragraph 9.1 – Extension of Time
Change the second sentence of the first paragraph to read “An application by CONTRACTOR for extension of time must be in writing, must be set forth in detail the reasons and causes of the delay, and must be submitted to the KLWWTD within seven (7) days following the occurrence recognition of the delay.”

In the second paragraph, add “acts of terrorism” after the word “war”.

Paragraph 9.3 – Extra Work
Change paragraph (c)(3) to read “For special equipment and machinery required for the economical performance of the authorized work, CONTRACTOR shall receive payment based on the rental price for each item of equipment at ninety percent (90%) of Blue Book and the actual time of its use on the work, including delivery, set-up and training if required.”

Article 10 – Emergency Situation

Paragraph 10.5 – Costs and Compensation
After the second sentence, add the following “In addition, in the event it is determined that the emergency or threat was not caused by Contractor Fault, CONTRACTOR shall receive an extension of the Schedule Date of Substantial Completion or the Scheduled Acceptance Date, as appropriate, on account of LKWWTD Emergency Operations.”
April 18, 2003
Mr. Robert E. Sheets
Page 4

Article 11 – Payment For Construction Phase Services

Paragraph 11.1.3 – Construction Disbursement Procedure
Change sentence six to read “The KLWWTD shall pay CONTRACTOR within the expiration of such thirty (30) day period if (1) the KLWWTD determines and verifies in writing that the work has progressed in accordance with this Agreement, or (2) the KLWWTD fails to verify or dispute the certified requisition within thirty (30) ten (10) days of receipt.”

Paragraph 11.1.4 – Information Supporting Invoice
Change Paragraph (h) to read “Unconditional waivers executed by each subcontractor or materialmen to either CONTRACTOR or entities in privity of contract with CONTRACTOR, attesting to receipt of payment in full through the date thirty (30) days prior to of the invoice most recently paid by the KLWWTD to CONTRACTOR. Lien waivers will be provided only from those subcontractors or materialmen who have fully complied with the notification requirements of the applicable Florida Statutes.”

Paragraph 11.2 – Payment Procedures
Change the fifth sentence to read “Retainage on the remaining work only shall be reduced to five percent (5%) zero percent (0%).”

Paragraph 11.3 – Progress Payments
Add to the end of Paragraph 11.3.1 the following sentence “Payments will be made to CONTRACTOR from KLWWTD via electronic (wire) transfer of funds.”

In Paragraph 11.3.4, correct the spelling of the words “manuals”, “documentation”, “Director”, and “representative”.

Article 12 – Indemnity, Insurance and Waiver of Subrogation

Paragraph 12.2 – Indemnity
Change the first sentence of this paragraph to read “To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold the KLWWTD harmless (including all officers, employees, agents, and consultants of the KLWWTD) from and against all verifiable claims, damages, losses and expenses of any nature, including but not limited to reasonable attorney’s fees (including any attorneys’ fees incurred in connection with any appellate or administrative action), arising directly or indirectly from performance or non-performance of the work described in this Agreement by CONTRACTOR, a Subcontractor, or anyone directly or indirectly employed by them or anyone for whom they may be liable in connection with the performance of work.

Article 13 – Termination Of The Agreement And KLWWTD’s Right To Perform CONTRACTOR’s Responsibilities

Paragraph 13.2 – KLWWTD Right to Perform CONTRACTOR’s Obligations and Termination by KLWWTD for Cause
Change Paragraph 13.2.1 to read “If CONTRACTOR fails to perform any of its obligations under
April 18, 2003
Mr. Robert E. Sheets
Page 5

this Agreement, KLWWTD may, after seven (7) days written notice, during which period
CONTRACTOR fails to perform commence with appropriate actions to satisfy such obligation,
undertake to perform such obligations.”

Change the first sentence of the last section of Paragraph 13.2.2 to read “If CONTRACTOR fails
to commence with appropriate actions to cure within seven (7) days, KLWWTD, without
prejudice to any other right or remedy including reasonable damages permitted, may take
possession of the site and complete the Scope of Work utilizing any reasonable means.”

Article 14 – Dispute Resolution

Paragraph 14.1 – Dispute Notice
At the end of this paragraph, add the sentence “Dispute Notices shall be provided in accordance
with Article 11 of this Agreement.”

Paragraph 14.6 – Mediation
Change the term “Independent Engineer” to “Independent Party” throughout.

Paragraph 14.7 – Judicial Review
Change the last sentence of Paragraph 14.7.1 to read “Both parties agree to the waiver of jury
trial, unless required by applicable Local, State or Federal law.”

Paragraph 14.8 – Work Continuance and Payment
Change the second sentence of this Paragraph to read “If CONTRACTOR continues to perform,
KLWWTD shall continue to make payments and perform its responsibilities in accordance with
this Agreement.”

Article 15 – Miscellaneous Provisions

Paragraph 15.3 – Governing Law
In the last sentence of this Paragraph, correct the spelling of the word “inconvenient”.

Paragraph 15.4 – Delivery of Documents in Electronic Format
Change the last sentence of this Paragraph to read “Electronic copies shall consist of computer
readable data submitted in any form and a format the KLWWTD may reasonably request to
facilitate the administration and enforcement of this Agreement of the most current versions of
Microsoft Office (Excel/Word), AutoCAD and Adobe Acrobat.”

Paragraph 15.17 – Costs of Enforcement
Change this paragraph to read “In the event any party to this Agreement shall be required to
retain an attorney to enforce any terms, conditions or covenants under this Agreement, or to
remedy any breach, the prevailing party shall be entitled to recover the verifiable costs of any
such enforcement proceedings, including, but not limited to, reasonable attorney’s fees (including
charges for paralegals and others working under the direction or supervision of the party’s
attorney), whether incurred in connection with pre-litigation demands, mediation, trial, appeal,
bankruptcy, proceedings, or otherwise, and court costs.”
April 18, 2003  
Mr. Robert E. Sheets  
Page 6

Pursuant to our general discussion regarding Payment for Construction Phase Services, The Haskell Company would like to offer, for your consideration, a Lump Sum payment arrangement in lieu of the current GMP procedures outlined in Article 11 of the Agreement. In an effort to achieve the project budget goals of the KLWWTD, we are expending significant effort to reduce costs wherever possible. In doing so, we are consequently eliminating the potential for shared savings in a GMP-type contract. Admittedly, the documentation required in a GMP contract will require considerable efforts by both contracting parties. A lump sum agreement will simplify the payment process significantly. Should this concept prove to have merit through our forthcoming discussions, The Haskell Company will propose the necessary substitute language for Article 11 for KLWWTD review.

As a general statement, any provisions of addenda issued prior to these negotiations should be included as appropriate in the Contract. No attempt has been made in the proposed modifications above to include these changes. In addition, it is understood that the majority of the Contract Exhibits A through P will be developed as contract negotiations are finalized in this regard.

Thank you again for your time and consideration of the above. If you should have any questions or concerns in this matter, please feel free to contact the undersigned at (904) 357-4225.

Sincerely,

Peter M. Kinsley  
Division Leader

cc: Daniel R. Dumke
April 22, 2003

VIA TELEFACSIMILE

Mr. Robert E. Sheets
Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308

RE: Design/Build Wastewater Management System
for the Key Largo Trailer Village Area
Proposed Contract Modifications

Dear Robert:

We have reviewed the letter from the Haskell Company (Peter M. Kinsley, Division Leader) dated April 18, 2003, as well as the draft Design-Build Agreement. The following comments follow the format of Haskell’s suggested revisions as outlined in Mr. Kinsley’s letter for ease of reference.

Article 2 - General Provisions

1. Paragraph 2.1 - The revisions are acceptable.
2. Paragraph 2.2 - The revisions are acceptable.
3. Paragraph 2.4 - The revisions are acceptable.
4. Paragraph (1)(d)(4) - The revisions are unacceptable.
5. Paragraph (1)(m) - The revisions are acceptable.
6. Paragraph (1)(n) - The revisions are acceptable.

Article 3 - Contractor’s Responsibilities

1. Paragraph 3.1.3 - The revisions are acceptable.
2. Paragraph 3.1.6 - The revisions are unacceptable.
3. Paragraph 3.1.3 - The revisions are acceptable.
4. Paragraph 3.3.11 - The revisions are acceptable.
5. Paragraph 3.3.12.2 - The revisions are acceptable.
6. Paragraph 3.4.2(b)(1) - The revisions are acceptable.
7. Paragraph 3.4.2(c)(4) - The revisions are acceptable.
8. Paragraph 3.6 - The revisions are unacceptable.

Leave in Paragraph 3.6.7.
Mr. Robert E. Sheets  
Government Services Group, Inc.  
April 22, 2003  
Page 2

9. Paragraph 3.8 - Thank you for pointing out this spelling error.

10. Paragraph 3.8.2(o) - The addition of this paragraph is acceptable with the following revision: “Should delivery of any equipment or material ordered and purchased by delay or impact the Contractor’s performance of the Work in any way, Contractor shall be entitled to an equitable change order in accordance with Article 9 of this Agreement.”

11. Paragraph 3.8.2(p) - The revisions are acceptable.

Article 5 - Subcontracts

1. Paragraph 5.6 - The revisions are acceptable.

Article 9 - Changes in the Work

1. Paragraph 9.1 - The revisions are unacceptable as is, but are acceptable with the following revision: “An application by CONTRACTOR for extension of time must be in writing, must be set forth in detail the reasons and causes of the delay, and must be submitted to KLWWTD within seven (7) days following notice to the delay.”

2. Paragraph 9.3 - The revisions are acceptable.

Article 10 - Emergency Situation

1. Paragraph 10.5 – The revisions are acceptable.
2. Paragraph 11.1.3 – The revisions are unacceptable.
3. Paragraph 11.1.4 – The revisions are acceptable.
4. Paragraph 11.2 – The revisions are acceptable.
5. Paragraph 11.3 – The revisions are acceptable.
6. Paragraph 11.3.4 – Thank you for pointing out these spelling errors.

Article 12 - Indemnity, Insurance and Waiver of Subrogation

1. Paragraph 12.2 - The revisions are unacceptable as is. We recommend the paragraph be revised to reflect the following: “To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold the KLWWTD harmless (including all officers, employees, agents, and consultants of the KLWWTD) from and against all verifiable claims, damages, losses and expenses of any nature, including but not limited to reasonable attorneys’ fees and costs (including
Mr. Robert E. Sheets  
Government Services Group, Inc.  
April 22, 2003  
Page 3

any attorneys’ fees incurred in connection with any appellate or administrative action), arising directly or indirectly from performance or non-performance of the work described in this Agreement by CONTRACTOR, a Subcontractor, or anyone under the direction and control of CONTRACTOR.

Article 13 - Termination of the Agreement and KLWWTD’S Right to Perform CONTRACTOR’S Responsibilities

1. Paragraph 13.2 - The revisions are acceptable.
2. Paragraph 13.2.2 - The revisions are acceptable.

Article 14 - Dispute Resolution

1. Paragraph 14.1 - The revisions are acceptable.
2. Paragraph 14.6 - The revisions are acceptable.
3. Paragraph 14.7 - The revisions are acceptable.
4. Paragraph 14.8 - The revisions are acceptable.

Article 15 - Miscellaneous Provisions

1. Paragraph 15.3 - The revisions are acceptable.
2. Paragraph 15.4 - The revisions are acceptable.
3. Paragraph 15.17 - The revisions are acceptable with the following revision: “In the event any party to this Agreement shall be required to retain an attorney to enforce any terms, condition or covenants under this Agreement, or to remedy any breach, the prevailing party shall be entitled to recover the verifiable costs and fees of any such enforcement proceedings, including, but not limited to, reasonable attorney’s fees (including charges for paralegals and others working under the direction or supervision of the party’s attorney).”

Should you have any questions or comments or require any further clarification, please do not hesitate to contact me or Amy.

Sincerely yours,

Terry E. Lewis

TEL/bt

c. Andrew M. Tobin, Esquire
   Amy M. Dukes, Esquire
MEMORANDUM

TO:       KLWTD Board of Commissioners and Staff
FROM:  Faith Doyle, KLWTD Board Clerk
DATE:     April 16, 2003
RE:       April 23, 2003 KLWTD Board Meeting Agenda

Please find enclosed your working copy of the April 23, 2003 KLWTD Board Meeting Agenda to be used at the regular meeting scheduled for 4:00 p.m. at the Key Largo Civic Club.

These are being forwarded to you in an effort to assist the Board in alleviating the pressure of having items presented at the last minute for discussion and action. They also provide a concise history of the work being accomplished by the KLWTD Board.

If you should have any questions or concerns with the material presented in the agenda, please feel free to contact Robert Sheets or me.
April 10, 2003

Government Services Group, Inc.,
1500 Mahan Drive, Suite 250
Tallahassee, FL. 32308

Attn. Mr. Robert E. Sheets, Manager

Dear Mr. Sheets:

Re: Gartek Engineering additional services request for
KLTV Contract Negotiations Phase.

We are pleased to present our proposal on Engineering Services for the referenced project.

We will provide assistance to the KLWWT to negotiate the KLTV contract award with the firm ranked by the Evaluation Committee and approved by the Board as the No. 1 firm on April 9, 2003. Our fee will be invoiced on a hourly basis not to exceed $6,000.00.

Our fee is based on the following breakdown:

1. Principal x 25 hrs x $120/hr  =  $3,000.00
2. Engineer x 30 hrs x $100/hr  =  $3,000.00

Total  $6,000.00

The following services will be provided:

1. Negotiation meetings with contractor ranked No. 1.
2. Meetings with negotiation committee reviewing the contract.
3. Meetings with KLWWT.
4. Conference calls with Manager, Legal & Boyle Engineering.
5. Review of proposal books including engineering drawings and associated costs.

The following is not included:

1. Traveling and lodging expenses outside the Key Largo or Miami area are not included and if required and approved by the Board will be charged at our direct cost.
2. Reproduction is not included and if requested by you, reproduction of documents will be invoiced at cost plus 10%.
3. Long distance telephone calls and faxes are not included and will be charged at our direct cost.
4. Preparation of drawings, specifications or cost estimates are not included.
5. Messenger and/or delivery service are not included and will be invoiced at cost.
Mr. Robert E. Sheets, Manager  
April 10, 2003  
Page 2  

We have assumed the negotiation phase could take 40 to 50 hours maximum. If negotiations are prolonged more than anticipated we will notify you and the Board and request an extension of this contract be considered prior to exceeding our Task contract amount.

Work approved by you to be completed on an hourly basis will be charged at the following rates:

- **Principal**: $120.00/hr  
- **Engineer**: $100.00/hr  
- **CAD Designer**: $ 60.00/hr  
- **Clerical**: $ 45.00/hr

Our fee will be invoiced and payable on a percentage of completion basis during the negotiations period.

Thank you for the opportunity to present this proposal. If you are in agreement with our proposal, kindly return a signed copy as authorization.

Sincerely,

GARTEK ENGINEERING CORP.,

[Signature]

Robert L. Betancourt, P.E.,  
President

RLB: pcy

Authorization by G.S.G., Inc., as representative of Key Largo Wastewater Treatment District Board for Gardek Engineering Corp., to provide the above services:

cc. KLWWTDB  
cc. Terry E. Lewis, Esq.,

Signed: __________________________

Name: __________________________

Title: __________________________

Date: __________________________
TO: Key Largo Wastewater Treatment District Board Members

CC: Robert E. Sheets, General Manager
    Faith Doyle, Clerk to the Board
    Charles Sweat, Director of Operations
    Terry Lewis, Board Attorney
    Amy Dukes, Board Attorney

FROM: David R. Miles, Chief Financial Officer

DATE: April 15, 2003

RE: Pending Payments Key Largo Wastewater Treatment District

Dear Commissioners:

This agenda item is designed to provide an update on the financial status of the Key Largo Wastewater Treatment District. As of April 15, 2003, the District had $2,566.25 in its bank account. All payments authorized at the March 26, 2003 meeting have been disbursed, except one payroll payment. Attached at exhibit A is the list of currently outstanding invoices in-hand pending payment. We have $33,193.72 in invoices in-hand for payment by April 30, 2003. They exceed the available balance, however staff anticipates receiving the first grant draw of $50,085 from Monroe County prior to the disbursement of these amounts. Staff is currently requesting the second grant draw from Monroe County. This should provide liquidity through the end of May in the operating accounts.

Payment of the second payroll checks which cover the month of March are included in this approval request.

Board of Directors: Chairman Andrew Tobin, Gary Bauman, Cris Beaty, Charles Brooks, Jerry Wilkinson
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<th>Vendor</th>
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<th>Description</th>
<th>Invoice Amount</th>
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<td>Employer Share, Payroll Taxes</td>
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**Total** | **$33,193.72**
MEMORANDUM TO THE BOARD

TO: BOARD OF COMMISSIONERS
CC: TERRY LEWIS, AMY DUKES, DAVE MILES, CHARLES SWEAT AND FAITH DOYLE
FROM: ROBERT SHEETS, GENERAL MANAGER
SUBJECT: STATUS REPORT/DISCUSSION REGARDING THE FINAL AMENDMENT TO THE INTER-LOCAL AGREEMENT BETWEEN THE COUNTY, FKAA AND THE DISTRICT
DATE: 4/15/03

At the last Board Meeting, the General Manager was directed to come back to the Board with a recommendation regarding proposed language and terms regarding the $914,285 advanced by the County to match the FEMA Grant for the Key Largo Trailer Village Project. I am providing in this memorandum, which outlines the General Manager's recommendation regarding this issue. I have had an opportunity to discuss this with Mr. Brooks who attended those negotiation meetings with me and I believe he is in agreement.

Based on our discussions, I am providing the following recommendations:

1. The $914,285 should be referred to in all future documentation and discussions as the “Revolving Infrastructure Improvement Fund.” This fund will be used for the purpose of advancing infrastructure development within the District for the delivery of wastewater collection and treatment.

2. Further, it is agreed that these funds would not be subject to any return to the County for a minimum of five years (2008). At that time, a return of funds program would be developed for a term not less than ten years. This ten-year program would not include any interests costs to the Key Largo Wastewater Treatment District.

3. In addition, the County would stipulate that as these funds were returned to the County, they would be placed in an account and would be recognized as dollars available for reallocation to the District to help offset the costs of future infrastructure improvements.

4. Finally, it should be articulated in this agreement that the County and the District have the option of allowing the Revolving Infrastructure Improvement Fund Program be retained by the District and used in any manner that helps the District address its long-term goal of developing wastewater collection and treatment facilities within the District.

I want to thank Mr. Brooks for his help and involvement in this process. Should the Board have any questions, I will be happy to address these at our April 23, 2003 Board Meeting.
MEMORANDUM

TO: The Key Largo Wastewater Treatment Board of Commissioners

FROM: Robert Sheets, General Manager

DATE: April 16, 2003

RE: Request for Qualifications for Consulting Engineering Services

The following firms have been forwarded packages:

ARCADIS G & M, Inc.
Boyle Engineering, Inc.
CPH Engineers
Corzo, Castella, Carballo, Thompson, Salman, P.A.
Gartek Engineering, Inc.
Hazen and Sawyer
Malcolm Pirnie, Inc.
Metcalf & Eddy, Inc.
PBS&J
TEI Engineers & Planners
URS Corporation
Weiler Engineering Corporation
CCNA SCHEDULE OF EVENTS

3-26-03  Receive approval from the Board to advertise for Request for Qualifications (RFQ) for professional engineering services

4-02-03  Public notice is advertised requesting RFQ's by 4-30-03

4-30-03  SOQ's received and reviewed by staff for recommendation to the Board

5-14-03  KLWTD Board issues invitations to negotiate at the regular meeting

5-15-03  Invitations to negotiate forwarded to qualified firms

5-28-03  Negotiated contracts presented to the KLWTD Board for approval
MEMORANDUM TO THE BOARD

TO: BOARD OF DIRECTORS
CC: TERRY LEWIS, AMY DUKES, DAVE MILES & CHARLES SWEAT, FAITH DOYLE
FROM: ROBERT SHEETS, GENERAL MANAGER
SUBJECT: STATUS OF KEY LARGO PARK AND KEY LARGO TRAILER VILLAGE PROJECTS
DATE: 4/8/2003

As everyone is aware, the District has received the bids for the Key Largo Park project and proposals for the Key Largo Trailer Village.

The District has formed an Evaluation Committee (EC) to review the KLTV proposals and requisite costs. They have gone through the diligent process of ranking the proposals based on technical qualifications and are currently analyzing costs proposals submitted by the four firms.

The Chairman for the EC Committee, Mr. Brooks will be making a presentation at the Board Meeting on April 9, 2003 to discuss the current status of their evaluation process and the results of the oral interviews that will be conducted earlier that morning.

Also, the Board has placed on the Agenda for the April 9th meeting, the Amendments to the Financial Assistance Agreement between DEP and the KLWD regarding the DEP Grant of $1.66 million. Central to this issue has been the question of whether or not the District should re-bid both projects as a single procurement effort and will this process garner enough financial efficiency to warrant the additional time and expense?

So that the Board can have an informed discussion on this matter, I have provided the timelines required to go through a re-bidding process, level of effort and the anticipated costs that would be incurred and charged against the funds already advanced for both Key Largo Park and Key Largo Trailer Village.

At the General Manager's request, Boyle Engineering has submitted a Scope of Work, Fee and Timeline (See Attachment A) that will enable the District to combine both procurements into a single issue. This option does not anticipate the conversion of Key Largo Trailer Village from a design/build to a design/bid which would necessitate approximately 90 days for the complete design and a reconfiguration of a bid document before Key Largo Trailer Village could be reissued.

There will be some modification made to the procurement documents for Key Largo Trailer Village to take advantage of the experience and knowledge gained from the current procurement effort. Although both projects would be bid as a single contracting
effort, both engagements still stand alone in terms of grants management and project accounting.

As you can see from Boyle’s workplan, this project will proceed on April 9th, issuance of a bid document prior to the end of April and would have the District receiving bids by Monday, May 26th.

If the FDEP deadline of June 30 still holds, this would allow the District 30 days to receive, evaluate, rank and select a vendor to begin negotiation. It is important that these be timelines be adhered to so as not to lose the potential appropriation of the FDEP monies.

FEMA, as of today, has not expressed any undue concern regarding the bundling of their project with the Key Largo Park for procurement purposes, but has expressed a concern that they would not like to see the scope of their engagement change.

As you can see, the workplan with Boyle is with FKAA. Please keep in mind that the Phase I FEMA grant and all funds that have been advanced so far for Key Largo Park and Key Largo Trailer Village still reside within the possession and responsibilities of the Authority.

Also, in order to be in compliance with the CCNA, Boyle’s request for continuation of services would be under the auspices of the FKAA contract and there costs for this workplan would be paid out of the Phase I FEMA grant and the amount remaining in the advance from the County for the Key Largo Park Design.

This information was provided under the assumption that the time that would be necessary for developing the detailed plans on Key Largo Trailer Village would not meet with FDEP’s deadlines. We have not posed this question to FEMA, since this is not considered a viable alternative at this time.

Should you have any questions or require additional information, please do not hesitate to contact me. We will be able to discuss this in more detail at the April 9th meeting as a representative from Boyle will be there who can explain in sufficient terms what will be required to complete this critical task in the timeframe outlined.
Engineering Services Proposal
Re-Bid of Key Largo Park and Key Largo Trailer Village Wastewater Systems
Key Largo Wastewater District, Key Largo, Florida

Jim, the Key Largo Wastewater Board will be considering the option of re-bidding the Key Largo Park and Key Largo Trailer Village Wastewater System projects at their April 9th public meeting. This letter provides Boyle's proposed scope and fee for re-bidding the projects if requested to assist with the work.

Bids for Key Largo Park were received February 25, 2003 and Boyle recommended award to Douglas N. Higgins, Inc. Technical proposals for the Key Largo Trailer Village design/build project were received February 19, 2002 and cost proposals for this project were received February 26, 2002 and opened on March 19, 2003. Boyle Engineering was assisting with evaluation of the design/build project teams when the request to re-bid the project was made. Based on cost data we participated in reviewing, it appears that the original Key Largo Park bid combined with the lowest Key Largo Trailer Village cost proposal were within funding limits for the projects. However, not all of Key Largo Park would be sewerable within this budget. The Key Largo Wastewater Board believes that more of Key Largo Park could be sewerable if the project is re-bid.

As summarized below, our proposed fee for these services is $46,424. There is currently $27,940 of unused engineering fee for Task G – Additional State and Federal Agency Grant Coordination in our Key Largo Park Task Order BEC 4-02A, and $20,000 of unused engineering fee for Task E – Additional Project Coordination Services in our Key Largo Trailer Village Task Order BEC 3-02A. Therefore, there are sufficient funds already budgeted to cover the re-bidding services described in this proposal.
I. PROPOSED SCOPE OF SERVICES

CONSULTANT will assist FKAA in the preliminary design phase under this Task Order by providing the following services:

A. Prepare Contract Documents to be Used for Solicitation of Design/Build Proposals

CONSULTANT will revise as necessary the document prepared by FKAA and Boyle Engineering and titled "Request for Proposals, Design/Build Wastewater Management System for the Key Largo Trailer Village Area, Monroe County, Florida" (RFP), dated January 2003. CONSULTANT will revise as necessary the document prepared by Boyle Engineering and titled "Key Largo Park Wastewater System", dated January 2003. CONSULTANT will prepare and assemble the documents required for bidding the two Projects as a design/build venture. CONSULTANT anticipates that documents to be provided to prospective proposers are Preliminary Design Report, Design/Build RFP, drawings, specifications, topographic survey base sheets, and geotechnical report.

D. Services During Proposal Solicitation

CONSULTANT will provide the following services during proposal solicitation:

- Copy and distribute Design/Build RFP manuals and associated supporting documents and addenda to prospective proposers. CONSULTANT will collect a non-refundable deposit from prospective proposers to cover the cost of producing the bid documents.
- Maintain and distribute a list of prospective proposers.
- Prepare for and conduct pre-proposal meeting, issue meeting minutes.
- Respond to questions from prospective proposers regarding the Project.
- Prepare addenda; distribute addenda to prospective proposers.
- Attend the bid opening.
- Evaluate technical and cost proposals using criteria provided in the Request for Proposals, Design/Build Wastewater Management System for the Key Largo Trailer Village Area, Monroe County, Florida.
- Provide recommendation for award of a design/build contract.

II. BUDGET

The proposed budget is included as Exhibit A and summarized below. FKAA shall pay the CONSULTANT based on established hourly rates plus allowable reimbursables in accordance with Method II of Article VII of the Agreement. The Tasks are summarized as follows:
### Fee Summary

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<th>Task</th>
<th>Compensation Method</th>
<th>Budget</th>
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<td>Task D – Services During RFP Solicitation</td>
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<tr>
<td>Basic Services</td>
<td>Method II</td>
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<td>Allowance for Project Advertisement</td>
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<td><strong>TOTAL FEE/BUDGET</strong></td>
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<td><strong>$46,424</strong></td>
</tr>
</tbody>
</table>

Compensation for the services provided shall be due and payable monthly for labor and expenses realized up to the time of billing.

### III. SCHEDULE

The proposed schedule is included as Exhibit B.

Certain assumptions have been made in preparing this scope of work. To the extent possible, they are stated herein and are reflected in the budget estimates presented in this scope of work. Material changes between the work tasks or level of effort actually required and those budgeted may serve as a basis of modifying the contract price; all as mutually agreed to between FKAA and CONSULTANT.

---

**Boyle Engineering Corporation**

[Signature]

Douglas H. Eckmann, PE, DEE  
Branch Manager

Cc: Robert Sheets, Ray Shimokubo, Richard W. Smith
# Exhibit A - Project Budget

**Key Largo Park and Key Largo Trailer Village Wastewater Systems**  
Task Orders BEC 4-02A and BEC 3-02A  
Revised April 7, 2003 by Fred Mittl

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<th>Personnel Hours</th>
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<td>Prepare for &amp; Conduct Pre-Bid Meeting, Issue Meeting Minutes</td>
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Amounts shown are fee.

**Personnel Category** | **$/HR**
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Principal Engineer | $155.00
Senior Engineer II | $130.00
Associate Engineer | $90.00
Senior Designer | $90.00
Assist. Engineer II | $70.00
CADD Operator | $55.00
Clerical | $50.00
### Exhibit B - Project Schedule

**Rebid of Key Largo Trailer Village and Key Largo Park Wastewater Systems - Design/Build**

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### Project Schedule

**Rebid of Key Largo Trailer Village and Key Largo Park Wastewater Systems - Design/Build**

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<th>Task Name</th>
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<tr>
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<td>KLUWTD Board Prepares Construction Contract</td>
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<td>Thu 7/2/03</td>
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*Project Exhibit 1-1 Schedule
Date: 04/04/03
Durations are in work days.*
Feb. 14, 2003

GSG, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, Fl. 32308

Attn: Robert Sheets – Manager

Re: Key Largo Trailer Village and Key Largo Trailer Park, Additional Services Request.

Dear Mr. Sheets

We would like to request that you present to the KLWWD a proposal for Additional Services on behalf of Gartek Engineering Corp. for the above referenced projects in the amount of $27,980.00 for their consideration and approval.

Attached please find a detail breakdown of the hours already expended on the interest of these two Projects together with a projected estimate of hours still remaining. As you can see we have already exceeded our budget of $20,000 by $11,640.00 as of February 7, 2003. We are very concern with the amount of time required on our part for the services rendered as well as pending reviews and Bid evaluation process which we estimate at a cost of $16,340.00 (see attached projected time as of February 10, 2003). We ask you to please give consideration to the following issues in making your decision:

The reasons that we are beyond our estimated amount are the following:

1) There was no way that we could have anticipated the amount of time that we needed to expend reviewing these documents. We thought the documents would be completed 100% before being issued for our review. We did not included review for different completion phases in our proposal as actually took place do to time constraints and circumstances beyond our control. Please refer to Professional Engineering Consultant’s
Agreement: Article II - Services to be provided by Gartek Engineering Corp. Part A, B, and C.

2) We assumed that we only had to provide one (1) review/comment submittal for the Final Bid documents instead we have provided the following:

a) Draft issue review of Key Largo Village RFP.
b) Final issue review of Key Largo Village RFP
f) 70% Drawings and 80% Specifications review for Key Largo Park Documents.
g) 90% Drawings and 90% Specification review for Key Largo Park Documents.
h) 100% Drawings and 100% Specification review for Key Largo Park Documents.
i) Walkthroughs and verification of the Key Largo Park and Key largo Village’s Site and existing conditions.

Please also consider in making your decision Gartek Engineering Corp. contribution to the savings and better work product that is being achieved in these two Projects as a result of our review and recommendations. Also please keep in mind that our review’s ($20,000) fees are miniscule and out of proportion in comparison with design ($583,739) fees for the scope of work of these projects (+/- 3%). The work and effort that has been required on our part, given the time constraints and inherit conditions of these projects have been enormous.
If the above meets with your approval and the KLWWTD approval, please issue an additional work order authorization in the amount requested above.

Sincerely,
Gartek Engineering Corp.

Robert L. Betancourt, P.E.
President
Cc: KLWWTD, Lewis, Longman & Walker, P.A.
# GARTEK ENGINEERING, CORP

## Billing Report

**January 16 through February 9, 2003**

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NP

1/24/2003  Betancourt, Robert D.  Unbilled  5.00  keys wastewater presentation

Total NP: 5.00

Total Key Largo Wastewater Treatment District 1819 K.L. W: 295.00

Total: 295.00
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A. Call to Order

Chairman Tobin called the meeting to order at 4:05 P.M.

B. Pledge of Allegiance

The pledge was replaced with and a moment of silence to observe the loss of the passing of those who have been killed in the war with Iraq.

C. Additions, Deletions or Corrections to the Agenda
Chairman Tobin stated that Ms. Patricia Carney representing the Corp of Army Engineers was present with information for the Board.

Chairman Brooks requested to have his item, the report on the status of the Evaluation Committee to be moved.

Action item number two, the Management Services Agreement with Government Services Group was moved to the April 9th meeting agenda.

Ms. Carney representing the Army Corp of Engineers was present to discuss the water quality initiative 100 million dollar grant. She stated there is a need for program management concerning the storm water and wastewater aspects of the program and that the Monroe County Master Plan was used as the basis for the draft document. The Program Management Plan (PMP) is purposed to be a check of what needs to be done and it includes the list what projects are included and their priority. To facilitate the process a Project Implementation Team was appointed, including Commissioner Charles Brooks. Ms. Carney stated that comments on the plan are needed from the KLWTD because this document will be used to implement the projects. Ms. Carney requested the document be reviewed for accuracy on all projects, just not the initial ones, to update the cost estimates and verify all other project information. The priority projects to be reviewed immediately included the KLTV and KLP.

Chairman Tobin asked if action was required from the Board at this meeting. Ms. Carney stated the Board and staff needs to review the KLWTD sections of the draft document and see if it is accurate and to indicate the plan to execute the projects, the number of projects that are underway, and future projects need to be verified. The initial project list includes approximately 100 million in funding to the region and was to be split up with 29 million going to Monroe County. The KLWTD portion was to be part of the County’s 29 million and was to be given to priority projects and funded in the order of the stated priorities. Ms. Carney stated that if the Board disagrees with the project list, as presented discussion with the County would be needed. Ms. Carney has forwarded the draft PMP via e-mail to the Board/

Mr. Sheets stated concern because these projects are part of the budget plan and it would be difficult to revisit the master plan. Mr. Sheets stated that this was the first indication he had that this document existed. Ms. Carney stated that this needs to be prepared to get funding and that the first deadline has been missed. The initial deadline was February 12, 2003. Ms. Carney stated that the County has completed its review and that the KLTV and KLP project were removed from the County priority list. Ms. Carney added that the document could be amended and that not all funds are appropriated at once. An update from the KLWTD would help to secure funding for the KLWTD. Commissioner Bauman asked if the KLWTD information is in it the same priority order as the original legislation. Ms. Carney stated that she placed the KLWTD information into the document as best she could and if the KLWTD reviews it and verifies it is correct then that would be sufficient.

Chairman Tobin requested that Ms. Carney communicate with Robert Sheets, and that she please let Mr. Sheets know what the critical pages and issues are. If the Board were required to pass a resolution to amend the document it would be done as soon as possible. Ms. Carney stated that she would see if there could be another extension of the deadline.
Commissioner Brooks stated that as a member of the Intergovernmental Cooperation Team he has seen the draft document that the Army Corp of Engineers has prepared for the federal appropriations. Commissioner Brooks has reviewed it and believes the project priority list is accurate. Chairman Tobin requested that Commissioner Brooks as a member of the committee work with the General Manager to expedite this process. Discussion ensued on the need to have this item re-approved by the Board, because it is part of the County Master Plan, which was previously approved by the K LWTD Board. Commissioner Brooks stated that the disbursement of the funds is more of an issue because it was changed to the unincorporated area of Key Largo instead of it being the K LWTD. County Commissioner Nelson is working for the whole 29 million to be appropriated for Key Largo, however it appears that it may only be 14% of the 29 million that would be appropriated to K LWTD.

Chairman Tobin requested that Commissioner Brooks be appointed to work with the General Manager for them to determine if this item could be done by the deadline and if it requires an amendment or any other official Board action at a future meeting.

Chairman Tobin asked for public comment on the issue. Burke Cannon of the Key Largo Federation of Home Owners stated that the split is important to them because the association represents 6,000 people. Mr. Burke is in possession of a letter of designation stating that K LWTD had the 29 million appropriations form the County. Mr. Cannon asked if it has changed. Ms. Carney stated that 29.3 million has been appropriated for the unincorporated area of the County and that 8.6 million goes to K LWTD based on priorities. Mr. Cannon stated that he would report the situation to his executive committee, adding that this issue needs to be addressed immediately and that the County must be pressed for the whole 29.3 million. Chairman Tobin agreed and added that it is a very important issue, especially because of the letter agreement that stated K LWTD was to be the recipient of the whole allocation and that now only a percentage of the 29.3 million is to be allocated.

Ms. Carney stated that the split is not arbitrary but is done on priorities from the County Master Plan, which the K LWTD has adopted. Ms. Carney does not believe it can be drastically changed. Chairman Tobin stated that the Board would take up the issue of splitting up the 29 million dollar appropriation with the County. Chairman Tobin officially requested a two-week extension to review the document. Ms. Carney thanked the Board for their assistance and would inform the board as soon as possible if an extension were granted.

Mr. Sheets introduced Mr. David Miles, CFO who would be presenting financial information per the Management Services Agreement and would be responsible for all financial deeds and tasks. The Board welcomed him to the K LWTD staff.

D. Action Items

1. Presentation by the General Manager of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs
Mr. Sheets stated the item was presented at the request of the Board. The plan includes the cost to implement the tasks. Costs not included are drafting of first class notices if TRIM cannot be used and drafting of any necessary resolutions. The process can begin after the May 19th decision on the MSTU, however it may result in a time crunch.

Discussion ensued on the benefit to the residents of implementing the program, how much revenue would be generated and on identifying the properties to be assessed. It was suggested to table the item until the April 9, 2003 meeting.

Mr. Robert Burt a resident of Key Largo Trailer Village asked if the K LWTD has the authority to request Non-ad Valorem Assessments. Chairman Tobin stated that the K LWTD has the authority as a special district of the State. Mr. Burt stated that informed residents prefer the MSTU. Chairman Tobin suggested that residents appear at the BOCC 5/19/03 meeting where they would act on the K LWTD’s request to implement and MSTU.

Mr. Burke Cannon representing the IKLFHA stated that the tier program may impact the assessment idea and that he personally supports the MSTU and voted for it.

Discussion ensued on the financial impact of an MSTU versus that of a special assessment on homeowners. Commissioner Brooks stated that the implementation of an MSTU would cost little but the reoccurring costs of a special assessment would become burdensome.

COMMISIONER WILKINSON MOTIONED TO TABLE ITEM D-1 UNTIL THE APRIL 9, 2003 MEETING. COMMISIONER BROOKS SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

2. Presentation by the General Manager of the Professional Consultant Services Agreement by and between K LWTD and Government Services Group, Inc.

COMMISIONER WILKINSON MOTIONED TO TABLE ITEM D-2 UNTIL THE APRIL 9, 2003 MEETING. COMMISIONER BROOKS SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

3. Presentation by the General Manager on the Consultants’ Competitive Negotiation Act (CCNA) process

Mr. Sheets stated that the CCNA process was necessary and he described the process, adding that entering into a contract with engineers would not be a guarantee of work.

COMMISIONER WILKONSON MADE A MOTION TO ADVERTISER FOR REQUESTS FOR QULIFICATION FOR ENGINEERING FIRMS. COMMISIONER BAUMAN MADE A SECOND TO THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

4. Presentation by the General Manger of Amendment No. 1 to DEP Agreement LP0338 and K LWTD Resolution 2003-14
Mr. Sheets requested this be the last item presented because it would most likely generate lengthily discussion.

Mr. Sheets introduced Mr. Dick Smith, Project Manager for the Department of Environmental Protection (DEP) at 7:02 P.M. Mr. Sheets stated that Mr. Smith was present to answer any questions the Board had on Amendment No. 1 to Agreement LP0338.

Mr. Smith stated that 1.66 million dollars has been reserved for the KLTV and KLP projects however, the amendment presented must be approved by the KLWTD Board by March 31, 2003 and forwarded to the DEP along with an acknowledgment that the Board intends to proceed with the projects, subject to the constraints of the agreement. Mr. Smith stated that a resolution, like 2003-14, would serve the purpose of acknowledging intent to proceed by the KLWTD Board.

Discussion ensued about what points of the amendment were negotiable. Mr. Smith stated that he could adjust the dates if the request was reasonable. Any substantive changes would need to be looked at by the DEP.

Commissioner Brooks asked if Resolution 2003-14 item 2 had been covered in the Interlocal agreement, which states the KLWTD would proceed with the projects. Mr. Smith stated that the amendment and resolution are required because the first submittal to the DEP is generally a rough draft and as more information becomes available the submittal needs to be updated to reflect it.

Discussion ensued on particular points of the amendment and resolution. Mr. Smith stated that once a revised project budget and resolution stating that the projects would proceed the dates in the agreement could be changed. The resolution is needed because the project costs have been received and the decision to proceed should be imminent. Mr. Smith stated that if the KLWTD were not willing to commit prior to the March 31, 2003 deadline the money would no longer be available.

a. Approval of KLWTD Resolution 2003-14 resolving to proceed with project work for the Key Largo Park Project and the Key Largo Trailer Village Project

A motion was entertained to approve Resolution 2003-14 with item 2 being stricken. Discussion ensued and Chairman Tobin asked if the April 30, 2003 deadline was negotiable. Mr. Smith stated it could be. Chairman Tobin asked what the March 31 deadline constitutes. Mr. Smith stated it was the deadline that was agreed to by the Board in the original application to the DEP. Chairman Tobin reviewed the original agreement that was presented to him by Mr. Smith.

Mr. Sheets interjected that the changes requested are a revised project budget and project schedule to be forwarded when ready, however the amendment presented this evening requesting these items, and other modifications to the original agreement, must be approved by the KLWTD by March 31, 2003.
Commissioner Wilkinson stated the amendment mentions permitting the projects prior to March 31, 2003. Doug Eckman of Boyle stated that the permitting process has begun prior to the deadline.

Mr. Smith stated that the original agreement is a roadmap. The agreement can be changed by amendments and this is the first refinement of the agreement by revising the budget and selecting the contractor.

Further discussion ensued. Chairman Tobin requested clarification on what specifically the Board was amending on the project schedule. Commissioner Wilkinson asked if the award date could be changed to May 14, 2003. Mr. Smith stated that yes it could, that May 14, 2003 was acceptable, however then point number six, initiating the design build may need to be changed also. Mr. Smith cautioned that due to the budget process money left dormant could be re-appropriated.

Commissioner Brooks asked if the date could be pushed back to May 30, 2003. Mr. Smith stated that this would not be acceptable. Commissioner Brooks asked about other scheduled dates listed, such as the treatment plant being done by September of 2004, KLP by August 30, 2004 and the KLTV by January 2005. The dates were discussed and Mr. Smith stated that other dates could also be amended due to changes in the construction schedule. Commissioner Brooks suggested leaving Resolution 2003-14 item 1 as it is and change the date in item 2 to May 14, 2003. Mr. Smith would agree to this change and would change items 1 and 2 of the project schedule in the agreement to reflect this change.

Commissioner Beaty asked if the cost proposals are higher per EDU than the County’s Master Plan EDU cost, and if so is there any chance to re-bid the projects to see if a lower cost could be achieved. Mr. Smith stated that re-bidding would constitute the KLWTD not being ready to go as required by the agreement. Mr. Smith added that re-bidding is not a viable option and if chosen by the Board would negate the present agreement.

Discussion ensued on the cost of an EDU and the most efficient use of the grant money.

Mr. Smith was asked what and efficient EDU cost would be in his opinion, or what should it cost for an EDU for wastewater. Mr. Smith stated that is variable for each situation. The market decides what is reasonable, but some areas pay up to $14,000 in capacity fees compared to the $2,700 that would be paid by Key Largo residents.

Chairman Tobin asked why did KLWTD have two different bidding procedures for projects that were closely related. Mr. Smith believes that the FKAA requested Boyle Engineering to use different methodologies because of time constraints and because the KLP project is only a collection system and the KLTV included collection, treatment and disposal, which takes longer and includes permitting. It was asked where the March 1, 2003 deadline came from. It was stated that Representative Sorenson listed it in the original request for appropriations.

Commissioner Wilkinson stated that the bottom line is that the cost of the system divided by the number of houses served would equate to $23,000 per EDU. Mr. Smith stated the system was designed for 850 homes and it would be a burden up front to those who come on line first.
Chairman Tobin stated that after reviewing the original grant agreement he would strongly suggest that the amendment be worded differently and that the amendment is adding to the original agreement, which concerned him.

Mr. Smith stated that the amendment and resolution was to demonstrate the Board's willingness to go forward with the projects.

**COMMISSIONER BAUMAN MADE A MOTION TO APPROVE RESOLUTION 2003-14 WITH THE REMOVAL OF ITEM 2 OF RESOLUTION 2003-14. COMMISSIONER BEATY SECONDED THE MOTION. ALL WERE IN FAVOR. THE MOTION WAS UNANIMOUSLY APPROVE.**

b. Approval of Amendment No. 1 to DEP Agreement LP0338

**COMMISSIONER BAUMAN MOTIONED TO APPROVE AMENDMENT NO. 1 OF DEP AGREEMENT LP0338 WITH THE CORRECTIONS TO SECTION C OF A, THE PROJECT SCHEDULE, ITEM 1 AND 2 CHANGING THE STATED DATE FROM APRIL 30 TO NOT LATER THAN MAY 14, 2003. BROOKS SECONDED THE MOTION FOR THE PURPOSE OF AMMENDING MR. BAUMAN'S MOTION TO INCLUDE THE KLP BIDS. THE CHAIRMAN CALLED FOR A ROLL CALL VOTE. THE ROLL CALL VOTE WAS AS FOLLOWS:**

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<tr>
<td>COMMISSIONER BROOKS</td>
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<tr>
<td>COMMISSIONER WILKINSON</td>
<td>YES</td>
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<tr>
<td>CHAIRMAN TOBIN</td>
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**THE MOTION WAS APPROVED BY A VOTE OF FOUR IN FAVOR AND ONE NOT IN FAVOR.**

5. Presentation by the Chief Financial Officer of the Pending Payments Schedule

Mr. David Miles presented the Pending Payments Schedule and asked if there were any questions prior to approving the payment schedule. Mr. Miles stated that $7,500 had been paid for thin insurance and that the binder had been received. Chairman Tobin requested copies of the insurance binder be provided to the Board members.

Commissioner Wilkinson stated that the travel expense listed for him were truly telephone calls, however, the reporting form did not include a section for requesting reimbursement for long distance phone calls. Mr. Miles stated that form could be amended to reflect long distance phone charges.

a. Approval of the Pending Payments Schedule

Mr. Miles stated that per the Interlocal Agreement with FKAA and the County funds could be requested once the document had been approved. The first payment in the amount of 20% of the $245,000 has been requested and would provide funds for April and May operations. Mr. Miles stated that the payroll documents to generate the payroll for March had been
Chairman Tobin requested that until his documents are on file his payroll be deferred until April so that all the current bills could be paid with the funds presently available. Mr. Miles recommends payment on the bills listed. Mr. Miles stated that the Gartek additional services invoices were not included but need to be addressed. Mr. Miles requested the Board consider approving the recurring payables. Commissioner Wilkinson concurred. The Board discussed recurring payables further and decided to address the issue at a future meeting.

COMMISSIONER BROOKS MOTIONED TO APPROVE THE PENDING PAYMENTS SCHEDULE INCLUDED THE $20,000 GARTEK INVOICE. COMMISSIONER WILKINSON SECONDED FOR DISCUSSION. Chairman Tobin stated that the Lewis, Longman and Walker payment notation stated that services rendered were through 3-1-03 and this is not accurate and that it should be 2-28-03. Mr. Miles stated he would amend the schedule to reflect the change as noted. Chairman Tobin addressed the GARTEK additional services request to Mr. Betancourt stating that the original contract had been approved, however, no additional services requests had been presented to the Board prior to an invoice being submitted. Mr. Betancourt stated that the original contract amount had nothing to do with the additional services and the he has been working since November without payment. Chairman Tobin asked Mr. Betancourt if he agreed that the approval of the $20,000 contract payment does not mean the Board approves of the additional services invoices. Mr. Betancourt stated that he understood the additional services have not been approved by the Board for payment. Chairman Tobin requested that with Legal Counsel approval an acknowledgment be signed stating that the additional services are separate from the $20,000. Chairman Tobin requested his payroll amount be removed from the list as an amendment. THE QUESTION WAS CALLED. CHAIRMAN TOBIN CALLED FOR A VOTE AND ALL WERE IN FAVOR. THE MOTION WAS APPROVED.

Chairman Tobin called for a recess at 6:00 p.m.

Chairman Tobin reconvened the meeting at 6:10 p.m.

E. General Manager's Report

1. Status report on the DEP Grant Application Agreement No. LP0338

Please see above.

2. Status report on preparations for March 29, 2003 community meeting

Mr. Sheets stated that he and Mr. Sweat would attend the Key Largo Trailer Village Community Picnic to answer questions. Mr. Sheets noted that Mr. Sweat and Mr. Burt are scheduled to tour the Key Largo Trailer Village in preparation for the upcoming construction project.


Mr. Sheets stated the information provided was to update the Board on the progress of the EPA Steering Committee. Mr. Sheets and Commissioner Brooks would be attending the meeting to be held on April 3, 2003.
4. Discussion of Key Largo Park project award

The Board deferred discussion on this item until the Commissioner Brooks presented his report on the Evaluation Committee.

F. Chief Financial Officer's Report

1. Discussion of FY2004 Budget Calendar

Mr. Miles suggested that the May 14, 2003 Board meeting include FY2004 budget discussions. Mr. Sheets suggested that a workshop that would be attended by a rate consultant to present various methodologies for budgeting be considered.

Commissioner Brooks asked if a special meeting for May 20th should be scheduled for the budgeting workshop and to discuss the outcome of the May 19th Monroe BOCC decision on the MSTU. Mr. Sheets stated that May 20th could be considered for a special meeting.

2. Discussion of the need for an External Auditor

Mr. Miles stated that the KLWTD was required by law to retain an external auditor and that the selection of an auditor would fall under the Consultants Competitive Negotiations Act (CCNA). Mr. Miles stated there was $10,000 budgeted for an external auditor.

COMMISSIONER BROOKS MADE A MOTION TO ADVERTISE FOR AN EXTERNAL AUDITOR IN ACCORDANCE WITH THE CCNA. COMMISSIONER BAUMAN SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.

G. Legal Counsel's Report

PLEASE SEE ABOVE

H. Engineer's Report

There was no report from the engineer.

I. Commissioner's Items

1. Status report on the Evaluation Committee from Charles Brooks

Commissioner Brooks stated that as Chair to the Committee it had met several times and he is pleased with the progress being made. The Committee was charged with evaluating the technical proposal submitted for the design/build project for KLTV. After the technical proposals were ranked by the Committee and the summary scoring sheet read into the record the cost proposals were opened and read into the record. The cost proposals did not provide enough information and the Committee appointed a sub-committee of Mr. Fishburn and staff member Fred Mittle to develop a form to provide the Committee with more detail on the cost proposals. The Committee has not finished their work. The request for additional
information has been forwarded the vendors. The Committee is considering asking for vendor presentation or interviews. Copies of the Evaluation Committee Summary Scoring Sheet and the KLTV Cost Proposal Tabulation Sheet were provided for the Board.

Commissioner Brooks stated that without the KLTV project award being complete the KLP project could not be awarded because of the funding issue. The bid tabulation for the KLP project that included the base bid and the three alternatives were provided for the Board for their information.

Commissioner Bauman asked if the KLP bid must be awarded to the lowest bidder. Mr. Smith of the FDEP stated that the lowest responsible bidder must be awarded the contract. Commissioner Bauman asked when the Committee would be submitting their recommendation to the KLWTD Board. Commissioner Brooks stated that tentatively April 9, 2003 was being looked at by the Committee. Discussion ensued on the need for the vendors to present to the KLWTD Board or to the Committee and the date a recommendation must be given to the Board.

Mr. Sheets stated that the Evaluation Committee is doing impressive work and should be recognized for it. Commissioner Brooks stated that the financial report given by David Miles was excellent and well presented.

J. Minutes – February 26 2003

No action was taken by the Board on this item; it will be included on the April 9, 2003 agenda.

K. Meeting Adjournment

COMMISSIONER BEATY MOTIONED TO ADJOURN THE MEETING. COMMISSIONER BAUMAN SECONDED THE MOTION. ALL WERE IN FAVOR. CHAIRMAN TOBIN ADJOURNED THE MEETING AT 8:10 PM.
To: Andrew M. Tobin
From: Kimberly Holmes

Fax: (305) 852-6457

Phone: (805) 852-3388

Date: April 14, 2003

Re: Financial Disclosure Notification

Pages: 3 (including cover sheet)

CC: Faith Doyle (602) 524-6963

Comments: Please see attached.
TO: Mr. Robert E. Sheets
G.S.G. Inc.,

FAX: 1(850) 224-7206

RE: KLWWTD

FROM: Robert L. Betancourt, P.E.,

DATE: April 10, 2003

FAX: (305) 264-9496

PHONE: (305) 266-8997

Attached please find Gartek Engineering additional services request for KLTV Contract Negotiation Phase.

Please review, and if you have any questions please call me at (305) 266-8997.

Sincerely,

R.L.B.

Robert L. Betancourt, P.E.,

cc. Andrew M. Tobin Esq., via fax (305) 852-6957
cc. Jerry Wilkinson, via fax (305) 852-1620
cc. Gary Bauman via fax (305) 453-3334
cc. Cris Beaty via fax (305) 852-0635
cc. Charles S. Brooks via fax (305) 451-6399
cc. Terry E. Lewis, Esq., via fax (561) 640-8202
TO: Key Largo Wastewater Treatment District Board Members

CC: Robert E. Sheets, General Manager
    Faith Doyle, Clerk to the Board
    Charles Sweat, Director of Operations
    Terry Lewis, Board Attorney
    Amy Dukes, Board Attorney

FROM: David R. Miles, Chief Financial Officer

DATE: April 14, 2003

RE: Interim Financial Reports for Key Largo WWTD, March 31, 2003

Dear Commissioners:

Attached are two financial reports from the Key Largo Wastewater Treatment District accounting records. The first is a Statement of Revenues and Expenses for the Key Largo Operating Budget. It shows a total revenue and expense budget, each of $350,425 for FY 2003. It shows $100,334.34 in revenue received and $101,677.66 in expenses incurred through March 31, 2003. A slight deficit is shown of $1,343.32. This is on an accrual basis.

The second report is a trial balance as of March 31, 2003. The first line on it is the balance in the KLWWTD bank account as of March 31, 2003 of $2,566.25. If you add the deficit shown above of $1,343.32 to the bank balance of $2,566.25, you get the total of our March 31, 2003 accounts payables of $3,909.57. This is the amount of bills for services that we have on hand the date of this report (April 14, 2003) that pertain to services rendered in March 2003 or prior. It does not include any payroll amounts due from prior months.

In late March we submitted a request to Monroe County for the first of five grant draws of $50,085. We anticipate receiving the proceeds prior to the April 23, 2003 Board meeting. At that meeting we will present a list of payments due for Board approval. A second grant draw of $50,085 is currently being prepared for forwarding to Monroe County. We are trying to resolve our cash flow issues to insure all district payments are made on a timely basis in the future.
# Florida Governmental Utilities Authority
Statement of Revenues and Expenditures
01KL - Key Largo Wastewater Treat Dis
From 10/1/2002 Through 3/31/2003

## Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Budget</th>
<th>Current Period Actual</th>
<th>Current Year Actual</th>
<th>Percent Total Budget Remaining</th>
<th>Total Budget Variance</th>
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<td>100,000.00</td>
<td>100,000.00</td>
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<tr>
<td>Contributions from Citizens</td>
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<td>0.00</td>
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<td><strong>Total Revenues</strong></td>
<td><strong>350,425.00</strong></td>
<td><strong>100,334.34</strong></td>
<td><strong>100,334.34</strong></td>
<td><strong>(71.37)</strong></td>
<td><strong>(250,090.66)</strong></td>
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## Expenses

### Board Expenses

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<th>Current Year Actual</th>
<th>Percent Total Budget Remaining</th>
<th>Total Budget Variance</th>
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### Operating & Management Services

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<td>P/R Tax-FICA</td>
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<td>515002</td>
<td>Regulatory/Permit Fees</td>
<td>500.00</td>
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<td></td>
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</tr>
</tbody>
</table>

Balance 01KL - Key Largo Wastewater Treat Dis

Report Total

104,243.91  
104,243.91

Report Difference

0.00
DRAFT

Key Largo Wastewater Treatment District
Board of Commissioners Meeting Agenda
4:00 PM Wednesday, April 23, 2003
Key Largo Civic Club
209 Ocean Bay Drive
Key Largo, Monroe County, Florida

A. Call to Order

B. Pledge of Allegiance

C. Additions, Deletions or Corrections to the Agenda

D. Action Items

1. Approval of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs

2. Approval of Gartek, Engineering Corporation additional services request for KLTV Contract Negotiations Phase

3. Approval of the Pending Payments Schedule

E. General Manager's Report

1. State of Florida Commission on Ethics Statement of Financial Interests

2. Interim Financial Reports for KLWTD as of March 31, 2003

3. Status Report/Discussion regarding the final amendment to the Inter-Local Agreement between the County, FKAA and District

4. Status Report Florida Association of Special District membership and Florida Department of Community Affairs FASD Annual Conference Scholarship

5. Status report on the Consulting Engineering Services Request for Qualifications - CCNA process


7. Status report on the Amendment No. 1 to DEP Agreement LP0338 – Revised Schedule C
F. Legal Counsel’s Report

G. Engineer’s Report

H. Commissioner’s Items

1. Commissioner Brooks – Discussion on the re-bidding of the KLP and KLTV projects
   Boyle info & memo

2. Commissioner Brooks – Discussion of comments submitted for the EPA’s PMP staff from Charlie
   Oreso this time or not??

3. Commissioner Bauman – Discussion on Gartek Engineering, Inc. services invoices
   I will have the pdf invoice
   I will have the pdf invoice
   I will have the pdf invoice
   I will have the pdf invoice
   I will have the pdf invoice

I. Minutes – March 26, 2003 and April 9, 2003

K. Meeting Adjournment
Key Largo Wastewater Treatment District
Board of Commissioners Meeting Agenda
4:00 PM Wednesday, April 23, 2003
Key Largo Civic Club
209 Ocean Bay Drive
Key Largo, Monroe County, Florida

A. Call to Order

B. Pledge of Allegiance

C. Additions, Deletions or Corrections to the Agenda

D. Action Items

✓ 1. Approval of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs

✓ 2. Approval of Gartek, Engineering Corporation additional services request for KLTV Contract Negotiations Phase

✓ 3. Approval of the Pending Payments Schedule

E. General Manager’s Report

✓ 1. State of Florida Commission on Ethics Statement of Financial Interests

✓ 2. Interim Financial Reports for KLWTD as of March 31, 2003

✓ 3. Status Report/Discussion regarding the final amendment to the Inter-Local Agreement between the County, FKAA and District


6. Status report on contract negotiations for KLTV

6. Status report on the Amendment No. 1 to DEP Agreement LP0338 – Revised Schedule C

F. Legal Counsel’s Report

G. Engineer’s Report
H. Commissioner's Items

1. Commissioner Brooks – Discussion on the re-bidding of the KLP and KLTV projects

2. Commissioner Brooks -- Discussion of comments submitted for the EPA's PMP

I. Minutes – March 26, 2003 and April 9, 2003

K. Meeting Adjournment
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting Agenda  
4:00 PM Wednesday, April 23, 2003  
Key Largo Civic Club  
209 Ocean Bay Drive  
Key Largo, Monroe County, Florida

A. Call to Order
B. Pledge of Allegiance
C. Additions, Deletions or Corrections to the Agenda

D. Action Items
   1. Approval of the Work Plan for Developing and Implementation of a Non Ad Valorem Assessment Program for administrative and management costs.
   2. Approval of REVISED Amendment No. 1 to DEP Agreement LP0338 ** has one been drafted?  
   3. Approval of AMENDED KLTWTD Resolution 2003-14 resolving to proceed with project work for the Key Largo Park Project and the Key Largo Trailer Village Project ** should I draft one? 
   4. Approval of formal counter proposal to the BOCC's position on the $914,000 loan **TOBIN WANTED IT IN RESOLUTION FORM
   5. Approval of comments submitted for the EPA's PMP **TOBIN WANTED IT IN RESOLUTION FORM
   6. Approval of the Pending Payments Schedule (it will include $300 for FL Assoc of Special Dist membership – should we worry about Gartek ad? $5 tho)

E. General Manager's Report
   1. Status report on the Consultants' Competitive Negotiation Act (CCNA) process (do we need to set up a committee etc)
      [email again]
   2. REQUEST FROM ETHIC COMMISSION FOR FINANCIAL DISCLOSURE FORMS ASAP (request came in 4/14/03 – I have printed forms and instructions from the internet)

F. Legal Counsel's Report

G. Engineer's Report

[Handwritten notes and signatures]
H. Commissioner’s Items

1. Commissioner Brooks – Discussion on the re-bidding of the KLP and KLTV projects

**TOBIN REQUESTED BENCHMARKS FOR THE RE-BIDDING PROCESS**

I. Minutes – March 26, 2003 and April 9, 2003

K. Meeting Adjournment
CCNA UPDATE—COMMITTEE CHOICE, PLAN ETC...

Payment schedule.....does it include, payment for special district assoc membership?!?! $300
Gartek adtn'1 $5,000

Presentation by the Chief Financial Officer of the Pending Payments Schedule

a. Approval of the Pending Payments Schedule

ACTION ITEM FOR 4/23 A RESOLUTION TO SEND A FORMAL COUNTER PROPOSAL TO THE BOCC
ON THE 914,000 ISSUE beaty directions to sheets what would counter offer be, res will come up with something
and confer with brooks and be prepared for next meeting.

1. Commissioner Brooks - Discussion on the re-bidding of the KLP and KLTV projects

discussion on this table/remove until next meeting. 4/23 meeting.
keep as is on the next agenda

tobin wants a were as clause, brooks will include TOBIN WANTS RESOLUTION to be
drafted for approval next meeting 4/23

Tobin want rebidding bench marks, sheets will meet with engineers after meeting on
schedule and deadlines. Refing june 30 deadline is end of april, if lewis calls in
emergency otherwise look for solid on the

financial disclosure forms