

December 7<sup>th</sup>

2005

KEY LARGO WASTEWATER TREATMENT DISTRICT  
BOARD OF COMMISSIONERS

# AGENDA



Wednesday, December 7, 2005 at 5:00 PM

98880 Overseas Hwy

Key Largo, FL 33037

Glenn Patton  
Claude Bullock  
Andrew Tobin  
Charles Brooks  
Gary Bauman

Chairman  
Vice Chairman  
Secretary-Treasure  
Commissioner  
Commissioner

.....  
Charles F. Fishburn  
Thomas Dillon  
Carol Walker

General Manager  
District Counsel  
Board Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

5 pm

**A. CALL TO ORDER**

5:01

**B. PLEDGE OF ALLEGIANCE**

5:02

**C. ROLL CALL**

5:03

**D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS**

5:10

**E. PUBLIC COMMENT**

5:12

**F. COMMISSIONER ITEMS**

1. Discussion of Treatment Plant expansion from 2.6 acres  
4.2 acres (Commissioner Bullock)

**TAB 1**

6:00

**G. BULK ITEMS**

2. KLWTD Board Meeting minutes of Nov. 16, 2005

**TAB 2**

6:05

**H. FINANCIAL OFFICER'S REPORT**

3. Pending Payments List

**TAB 3**

6:15

**I. LEGAL COUNSEL REPORT**

4. RFQ for Billing
5. Designated Board Seats for Election
6. One Year Notice to Calusa Camp Ground
7. Trustee for the 401K Plan

**TAB 4**

**TAB 5**

**TAB 6**

**TAB 7**

7:15

**J. ENGINEER'S REPORT**

8. Monthly Status Report and Maps

**TAB 8**

7:45

**K. GENERAL MANAGER'S REPORT**

9. Board meeting dates for 2006
10. Federal Funding Update

**TAB 9**

**TAB 10**

8:15

**L. COMMISSIONER NEW ITEMS AND ROUNDTABLE**

8:30

**M. ADJOURNMENT**

10/10/10

# **Key Largo Wastewater Treatment District** **Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. /

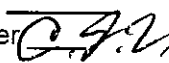
- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

SUBJECT: Expansion of Treatment Plant

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 12-2-05

<b>Originating Department:</b> Commissioner Bullock	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

**Summary Explanation/Background:** Commissioner Bullock requested a discussion on the expansion of the Treatment Plant from 2.6 acres to 4.2 acres.

# Memo

**To:** KLWTD Board  
**From:** Charles F. Fishburn, General Manager  
**Date:** December 2, 2005  
**Re:** Expansion of the Treatment Plant



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The expansion of the Treatment Plant site has been a concern for as long as the District has been in existence. Federal Judge Moore's decision in September, the Army Corp. funding tied to the 2.6 acre clearing, our slow movement on mitigation of the current 2.6 acre site all raise legitimate concerns about the plant expansion.

Staff is working with the County to mitigate the current 2.6 acre site and as soon as that is started and the current plant is up and running we will aggressively pursue the clearing and mitigation of the additional 1.5 acres.

The Federal grants tied to the 2.6 acre site is a concern but staff with Board direction is attempting to dedicate the Federal Funding to specific collection systems only.



KEY LARGO WASTEWATER TREATMENT DISTRICT  
**Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of November 16, 2005 Board Meetings

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 11-30-05

<b>Originating Department:</b> Board Clerk	Costs: Approximately \$0  Funding Source:  Acct. #	<b>Attachments:</b> Minutes Nov. 16, 2005
<b>Department Review:</b> <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>CJN</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input checked="" type="checkbox"/> Clerk <u>CW</u>	<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:**

**Resulting Board Action:**

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



MINUTES  
Key Largo Wastewater Treatment District (KLWTD)  
Board of Commisisoners Meeting



November 16, 2005  
98880 OVERSEAS HYW, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on November 16, 2005 at 5:03 PM. Present were Chairrman Glenn Patton, Commissioners Gary Bauman, Andrew Tobin, Claude Bullock (arrived at 5:07 p.m.), and Charles Brooks. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Patton.

***Approval of the Agenda***

District Counsel requested that Resolution No. 19-11-05 be added to the Bulk Items.

**MOTION:** Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Bauman seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 5 to 0

**Public Comment**

The following persons addressed the Commission: No public comment at this meeting.

**Commissioner Items**

*Collection System Development on Private Property*  
*Calusa Campground*  
*Connection Enforcement (KLTV and others)*  
*System Take-Over and Maintenance*

Chairman Patton presented the background information from the District's Rule's and Regulations. He pointed out that before a policy is approved it should be consistent and the Board should consider the ramifications to all of the properties in the District that would be affected. Chairman Patton stated that he personally does not want the District to become involved in putting in collection systems on private property.

Commissioner Bullock explained that he has a problem with the less than one EDU per unit. He would like to see the system with a design criteria for the future which would be at one EDU per unit. The Commissioner would like to have as built drawings submitted to the District for all future development and he would like to have them signed by a registered professional land surveyor.

Commissioner Bauman said that he thinks that the District should put the collection system in. He feels that the District could put in a collection system in Calusa cheaper, quicker, and more efficiently than the Association could at Calusa Campground. He also pointed out that Calusa Campground has no experience putting in collection systems and the District has three years experience. Commissioner Bauman said that if it goes well then it can be used as a precedent and if it does not work out then say the District will not do it again.

Commissioner Tobin does not think that the District could put in a collection system cheaper, quicker, or better. The District is still government and governed by CCNA. He also feels that each unit should be one EDU.

Commissioner Brooks is totally against public funds being spent on private property because of all of the complications that could arise.

Commissioner Bullock is not interested in putting in a collection system on private property and he does not want to see anything less than one EDU per property on any property that the District services except commercial property.

Veronica Cruz, Calusa Campground Property Manager wanted to confirm that the District will not be going onto private property and that Calusa Campground would have to find their own funding source and put the collection system in themselves. The Board confirmed her understanding of the consensus of the Board. Ms. Cruz requested a copy of the checklist for an engineer.

The Board directed Staff to come back to them with a date for Calusa Campground to hook up and a revised One Year Notice for Calusa Campground.

Staff is to review The Rules and Regulations Article 7 to say System Development on Private Property, and Article 7 Section 7.03 (12) iii.

*David Koppel, County Engineer*

Mr. Koppel introduced Elizabeth Wood who will be working on the District's project as the County's Engineer.

Commissioner Bauman was excused from the meeting at 6:00 PM.

*\$2 million for Wastewater from Federal Government*

Commissioner Bullock stated that he felt that Commissioner Brooks has done an outstanding job as the Funding Liaison Representative to the Project Development Team.

Commissioner Brooks explained that his position has been he was fighting for money and if he gets the money he could not understand the Board not supporting him.

Commissioner Brooks then gave an update as to what has happened over the last several years with the Project Development Team

Chairman Patton thanked Commissioner Brooks for the tenacious job that he did as the Funding Liaison Representative to the Project Development Team in pursuing the monies for the District. He thanked Commissioner Brooks for time and effort that he has put into the job and commended him for being a Champion for the District.

Commissioner Tobin stated that he would like to see the Staff involved in obtaining the money from the Army Corp of Engineers and Commissioner Bullock agreed.

**Bulk Items**

**MOTION: Commissioner Tobin made a motion to remove the items from the Bulk Agenda. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*KLWTD Board Meeting Minutes*

*Minutes of November 2, 2005*

Commissioner Bullock pointed out that on page 7 under the first motion on the page the date is suppose to be January 1, 2006 not January 1, 2005.

**MOTION: Commissioner Bullock made a motion to approve the minutes of November 2, 2005 as corrected. Commissioner Tobin seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		

Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

Commissioner Brooks explained that he was not at the November 2, 2005 meeting and he is voting approval of the minutes for continuity only.

*Minutes of October 19, 2005*

**MOTION:** Commissioner Tobin made a motion to approve the minutes of October 19, 2005. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*RESOLUTION NO. 19-11-05*

*ANNUAL RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT DESIGNATING SPECIFIC COMMISSIONERS AS AUTHORIZED SIGNATORIES OF THE KEY LARGO WASTEWATER TREATMENT BOARD'S BANK ACCOUNT; AND PROVIDING FOR AN EFFECTIVE DATE.*

**MOTION:** Commissioner Tobin made a motion to approve Resolution No. 19-11-05. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*RESOLUTION NO. 13-11-05*

*RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MARILYN AND MICHAEL MACKEL FOR*

*DESIGNATION OF A TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2005 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

Tom Dillon, District Counsel, explained the resolution.

Commissioner Tobin stated that the District does not have an application that the property owner fills out stating why the lot cannot be developed. He recommends that on the resolution there be a form that is signed and notarized that says the property owner accepts the terms and knows that it is going to be recorded; and that there is also a provision that says the District can resend the resolution.

Mr. Dillon explained that he has added the forms to the resolutions. In the future he will have the applicant sign a form that says they certify that the information is true and that they do not have any intention of developing the lot.

**MOTION: Commissioner Tobin made a motion to approve Resolution No. 13-11-05 with the changes recommended by Commissioner Tobin. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

Commissioner Brooks stated that he voted yes for the Resolution No. 13-11-05 but he does not like doing it that way.

*RESOLUTION NO. 14-11-05*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF GENE BRIAN DEMAMBRO FOR DESIGNATION OF A TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2005 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

**MOTION: Commissioner Tobin made a motion to approve Resolution No. 14-11-05 with the changes recommended by Commissioner Tobin. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		

Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

Commissioner Brooks stated that he voted yes for the Resolution No. 14-11-05 but he does not like doing it that way.

*RESOLUTION NO. 16-11-05*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS AMENDING THE FINAL ASSESSMENT RESOLUTION 10-08-05 BY ADDING A TAX PARCEL AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

Mr. Dillon explained that the property owners requested that service be provided to their parcel which was not originally included in the current project.

**MOTION: Commissioner Brooks made a motion to approve Resolution No. 16-11-05. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*RESOLUTION NO. 17-11-05*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS AMENDING THE FINAL ASSESSMENT RESOLUTION 10-08-05 BY ADDING TWO SERVICE CONNECTION TO THE SUBJECT PARCEL AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

Mr. Dillon explained that this parcel consists of two lots and the owner would like service to each lot.

**MOTION: Commissioner Tobin made a motion to approve Resolution No. 17-11-05. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent

Chairman Patton	X		
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Motion passed 4 to 0

**RESOLUTION NO. 18-11-05**

*A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF ANTHONY AND MARY SCARLETT FOR DESIGNATION OF A TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2005 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

Mr. Dillon explained that this parcel is being sold for conservation purposes.

**MOTION: Commissioner Tobin made a motion to approve Resolution No. 18-11-05. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

**Financial Officer's Report**

*Pending Payments List of November 16, 2005*

Martin Waits presented the pending payments list.

**MOTION: Commissioner Tobin made a motion to approve the pending payment list of November 16, 2005 contingent upon availability of funds. Commissioner Bullock seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

**Legal Counsel Report**

*Distinct Lien Rights*

**MOTION: Commissioner Brooks made a motion to move the District Lien Rights item to action. Commissioner Bauman seconded the motion.**

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

Mr. Dillon explained that at the current time that the District does not have lien authority. He would like to have direction to take the issue of the District having Lien Authority, similar to the FKAA, to Representative Sorenson.

**MOTION:** Commissioner Brooks made a motion to direct staff to take the issue of the District having Lien Authority, similar to the FKAA, to Representative Sorenson. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*Designated Board Seats for the Election*

Commissioner Tobin did not have any preference.

Commissioner Brooks explained that he would like to see designated seats because the incumbent should run on his record.

Commissioner Brooks made a motion to move the item to an action item. The motion was withdrawn by Commission Brooks after discussion.

Commissioner Bullock had no preference.

Chairman Patton felt that if the Seats were designated by a specific area it would be all right but if the districts for the Seats are not identified then it would not serve the public interest.

**MOTION:** Commissioner Tobin made a motion table the Designated Board Seats item. Commissioner Bullock seconded the motion.



Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*One-Year Notice to Calusa Camp-Ground*

Commissioner Bullock stated that the letter should spell out that the Condo Association has to comply with the District's Rules and Regulations.

Mr. Dillon explained that the letter will not be the only contact with the Condo Association.

Discussion of the letter followed.

**MOTION:** Commissioner Bullock made a motion to table the One Year Notice to Calusa item. Commissioner Tobin seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*Resolution for Non-Ad valorem Assessment*

Mr. Dillon explained that his plan for the resolution for non-ad valorem assessment for the next year is to bring it to the Board at the December 21, 2005 meeting.

Mr. Dillon reported that he has been working on the CPH Force Main contract. A bid package should be able to be issued at the end of the year for construction on the transmission line.

**Engineer's Report**

*RESOLUTION NO. 15-11-05*

*A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REQUESTING MONROE COUNTY TO WAIVE ALL PLANNING AND PERMITTING FEES FOR REQUIRED PERMITS, FOR THE KEY LARGO WASTEWATER TREATMENT DISTRICT WAIVED*

Mr. Dillon explained that if the Board passes Resolution No. 15-11-05 then the District will not be able to charge the County for any connection cost.

**MOTION:** Commissioner Tobin made a motion to approve Resolution No. 15-11-05. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Bauman			Absent
Chairman Patton	X		

Motion passed 4 to 0

*KLWTD Property Info Database*

Chairman Patton reported that he was been working with staff on a database to track inspections of the Districts' serviced properties.

Mr. Dillon reported that he has written an RFQ for billing services. Staff is looking into a software program to track the properties and handle billing and staff is still working with FKAA concerning the District's customer billing.

**General Manager's Report**

*Vacuum Station Lot Purchase Program*

Charles F. Fishburn, General Manager reported that he is ready to sign a contract at the end of December on the first lot that is needed for the Lake Surprise/Sexton Cove Project.

*MSTU Ten Percent Reduction*

Charles Fishburn pointed out that the District's MSTU had been cut by 10%. He has drafted a letter to the County Manager asking that the District be included in any decision about the MSTU next year.

Commissioner Brooks stated that in his opinion the letter is premature and the timing is bad. The County Administration currently has a lot of issues with the storms and clean up and so forth. Commissioner Brooks feels that if the District wants to be involved with the decisions about the KLWTD District MSTU then all that has to be done is to pay attention around budget time next year. He pointed out that the property value has been increased by 16% or better and the drop was only 10% so the District is still ahead. Commissioner Brooks feels that it is a matter of cooperating with the County in trying to reduce the tax burden on people that the District is going to be collecting any where from \$60 to \$75 a month from.

Chairman Patton stated that it is an issue and the District needs to watch what the rate is. The County Manager, Mr. Willi needs to be put on notice, but it is a matter of timing.

Staff was directed to bring back the letter to the County in April of 2006.

**Commissioner's New Items and Roundtable**

Chairman Patton pointed out that the Board would like to have the issues RFQ for Billing brought back to the next meeting; rates for RV's and Commercial and Non Commercial properties are to be brought back.

The resolutions relating to the parcels are to be brought back.

**Adjournment**

The KLWTD Board adjourned the meeting at 8:46 PM.

The KLWTD meeting minutes of November 16, 2005 were approved on December 7, 2005

Chairman Glenn Patton

Carol Walker, CMC  
Board Clerk

11/11/64

KEY LARGO WASTEWATER TREATMENT DISTRICT  
**Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 3

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING                      | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> DISCUSSION                          | <input type="checkbox"/> BID/RFP AWARD  |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                              |   |



**SUBJECT:** Pending Payments list for December 7, 2005

**RECOMMENDED MOTION/ACTION:** Motion to approve pending payments list for December 7, 2005 contingent upon available funds.

Approved by General Manager

Date: 12-2-05



<b>Originating Department:</b> Finance	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____  Please initial one.

**Summary Explanation/Background:** The pending payment list will be sent out next week prior to the meeting.

**Resulting Board Action:**

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



**Key Largo Wastewater Treatment District**  
**Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 4

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

SUBJECT: RFQ for Billing

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 12-1-05

*C. J. [Signature]*

<b>Originating Department:</b> Legal	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> RFQ
<b>Department Review:</b> <input checked="" type="checkbox"/> District Counsel <i>JL</i> <input checked="" type="checkbox"/> General Manager <i>C. J. [Signature]</i> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	<b>Advertised:</b> Date: _____ Paper: <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The RFQ for customer billing and collection has been prepared.



# **REQUEST FOR STATEMENT OF QUALIFICATIONS**

The Key Largo Wastewater Treatment District (District) announces that services will be required as set forth herein:

## **CUSTOMER BILLING AND COLLECTION**

### **A. PURPOSE OF THIS REQUEST FOR STATEMENT OF QUALIFICATIONS AND GENERAL SCOPE OF WORK**

The District seeks Statements of Qualifications from firms that wish to provide billing and collection services. The District intends to enter into a service agreement with a qualified firm to perform the following work: obtaining water consumption data from the Florida Keys Aqueduct Authority (FKAA), preparing and sending wastewater bills to District customers, receiving funds on behalf of the District and depositing them in a District account, reconciling billing and collection data. After reviewing qualifications, the District will issue invitations to bid to the firms that the District considers to be qualified to perform the services.

#### **Background and General Description of Services**

The District is an independent special district of the State of Florida organized and existing under the Key Largo Wastewater Treatment District Act (ch. 2002-337 Fla. Stat., as amended) for the purpose of developing and operating a wastewater collection and treatment system on the Island of Key Largo, Florida. At full build out, the District expects to provide wastewater service to about 13,000 customers.

In 2003, the District commenced construction of the first phase of its wastewater system, which consists of a wastewater treatment plant with a nominal capacity of 183,000 gallons/day, a vacuum system, and three collection systems extending to about 600 customers. The District expects to begin collecting wastewater from about 200 customers in March of 2006, and to bring the remaining customers on line shortly thereafter.

In addition, the District has received financing commitments to construct a wastewater treatment plant with a nominal capacity of 2.25 million gallons/day, a six mile transmission main, and collection systems reaching 1,100 additional customers. The District expects to begin serving these customers in early 2008.

The District has established a rate schedule consisting of two parts: a fixed monthly fee charged in advance and a flowage fee. The flowage fee is calculated based on meter readings generated by the FKAA and to be made available in electronic format.

The successful bidder will apply the fixed monthly fees, calculate the flowage fees, and generate monthly invoices. At present, the District intends that the successful bidder will also receive the bill payments, deposit the funds into a designated District account, and provide monthly reports of customer accounts and accounting reconciliations to the District. The successful bidder will implement procedures to collect delinquent accounts, but the District will undertake needed collection litigation and other extraordinary actions.

### **Minimum Qualifications**

The district intends to issue invitations to bid to firms that demonstrate a capability to undertake the work satisfactorily. Such firms will have the following minimum qualifications:

- Established record of satisfactory performance of wastewater or other utility billing in Florida;
- Demonstrated understanding and use of billing calculation and collection hardware and software, personnel, and business procedures;
- Established offices, organization and business operations in Florida.
- Not less than five references from satisfied customers, preferably in Florida;
- Adequate bonding and insurance commensurate with the services provided, including without limitation liability insurance and fidelity bonding.

### **B. GENERAL CRITERIA FOR SELECTION**

#### **1. Schedule**

Advertise for Statement of Qualifications  
and December 1, 2005  
December 8, 2005

**Submittal Deadline** January 6, 2006

KLWTD Board Approval of Recommended Firm(s) January 11, 2006

#### **2. Information to Be Submitted**

Submit responses to the Request for Statements of Qualifications (SOQ) in the format described below. Any deviation from this format may result in the Firm's disqualification.

**The SOQ shall be limited to the following: a Letter of Interest and four sections as discussed below:**

##### **One Page Letter of Interest:**

Transmittal letter indicating interest in the SOQ.

Note: One page maximum

##### **Section 1 – Knowledge of Wastewater Utility Billing Issues:**

Describe the Firm's understanding of wastewater billing issues and how the Firm addresses them.

Note: Five pages maximum

##### **Section 2 – Qualifications of Staff Assigned to Project:**

1. Identify only individuals who will actually work on the project. Include any consultants that may be engaged by the Firm in the execution of the project.
2. Describe specific assignments and functions of each individual.
3. Provide an organization chart for the Firm's employees and consultants who will work on the project.

4. Resumes of the individuals and identified in Item 1, above

**Section 3 – Proficiency of Firm**

Provide a summary the Firm's (and consultants', if any) proficiency in each of the areas described in the Scope of Work for the task of interest. Include cost-benefit analysis and contract document preparation proficiency.

**Section 4 – Specific Project Examples:**

Provide a summary of up to five projects of similar scope to the task of interest. The summary should include a brief project description, cost information (Firm's fees, estimated cost, actual cost, change order costs, etc.), Firm's employees and consultants who worked on the project and their assignment, client contact person and their telephone number and email address. Include examples of bills issued, reports generated, and use of alternative or innovative technology to achieve cost savings.

3. Method of Selection

Individual members of District staff shall:

1. Independently evaluate and rank each SOQ with respect to the professional services proposed.
2. Identify those Firms that are qualified to provide the desired services.
3. Forward its selection(s) to the District General Manager, who will make an independent recommendation to the District Board and recommend that the Board authorize the KLWTD General Manager to issue invitations to bid to the approved Firm(s).

**Do not contact any member of District staff other than the District Finance Officer regarding this SOQ. Contacting a staff member other than the Finance Officer to discuss the SOQ will result in the Consultant's disqualification from the selection process. The District Finance Officer is Martin Waits.**

The KLWTD Board may, at its sole option, reject or modify the General Manager's recommendations.

**C. NOTES TO ALL PROSPECTIVE FIRMS**

Be brief but concise in your submittal. THERE WILL BE NO INTERVIEWS IN CONNECTION WITH THE SELECTIONS UNDER THIS REQUEST FOR STATEMENTS OF QUALIFICATIONS. Potential and actual respondents are hereby put on notice that the only data and information upon which selection will be based is the Firm's SOQ and information provided by client references.

The District is interested in Firms that can provide all or most of the expertise needed to provide the desired services for each task. However, it is recognized that certain areas may require expertise beyond that of the submitting Firm. For specialty functions, the use of consultants is acceptable, but the Firm should be qualified to perform the bulk of the work using its own employees.

The District will not be responsible for any expenses incurred by a Firm in preparing or submitting an SOQ.

The SOQ is to be submitted in a sealed envelope. The face of the envelope for submissions in response this RFQ shall contain the following title: "Response to Billing and Collections RFQ."

**D. SUBMITTAL REQUIREMENTS**

Submit one (1) original and nine (9) copies of the SOQ **on or before 2:00 PM Friday, January 6, 2006** to:

Charles Fishburn, General Manager  
Key Largo Wastewater Treatment District

Mailing address:  
P.O. Box 491  
Key Largo, FL 33037

Street address:  
98880 Overseas Highway  
Key Largo, Florida 33037

The SOQ must be received on or before the time and date specified herein or it will be disqualified.

Address questions regarding the SOQ in writing only to:

Martin Waits, Finance Officer  
Key Largo Wastewater Treatment District  
See addresses above.

All questions must be received by the KLWTD, attention Martin Waits, at least ten (10) working days before the SOQ submittal due date.



**Key Largo Wastewater Treatment District  
Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 5

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

SUBJECT: Designated Board Seats for Election

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 11-30-05

*C. J. [Signature]*

<b>Originating Department:</b> Legal	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> Memo
<b>Department Review:</b> <input checked="" type="checkbox"/> District Counsel <i>T.D.</i> <input checked="" type="checkbox"/> General Manager <i>C.J.</i> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** Commissioner Tobin has requested that the Board consider amending the Act that created the District Board so that candidates for Board Seats are campaigning for specific Board Seats. This item was tabled at the November 16, 2005 Board meeting.

## MEMORANDUM

FROM: Thomas M. Dillon, Attorney at Law  
Board Certified Construction Attorney  
P.O. Box 370736  
Key Largo, Florida 33037-0736

Tel: 305-240-1767  
Fax: 305-853-2693  
E-mail: lawtmd@bellsouth.net

To: Key Largo Wastewater Treatment District

Date: November 10, 2005

Subject: Proposal to amend the Key Largo Wastewater Treatment District Act to provide candidates shall file for a designated seat.

---

The purpose of this proposal is to amend the Key Largo Wastewater Treatment District Act ("the Act") to provide that candidates for District Seats shall file for a designated seat.

This proposal was suggested by Commissioner Tobin prior to the last general election.

The Uniform Special District Accountability Act of 1989, ch. 189, Florida Statutes, provides that in any election, a decision made by a majority of those voting shall prevail. § 189.405(4).

The Act provides, Section 5.3:

At the initial election of the governing board, the candidates receiving the highest five vote totals, consistent with Section 189.405(4), Florida Statutes, as the same may be amended from time to time, shall be deemed elected to the initial governing board. Thereafter, at the time of subsequent elections, available governing board positions shall be filled by those candidates receiving the highest vote totals.

As a result, the incumbent in every open position is at risk of losing the position.

The proposal is to amend the Act to provide that a candidate must declare for a position and must obtain a majority of votes in order to take that position. A candidate could target the campaign for a particular position, and the holder of a position for which no other candidate has declared would be automatically elected.

The proposed amendment is to amend Section 5.3 of the Act to read as follows:

At the initial election of the governing board, the candidates receiving the highest five vote totals, consistent with Section 189.405(4), Florida Statutes, as the same may be amended from time to time, shall be deemed elected to the initial governing board. Thereafter, at the time of subsequent elections, available governing board positions shall be filled by those candidates receiving the highest vote totals EACH POSITION

SHALL BE ASSIGNED A UNIQUE DESIGNATION, AND EACH CANDIDATE FOR A POSITION MUST INDICATE IN HIS OR HER QUALIFYING DOCUMENTS THE POSITION FOR WHICH HE OR SHE IS ATTEMPTING TO QUALIFY. EACH AVAILABLE GOVERNING BOARD POSITION SHALL BE FILLED BY THE CANDIDATE RECEIVING THE HIGHEST VOTE TOTAL FOR THAT POSITION.

[Deleted words are underlined; Added words are in ALL CAPS.]





**Key Largo Wastewater Treatment District  
Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 6

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

SUBJECT: One year Notice to Calusa Campground

RECOMMENDED MOTION/ACTION: Action

Approved by General Manager C. F. L.  
Date: 12-2-05

<b>Originating Department:</b> Legal	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> One Year Notice
<b>Department Review:</b> <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>C. F. L.</u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	<b>Advertised:</b> Date: _____ Paper: <input type="checkbox"/> Not Required _____
All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.		Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

**Summary Explanation/Background:** The one year notice to Calusa campground owners is presented for approval

KEY LARGO WASTEWATER TREATMENT DISTRICT  
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037  
(305) 451-5105



CALUSA CAMPGROUND WASTEWATER PROJECT  
OFFICIAL ONE-YEAR NOTIFICATION

November 10, 2005

Dear Property Owner:

Our most recent records from the Monroe County Appraiser's Office show that you are a property owner of record in the area commonly known as Calusa Campground, Key Largo, Florida, and that the property is improved and served by an onsite sewage treatment and disposal system.

In accordance with Florida Law, you are hereby officially notified that a central sewer system will be available to Calusa Campground property not less than one calendar year from the date of this Official One-Year Notification, shown above.

Calusa Campground is responsible to connect to the operational sewer collection system within thirty calendar days after official notification by the Key Largo Wastewater Treatment District that operational service is available, or within a timeframe officially specified by the Key Largo Wastewater Treatment District greater than thirty calendar days after such notification.

You will need to obtain a permit from the Monroe County Health Department for installation of a connection to our system and proper abandonment of your onsite sewage treatment plant and disposal system.

This Official One-Year Notification is certified to be in accordance with applicable law.

Yours,

---

Charles F. Fishburn  
General Manager



**Key Largo Wastewater Treatment District  
Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 7

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING                      | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading         | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> Public Hearing                      | <input type="checkbox"/> BID/RFP AWARD  |
| <input type="checkbox"/> ORDINANCE ON FIRST READING          | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM |   |
| <input type="checkbox"/> Other:                              |   |

SUBJECT: Trustee for 401 K

RECOMMENDED MOTION/ACTION: Action

Approved by General Manager C. J. [Signature]  
Date: 12-1-05

<b>Originating Department:</b> Legal	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>CJN</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** The District's 401K Plan requires the naming of a trustee for the retirement plan. I recommend the District Financial Officer.

TAB 8

KEY LARGO WASTEWATER TREATMENT DISTRICT  
**Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. 8

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Projects Status Report

RECOMMENDED MOTION/ACTION: No action required

Approved by General Manager

Date: 12-1-05

<b>Originating Department:</b> Weiler Engineering	Costs: \$ Funding Source: Acct. #	<b>Attachments:</b> Monthly status report and maps
<b>Department Review:</b> <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <i>EC</i> <input type="checkbox"/> Clerk	<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

**Summary Explanation/Background:**

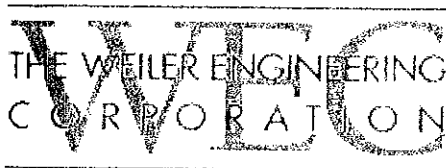
**Resulting Board Action:**

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



*"Excellence in Engineering"*

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

## **Key Largo Wastewater Treatment District Engineering Status Report Period Ending 11/30/05**

### **Key Largo Park**

Trenching continued in the Key Largo Park and vacuum main was placed on Lauderdale Drive. ADB and their subcontractor, Pabon Engineering, continued to set pits, excavate trenches and lay pipe.

The new style Airvac pits had been received and had some minor problems with the molding process, causing dimples that were unacceptable. Airvac staff inspected the pits and rejected 10 of them, and then filled the dimples on the others using an HDPE welding process. The new style pits have been installed in the field.

### **Key Largo Trailer Village**

Cleanup and restoration continued in the Village in this period. Some progress was made in the installation of concrete collars around the valve pit covers, but close to 50% remains to be done.

The crossing under US 1 was completed with a spare 10" conduit provided. The three 10" vacuum mains were installed into the treatment plant yard.

### **KLTV Treatment Plant**

Work progressed at the wastewater treatment plant during November, with most of the miscellaneous metals work being completed. This includes the stairs and walkways on the treatment units. Waterproofing was completed as was the bulk of the painting and finish coatings. A good deal of progress was made on the electrical work.

A potential problem arose with the configuration of the vacuum header on the discharge side of the vacuum pipes. Due to a conflict with the ceiling lights, Haskell installed the check valves on the vertical run of pipe rather than the horizontal run. This could create a potential for condensate to be trapped above the check valve, and then when the valve opened, it would be possible for this water to run backward into the vacuum pumps. This



was resolved by installing an additional 90° elbow at the pump discharge, allowing the check valve to be installed in the correct horizontal position. The vertical run of pipe was also changed from PVC to iron to act as a radiator to carry away excess heat generated by the compression of the air in the vacuum pumps.

### **Lake Surprise Project**

Design of the north component force main progressed in November. Several conference calls were held with CPH staff, District staff and WEC staff. CPH continued the hydraulic modeling of the force main system. The 60% design of the force main was submitted in early November and was reviewed by WEC and District staff. A design review meeting was held with CPH attending via conference call.

The CPH proposal for the design of the collection systems for the Lake Surprise basin and the Largo Gardens basin was revised and pricing was negotiated. An acceptable scope and price for the design of the two collection basins was reached and acceptable pricing for the survey was obtained. The work authorization to CPH for the design of these basins was approved in November.

The Arcadis/MWH proposal for design of the wastewater treatment plant and disposal wells was successfully negotiated. The work authorization to Arcadis was approved in November. A reuse storage system is to be included in the design.

Arcadis/MWH scheduled and held a design kick-off meeting with the FDEP in their offices in Fort Myers in November. Dan Saus attended representing WEC while Ed Castle was on vacation. Margaret Blank represented the District and the County's new wastewater engineer also attended. The meeting went well with no surprises. The major accomplishment of the meeting was that it appears that a single deep injection well may be allowed, with emergency backup disposal through less expensive shallow wells.

### **Haskell Pay Applications**

Payment of Haskell Pay Application No. 23 was submitted in September, but a number of adjustments were needed. As a result, the application was not approved by WEC until the end of the month. Pay Application No. 23 is now complete and will be submitted on the Payments Pending list for the October 3<sup>rd</sup> Board meeting.

### **Regulatory Compliance Issues**

No issues to report for this period.

### **Project Team Meetings and Actions**

Ed Castle attended the scheduled Board meeting on November 2<sup>nd</sup> and Dan Saus attended the November 16<sup>th</sup> meeting. They also met with KLWTD staff on those dates prior to the Board meetings. Ed and/or Dan also attended the construction progress meetings for Key Largo Park and attended the weekly District Staff meetings either in person or by telephone.

Ed Castle and/or Dan Saus of WEC performed construction inspection throughout the period.

## **Glossary of Terms**

- **AWT** – Advanced Wastewater Treatment. This is the level of treatment required by the year 2010 for all WWTPs in the Keys with capacities of 0.100 MGD or greater. This corresponds to levels of 5 mg/l CBOD, 5 mg/l TSS, 3 mg/l TN and 1 mg/l TP
- **BAT** – Best Achievable Treatment. This is the level of treatment required by the year 2010 for all wastewater treatment systems in the Keys with capacities of less than 0.100 MGD, including on-site treatment units. This corresponds to levels of 10 mg/l CBOD, 10 mg/l TSS, 10 mg/l TN and 1 mg/l TP
- **CBOD** – Carbonaceous Biochemical Oxygen Demand. This is a measurement of the level of organic pollutants (food) in wastewater
- **FDEP** – Florida Department of Environmental Protection
- **FKAA** – Florida Keys Aqueduct Authority
- **GPD** – Gallons Per Day
- **I&I** – Inflow & Infiltration. Inflow is non-sewage water, typically rain water, that enters a sanitary sewer system through lids on structures such as manholes. Infiltration is non-sewage water, typically groundwater or rain water that has soaked into the ground, that enters a sanitary sewer system through cracks and joints in buried pipes and structures.
- **MGD** – Million Gallons per Day
- **mg/l** – milligrams per liter (same as parts per million). This is the unit of measurement typically used to report the concentration of pollutants in wastewater
- **SRF** – State Revolving Fund. A source of low-interest loans for utility planning and construction
- **TN** – Total Nitrogen. This is a measurement of the level of nitrogenous pollutants in wastewater
- **TP** – Total Phosphorus. This is a measurement of the level of phosphate and organic phosphorus pollutants in wastewater
- **TSS** – Total Suspended Solids. This is a measurement of the level of particulate matters in suspension in wastewater
- **WWTP** – Wastewater Treatment Plant

Treatment plan

Progress Chart & Date	12-9-05
Pipe Installed	
Pat/Vac. Chamber	
Streets completed	
Restoration	



FEB 9

# KEY LARGO WASTEWATER TREATMENT DISTRICT

## Agenda Request Form

Meeting Date: December 7, 2005

Agenda Item No. 9

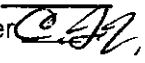
- [ ] PUBLIC HEARING [ ] RESOLUTION  
 [ ] DISCUSSION [ ] BID/RFP AWARD  
 [X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA  
 [ ] Other:

SUBJECT: Meeting dates for 2006

RECOMMENDED MOTION/ACTION: Action

Approved by General Manager 

Date: 12-2-05

<b>Originating Department:</b> General Manager	Costs: Approximately \$0 Funding Source: Acct. #	<b>Attachments:</b> List of dates Calendar
<b>Department Review:</b> [ ] District Counsel [X] General Manager  [ ] Finance	[ ] Engineering [X] Clerk	<b>Advertised:</b> Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

**Summary Explanation/Background:** The KLWTD Board meeting dates need to be set. The attached sheet shows proposed dates.

### **Resulting Board Action:**

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

## Proposed meeting dates for the KLWTD Board 2006.

January 4 and 18

February 1 and 15

March 1 and 15

April 5 and 19

May 3 and 17

June 7 and 21

July 12 and 26

August 9 and 23

September 6 and 20

October 4 and 18

November 1 and 15

December 6 and 20



# 2006

## JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

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23	24	25	26	27	28	29
30						

## MAY

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TAB 10

**Key Largo Wastewater Treatment District  
Agenda Request Form**

Meeting Date: December 7, 2005

Agenda Item No. *10*

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

SUBJECT: Federal Funding Update

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: *12-2-05*

*C. J. Z.*

<b>Originating Department:</b> General Manager	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> <i>MEMOS</i>
<b>Department Review:</b> <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <i>C. J. Z.</i> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

**Summary Explanation/Background:** The Project Development Team will meet in January 2006 to discuss how the next \$2 million from the Federal Government should be distributed.

# Memo

**To:** KLWTD Board  
**From:** Charles F. Fishburn, General Manager  
**Date:** December 2, 2005  
**Re:** Federal Funding

---

As you can see from Shelly Trulock's response to my memo concerning Federal Funding:

1. The next meeting of the Project Development Team is scheduled for January, 2006
2. The Army Corp and the Project Development Team want to oversee the entire Key Largo Wastewater Treatment District's \$140 million dollar project even though their funding is currently a small part of the overall project cost.
3. It appears that the EA (Environmental Assessment) is complete and has resulted in a FONSI (Finding of No Significant Impact).
4. The Decision Document appears also to be at a stage that if we make significant changes we will delay our funding.
5. District changes to the PCA (Program Cooperative Agreement) are being incorporated.

**Key Largo  
Wastewater  
Treatment District**

# Memo

**To:** Shelly Trulock  
System Planner for Program Execution Restoration Program Execution Branch  
**From:** Charles F. Fishburn, General Manager  
**VIA:** Email  
**Date:** November 30, 2005  
**Re:** FL Keys Water Quality Improvements Program – Cooperative Agreement

---

In reviewing the proposed cooperation agreement between the Department of the Army and the Key Largo Wastewater Treatment District I would offer the following suggestions

1. Since the premise of the "Federal" funding is to fund 65% of approved projects I would propose that we change the wording of this agreement to cover only new wastewater collection systems proposed for the Key Largo Wastewater Treatment District. Since the current level of "Federal" funding for KLWTD appears to be only \$500,000 to \$2 million per year this would correspond to projects in the \$750,000 to \$3 million size. This corresponds to the cost of a typical wastewater collection system for the District. The Corps of Engineers will provide \$100M for the entire program. Key Largo will be receiving \$29.5 M of this. The program cooperation agreement covers the entire program for Key Largo, not just current funding available. ARMY
2. The timing of this funding will be too late for the project (Key Largo Park Collection System) we had planned for this funding. The district is still short the \$500,000 needed to complete this project. Funding cannot be distributed until the program cooperation agreements are executed. When the PDT meets after the first of the year we will have to look at what municipalities are ready to go and how much money should be allocated. It may be that construction reimbursement would not be possible however planning costs could be reimbursed related to the Key Largo Park Collection System project. ARMY
3. You can understand that the District must pick projects for this funding source that will not stop our forward progress in providing wastewater service to all residents of Key Largo. By restricting this funding to collection systems that if stopped by delay of the 65% "Federal" match will not hold up the overall

progress of the District. I am not certain that you will be able to show a clear cut 35/65 per project. The federal portion of \$100M is 65% of the \$153.8M.

ARMY

4. Restricting the 65% "Federal" match to specific collection systems will reduce the inherent "overhead" costs to the District "PCT" team reviewing only those projects that have a 65% "Federal" match.
5. Who do you envision will be on the "Project Coordination Team" for our projects?
  - a. Army Corp
  - b. Army Corp Consultant?
  - c. District Representative
  - d. District Engineer
  - e. Any other?

The PDT is made up of representatives from each municipality, Corps of Engineers, South Florida Water Mgmt District, DEP, EPA, etc.... This same PDT will be in place for all projects, for all municipalities.

ARMY

6. Our District Counsel has reviewed the "Cooperative Agreement" and his comments are attached. Noted.
7. Would modifications to the "Decision Document" at this time delay funding? The decision document is part of the overall package that will be forwarded up to the Corps Division and HQ offices. If there are significant changes to the decision document then that would need to be addressed before the complete package can be forwarded, yes there could be delays. At this time once we incorporate changes you provided to the program cooperation agreement we can forward the package.
8. Does the "Draft Environmental Assessment" become the "Environmental Assessment" without changes? A fonsi has been prepared for Key Largo.
9. Would participation in the review of our current projects by the Army Corp expedite the process once funding is available? Not at this time. As Key Largo's projects were identified and outlined in the EA, Ms. Trish Carney, Corps Contractor, coordinated with technical staff to ensure compliance with 2010 mandates.

ARMY

ARMY

ARMY

Thanks for your help in this difficult process for the District. The District requests no changes that will delay this funding.

# Memo

**To:** KLWTD Board  
**From:** Carol Walker, CMC  
**Date:** December 7, 2005  
**Re:** TAB 1

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The following is information concerning the Treatment Plant expansion from 2.6 acres 4.2 acres

**Subj:** FW: mitigation  
**Date:** 10/14/2005 4:08:52 P.M. Eastern Daylight Time  
**From:** margaretblank@bellsouth.net  
**To:** Cffishburn@aol.com, martinwaits@bellsouth.net  
**CC:** VanEss-Matt@MonroeCounty-FL.Gov

FOR  
ADD,  
1.6 acres,

Chuck,

Matt appears to be right on schedule.

**From:** VanEss-Matt@MonroeCounty-FL.Gov [mailto:VanEss-Matt@MonroeCounty-FL.Gov]  
**Sent:** Friday, October 14, 2005 11:45 AM  
**To:** margaretblank@bellsouth.net  
**Subject:** RE: mitigation

Margaret-

A quick note to let you know my progress. I've discussed with Winston Hobgood, USFWS two sites that are currently cleared of hammock vegetation and that can be replanted and restored to satisfy the mitigation requirements. One site is owned by the Monroe County Land Authority and is a 1.6 acre parcel of which .6 acres was cleared prior to our recent purchase. We just bought the property which will be managed for conservation and .6 acres will be used as mitigation. The other site is the Dove Creek Hammock property owned by the State Fish and Wildlife Commission in Key Largo. There is over 2.5 acres that is mowed by the highway and the FWC is agreeable to revegetating this site which will satisfy the mitigation requirement for the other two acres. I am going to continue to work on the North Key Largo Jim D site but given the speed that this needs to happen I like these two sites better as they are currently cleared and only need revegetating.

My next step is to meet with USFWS in the field on these two sites and prepare a restoration plan. The USFWS will then approve the plan as the required mitigation and we begin the actual restoration work. This keeps us on track with the project outline and milestones the Fish and Wildlife agreed to earlier. I attached the August memo from me to USFWS to this email. I am heading out in the field right now to get to another project but wanted to let you know that I have preliminary agreement from USFWS on the sites and acreage. I'm preparing the restoration plan for USFWS and will copy you all.

Thanks  
 Matt

-----Original Message-----

**From:** Margaret Blank [mailto:margaretblank@bellsouth.net]  
**Sent:** Wednesday, October 12, 2005 8:32 AM  
**To:** Cffishburn@aol.com  
**Cc:** martinwaits@bellsouth.net; VanEss-Matt@MonroeCounty-FL.Gov  
**Subject:** RE: mitigation

Chuck,

I spoke with Matt this morning.

He is looking at two sites, Dove Creek Hammock and a 1-acre site recently acquired by the County. These sites require planting only no clearing or filling. Matt feels planting can be accomplished faster. This week he will verify that these two sites combined equal at least 2.6 acres and he will get Winston's okay. Matt is keeping the Careysfort site in mind for mitigation of the 1.5 acres for the regional plan. He's been communicating with Jim D. about this.

Matt will issue a progress report at the end of the week.

Margaret



BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARYMeeting Date: 21 September 2005Division: Growth ManagementBulk Item: Yes X No       Department: Marine ResourcesStaff Contact: George Garrett / Matt Van Ess**AGENDA ITEM WORDING:**

Approval of a Resolution authorizing the Land Steward to carry out the mitigation obligations of the Key Largo Wastewater Treatment District for the clearing of its treatment plant site and to provide the mitigation funds authorized to the District in the amount of \$294,708.08 by the BOCC at the August 18, 2004 meeting to the Land Steward to allow him to complete required mitigation projects for the District.

**ITEM BACKGROUND:**

The Key Largo Wastewater Treatment District, in receipt of FEMA Unmet Needs funds, was allowed to clear up to 2.6 acres of land at its treatment plant site at Mile Marker 100.5. The U.S. Fish and Wildlife Service (FWS) Biological Opinion documented in the FEMA Environmental Assessment of the Key Largo Wastewater Treatment System required mitigation for the loss of the 2.6 acres of habitat. The BOCC at its August 18, 2004, regular meeting authorized the release of \$294,708.08 of Fund 304 money to the District to carry out the mitigation obligations required by FEMA and FWS. Since that time, in consultation with the County, FEMA, and FWS, it has been determined that the most effective way to complete the mitigation effort is to authorize the Monroe County Land Steward to complete the project. The attached resolution allows the funds authorized by the BOCC in August of 2004 to be utilized instead by the Land Steward to complete the obligation. The Land Steward will use the funds to restore 2.6 acres of upland habitat on County and/or state properties.

**PREVIOUS RELEVANT BOCC ACTION:**

August 18, 2004 - Authorization of funds

**CONTRACT/AGREEMENT CHANGES:**

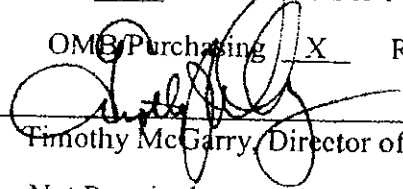
NA

**STAFF RECOMMENDATIONS:**

Approval

TOTAL COST: \$294,708.08BUDGETED: Yes X No       COST TO COUNTY: \$294,708.08SOURCE OF FUNDS: Fund 304REVENUE PRODUCING: Yes        No X AMOUNT Per Month        Year       APPROVED BY: County Atty X OMB/Purchasing X Risk Management X

DIVISION DIRECTOR APPROVAL:

  
Timothy McGarry, Director of Growth ManagementDOCUMENTATION: Included X Not Required       DISPOSITION:       AGENDA ITEM NO.:

**RESOLUTION NO. 2005**

**A RESOLUTION OF THE MONROE COUNTY BOARD OF COMMISSIONERS AUTHORIZING THE MONROE COUNTY LAND STEWARD TO TAKE OVER AND COMPLETE THE MITIGATION OBLIGATIONS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT FOR THE AUTHORIZED CLEARING OF THE DISTRICT'S TREATMENT PLANT SITE AT MILE MARKER 100.5 AND AUTHORIZING THE LAND STEWARD TO UTILIZE FUNDS MADE AVAILABLE TO THE DISTRICT BY THE BOCC ON 18 AUGUST 2004 AT ITS REGULAR MEETING SO THAT FUNDS ARE AVAILABLE TO THE LAND STEWARD TO COMPLETE THE MITIGATION EFFORT.**

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**WHEREAS**, the Key Largo Wastewater Treatment District, in receipt of FEMA Unmet Needs funds, was allowed to clear up to 2.6 acres of land at its treatment plant site at Mile Marker 100.5; and

**WHEREAS**, the U.S. Fish and Wildlife Service (FWS) Biological Opinion documented in the FEMA Environmental Assessment of the Key Largo wastewater project required mitigation for the loss of the 2.6 acres of habitat at the treatment plant site; and

**WHEREAS**, the BOCC at its August 18, 2004 regular meeting authorized \$294,708.08 of Fund 304 (Infrastructure Sales Tax) money to the District to carry out the mitigation obligations required by FEMA and FWS; and

**WHEREAS**, the Monroe County Land Steward is more knowledgeable and better qualified to carry out the mitigation obligations of the Key Largo Wastewater Treatment District; and

**WHEREAS**, the BOCC established the County "Environmental Land Management and Restoration Fund" through Resolution 112-2004 to hold mitigation funds as they become available so as to allow completion of environmental restoration and mitigation projects; and

**WHEREAS**, the Key Largo Wastewater Treatment District, FEMA, and the FWS agree that turning the mitigation obligations over to the Land Steward is acceptable and appropriate,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, MONROE COUNTY, FLORIDA THAT:**

1. The Monroe County Land Steward is authorized to act on behalf of the Key Largo Wastewater Treatment District to take over and complete the mitigation obligations of the District for land clearing at the Mile Marker 100.5 treatment plant site.

Marine Resources

2. The Monroe County Land Steward is authorized to utilize funds made available to the District by the BOCC at its August 18, 2004 meeting (\$294,708.08) to complete the mitigations obligations.
3. The Monroe County Department of Management and Budget is requested to take necessary action to ensure that the aforementioned funds are available to the Monroe County Land Steward by no later than the October 2005 BOCC meeting.

**PASSED AND ADOPTED** by the Board of County Commissioners, Monroe County, Florida at a regular meeting of said Board held on the 21<sup>st</sup> day of September, A.D., 2005.

Mayor Dixie Spehar

Mayor Pro Tem Charles "Sonny" McCoy

Commissioner George Neugent

Commissioner David Rice

Commissioner Murray Nelson

BOARD OF COUNTY COMMISSIONERS  
MONROE COUNTY, FLORIDA

BY: \_\_\_\_\_  
MAYOR/CHAIR PERSON

(SEAL)

ATTEST: DANNY I. KOLHAGE, CLERK

BY: \_\_\_\_\_  
AND  
DEPUTY CLERK

APPROVED AS TO FORM

LEGAL SUFFICIENCY

BY: Kerry L. Williams 9.2.05  
ATTORNEY'S OFFICE

Subj: **FW: SEWERS, what else**  
 Date: 10/12/2005 6:16:56 P.M. Eastern Daylight Time  
 From: Tobinlaw@terranova.net  
 To: Cffishburn@aol.com, Tobinlaw@Terranova.net, cbullock417@aol.com, CBrooks442@aol.com, gpatton@innovative-dynamics.com, g.bauman@dolphinpatioandgrill.com  
 CC: cjsimpkins@bellsouth.net

Chuck;

Please give us an update on additional clearing when you have some time. Here's an old email as back up.

Andy

Andrew M. Tobin, Esq.  
 Attorney at Law  
 P.O. Box 620  
 Tavernier, Florida 33070  
 Tobinlaw@Terranova.net

-----Original Message-----

**From:** Andrew Tobin [mailto:Tobinlaw@Terranova.net]  
**Sent:** Monday, July 05, 2004 4:47 PM  
**To:** Tinker, Teresa  
**Subject:** SEWERS, what else

Hello Teresa;

I got your message that you cannot attend the teleconference on Tuesdsay and thought you might like to know what's going on.

The Key Largo Wastewater Treatment District (District) is faced with a huge problem caused by the U.S. Fish and Wildlife Service, and FEMA which is apparently required to adhere to the Service's biological "findings."

Essentially, as part of the FONSI, the Service authorized the County to clear 2.6 acres of the 21.6 acres acquired by the County for \$1,000,000 +, provided the County mitigate by planting trees (costs = \$350,000), and further provided the County convey the excess land (19 acres) to another agency/organization and further provided that the County agree to restrict the remaining land FOREVER (perpetuity) to conservation.

Keep in mind that 1) The County has a 80% open space ratio that allows clearing of 20% or 4.4 acres of land; 2) While the present site of the treatment facility will accomodate some growth, everyone agrees 2.6 acres is not ideal for expansion and that we will probably need the remainder of our 20% open space or 1.5 acres for expansion. (Even Islamorada cant find land to build its sewage treatment plants because of hammock rules).

Here are the problems: Fish and Wildlife did not "trust" the County and does not trust the District. That

Thursday, October 13, 2005 America Online: Cffishburn

is the reason for insisting the County and now the District convey its land to another agency. I believe the condition is ILLEGAL and I won't agree to do it. Agencies have the power and authority to impose reasonable environmental conditions and conveying the land to another is an ILLEGAL exaction.

The second illegal condition imposed by Fish and Wildlife is their insistence that we record a conservation easement that cannot be modified even if science changes, or the District mitigates 1000:1. As you know, biological and ecological science is not permanent nor is it fixed. It changes as does knowledge. For Fish and Wildlife to "lock in" today's science is flat out wrong (Note: Fish and Wildlife espouses the "world is flat.").

The next problem is the proposed ADCOM hammock rule. We need to make sure that ADCOM does not interfere with our ability to use all of the 20% clearing ratio.

On a personal note, I am prepared to move forward on sewerage Key Largo. It's a huge undertaking and one that will cause lots of pain. I am not however prepared to take 1 step forward and 2 steps sideways or build something that can't be expanded in a practical, logical, and economical way.

Teresa, we are talking about a 500 million plus public works project to sewer the Keys. You might as well get used to the idea that it will be necessary to cut some trees. You should also know that according to Tim McGarry, of the 12,000 acres of hammocks in the Keys, almost 10,000 is either government owned or can never be cleared. Of the 2,000 remaining almost 50% or 1000 acres will be preserved even if developed.

Thanks for your help.

Andrew M. Tobin  
P.O. Box 620  
Tavernier, FL 33070  
305-852-3388  
atobinlaw@bellsouth.net

Phone: 305-453-5804

Fax: 305-453-5807

**From:** cbrooks442 [mailto:cbrooks442@aol.com]

**Sent:** Friday, October 07, 2005 12:15 PM

**To:** Carol Simpkins; Chuck Fishburn; Ed Castle

**Cc:** Trish Carney

**Subject:** Fed Dollars Continued v1

Ed, Chuck & Carol

Trish is getting questions from Fish & Wildlife Commission ( *the state agency*) concerning the permits we have acquired for the treatment plant site.

We need to provide Trish with the information that the plant site has gone through all the necessary review and EAs for a wastewater treatment plant site. send all info on all the permits for the site including KLTV WWTP.

They need to respond to inquiries from FWC that question if the site has been permitted for WWTP.

The KLTV WWTP construction on the site with permits should provide all the state requirements to answer the FWC questions

Please forward to: [pacarney@psbj.com](mailto:pacarney@psbj.com)

Please copy on all info you forward

Thanks

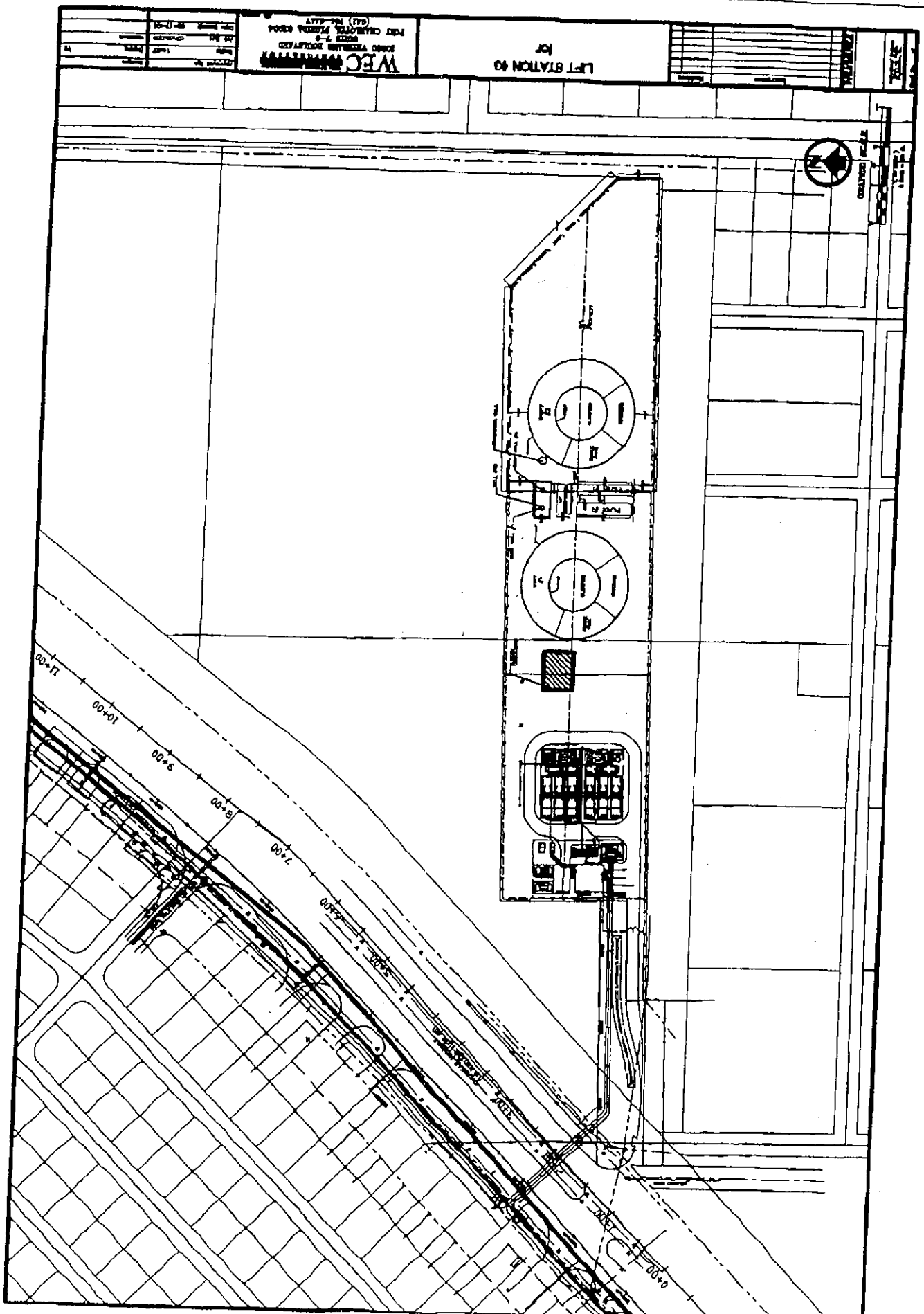
Charles Brooks

KLWTD Chairman

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FREE Emoticons for your email! [Click Here!](#)





# Memo

**To:** KLWTD Board  
**From:** Carol Walker, CMC  
**Date:** December 7, 2005  
**Re:** TAB 3

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Please see attached Pending Payments list for the December 7, 2005 Board Meeting. This is the attachment for TAB 3.

This is the same list that Marty Waits emailed to the Board on December 6, 2005.



## Payments Pending 12/07/05

Prepared 12/05/05

## CONSOLIDATED CASH BALANCE FORWARD

\$ 277,026.94

Administration & Operations

Cash Balance A&amp;O Account Forward \$ 131,879.55

Plus: MSTU Direct Payments 3,435.31

Service Fees 600.00

Sub-total Receipts 4,035.31

Less: Office Depot (office supplies, two file cabinets) 1,040.75

Visa - Inspection Supplies, Postage, Misc. 1,028.00

FKEC - Office Electric 355.00

FKAA - Office Water 10.59

Keys Sanitary - Office Trash Service 33.06

Federal Express - Deliveries 105.83

FRWA - 2005 Dues 100.00

Cris Sante - Office Rent (December) 2,450.00

Comcast - Cable Service 31.28

Nissan - Truck Lease 219.00

BellSouth - Office Phones 89.05

Key Breeze Engraving - Name Plate 11.00

Grau &amp; Company - Audit Progress Billing 2,000.00

Thomas Dillon - Legal Services 4,625.00

FMIT - Insurance (2nd Quarter) 12,306.00

Sub-total Invoices 24,404.56

\$ (20,369.25)

Cash Balance A&amp;O Account If All Paid \$ 110,910.30

Memo: MSTU Draw #13 Submitted 10/11/05 \$61,274

MSTU Draw #14 Submitted 10/11/05 \$ 7,341

Key Largo Park

Cash Balance KLP Account Forward \$ (428,936.13)

Less: Thomas Dillon - Legal Services 45.00

Weiler Engineering - November 1,503.89

1,548.89

(1,548.89)

Cash Balance KLP Account If All Paid \$ (430,485.02)

Memo: MC Cesspit Draw #1 Submitted 7/22/05 \$ 17,464

FDEP Draw #7 Submitted 11/3/05 \$389,393

Key Largo Trailer Village

Cash Balance KLTV Account Forward \$ (363,233.11)

Plus: DCA Cesspit Draw #2 421,319.85

Less: Thomas Dillon - Legal Services 308.00

Weiler Engineering - November 2,828.39

Sub-total Invoices 3,136.39

418,183.46

Cash Balance KLTV Account If All Paid \$ 54,950.35

Memo: FEMA Draw #8 Submitted 7/20/05 \$ 495,711

FEMA Draw #9 (Final) Submitted 8/02/05 \$ 8,373

North Key Largo Development

Cash Balance KLNC Account Forward 937,316.63

Less: Weiler Engineering - November 3,431.00

Thomas Dillon - Legal Services 1,681.00

5,112.00

(5,112.00)

Cash Balance KLNC Account If All Paid 932,204.63

## CONSOLIDATED CASH BALANCE IF ALL PAID

\$ 668,180.26

NOTE: A TOTAL OF \$924,496 REQUESTED FOR REIMBURSEMENT IS OUTSTANDING

Approved for payment:

Glenn Patton, Chairman

Andrew Tobin, Secretary