


**Author/CoAuthor**

USEPA Process Design Manual for Upgrading Existing Wastewater Treatment Plants - first and second editions.


USEPA Areawide Assessment Procedures Manual, Volumes I, II, and III.


USEPA Design Manual for Infrastructure Analysis and Rehabilitation

USEPA Sulfide Report to Congress

USEPA Corrosion Handbook

USEPA Manual for Sequencing Batch Reactor's for Nutrient Removal

USEPA Septage Handling Field Guide

**Author Unpublished Reports**

John M. Smith, Robert P.G. Bowker - Investigation of Ground Water Contamination at U.S. Refugee Camp

John M. Smith - Wastewater Treatment Plant Non-Compliance Investigation, and Energy Audit

John M. Smith - Design Review and New Design of 20 mgd AWT Plant

John M. Smith - Design Review and Process Design for a 7.5 mgd AWT Plant

John M. Smith - Capacity and Performance Evaluation of a 117 mgd Secondary Treatment Plant
John M. Smith - Feasibility Study and Analysis of Alternative Odor Control Methods for Wastewater Collection System

John M. Smith - Design Review and Re-Design of a 0.6 mgd AWT Plant

John M. Smith - Facility Plan and Design Review for a 22.5 mgd AWT Plant

John M. Smith, Robert P.G. Bowker - Design of New Generation Intra-Channel Clarifier

John M. Smith - Sewer Construction Inspection and Infiltration Analysis

John M. Smith - Project Engineer for Sewer System and Treatment Plant Inspection

John M. Smith - Design Review and Analysis of Municipal Treatment Systems

John M. Smith - Design Review and Engineering Evaluation of Non-Compliance of a 143 mgd AWT Plant
Charlie,

I will try to briefly describe the phone conversation we had yesterday per your request.

In my opinion both the Fluidyne SBR and the Purestream USBF have the potential to achieve "AWT" standards assuming that effluent filtration is provided and chemical addition is also provided for supplemental phosphorus and nitrogen removal. We recommended that both chemical feed systems should be provided.

For either system for a facility of this size, the most difficult effluent concentration to achieve will be the total nitrogen concentration of 3 mg/L. I recommend a performance guarantee with an associated bond would be the best way to protect the KZWTD even if there is a small additional cost for the bond.

The processes each have their advantages and disadvantages, which I would be happy to discuss in greater detail.

Please let me know if you have any questions,

Dave

---Unmodified Original Message---
Dave got your email heres reply to verify my email address

Thanks for the interest and info you provided
Greetings Comm. Brooks:
Mr. Robert Betancourt, PE, of GARTEK related to us your interest in learning our preference in treatment process for the KLP and KLTV projects. It is our opinion that the USBF would be the better choice based on a combination of economics and the particulars of your projects. Both processes can meet the effluent requirements, but again, based on front end as well as operational considerations our recommendation is the USBF process.
Please call me if you care to discuss this further,
Sincerely,
OJITO & Associates, Inc.
Osvaldo A. Ojito, PE
January 12th, 2004

Commissioner Charlie S. Brooks
35 Pigeon Drive
Key Largo, FL. 33037

***Via E-Mail***
cbrooks44z@aol.com

Re: USBF vs. SBR Waste Water Treatment Systems

Dear Mr. Brooks:

As per our previous conversations regarding the above referenced Waste Water Treatment processes, we have used both processes in the past and they both meet AWT effluent criteria standards of 5-5-3-1 BOD, TSS, TKN, P with filtration.

Gartek Engineering Corp. recommended from the beginning selection of the USBF process over the SBR process for KLP and KLTV projects due to the following reasons:

1) Wasting Sludge is done approximately 16 to 18 months.
2) Hauling Sludge is approximately 5 to 6 years.
3) Maintenance and Operational cost is less.

For current projects in our office of similar capacity and location (i.e. Islands remote from main lands) due to the obvious economical sludge removal advantages, we are only specifying at the present time the USBF process.

Sludge removal is very costly, if it must be removed on a monthly basis. This is a cost that is typically overlooked during the design and construction phase of the project but is a real cost that the Tax Payers will need to face during the operational phase of the project for the life of the system.

As a local Monroe County Taxpayer I would not like to be financially penalized for life, for the selection of the wrong Waste Water System for this application. I urge the Waste Water Board to consider the selection of the USBF process for these projects as well as any future Waste Water Treatment projects in the Florida Keys.

If you have any questions, please call me at your earliest convenience.

Sincerely,
Gartek Engineering Corp.

Robert L. Betancourt, P.E.
President

RLB:pcy

GARTEK ENGINEERING CORPORATION
7210 S.W. 39th Terrace / Miami, Florida 33155 / Fax (305) 264-9496 / (305) 266-8997
**Key Largo Wastewater Treatment District**

**Board of Commissioner's Meeting Agenda**

5:00 PM Wednesday, February 4, 2004
Key Largo Civic Club, 209 Ocean Bay Drive
Key Largo, Monroe County, Florida

**Board members present**

Gary Bauman
Cris Beaty
Charlie Brooks
Andrew Tobin
Jerry Wilkinson

**Staff Present**

Charles Sweat, GSG
David Miles, GSG
Thomas Dillon, Board Attorney
Ed Castle, WEC, Board Engineer
Michael Hatfield, WEC, Board Engineer
Faith Doyle, Board Clerk

**Guest present**

A. Call to Order

Chairman Bauman called the meeting to order at 5:08 p.m.

B. Pledge of Allegiance

C. Additions, Deletions or Corrections to the Regular Meeting Agenda

Mr. Wilkinson stated that certain discussion items have been neglected because of the lengthy agendas. Chairman Bauman agreed that certain items merit further consideration and should be carried over if the members consider them relevant.


Commissioner Brooks motioned to approve all the minutes except for the January 14, 2004. Commissioner Brooks stated that he did not have difficulty with the minutes but with what was discussed at the meeting. Commissioner Tobin seconded for discussion. Mr. Tobin does not believe that a verbatim transcript is needed but only a summary with the motions, seconds and votes. The audio tapes are also available. Commissioner Brooks asked Mr. Dillon if he bills
for review of the minutes. Mr. Dillon confirmed that review of the minutes is considered part of the $100 charge for attending a meeting. Discussion ensued on the need for summary minutes which are more detailed or motion minutes which include only the final actions taken by the Board. Commissioner Wilkinson asked Mr. Dillon what his position is concerning the minutes. Mr. Dillon advised that the meeting minutes are hearsay, and that the recording is the actual record of the meeting; whether the minutes are summary in form or more descriptive of the discussions was not legally significant. Commissioners Wilkinson, Brooks and Beaty expressed a preference for more detailed minutes. Chairman Bauman called for a vote on the January 7, 2004; December 3, 2003; November 19, 2003; and the November 5, 2003. All were in favor and the motion was approved. The Board requested that the January 14, 2004 minutes be placed on the next agenda.

E. Public Comment

Mr. Tobin introduced Mr. Bill Guy who is a local contractor who could do laterals because he is an underground utility contractor. Commissioner Tobin suggested he introduce himself to Mr. Messer of D.N. Higgins.

Mr. Michael Hatfield of WEC was introduced and it was noted that he will be involved with the KLTV and KLP projects.

F. Action Items

1. Pending Payments List

Chairman Bauman brought the pending payment list to the floor for consideration. Commissioner Tobin discussed flat fee billing and payment options of the GSG Contract. He has concerns with the construction management contract. Commissioner Tobin stated that because of the notice of resignation this should be reconsidered. He is open to suggestions for a resolution of how the payments should be made on a contract that is not going to be fulfilled. Commissioner Brooks also stated concerned with making payments for services that may be a duplication of effort and it appears that some of the tasks being performing are purely administrative.

Commissioner Wilkinson asked if there was a formal resignation. Chairman Bauman stated that an official notice had not been received. Mr. Sweat was asked if he had a letter with him to present to the Board. Mr. Sweat stated that he did not but he would provide one if the Board wishes. Chairman Bauman stated that a letter was to be provided and Mr. Sweat stated that he would insure that one was provided.

Discussion continued concerning Chairman Bauman’s instructions to Mr. Dillon to prepare a time and material contract with strict documentation of time spent and that the fixed fees should be removed so that a final payment can be determined. Commissioner Tobin doesn’t believe that would rectify the situation and that the payments should be discussed among Mr. Dillon and Mr. Miles who should be able to determine an equitable figure to conclude the contract. Chairman Bauman requested that Commissioner Tobin, Mr. Miles and Mr. Dillon review the GSG invoices, contract and work authorizations and provide him with a time and materials contract. Commissioner Tobin wants a reconciliation of the flat fee contract.
Discussion ensued on the details of the 30% design meeting that had taken place amongst staff earlier. Commissioner Brooks had attended the meeting and observed the actions of staff and thought that it was a very productive meeting.

Commissioner Tobin doesn’t want to pay the GSG bills until time and attendance records and a brief description of what the hours were for has been provided. Mr. Miles stated in the January 7th agenda book the information requested had been provided. Commissioner Tobin stated that the time sheets and detail given were not sufficient. Mr. Miles discussed the information noting the hours attributed to financial management, CIP projects, etc. Commissioner Tobin stated the monthly breakdown doesn’t give you a great indicator and assuming that the information is true we have to understand how much money is owed. Mr. Miles noted that a ½ a man year of time has been accrued by GSG for the Key Largo work.

Commissioner Beaty suggested that installment 5 of 24 be paid to true things up and have GSG work for a time and materials basis from this point forward. Commissioner Tobin agreed that installment 5 of 24 should be paid today and then reconcile what to do from this point forward and that the termination date should be April 1, 2004. Mr. Miles cautioned the Board that time and materials would increase the KLWTD costs greatly.

Discussion continued concerning when notification was given, if 90 days severance pay is required, on the effective date of the notice and monies owed. Mr. Sweat stated that GSG would not leave the board high and dry, and would provide service until the transition.

Mr. Sweat stated that the termination letter would terminate the fixed price contract and initiate the time and material option. Commissioner Wilkinson asked Mr. Dillon if a letter is required to be sent. Mr. Dillon stated that a letter would provide documentation.

Chairman Bauman asked if there were any other questions on the payments pending list. Commissioner Wilkinson stated that the legal invoices should be reviewed to verify if some of the costs could be reimbursed from project funds. Discussion ensued concerning shortfalls in the project funds if it is financially prudent.

**Commissioner Tobin made a motion to approve the pending payments list. Commissioner Beaty seconded the motion adding that the KLWTD would evaluate and reconcile the GSG invoices. All were in favor and the motion was approved.**

At 6:06 p.m. Commissioner Brooks requested to change the agenda to have David Andrews of Mull & Associate present the Comprehensive Annual Financial Report. Mr. Andrews reviewed the document which had been provided to the Board. Mr. Andrews stated that Gatsby 34 brings government accounting more similar to corporate accounting and that the independent auditors report states that the accounting provides a reasonable basis and standards for an audit and to develop an opinion. Commissioner Tobin asked what Mull does in relationship to over site of GSG. Mr. Andrews stated that Mull reviews contracts in comparison with financial transactions.

Mr. Miles stated that the Board should accept the information and then it can be filed as per act 189. The Annual Financial Report must be forwarded to the Department of Banking and Finance. It must be executed by the Chairman and will be brought to the Board on February 18th for consideration. It must go within 45 days to the Department of Banking and Finance. A copy will be forwarded to Monroe County and it needs to be forwarded to the bank and any
grantor agency. Mr. Andrews notes that on page 16 the $78,000 deficit that if it remains in the CAFR for two years extra reporting would be required. Discussion ensued concerning the CAFR report.

Commissioner Tobin moved to accept the report as information only. Commissioner Wilkinson seconded for discussion. He questioned the populations and the acreage reported. Discussion ensued if Monroe County might forgive the loan. Commissioner Wilkinson stated that Mayor Nelson told him that the loan could be forgiven by submitting qualifying paid invoices to the County Clerk’s office. All were in favor and the motion carried.

Mr. Sweat stated that he and Mr. Messer had discussed presenting a purchase order to Roevac for the pits because it is a two month lead time item and the risk would be Roevac’s and not the Board’s. Mr. Messer would take possession of the pits until they are used for construction. Discussion ensued. Mr. Messer stated that Higgins would issue the purchase order. Discussion ensued concerning the Board issuing the purchase order to save on the sales tax. Chairman Bauman and commissioner Beaty supported the idea. Commissioner Brooks wants the KLWTD to sign the purchase order. Mr. Dillon stated that he should review the Higgins prepared purchase order prior to the KLWTD signing it.

Mr. Messer requested that if the Haskell change order is approved that Mr. Messer be given his bonds back.

Chairman Bauman requested that the Roediger valve pit purchase order to the next agenda.

Mr. Castle informed the Board that the staff had met at 1:00 p.m. to review the 30% design of the KLTV collection system and gravity maintenance issues were discussed. The 30% design of the treatment plant was received. Mr. Castle’s initial review was positive, but several items from Appendix G need to be addressed. Mr. Dillon comments that a design protocol must be submitted and that some legal issues were raised including the Haskell notices of delay. Mr. Dillon stated that he appreciated the opportunity to attend the meeting and be present for legal issues. Mr. Castle will do the final review of the design protocol and it would be presented to the Board at the next meeting. It was noted that copies of the final concept review had been provided to the Board Chair.

Commissioner Tobin noted that Mr. Castle was impressive with his attention to detail on future maintenance issues and anticipating problems. Mr. Fishburn comments that all went well at the review and he has no issues with the 30% design and the 60% designs will be much more complete and detailed.

Mr. Will English, of the Haskell Company stated that he is meeting with George Garrett concerning site mitigation and other issues concerning the treatment plant.

Commissioner Brooks stated that he attended the staff meeting and that it was pleasant and encouraging to see the staff working well together. Commissioner Brooks believes the 60% designs would ease concerns.

Chairman Bauman recessed the meeting at 7:10 p.m. Chairman Bauman reconvened at 7:25 p.m.
Commissioner Tobin excused himself at 7:28 p.m. stating that he recommends approval of the Haskell change order only if it notes that they don’t get paid if KLWTD doesn’t get grant funds.

Commissioner Bauman requested that the legal counsel report be next. Mr. Dillon informed the Board that he met with Mr. Collins the Monroe County Attorney and that the County Attorney said he would write an opinion that County funds could be used for the Board’s salary and other general administrative costs. The County Attorney interprets the Interlocal Agreement to require a budget line item for Board compensation. Mr. Dillon will work with Mayor Nelson to have the County add a budget line to the County budget, which should correct it.

He noted that Representative Sorenson’s office had requested draft legislation to cover District issues. Mr. Dillon drafted a paragraph that amends the enabling legislation to provide for appointment by the remaining Board members of a person to fill a vacancy. Discussion ensued on the default mechanism of the 189 statute and filing vacancies.

The Board requested that the legislative changes proposed be considered as an action item on the next agenda. Discussion ensued on the cost of holding a special election and constitutional issues of making requirements on appointed officials.

2. Standard Engineering Contracts with the top ranked firms from the April 2003 CCNA process. (Please note these include all revisions that were made to the WEC contract that was previously approved by the Board)
   a. ARCADIS
   b. Boyle
   c. CPH
   d. Calvin, Giordano & Associates, Inc.
   e. Malcolm Pirnie, Inc.
   f. Metcalf & Eddy
   g. PBS&J

Commissioner Brooks made a motion to approve the Standard Engineering Contracts with the top ranked firms. Commissioner Beaty seconded the motion. Commissioner Wilkinson stated that he does not like the CCNA process. Commissioner Beaty noted that the process is required by law. Commissioner Brooks noted that on page 5 he would like the wording to be changed to reflect that the Board would make the decisions on issues with work authorizations. Mr. Miles noted that by previous Board resolution that the staff only has approval to enter into work authorizations under $2,500 and then must seek retroactive Board approval at the next meeting. Mr. Dillon suggested drafting an amendment to the agreement to reflect the Board’s desire. The Board requested that the amendment be drafted and placed as an action item on the next agenda. Commissioner Brooks noted that on page 7 article seven paragraph 3 refers to termination or suspension. Mr. Dillon stated that it is standard and is included for the event that a contract is terminated for convenience. Mr. Dillon recommended the contracts be approved. Discussion ensued on the CCNA process and the bidding process. Chairman Tobin requested a roll call vote, which was as follows:

| Commissioner Beaty | Yes |
| Commissioner Brooks | Yes |
The motion was approved.

3. Approval of the Revised Haskell Change Proposal for Key Largo Park

Chairman Bauman brought the item to the floor for discussion. Mr. Dillon stated that he approves of the document as to form. **Mr. Beaty made a motion to approve the change order.** Commissioner Wilkinson seconded for discussion. Commissioner Wilkinson stated that he believes the District is being over charged for the markup fees. Discussion ensued on the cost plus five percent issue and the contract provisions. Chairman Bauman asked the Manager to go back to Haskell to accept absorbing the cost of the change order. Commissioner Brooks moved to table the item.

G. General Manager’s Report

1. Annual Audit and CAFR Presentation

See above.

2. Financial Update

Moved to the next meeting.

3. Update on the Tax Exempt Status

Moved to the next meeting.

4. Discussion on Rescheduling of the Transition Plan and Administrative Procedures Workshops

Moved to the next meeting.

H. Legal Counsel’s Report

1. Meeting with Monroe County Attorney Richard Collins concerning the reimbursement of Board payroll from County funds

See above.

I. Engineer’s Report

1. Design-Build Agreement design requirements (30% design submittal)

See above.

2. Calusa Campground Presentation

Mr. Castle began the presentation at 8:30 p.m. Mr. Castle concluded the presentation at 8:55 p.m. Discussion ensued on the issue of complying with the County master plan, the private land issue and RV influent.

3. Haskell Monthly Progress Reports for October, November and December

Mr. English noted that the reports are not detailed because the projects haven’t begun construction. Commissioner Brooks questioned the progress reports and why they haven’t been updated. Mr. Castle stated that a revised schedule should be submitted. Mr. Dillon comments
that the first two reports and the schedule provided do conflict and do demonstrate delay. Mr. English stated that MPR’s usually don’t start until the construction starts. Mr. Dillon noted that the contract states that the project manager was to be approved by the Board. Mr. English stated that he would provide a resume to the Board and address the issues raised concerning the progress reports with Mr. Kinsley

4. WEC Engineering Status Report

Mr. Castle reviewed his report and stated that they will get much more detailed as time progresses and construction begins.

J. Public Comment

No one present wished to address the Board.

K. Commissioner’s Items

1. Discussion of Strategic Planning and Consulting Strategic Planning Firm – Chairman Bauman (CARRIED OVER FROM 1-14-04 AGENDA)

Chairman Bauman deferred his item to the next meeting.

2. Discussion of near shore water testing – Chairman Bauman (CARRIED OVER FROM 1-14-04 AGENDA)

Chairman Bauman deferred his item to the next meeting.

3. Discussion of “Decision Time” email dated 1-22-04 -- Commissioner Wilkinson

Commissioner Wilkinson deferred his item to the next meeting.

4. Discussion of all e-mail and other communications since our last meeting – Commissioner Brooks

Commissioner Brooks deferred his item to the next meeting.

5. Update and discussion of the PMP (Project Management Plan) regarding future Federal funding through the Army Corps of Engineers/South Florida Water Management District – Commissioner Brooks

Item K-5 was brought to the floor for discussion by Chairman Bauman. Commissioner Brooks stated that information was needed to be given to the Army Corp of Engineers by the 20th of January. He provided copies to the Board members. He reviewed the schedule of existing and possible projects that he had provided to assist in securing the funds available. He provided the information on his own because he had no direction from the Board. Commissioner Brooks passed out an email concerning the issue.

L. Meeting Adjournment

Commissioner Beaty made a motion to adjourn at 9:12 p.m. Commissioner Wilkinson seconded the motion. All were in favor.
Key Largo Wastewater Treatment District
Board of Commissioner's Meeting Minutes
5:00 PM Wednesday, February 18, 2004
Key Largo Civic Club, 209 Ocean Bay Drive
Key Largo, Monroe County, Florida

Board Members Present
Gary Bauman, Chairman
Cris Beaty
Charles Brooks
Andrew Tobin
Jerry Wilkinson

Staff Present
Robert Sheets
Charles Sweat
Thomas Dillon
David R. Miles
Ed Castle

Guests Present
William English, The Haskell Company
Jon Morrison, Florida League of Cities
Amy Osborne, Key Largo Resident
Tom Evans, Evans Environmental
Jill Patterson, Key Largo Resident
Burkeee Cannon, Key Largo Resident
Steve Gibbs, Reporter for the Free Press
Fred & Ann Nickerson, Key Largo Residents
Kim Wigington, Key Largo Resident
Robert E. Burt, Key Largo Resident

A. Call to Order
Chairman Bauman called to order at 5:10 p.m.

B. Pledge of Allegiance
The Pledge was recited.

C. Additions, Deletions or Corrections to the Regular Meeting Agenda
Commissioner Brooks requested that a Resolution concerning sending a letter to the Florida Legislature and the Governor expressing KLWTD’s unanimous support for the “Landmark Monroe County Conservation Proposal” that sets goals for protecting near shore waters and native forests be added for consideration. He explained his and Mayor Nelson’s position on the issue. His point of view indicates that KLWTD should voice its opinion on the issue to the Governor. Chairman Bauman and Comm. Tobin objected to the resolution being acted on tonight and placed it as Commissioner’s Item K-8 for discussion.

Commissioner Brooks also noted that with the commissioner’s items being last they continue to be put off, he is interested in the discussion on Comm. Wilkinson’s items K-3 and his item K-4 and suggested they be placed in front of the other commissioner’s items.

Comm. Wilkinson’s 2-15-04 email concerning an extension to the FEMA grant was added as Item K-9.

D. Minutes – Draft Draft October 17th 2003 and January 14, 2004

Commissioner Brooks made a motion to approve the October 17, 2003 minutes with the inclusion of Mr. Dillon’s suggested changes. Commissioner Wilkinson seconded the motion. Commissioner Tobin abstained from voting because he had not had time to review the minutes. The motion was approved with a vote of four in favor and one abstention.

The January 14, 2004 minutes were tabled. Chairman Bauman requested they be included on the next meeting agenda.

E. Public Comment

Mr. Robert Burt informed the Board that the KLTV picnic would be held at the west park off Buttonwood at the end of Park Drive on March 27, 2004 at 4:00 p.m. He invited the members to attend.

Ms. Ann Osborn introduced herself as a resident of KLTV and expressed her interest in any administrative secretary/clerk positions that become available with the District. She attended the meeting to observe the work of the Board. Chairman Bauman welcomed her and stated that the transition to local employees is in the future and that once an advertisement for the position is posted the Board would consider all applications submitted.

1. Presentation by the Florida League of Cities on the KLWTD Insurance coverage

Mr. Jon Morrison of the Florida League of Cities presented information on the District’s insurance coverage. The General Liability Policy had been forwarded in its entirety to the Board Members.

Mr. Morrison noted that the District has Errors and Omissions Endorsement to cover decisions made by the Board or by individual members and that historically it provides legal counsel to the insured. Any lawsuits filed against the District would have defense counsel provided through the League’s approved list. Any cost of investigation (depositions, court reporters, etc.) would be covered and no court cost would be due from the District for a covered litigated claim. The District would need to notify the League of any claims or potential claims. If a summons or
complaint is received it must be reviewed by the League to verify if it is covered. Determination is made by the allegations in the complaint.

Commissioner Tobin questioned if the District would be covered while meeting at the Key Largo Civic Club for a slip and falls. Mr. Morrison stated that the Civic Club as a 501.3c would have their own coverage. Discussion ensued on liability issues including defense costs for third party claims, which are not covered, damage during construction activities, which would be covered by the contractor and District representative traveling on District business, which would be covered by workers compensation and the individuals automobile policy.

Commissioner Beaty asked about sewage backups or other negligent acts. Mr. Morrison stated that an investigation would be conducted and that negligence based acts only would be covered and if a lawsuit were filed they would defend them. Negligence scenarios were discussed. Commissioner Wilkinson asked if the insurance would cover a malfunctioning valve. Mr. Morrison stated that the manufacture would be contacted for reimbursement on any claims paid.

Mr. Morrison stated that he would provide standard insurance forms to the clerk in the event any claims were made. Mr. Sheets stated that the District as a governmental entity was protected by sovereign immunity and that for certain claims would not pay more than the coverage limits on claims.

Chairman Bauman thanked Mr. Morrison for the information provided.

F. Legal Counsel’s Report

Please see below.

G. Action Items

1. Approval of Legislative Change to House Bill 471 to 2002-337 Laws of Florida concerning vacancies to the Board

Commissioner Beaty made a motion to approve the item. Commissioner Wilkinson seconded the motion for discussion. Commissioner Brooks asked whether the last sentence of the change provides that the District may not use funds for any purpose that is expressly prohibited by the granting agency. Mr. Dillon stated that the County’s position that the District may not use funds for administrative expenses, including Board compensation was based on the County’s belief that the restriction was implicit and not explicit. The proposed legislation would allow a restriction only if the granting agency explicitly imposed the restriction. Discussion ensued on whether the Board could provide health insurance coverage for the Board. Mr. Dillon advised that the Board had the authority to do so. Chairman Bauman asked for any further discussion. All were in favor and the motion was approved.

2. Approval of Legislative Change to House Bill 471 to 2002-337 Laws of Florida concerning payments of Board salaries

Mr. Dillon introduced the vacancy provision. Commissioner Beaty moved to approve the amendment as stated. Commissioner Wilkinson seconded for discussion. Commissioner Wilkinson stated that it is his opinion that as an elected Board that all
members should be elected. Discussion ensued concerning if an appointment were made when would the appointee’s term end. Discussion ensued concerning Chapter 189, Chapter 337 concerning special districts and the possibility of the Governor appointing Board members. Chairman Bauman invited public comment. Ms. Jill Patterson, a Key Largo resident stated that she felt strongly that if time permits the public should vote on all members of the Board. Mr. Burke Cannon also believes that the public should elect members. Discussion ensued concerning appointments adversely impacting the staggering of the expiration of individual members terms and the cost of holding a special election. Rewording the amendment was discussed. Chairman Bauman requested a roll call vote, which was as follows:

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<td>Commissioner Beaty</td>
<td>No</td>
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<td>Commissioner Brooks</td>
<td>No</td>
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<td>Commissioner Tobin</td>
<td>No</td>
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<td>Commissioner Wilkinson</td>
<td>No</td>
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<td>Chairman Bauman</td>
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The motion was defeated.

Commissioner Beaty made a motion to reconsider the legislative change with a change to amendment paragraph 6, striking the words “remainder of the expired term” and replacing it with “the next general election. Commissioner Wilkinson seconded the motion. Chairman Bauman requested a roll call vote.

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<th>Commissioner</th>
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<td>Commissioner Beaty</td>
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<td>Commissioner Brooks</td>
<td>No</td>
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<td>Commissioner Tobin</td>
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<td>Commissioner Wilkinson</td>
<td>Yes</td>
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<td>Chairman Bauman</td>
<td>Yes</td>
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The motion carried.

3. Approval of the KLWTD Annual Financial Report to the Department of Banking and Finance

Commissioner Beaty moved to approve the KLWTD Annual Financial Report to be forwarded to the Department of Banking and Finance. Commissioner Brooks seconded the motion. All were in favor and the motion was approved.

4. Approval of Amendment No. 1 to the Haskell Contract

Mr. Dillon informed the Board that the item was a housekeeping amendment that would change the notice from the default of Lewis, Longman and Walker to Mr. Dillon and includes a clause concerning the prompt pay act. Commissioner Wilkinson moved to approve the amendment. Commissioner Beaty seconded the motion for discussion. Commissioner Brooks asked if the persons to receive notices should be identified by title instead by name. It was suggested that both title and name be used and a copy to the KLWTD P.O. Box. The Board requested that Haskell sign the amendment prior to it being presented for consideration. The motion was withdrawn and the item was tabled until a future meeting.
5. Approval of Amendment No. 2 to the Standard Engineering Consulting Contracts

Mr. Dillon explained to the Board that the amendment was drafted to clarify that the Board approves invoices and not the staff. Commissioner Brooks moved to approve the item. Commissioner Wilkinson seconded the motion. All were in favor and the motion was approved.

6. Acceptance of the Government Services Group, Inc. Letter of Resignation and the GSG Time and Materials Exhibit A

Mr. Sheets stated that the letter was submitted at the request of the Board and to formalize the verbal resignation tendered in December of 2003. The letter indicates that by this notice GSG would provide services under the present contract until May 9. It was noted that monthly fees are not to exceed $6,600.00 for grant management. Commissioner Tobin stated that he was not ready to accept a time and materials option for any additional work. Chairman Bauman stated that the resignation has been accepted but the Board requires more discussion concerning the time and materials option.

Mr. Sheets requested clarification and direction from the Board because after the last meeting and discussion with staff and the chair he believed that after the 90 days any work would be compensated at time and materials. Commissioner Tobin stated that he would needs projections before acting. Mr. Dillon was asked to draft a document to cover services after May 9, 2003.

Commissioner Brooks asked if the resignation was negated. Mr. Sheets stated that under the present contract this notice indicates that GSG would not be the General Manager after May 9, 2004 and that for services to continue after that point a new scope of service must be defined and approved by the Board. Commissioner Brooks expressed concern that immediate steps must be taken to replace GSG. Chairman Bauman proposed an all day meeting on a Saturday to develop solutions. Chairman Bauman stated that a formal transition plan is needed.

Commissioner Beaty asked if the “true up” on hours expended by GSG had been provided. Mr. Sheets stated that the information had been provided in the January 7, 2004 agenda materials.

Mr. Sheets agreed to bill under second contract for grant administration on an hourly basis with a not to exceed amount of $6,600. Chairman Bauman asked if this was acceptable to the Board. Commissioners Tobin, Brooks and Chairman Bauman stated yes. Mr. Sheets stated that he would forward his recollection of the Board’s wishes to Mr. Dillon.

7. Approval of the Pending Payments List for February 11, 2004

Mr. Miles informed the Board that he had emailed a copy of the invoices to each member of the Board last Thursday. Commissioner Tobin questioned WEC’s request for payment on the Calusa Campground report and if it was lump sum. Mr. Sheets and Mr. Dillon confirmed that they had completed the scope of the work order. Commissioner Beaty moved to approve the Pending Payments list for February 11, 2004. Commissioner Tobin seconded the motion. Commissioner Wilkinson requested a future agenda item to discuss charging some items against the grant for administration. With no further discussion all voted in favor and the item was unanimously approved.
H. General Manager’s Report

1. Quarterly Financial Reports

This item was presented for informational purposes only.

2. Update on the Tax Exempt Status

This item was provided for informational purposes only. Mr. Miles noted that the certificate must be sent with each purchase order and that the District on a District check to be considered tax-exempt must issue payment.

3. February 4, 2003 Thirty Percent Design Meeting Minutes

This item was provided for information only. Commissioner Wilkinson stated that he didn’t like the format and it was not at the level of detail he would like to see. Mr. Sweat stated that these types of notes are typical of design construction meetings. Chairman Bauman asked who follows up items indicated in the minutes and when. Mr. Sweat stated that the tasks had been assigned during the discussions at the meeting. Mr. Dillon noted that the contract indicated that a submittal protocol was required to be submitted to the Board but there is not a contractual need for minutes. Discussion ensued on the development and implementation of an issue log.

Commissioner Brooks noted that at last meeting he requested that who ever provides reports or minutes states who provided them.

4. Update on the rescheduling of the Transition Plan, Administrative Procedures and Strategic Planning Workshops

Mr. Sheets stated that there was no backup information provided with this item. He informed the Board that staff had meet and would provide a memorandum at the March 3 meeting. Mr. Sheets indicated that a series of planning workshop should be scheduled between now and the end of April and all day meetings to be held on Saturdays were suggested. These workshops would cover strategic planning, the transition plan and administrative procedures.

The dates of March 20, March 27, April 3, and April 17 were offered. It was suggested that for the strategic planning process a facilitator be brought in to help the process. The strategic plan would help to address the other issues. The Chairman would be given names of facilitators to contact.

Mr. Burke Cannon a Key Largo Resident commented that a facilitator is an interesting concept. From his past business experience workshops and seminars were a productive way to find direction and set priorities.

Commissioner Tobin commented that strategic planning has been discussed, but there are serious deadlines that need to be considered immediately, including hiring a secretary clerk. He suggested dual planning with advertising in the Keynoter and Reporter to begin interviewing for a secretary//clerk.
Mr. Sheets informed the Board that there would be a conference call on Thursday that would include Mr. Castle, Mr. Sweat, Mr. Dillon and himself to discuss the FONSI fine points with Ms. Science Kilner of FEMA.

Mr. Sheets informed the Board that there would be a meeting scheduled to go over the site 100.5 issues including site mitigation and the recently discovered issue of the two land use zones. It would include Mr. Dillon, Mr. Sheets, Mr. Sweat, a Brown and Caldwell representative and Commissioner Tobin.

Chairman Bauman recessed the meeting at 7:55 p.m.

Chairman Bauman reconvened the meeting at 8:05 p.m.

I. Engineer’s Report

1. The Haskell Company’s Design Development Protocol Review

Mr. Castle stated that the design build agreement required a design protocol. This draft includes that staff’s comments and is being presented for the Board’s comments. Once accepted by the Board then Haskell will implement the protocol. Mr. Castle would include an in issue log, which is to include comments and who made them, who will take care of them and when they are completed. The Manager will maintain the log and provide a copy to the Board and staff. Discussion ensued concerning the Manager being the main contact and if there would be problems with the upcoming transition. Mr. Castle offered his assistance during the transition but with a change in the scope of work compensation would need to be discussed. Commissioner Wilkinson stated that the Board must be copied on all comments and requested Mr. English to provide him with the comments from Haskell and Brown and Caldwell on the 30% submittal.

Discussion ensued concerning the receipt of the 60% drawings, when the 99% drawings would be ready and how vacant lots would be hooked up. It was noted that Haskell had been requested to design the entire project and the District would build as far out as funds would permit.

Mr. Sweat stated that the Board would be copied on the issue log and informed of the next design meeting.

Mr. Dillon requested direction from the Board concerning his attendance at the design review meetings. It was the consensus of the Board the Mr. Dillon not attends any subsequent design meeting.

J. Public Comment

Mr. Burke Cannon stated that he questions why the Board is considering a transition at this time. It is his opinion that there are too many issues facing the Board to be changing administration.

K. Commissioner’s Items

1. Discussion of Strategic Planning – Chairman Bauman
2. Update/Discussion of Near Shore Water Testing – Chairman Bauman

Chairman Bauman stated that it would be a disservice to Key Largo residents if no testing was done to document the water quality during droughts, the tourist season, the rainy season, etc. Discussion ensued. Commissioner Wilkinson noted that lake water testing could be done by certain government agencies at no charge such as Florida University. Commissioner Wilkinson offered to pass information to Mr. Sheets. Mr. Sheets stated that he would contact the agencies and update the Board.

3. Discussion of “Decision Time” Email – Commissioner Wilkinson

Commissioner Wilkinson’s email stating concern over the project not being able to meet AWT standards was brought to the floor at 8:35 p.m. Mr. Castle stated that he firmly believes that AWT standard could be met with present design and modifications. Discussion ensued on the expansion of plants on the site. Mr. Sweat stated that the plant would be built, as capacity is needed.

4. Discussion of e-mails and communications – Commissioner Brooks

Commissioner Brooks stated that he would second terminating the present design build contract and starting all over if so much time and effort hadn’t been committed.

Commissioner Brooks is concerned with limited distribution of emails and asked Mr. Dillon if the person who writes the emails discussing things coming before the Board can be responded to. Mr. Dillon stated that there couldn’t be any substitute for debate. All debate must be held at a public Board meeting he added that the first opinion out is the only opinion out until a meeting.

Chairman Bauman requested that Commissioner Wilkinson not respond to Board issues by email. Discussion ensued on the Sunshine Law.

Mr. Dillon was asked his legal opinion of the situation. Mr. Dillon stated that no one has violated the Sunshine Law and that the first one to speak is the only one to get to speak until the meeting. Mr. Dillon stated that he would warn the Board if he suspects a violation.

5. Discussion of enacting a resolution to begin a search for an administrative secretary/clerk – Commissioner Tobin

Commissioner Tobin wants to advertise for secretary so that an office can be set up and the Board can get control of their documents. He suggested to get started with Mr. Dillon as the point person. Chairman Bauman stated that it would be more logical to hire a manager first who would then hire the clerk and set up the office. Mr. Dillon stated that he must have strategic plan because there is no consensus of the Board on any of the issues relating to the transition. Mr. Sheets commented that at this time what to advertise for has not been decided, will the employee be full-time, part-time a contractor will the person receive benefits, where would they work from, etc.

Commissioner Tobin requested the item be included repeated as a discussion item on the next agenda.
Commissioner Beaty stated that as part of the transition committee it would be premature to look for a secretary prior to finding a general manager.

Commissioner Tobin requested that a discussion of office space be place on the next agenda.

6. Discussion of the Legislative Forum Membership Meeting and Legislative Reception – Commissioner Brooks

The item was presented for information only. No members expressed interest in attending.

7. Update/Discussion on the Ileana Ros-Lehiten meeting – Chairman Bauman

Chairman Bauman informed the Board that at the meeting most people attending stated that finding solutions to the wastewater issue are paramount in the Keys. All the local officials present expressed the same opinion. Ms. Ros-Lehiten promised as much money as politically possible for the wastewater issue.

8. Discussion of a resolution to send a letter to the Florida cabinet and Governor expressing KLWTD's unanimous support for: The Landmark Monroe County Conservation Proposal (LMCP) that sets goals for protecting near shore waters and native forests – Commissioner Brooks

Commissioner Brooks stated that passing the resolution was a matter of stating interest in getting money. Chairman Bauman stated that this is a strategic planning issue. Commissioner Tobin stated that this is an on going debate that the KLWTD should not become involved with quickly. Action on this item would have long-term implications and the resolution needs work it needs a conclusion.

9. Commissioner Wilkinson made motion to elevate the FEMA Grant Extension suggested in his 2-15-04 email to an action item on the next agenda. Commissioner Tobin seconded the motion.

Mr. Sheets stated that he would contact with Ms. Science Kilner of FEMA and provide the Board with a status report at the next meeting.

L. Meeting Adjournment

Chairman Bauman adjourned the meeting at 9:25 p.m.
KLWTD Board Meeting
March 3, 2004

Item G – 1

Pending Payments List
for February 25, 2004
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
    Thomas Dillon, Board Attorney

FROM: David R. Miles, Director of Finance

DATE: February 25, 2004

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 February 25, 2004 the District had $129,495.66 in its bank account. We have $68,905.64 in invoices in-hand for payment by March 17, 2004. Exhibit A is the list of currently outstanding invoices pending payment. As requested by the Board at the January 14, 2004 meeting, separate accounting of cash balances are shown as follows on February 25, 2004:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration &amp; Operations</td>
<td>$86,553.28</td>
</tr>
<tr>
<td>Key Largo Park</td>
<td>$25,009.25</td>
</tr>
<tr>
<td>Key Largo Trailer Village</td>
<td>$67,951.63</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$129,495.66</strong></td>
</tr>
</tbody>
</table>

The second draw request from the FDEP grant for KL Park was mailed February 25, 2004 in the amount of $14,602.99. The previous advance from FKAA on the FEMA Phase I grant of $232,108.21 has been reduced to $2,889.23 through previously approved disbursements. On February 24, 2004, a second FEMA Phase I advance for the KL Trailer Village project in the amount of $250,000.00 was requested from FKAA.

Staff is currently working on a second draw request from Monroe County for MSTU funds and a request for an advance on Monroe County matching funds for the FDEP grant for the KL Park project. Both requests will be completed by February 27, 2004.

This pending payment list includes the first payment to Monroe County on the initial $100,000.00 loan. It includes $10,000.00 in principle and $3,024.69 in interest. The interest payment is through December 31, 2003, and includes the $2,212.50 of interest that was accrued in the prior fiscal year audited financial statements.

Board of Commissioners: Chairman Gary Bauman, Andrew Tobin, Cris Beaty, Charles Brooks, Jerry Wilkinson
Key Largo Wastewater Treatment District  
Payments Pending, March 3, 2004  
Prepared February 25, 2004

<table>
<thead>
<tr>
<th>Date of Invoice</th>
<th>Vendor</th>
<th>Invoice #</th>
<th>Description</th>
<th>Payment Category</th>
<th>Invoice Amount</th>
<th>Date Due</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/30/04</td>
<td>Thomas M. Dillon</td>
<td>1006</td>
<td>Professional Svc Jan/04</td>
<td>1</td>
<td>5,886.85</td>
<td>Upon Receipt</td>
<td></td>
</tr>
<tr>
<td>02/25/04</td>
<td>Monroe County</td>
<td>Pmt 1</td>
<td>Principal &amp; Interest Monroe County Loan</td>
<td>1</td>
<td>13,024.89</td>
<td>Upon Approval</td>
<td></td>
</tr>
</tbody>
</table>

**Total Invoices for Administration & Operations**

Balance Forward if All Admin & Operations Invoices Paid

$ 86,553.28

Cash Balance Forward for Key Largo Park

$ (25,009.25)

**Total Invoices for Key Largo Park**

Balance Forward if All Key Largo Park Invoices Paid

$ (25,009.25)

Cash Balance Forward for Key Largo Trailer Village

$ 67,951.63

<table>
<thead>
<tr>
<th>Date of Invoice</th>
<th>Vendor</th>
<th>Invoice #</th>
<th>Description</th>
<th>Payment Category</th>
<th>Invoice Amount</th>
<th>Date Due</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/04</td>
<td>The Haskell Company</td>
<td>013104</td>
<td>Key Largo Trailer Village Design Appl.#4</td>
<td>3</td>
<td>49,994.10</td>
<td>Upon Receipt</td>
<td></td>
</tr>
</tbody>
</table>

**Total Invoices for Key Largo Trailer Village**

Balance Forward if All Key Largo Trailer Village Invoices Paid

$ 17,957.53

**Total All Invoices**

$ 68,905.64

Approved for Payment:

Gary Bauman, KLWTD Chair

Cris Beaty, KLWTD Secretary

Payment Category Key:
1- District Administration
2- Key Largo Park Construction
3- Key Largo Trailer Village Construction
KLWTD Board Meeting
March 3, 2004

Item H – 1

Strategic Planning for the KLWTD Board
MEMORANDUM

TO: K LWTD Board of Commissioners
FROM: Robert Sheets, District Manager of the K LWTD Board
DATE: February 25, 2004
RE: Strategic Planning for the K LWTD Board

Since the District's inception the biggest challenge for the Board and the staff has been to find the time to discuss the future and the direction this District will take in delivering Wastewater Infrastructure to its citizens. It has become essential that the Board commit the time and effort to complete this strategic planning process and identify the critical goals and objectives the Board wishes to accomplish in the foreseeable future.

The District staff composed of the District Engineer, Attorney for the Board, and the District Manager have met and have prepared a series of recommendations and proposed dates that will enable the Board to develop a plan, a strategy and an implementation mechanism to achieve both short, intermediate and long-term goals.

Based on staff's discussion our recommendations are as follows: Over the next 90-days the Board must set aside a sufficient amount of time to meet in a workshop environment with the aid of a facilitator to address the numerous issues confronting the Board. The most critical and pressing issues that must come out of the strategic planning process are as follows:

1. **Define the Board's mission, goals and objectives.** The Board must gain a consensus as to the District's mission. Is the Board's mission to sewer all of Key Largo as rapidly as possible based on funding availability, or is it to do something different. This is a critical issue that must be identified and addressed before all else can occur. In addition to developing the mission, strategies and values should also be identified along with specific objectives that will help measure the accomplishments of the Board.
We have provided for you a copy of a similar strategic plan prepared by the Florida Governmental Utility Authority (FGUA), which sets out its mission, its values and strategy goes for each individual year. Thus allows a means to measure its accomplishments.

II. Identify specific issues that must be addressed and accomplished. Staff’s review and analysis identified the following that must be dealt with as part of the strategic plan. They are as follows:

a) Complete and come to an agreement on a Transition Plan. This will be critical to any move toward local management. Direction must be provided as soon as possible.

b) Update the Master Plan for the District. This will be critical in identifying the next projects for both preliminary cost estimates and funding criteria. This is critical so that the District does not lose its place in line for future State and Federal funds.

c) Administrative procedures. The District must begin developing a set of formalized procedures consistent with their goals and objectives. We have developed draft administrative procedures as a starting point, and the District should be prepared to review those documents over the course of the next 60-90 days.

d) Connection program. The Board must develop a formal connection program and a set of policies that will address such things as the enforcement of the mandatory connection program and the terms the District will employ for acceptance. What funding mechanisms will the District make available to the residents to help fund the $2700 Capital Connection Fee and potentially other on-site costs.

e) Where does the District go from here? How does the District continually monitor it’s progress and respond to the community’s questions of “what are we getting for our dollars”?
Dates
We have identified the following as dates that we recommend to be set-aside for these planning meetings. They are as follows:

- Saturday, March 20, 2004
- Saturday, March 27, 2004
- Saturday, April 3, 2004
- Saturday April 17, 2004

Even though we know that this is a rather ambitious schedule, we believe the adherence to this type of commitment will be essential if we are going to accomplish these things within the next 90-days.

Utilization of a Facilitator
It has been staffs’ experience, working with various boards and organizations, that a task of this magnitude requires special assistance and not just in strategic planning but also in meeting process and enhancing the quality of decision-making. Therefore, we are recommending that the Board seriously consider the use of an outside facilitator that has demonstrated expertise in strategic planning, working with new boards, working in the water & sewer environment and a demonstrates expertise and success in helping organizations develop, prepare and implement programs of this nature.

We’ve taken the liberty of attaching a resume and background of Dr. Herbert Marlowe, who has worked for numerous cities and counties, water authorities and water management districts across the state and has demonstrated a great success and ability in helping achieve these types of objectives. If the Board has other individuals in mind, we will certainly be happy to consider them, but we believe Dr. Marlowe’s reputation and expertise is of such a magnitude and our need is so great, that we recommend giving him serious consideration.

Recommendations
The staff believes that there is no more important decision than where we go from here. Therefore, we strongly recommend that the Board consider our recommendation and agree to all of the provisions that we have outlined for your review.

RS/ssh
Item H – 2

Request for an Extension of the FEMA Grant Deadline
MEMORANDUM

TO: K LW TD Board of Commissioners

FROM: Robert Sheets, District Manager of the K LW TD Board

DATE: February 25, 2004

RE: Request for an Extension of the FEMA Grant Deadline

At the request of the Board I have contacted Ms. Science Kilner of FEMA regarding the process and procedure required for the District to submit a request for an extension to the grant beyond September 2005. Ms. Kilner informed me that Mr. Miles Anderson of the DCA serves as the grant administrator on behalf of FEMA and that all requests for modifications to the Grant Agreement must be forwarded to Mr. Anderson.

Based on this information I contacted Mr. Anderson regarding the process the District should follow in submitting a request for an extension to the deadline. Mr. Anderson stated that the best approach for the District is to wait until all delays associated with the final site approval have been resolved before submitting a request for an extension. Mr. Anderson believes by waiting the District would make one request based on the most current knowledge regarding all possible impact on the schedule. Mr. Anderson did indicate that any request would be welcomed and it is his role to work with the District to see that these projects are completed.
KLWTD Board Meeting
March 3, 2004

Item I – 1

Engineering Status Report for the Period Ending 02/24/04
Key Largo Wastewater Treatment District
Engineering Status Report
Period Ending 02/24/04

Client Issues

Calusa Camp Resort
The Calusa Camp Resort was completed and presented to the Board at the February 4, 2004 KLSTD Board meeting.

The table below provides a summary of the costs associated with each connection alternative.

<table>
<thead>
<tr>
<th>Alternative Number</th>
<th>Capital Cost to KLWTD</th>
<th>Capital Cost to Property Owners</th>
<th>Capital Cost to Owner (per RV site)</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$162,000</td>
<td>$981,500</td>
<td>$2,674</td>
<td>$1,143,500</td>
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<tr>
<td>2</td>
<td>$162,000</td>
<td>$934,400</td>
<td>$2,546</td>
<td>$1,096,400</td>
</tr>
<tr>
<td>3</td>
<td>$162,000</td>
<td>$664,200</td>
<td>$1,810</td>
<td>$826,200</td>
</tr>
<tr>
<td>4</td>
<td>$225,000</td>
<td>$697,680</td>
<td>$1,901</td>
<td>$952,680</td>
</tr>
<tr>
<td>5</td>
<td>$475,000</td>
<td>$683,280</td>
<td>$1,862</td>
<td>$1,158,280</td>
</tr>
</tbody>
</table>

A relative ranking of the 5 connection alternatives examined for a number of categories is provided below. A ranking of 1 is assigned to the most favorable alternative and a ranking of 5 is assigned to the least favorable alternative.

<table>
<thead>
<tr>
<th>Alternative Number</th>
<th>Cost to KLWTD</th>
<th>Cost to Property Owner</th>
<th>Total Cost</th>
<th>Technical Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>4</td>
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<td>3</td>
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<td>3</td>
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<tr>
<td>4</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

As stated at the presentation, it is the recommendation of WEC that Alternatives 3 and 4 not be accepted by the Board. These alternatives may adversely affect the operation of

Prepared for the KLWTD Board by:
Ed Castle, Project Manager
the vacuum system and may result in poor performance and possibly spills of raw sewage.

**Treatment Plant**
The 30% Design Development Submittal was presented to Staff at the February 4th Design Progress Meeting at which the 30% submittals for the collection system were reviewed. The Haskell Company has not yet scheduled a Design Progress Meeting for the wastewater treatment plant 30% design. It is noted by WEC that a number of components of the 30% submittal were not initially provided. These components were:

- Draft Basis of Design Memorandum
- Preliminary Piping and Valving Lists
- Preliminary Grading, Drainage, Landscaping and Electrical Site Plans
- Preliminary Electrical Site Plan
- Preliminary Landscape Plan

At WEC's request, The Haskell Company has provided some additional information, but some components are still missing. No design for the vacuum pump station has been submitted to date. The Preliminary Geotechnical Report, required as part of the Concept Review Submittal, was supplied at WEC’s request.

The wastewater treatment plant 30% design is currently being reviewed by WEC. A list of comments will be generated and submitted to the District Manager.

The draft FONSI for the MM 100.5 site was received from FEMA. Review of the draft FONSI was conducted. The area allowed for construction is limited to 2.6 acres, but it is felt that this is sufficient for current needs and future expansion. If additional space is needed on the site at some future date, the environmental assessment process would have to be reinitiated.

It was noted that portions of the MM 100.5 site are zoned residential. A minor conditional use permit will be required for construction of the wastewater treatment plant. The Monroe County Growth Management staff will assist the District in preparing the permit application. The Haskell Company must provide a site plan in order for the application to be completed. George Garrett will be the contact person at the County for this process and will be preparing a punchlist of required activities to complete the permitting process. Mr. Garrett will also be the contract person for developing the environmental mitigation plan. A site plan is also required for this process to move forward.

**Key Largo Park and Key Largo Trailer Village**
The Key Largo Trailer Village collection system 30% Design Development drawings were submitted in January. The Key Largo Park collection system design was also submitted. WEC staff reviewed the plans and provided the following comments:
KEY LARGO PARK AND
KEY LARGO TRAILER VILLAGE
CONSTRUCTABILITY REVIEW
JANUARY 21, 2004

GENERAL

1. Show slope and “saw tooth” locations on profile.
2. Show all utility crossings on profile.
3. Use Engineers scales for both horizontal and vertical scales.
4. Provide full size - to scale drawings for review.
5. Provide master mainline sheets showing the entire project, KLTV and KLP so the overall strategy of line placement can be evaluated.
6. Where gravity and vacuum parallel installations exceed 80 feet, consider use of additional vacuum chambers due to cost of line placement. This is a value-engineering item.
7. Limit connections per vacuum valve to 1000 GPD. Using 167 GPD per residence, this equals six units. This number is exceeded in some cases.
8. Cleanouts should be placed on all service laterals at the property line.
9. 8-inch gravity lines should have profiles and end with a manhole instead of a cleanout. If the cleanout associated with the sump is not big enough to allow a sewer jet to be used, then a manhole should also be placed near the vacuum chamber. 10-States Standards, and therefore FDEP, require manholes at each end of a gravity main. Also, jet cleaning from the upstream side of a main is not recommended. The orientation of the service wyes allows high pressure water and air to jet up the laterals.
10. All vacuum lines should show the profile.
11. The “C200” sheets have multiple locations where the service laterals do not have vacuum chambers.
12. I would like to see all the vacuum lines labeled (V100, V101, V200, etc.). It is difficult to follow on where the individual lines connect and which system they are on.
13. 10-inch vacuum main to KLTV has no division valves in a 5000-ft run. A number of branch vacuum mains are also shown without division valves.
14. Provide calculations used for sizing of pipes
15. Vacuum lines, vacuum valve pits and sumps, and 8-inch gravity mains are placed in pavement. Moving these into unpaved areas of the ROW will save asphalt and flowable fill restoration costs. This is a value-engineering item.

Sheet C-1

1. The minimum clearance with water mains does not comply with regulatory requirements of 62-604. The clearance does meet the minimum requirements for placement of new or relocated water mains under 62-555-314(1)(b) and (2)(a). However, the new wastewater rules (62-604, October 2003) do not reflect this, although the 10-feet horizontal and 18-inches vertical separation can be reduced if certain conditions are followed.

Prepared for the KLWTD Board by:
Ed Castle, Project Manager
2. A general note should be added requiring the contractor to maintain access to all properties at all times or to coordinate temporary interruptions with the property owners.

Sheet C-2

1. Show minimum overlap of surface coarse of asphalt over existing base asphalt. Monroe County's standard detail requires 1 foot.
2. Detectable tape is normally place 18 inches below the surface. Use manufacturers recommendation.
3. Reversed double wye in detail will be prone to plugging and will not effectively split the flow equally to the two valves. Buffer tanks would be more appropriate.

Sheet C-100

1. Is an open cut of US 1 acceptable with FDOT?
2. Where is highway-crossing detail?
3. Give detail showing parallel installation of 10-inch vacuum mains.
4. Give profile from vacuum station to match line A-A.

Sheet C-102

1. “CONSTRUCT VACUUM VALVE CHAMBER” at H9 does not make sense.

Sheet C-106

1. Both 4-inch vacuum mains at I8 are on the gravity side of the vacuum chamber. Does not match sheet C-108.

These comments were submitted to the District Manager and were also addressed at the Design Progress Meeting held on February 4th. The meeting was productive. The Haskell Company and Brown & Caldwell were receptive to recommendations by the District Staff and appear to be willing to work cooperatively with us.

WEC provided an alternative layout for design of the service laterals to vacuum pits that will allow for more effective maintenance of the system and eliminate many of the short 8-inch gravity mains. WEC was concerned about lack of access to these sections of gravity main for cleaning. The possibility of blockages resulting in back-ups of multiple users is reduced in the suggested layout. This alternative design does not increase the number of vacuum pits and does not increase the linear footage of pipe needed. Brown & Caldwell and Walt Messer of DN Higgins reviewed the suggested layout and have decided to incorporate it into the system design.

The concern over the reversed double wyes in the 30% design is to be addressed in the 60% design submittal. This design appears to be intended to eliminate the use of buffer tanks. Instead of two valves placed in a concrete manhole structure, two standard Roediger sumps are used, with two valves being placed in a single PE valve chamber. This configuration would reduce costs, but would not allow access to the gravity mains.

Prepared for the KLWTD Board by:
Ed Castle, Project Manager
for cleaning. If a plug occurred, it would be difficult to clear, and once cleared, the material causing the plug would likely enter the sump and could plug at the 3-inch line at the base of the sump. The backed-up wastewater released when the plug was cleared would then overflow onto the street.

**Haskell Pay Applications**

WEC received Pay Application No. 4 in draft form at the end of January. Additional information was requested from The Haskell Company to support their requests. After all available information was received, WEC was able to approve the application at a reduced amount, based on the amount of work completed. The Haskell Company made the reductions requested as shown above, resulting in the approved amounts tabulated below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Gross Requested Billing</th>
<th>Gross Approved Billing</th>
<th>Retainage This Period (10%)</th>
<th>Net to Pay as Approved</th>
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</thead>
<tbody>
<tr>
<td>4. Supervision</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$500.00</td>
<td>$4,500.00</td>
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<tr>
<td>5. Travel &amp; Subsistence</td>
<td>$2,000.00</td>
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<td>$200.00</td>
<td>$1,800.00</td>
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<tr>
<td>14. Concept Review Submittal</td>
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<td>$15,766.00</td>
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<td>$14,189.40</td>
</tr>
<tr>
<td>15. 30% Design Development</td>
<td>$30,405.75</td>
<td>$18,243.00</td>
<td>$1,824.30</td>
<td>$16,481.70</td>
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<td>16. 60% Design Development</td>
<td>$14,540.00</td>
<td>$14,540.00</td>
<td>$1,454.00</td>
<td>$13,086.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$51,217.00</strong></td>
<td><strong>$20,811.50</strong></td>
<td><strong>$2,081.15</strong></td>
<td><strong>$50,057.10</strong></td>
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</table>

**Regulatory Compliance Issues**

No compliance issues at this time.

**Project Team Meetings and Actions**

WEC participated in the normally scheduled weekly Working Group conference calls each Monday during the period. WEC also attended the February 4th and February 18th Board meetings. WEC met prior to each meeting with GSG and Tom Dillon in preparation for the Board meetings.

As discussed previously, WEC also attended the KLTIV 30% Design Progress Meeting on February 4th.

On February 17th, Jeff Weiler and Ed Castle met in Key West with Robert Sheets and Tom Dillon to discuss the need for strategic planning. This workshop resulted in the recommendations discussed in the District Manager’s report.

*Prepared for the KLWTD Board by:*

*Ed Castle, Project Manager*
Item K – 1

Discussion of the Haskell Company Suggested Project Manager
**Employee Information:**
William English  
*Project Manager*
The Haskell Company

**Project Title:** Project Manager / Lead Scheduler / Lead Expediter

**Experience:** Haskell - 3 yrs. Others - 2 yrs.

**Education:**
B.S. - Building Construction and Contracting

**Professional Registration:**
State of Georgia, Licensed Utility Manager

**Applicable Work Experience:**
As project manager, English aids project acquisition, procurement and construction. He prepares bids, estimates, subcontracts, and manages project documentation. He is responsible for shop drawing review, the submittal process, and coordination between vendors and field operations. In the field, he directs work activities to maintain project schedule, inspects work for compliance and quality, generates and executes punch-list items.

- **Port of Miami, Florida**
  - Lummus Island Sanitary Sewer Improvements
  - DERM Sewer Laterals and Ship Pumpouts
  - $3.5 million, Miami, FL

- **Glades Road Water Treatment Plant Membrane Softening Process Addition, $47 million, Boca Raton, FL**

- **Forest Hills Park, City of Coral Springs, FL**

- **Lake Oconee Water Transfer Station, Madison, GA**

- **City of Covington Fuel Containment Facility, Covington, GA**

- **City of Gainesville Raw Water Pump Improvements, Gainesville, GA**

- **City of Sandersville Digester Improvements, Sandersville, GA**

- **City of Villa Rica Intermediate Pump Station, Villa Rica, GA**

- **Ocmulgee East Pump Station, Macon, GA**

- **Windermere Sewage Treatment Plant, Cumming, GA**

- **Water System Improvements at Georgia Power Site - Storage and pumping facilities, Athens, GA**

- **Windermere Pump Stations No. 1 & 2, Cumming, GA**

- **Middle Oconee Water Pollution Control Plant, Athens, GA**

- **Hickory Flat Booster Pump Station, Canton, GA**

- **Jackson Co. SR60 Storage & Pumping Facilities, Pendergrass, GA**

- **Sweetwater Pump Station Upgrade, Cobb County, GA**

- **Oconee Co. Land Application System, Watkinsville, GA**
KLWTD Board Meeting
March 3, 2004

Item K – 2

Discussion of the Municipal Wastewater Appropriations Deadlines
Faith Doyle

Please add this to the agenda.

----- Original Message ----- 
From: Jody Thomas  
To: Mayor - Key Colony Beach ; roberts-jim@monroe county - fl. com ; David Fernandez ; tobinlaw@ terranova.net ; Jim Reynolds ; jankes@marathon. fl.us ; bernie. LaPir a@ islamorada. fl.us  
Sent: Tuesday, February 24, 2004 11:26 AM  
Subject: Wastewater Appropriations Deadline 

OOPs, forgot attachment 

To Municipal Wastewater and Stormwater Funding Partners: 

Each year Senators Graham and Nelson ask local governments to provide them with a list of all the appropriations requests for each government using a certain form. They use these requests from all over the state to create the priorities they transmit to the various Appropriations Committee Chairs. We at the Nature Conservancy also use this form to request funding for our priorities. This year the deadline is March 1, 2004. You have probably already taken care of this, but just in case I wanted to give you a reminder regarding our FY05 wastewater request.

I am advising that we all ask for $30 million to fund the Water Quality Improvements Act to be divided as agreed upon in the Project Development Team plan that you all have participated in writing with Cecelia Weaver and Shelley Trulock. Our Congressional delegation appreciated our joint request last year and said it makes it easier for them to advocate for the funding if we are forwarding the same request.

My form is attached so you can see how various blanks are filled in. Please feel free to copy relevant parts on your own form. The past funding amounts I used for federal, state and local governments are from a handout I received at the Water Quality Steering Committee and from the FKAA. If the amount listed for your locality is incorrect, please correct it on your form.

Please send the form via email to amanda_wood@graham. senate. gov and kim_ lucky@ billnelson. senate. gov 

In other news, I hope you all saw that when Governor Bush appointed Colleen Castille to be head of DEP, he stated that one of her goals will be to help get federal funding for improving the water quality in the Florida Keys. I am glad to see it is on the radar screen at the highest levels. Additionally, Nancy Klingener and I spoke to the director of the President's Council on Environmental Quality, Jim Connaughton, last week in Key West at the NOAA groundbreaking ceremony about the need to fund this program. Mr. Connaughton is the brother-in-law of Office of Management and Budget (OMB) director, Josh Bolton. Mayor Nelson was at the same event and very effectively made the case for this funding to Mr. Connaughton. We are on their radar screen as never before.

Last month, I was also pleased to see Appropriations Committee Chairman David Hobson at the Everglades Coalition Meeting. Chairman Hobson also spoke about the need to find funding for this purpose if the Administration will support it.
We are working with Mrs. Ros Lehtinen to set up a briefing at the Florida Congressional Delegation meeting in Washington in the next few months to lay our case for all Florida Members of Congress. When that is set up I will let you know so a representative of your government can arrange to attend that event and also visit with various committee staff.

Please let me know if you have any questions about any of this or if you have received any information that could be useful in our efforts.

Many thanks for your hard work this year.

Jody
**FY2005 Civilian Appropriations Request Form**  
Senators Bob Graham & Bill Nelson

*If you need assistance in answering a question, please call Amanda Wood (202-224-3041) or Kim Luckey (202-224-5274).*

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<tr>
<th>Date:</th>
<th>February 23, 2004</th>
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<table>
<thead>
<tr>
<th>Organization:</th>
<th>The Nature Conservancy</th>
<th>Address:</th>
<th>P.O. Box 420237, Summerland Key, FL 33042</th>
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<tbody>
<tr>
<td>Organization Point of Contact:</td>
<td>Jody Thomas</td>
<td>Phone:</td>
<td>305-745-8402</td>
</tr>
<tr>
<td>Address:</td>
<td>Same</td>
<td>Email:</td>
<td><a href="mailto:jthomas@tnc.org">jthomas@tnc.org</a></td>
</tr>
<tr>
<td>DC Representation:</td>
<td>Ted Illston</td>
<td>Phone:</td>
<td>703.841-4592</td>
</tr>
<tr>
<td>Address:</td>
<td>4245 N. Fairfax Dr. Arlington, Va 22203</td>
<td>Email:</td>
<td><a href="mailto:rillston@tnc.org">rillston@tnc.org</a></td>
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<th>Name of Project:</th>
<th>Florida Keys Water Quality Improvements</th>
<th>Total # of Projects Requested:</th>
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<tr>
<th>Suggested Appropriations bill:</th>
<th>Energy and Water</th>
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<tbody>
<tr>
<td>Suggested Account in bill:</td>
<td>Construction General</td>
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**Total Amount of Federal Funding Requested for Fiscal Year 2005:** $30,000,000  
**Is any of this Funding Included in the President’s Budget Request?** no

**Anticipated Future Funding Requests:** $67,000,000 (remainder of funds Authorized in 2000)

**Local and State Funding Sources and Amounts**
- Grant from the State of Florida for 2003: $12,000,000  
- Grant from State of Florida for 2002: $1,600,000  
- Monroe County Infrastructure Funds 2002: $6,000,000  
- State of Florida, FY05 Governor's Budget Request: $18,000,000  
- South Florida Water Management District: $300,000  
- Florida Dept of Community Affairs: $1,417,093  
- Florida Dept of Environmental Protection: $333,036  
- City of Marathon: $3,257,637  
- City of Layton: $75,000

**Other Federal Funding Sources and Amounts**
- FEMA Funding: $10,600,000  
- EPA Little Venice and Demonstration: $8,100,000  
- NOAA – CIAPP: $500,000

**Project Funding History**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount Appropriated</th>
<th>Appropriations Bill</th>
<th>Account</th>
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<tr>
<td>2004</td>
<td>$500,000 and $2,000,000</td>
<td>Energy &amp; Water and Omnibus</td>
<td>Construction General</td>
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<tr>
<td>2003</td>
<td></td>
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<tr>
<td>2002</td>
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<tr>
<td>2001</td>
<td>$420,000</td>
<td>PL 106-554, Section 109</td>
<td>Construction General</td>
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**Federal agency advocate (name, office, e-mail and phone number):** Richard Bonner, Deputy District Engineer, Jacksonville District, 904.232.2586

**State agency advocate (name, office, e-mail and phone number):** Mike Collins, Board of Governors, South Florida Water Management District, 305.853.3219

**Purpose of and Justification for Funding**

This funding request is derived from information in the draft Program Management Plan under development by the Army Corps of Engineers, South Florida Water Management District and representatives of local government. It is a realistic projection of project needs in each of the participating municipalities and covers design, land acquisition or construction activities. Local governments in Marathon, Key Colony Beach, Layton, Marathon, Monroe County, Key West and the new sewer district in Key Largo developed the substance of this application and will follow up with letters of support from the various councils.

**How would you like this project described in the bill?**

$30 million dollars to continue construction of water quality improvements in the Florida Keys as authorized by Public law 106-534.