2008KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS

AGENDA

Tuesday September 2, 2008 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Gary Bauman	**Chairman**
Andrew Tobin	**Vice Chairman**
Claude Bullock	**Secretary-Treasurer**
Susan Hammaker	**Commissioner**
Norman Higgins	**Commissioner**

Charles F. Fishburn	**General Manager**
Thomas Dillon	**District Counsel**
Carol Walker	**District Clerk**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305-4453-5804 at least 48 hours in advance to request accommodations.

4:00 **A. CALL TO ORDER**

4:01 **B. PLEDGE OF ALLEGIANCE**

4:02 **C. ROLL CALL**

4:03 **D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS**

4:10 **E. PUBLIC COMMENT**

4:20 **F. PROCLAMATION FOR SUMMER INTERN**

4:25

G. COMMISSIONER'S ITEMS **TAB 1**

1. Update on Aug. 14, 2008 Deep Injection Well Bid (Commissioner Hammaker)
2. Report on Aug. 13, 2008 Sewer Summit (Commissioner Hammaker) **TAB 2**
3. Basin B Phase I Community Relations (Commissioner Hammaker) **TAB 3**
4. PCA Signing Update (Commissioner Hammaker) **TAB 4**

4:40

H. BULK ITEMS Action

5. Minutes of August 21, 2008 **TAB 5**
6. Pending Payments **TAB 6**
7. Assessment Appeal for Key Wester Enterprises, LLC **TAB 7**

4:45

I. ENGINEER'S REPORT

8. Monthly Status Report **TAB 8**

5:00

J. FINANCIAL REPORT

9. Proposed FY 2009 District Budget 4 Year Plan **TAB 9**
10. FY 2009 Insurance Program Action **TAB 10**

5:30

K. LEGAL COUNSEL REPORT

5:35

L. GENERAL MANAGER'S REPORT

11. Vacuum Station D Award Action **TAB 11**
12. Bobcat Purchase Action **TAB 12**

5:45

M. ADJOURNMENT

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Sept. 2, 2008 Agenda Item No. 1

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Update on Aug. 14 Injection Well Bid

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.H
Date: 8-26-08

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C.J.H [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: Additional information has been requested from both bidders. Staff will have a recommendation for award of the Deep Well contract for the Sept. 16 KLWTD Board meeting.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept 2, 2008 Agenda Item No. 2

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Report on Aug. 13, 2008 Sewer Summit

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager C.J.H.

Date: 8-27-08

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source:	**Attachments:** Proposed Distribution,
Department Review: [ ] District Counsel _____ [X] General Manager C.J.H. [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: Representative Saunders held a Wastewater Summit in Marathon on August 12, 2008. The attached was presented by the County and KLWTD.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

Proposed Distribution of State of Florida Authorized Wastewater Funding Assistance

Wastewater Utility/Municipality	Total Project Cost* Millions of Dollars ($MM)	Proposed Distribution	
		Percentage	$ MM
North Key Largo Utility Corporation**	$10.35	1.33%	$2.66
Key Largo Wastewater Treatment District	$197.52	22.50%	$45
Village of Islamorada	$132.37	17.10%	$34.20
Key Colony Beach**	$0.50	0.10%	$0.20
City of Marathon	$85.03	11%	$22
Unincorporated Monroe County FKAA Partnership	$260.45	36.47%	$72.94
City of Key West	$89.03	11.50%	$23
Total	$775.25	100%	$200

* Total project cost include planning, design, administration, and construction costs.

** These estimates do not include existing facility costs.

MONROE COUNTY PROPOSAL

PROPOSED DISTRIBUTION OF STATE OF FLORIDA AUTHORIZED WASTEWATER FUNDING ASSISTANCE

WASTEWATER UTILITY MUNICIPALITY	2009 Distribution	2010 Distribution	2011 Distribution	2012 Distribution	State Subsidy Per (EDU) (Revision 1)	SDC*	Matching Loan Millions	Utility Base Charge/Mo*	2010.5 Mandate	Wastewater Construction	Hot Spots
North Key Largo Utility Corp	2% $1 Million	2% $1 Million	$660,000		$1478 (1,800)	$2786		$35 (No flow Charge)	Yes	Yes	No
Key Largo Wastewater Treatment District	40% $24 Million				$1745 (13,750)	$5200	$50	$33.60	Yes	Yes	2,4,7,9,12,15,17,19,20,21,24,29, (13)
Village of Islamorada		49% $24.5 Million	30% $12.5 Million		$3461 (10,690)	$5700	$2	$37	Yes	Yes	14,18,22,30,32,33,37,38 (8)
Key Colony Beach				$200,000	$133 (1,502)	$0			No	No	No
City of Marathon	45% $22.5 Million				$2878 (7,818)	$6700	$20	$35	Yes	Yes	1,13,34,35 (4)
Unincorporated Monroe County FKAA Partnership	5% $2.5 Million	49% $24.5 Million	60% $30 Million	32% $16 Million	$5896 (12,381)	$4500 $2700	$10	$35	Yes	Yes	3,5,6,8,10,11,16,23,25,26,28,31,36,39,40,41, 42,43,44 (19)
City of Key West				68% $34 Million	$412 (24,075)	$0		$12	No	No	No
Total	100%	100%	100%	100%	(72,016)						44

*Other than KLWTD numbers are estimates

KLWTD / REVISION 1
8.12.08
C. F. Fishburn

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept. 2, 2008 Agenda Item No. 3

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Basin B Phase I Community Relations

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager C. J. H.
Date: 8-26-08

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C. J. H. [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: Commissioner Hammaker reports that everything is going well and Ric-Man is very professional. A lot of the Basin B -1 neighborhood is showing interest currently.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept. 2, 2008 ITEM NO. 4

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: PCA signing update

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. 2

Date: 8-26-08

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source: Acct.	**Attachments** Email
Department Review: [ ] District Counsel _____ [X] General Manager C.J.2. [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: The PCA signing ceremony has been postponed.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

Subj: **REMINDER: PCA Signing Ceremony this Thursday Aug 28 in Islamorada**
Date: 8/25/2008 5:42:24 PM Eastern Daylight Time
From: Sarah.Gamino@mail.house.gov
To: Sarah.Gamino@mail.house.gov

Dear All:

Congresswoman Ros-Lehtinen will be hosting a second **Project Cooperation Agreement (PCA) signing ceremony on Thursday, August 28th**. The event will be held in Islamorada and will be attended by Colonel Paul Grosskruger, Commander of the U.S. Army Corps of Engineers Jacksonville District.

Additional details are as follows:

Congresswoman Ileana Ros-Lehtinen's PCA Signing

Thursday, August 28, 2008

1:00pm-2:00pm

Islamorada Fire Station #20, Second Floor
81850 Overseas Highway

Honored Guest: Col. Paul L. Grosskruger, Jacksonville District Commander (USACE)

Feel free to contact me for any questions or concerns.

Regards,

Sarah

Sarah Gamino
Legislative Director
Congresswoman Ileana Ros-Lehtinen (FL-18)
2160 Rayburn House Office Building
Phone: (202) 225-3931 Fax: (202) 225-5620

TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Sept. 2 2008 Agenda Item No. 5

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of August 21, 2008.

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

Approved by General Manager C.J.Z.
Date: 8-26-08

Originating Department: District Clerk	Costs: Funding Source: Acct. #	**Attachments:** Minutes of Aug. 21, 2008
Department Review: [ ] District Counsel [X] General Manager C.J.Z. [ ] Finance	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

TAB 7

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: September 2, 2008 Agenda Item No. 7

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Assessment Appeal Key Wester Enterprises, LLC

RECOMMENDED MOTION/ACTION: Approve modification in assessment for Key Wester Enterprises, LLC

Approved by General Manager C.J.L.
Date: 8-26-08

Originating Department: Finance	Costs: Funding Source: Acct. #	**Attachments:** Request for review, report of review, determination letter, water meter data, re-calculation of assessment, property owner letter, property id sheet.
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L. [X] Finance SF	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background:

General Manager and staff recommendation for Key Wester Enterprises, LLC assessment. Documentation provided to the commissioners by hand on August 21, 2008.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HWY, KEY LARGO, FL 33037
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037
PHONE (305) 453-5804 FAX (305) 453-5807

Key Wester Enterprises, LLC.
d/b/a Hungry Pelican Motel
Att: David Wester, Managing Member
4244 Chase Ave.
Miami Beach, FL 33140

August 20, 2008

RE # 00504050-000000/1621951

Dear Mr. Wester,

Pursuant to your request the Key Largo Wastewater Treatment District has conducted an analysis of your Request for Review of the 2008 Assessment for the real estate parcel listed above. The recommended decision of the Assessment Coordinator is summarized below:

	Original Assessment	Recommended Decision
Initial Prepayment Amount:	$145,620.00	$76,295.00
Non-Ad Valorem Assessment:	$ 11,334.74	$ 5,938.94

This recommendation indicates a reduction of 23.5 EDU'S from your original Assessment notification.

If you choose not to accept the recommended decision, please notify the District Clerk within fifteen days of this mailing. You may request the Board hold a public hearing on the request for review, specifying any disputed facts that you consider to be material to the decision.

The District Clerk will place the recommendation on the Agenda for approval at the Board meeting on September 2, 2008. At that meeting the Board may decide to accept or modify the recommended decision. This meeting is open to the public if you desire to attend.

If you have any questions please contact me at 305-453-5804, Monday through Friday between 9:00 a.m. and 5:00 p.m.

Yours truly,

Charles F. Fishburn
General Manager
Key Largo Wastewater Treatment District

cc: District Clerk

KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HWY, KEY LARGO, FL 33037
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037
PHONE (305) 453-5804 FAX (305) 453-5807

2008 NON AD VALOREM ASSESSMENT

REQUEST FOR REVIEW

DATE RECEIVED: August 19, 2008

RE/AK: 00504050-000000/1621951

PROPERTY OWNER: KEY WESTER ENTERPRISES, LLC.

PHYSICAL ADDRESS: 99340 OVERSEAS HIGHWAY, KEY LARGO

MAX EDU PER WATER CONSUMPTION CALCULATION: 48.6

DOCUMENTATION PROVIDED:
1. PROPERTY OWNER LETTER
2. ASSESSMENT LETTER

REASON FOR APPEAL: OWNER INDICATES IN ATTACHED CORRESPONDANCE THAT THE PROPERTY EXPERIENCED A CONSUMPTION SPIKE IN EITHER THE FOURTH QUARTER OF 2007 OR THE FIRST QUARTER OF 2008.

Board of Commissioners: Chairman Gary Bauman, Commissioners Claude Bullock, Andrew Tobin, Susan Hammaker & Norman Higgins

KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HWY, KEY LARGO, FL 33037
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037
PHONE (305) 453-5804 FAX (305) 453-5807

REPORT OF REVIEW
PURSUANT TO SECTION 4.08 OF THE PRELIMINARY ASSESSMENT RESOLUTION

DATE RECEIVED: August 19, 2008

RE/AK: 00504050-000000/1621951

PROPERTY OWNER: KEY WESTER ENTERPRISES, LLC.

PHYSICAL ADDRESS: 99340 OVERSEAS HIGHWAY, KEY LARGO

MAX EDU PER WATER CONSUMPTION CALCULATION: 48.6 EDU

RECOMMENDED CHANGE IN ASSESSMENT: -23.5 EDU

REASON FOR APPEAL: ASSESSMENT CALCULATION WAS BASED ON THREE YEAR HISTORICAL DATA FROM THE PERIOD OF OCTOBER 2004 TO SEPTEMBER 2007. MANAGING MEMBER FOR KEY WESTER ENTERPRISES LLC. STATES IN ATTACHED CORRESPONDENCE THAT PROPERTY EXPERIENCED A CONSUMPTION SPIKE IN EITHER THE FOURTH QUARTER OF 2007 OR THE FIRST QUARTER OF 2008.

RESULTS OF REVIEW: ASSESSMENT CALCULATION PERIOD WAS OCTOBER 2004 THROUGH SEPTEMBER 2007. REPRESENTATIONS BY THE MANAGING MEMBER OF KEY WESTER ENTERPRISES LLC. OF A CONSUMPTION SPIKE IN LATE 2007 AND EARLY 2008 HAS NO BEARING ON THE ASSESSMENT CALCULATION. DURING THE RESEARCH PROCESS OF THIS APPEAL THE WATER RECORDS WERE INVESTIGATED, A SIGNIFICANT CONSUMPTION SPIKE OCCURRED DURING THE PERIOD OF APRIL THROUGH JULY 2005. THE CONSUMPTION DATA FOR THIS PERIOD IS SIGNIFICANTLY OUT OF AVERAGE RANGE FOR THIS PROPERTY, AND SHOULD BE REMOVED FROM THE ASSESSMENT CALCULATION.

ACTION SUGGESTED: (1) ALTHOUGH IT HAS BEEN DETERMINED THAT THE BASIS FOR THIS APPEAL IS ERRONEOUS, THE DISTRICT HAS COMPLETED DILINGENT RESEARCH ON THIS PARCELS WATER RECORDS. THE DISTRICT HAS DETERMINED A VALID BASIS FOR LOWERING THE ASSESSMENT ON THIS PROPERTY. (2) REMOVE THE PERIOD OF APRIL THROUGH JULY 2005 FROM THE ASSESSMENT CALCULATION (3) REDUCE THE ASSESSMENT BY 23.5 EDU.

SUBMITTED BY S. Trakul

Synthia Trakul, KLWTD Assessment Coordinator

DATE 8/20/08

APPROVED BY [signature] DATE 8-20-08

KEY WESTER ENTERPRISES LLC
DBATHE PELICAN MOTEL

August 14, 2008

4244 Chase Avenue
Miami Beach, Florida 33140

Re: Alternate Key # 1621951
Physical Address: 99340 Overseas Hwy

Dear Cindy:

We contacted the Key Largo Wastewater Treatment District today to point out an issue that we believe has affected our assessment for the System Development Charge. They recommended that we send you a letter outlining our concerns and requesting an appeal.

It is our understanding that the assessment formula is based in part on historical water consumption which is ultimately converted to EDU's. During the 4th quarter of last year or the 1st quarter of this year (we have not yet checked the records), FKAA noticed us that we were likely suffering from a water line break as our consumption for each of two meters had increased significantly. After some investigation we were able to locate the breaks and do the necessary repairs which normalized the consumption levels. FKAA was very helpful to us in getting the bills adjusted.

We are concerned that this higher consumption has adversely affected our assessment and respectfully are requesting a reconsideration of our assessment or at least the supporting calculations for our accountants to review. We can provide whatever documentation you would find helpful. Our business mailing address is shown below and our business office contact number is 786.269.5510.

RECEIVED
AUG 19 2008
KEY LARGO WASTEWATER
TREATMENT DISTRICT

Sincerely,

David Wester
Managing Member

4244 CHASE AVENUE • MIAMI BEACH, FL • 33140
PHONE: 786-269-5510 • FAX: 305-534-4570

KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HWY, KEY LARGO, FL 33037
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037
(305) 453-5804 FAX (305) 453-5807
www.klwtd.net

Assessment
Cindy Trakul
KWA

KEY WESTER ENTERPRISES LLC
4244 CHASE AVE
MIAMI BEACH FL 33140

May 21, 2008

Alternate Key #: 1621951
Physical Address: 99340 OVERSEAS HWY

Total Wastewater System Development Charge for this Parcel: **$145,620.00**
You can choose to pay this amount in full by August 31, 2008.

OR

If you choose not to pay the System Development Charge by August 31, 2008, you will be assessed in 20 annual installments that will appear on your Property Tax bill.
The amount that will appear on your 2008 property tax bill is: **$11,334.74**

Dear Property Owner:

The Key Largo Wastewater Treatment District is in the process of extending wastewater service to your property. To enable the District to recover a portion of the costs of this major construction effort, the District will levy a special assessment against the property to be served (both vacant and improved property.) When service becomes available, properties containing structures will be required to connect to the wastewater lines.

If you no longer own this property, or if you have changed your mailing address, please notify the Monroe County Property Appraiser, at P.O. Box 1176, Key West, FL 33041, to ensure accurate, prompt notification by the Tax Collector and the District.

Notice is hereby given that the Key Largo Wastewater Treatment District Board of Commissioners will conduct a public hearing to consider imposition of non-ad valorem assessments against certain parcels of real property located within the District. **The hearing will be held at 4:00 p.m., or as soon thereafter as the matter can be heard, on June 17, 2008 at the District office located at 98880 Overseas Highway, Key Largo, Florida, for the purpose of receiving public comment on the proposed assessments.**

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk, Carol Walker, at 305-453-5804 at least 3 days prior to the hearing.

All affected real property owners have a right to appear at the hearing and/or to file written comments with the District within 20 days of this notice. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

The amount of the assessment imposed upon each parcel will be calculated under and in accordance with the Preliminary Assessment Resolution adopted at the District Board meeting of May 20, 2008. Copies of the resolution and supporting documents are available at 98880 Overseas Highway, Key Largo or on the web at www.klwtd.com.

The District intends to collect the assessments either by pre-payment of the Total Wastewater System Development Charge or in 20 annual installments, the first of which will be included on the Monroe County Property Tax bill you receive in November.

ASSMT. CALCULATION

RE	504050.000000	504050.000000
AK	1621951	1621951
DESCRIPTION	Hungry Pelican	Hungry Pelican
Contract	5310007912	5310002743
Contract	5310007912	5310002743
Pty		
Old Cnct	007912	002743
Name	KEY WESTER ENTERPR	KEY WESTER ENTERPRISES, LLC
Last	KEY WESTER ENTERPR	KEY WESTER ENTERPRISES
First	LLC	LLC
Serv Address	99340 O/S HWY TR 11 KE	99340 O/S HWY
ICS Serv Addr	99340 O/S HWY TR 11 KE	99340 O/S HWY
Mail Addr 1	(HUNGRY PELICAN MOT	(HUNGRY PELICAN MOTEL)
Mail Addr 2	4244 CHASE AVE	4244 CHASE AVE
Mail Addr 3	MIAMI BCH	MIAMI BCH
State	FL	FL
Zip	33140	33140
Class	Z	Z
Meter	36737427	57452321
Msize	X	X
Geocode	00504050000000	00504050000000
Units	10	10
Stat	A	A
Last Sew Amt	0	0
Deposit	1125	1660
OCT_2004	345	222
NOV_2004	343	200
DEC_2004	370	196
JAN_2005	538	463
FEB_2005	379	295
MAR_2005	498	533
APR_2005	747	1466
MAY_2005	629	1821
JUN_2005	611	1923
JUL_2005	549	1181
AUG_2005	599	423
SEP_2005	485	292
OCT_2005	255	194
NOV_2005	446	303
DEC_2005	263	385
JAN_2006	462	772
FEB_2006	423	357
MAR_2006	452	452
APR_2006	612	514
MAY_2006	576	558
JUN_2006	745	531
JUL_2006	684	466
AUG_2006	617	617
SEP_2006	771	417
OCT_2006	391	397
NOV_2006	599	639

DEC_2006	491	280	
JAN_2007	572	295	
FEB_2007	536	287	
MAR_2007	670	324	
APR_2007	853	439	
MAY_2007	564	589	
JUN_2007	544	333	
JUL_2007	536	458	
AUG_2007	489	526	
SEP_2007	394	707	
OND 04	35300	20600	
NDJ 04	41700	28600	
DJF 05	42900	31800	
JFM 05	47200	43000	
FMA 05	54100	76500	
MAM 05	62500	127300	
AMJ 05	66200	173700	
MJJ 05	59600	164200	
JJA 05	58600	117600	
JAS 05	54400	63200	
ASO 05	44600	30300	
SON 05	39500	26300	
OND 05	32100	29400	
NDJ05	39000	48700	
DJF 06	38300	50500	
JFM 06	44600	52700	
FMA 06	49600	44100	
MAM 06	54700	50800	
AMJ 06	64400	53400	
MJJ 06	66800	51800	
JJA 06	68200	53800	
JAS 06	69100	50000	
ASO 06	59300	47700	
SON 06	58700	48400	
OND 06	49400	43900	
NDJ 06	55400	40500	
DJF 07	53300	28700	
JFM 07	59300	30200	
FMA 07	68600	35000	
MAM 07	69600	45100	
AMJ 07	65400	45400	
MJJ 07	54800	46000	
JJA 07	52300	43900	
JAS 07	47300	56400	
MAX 3	69600	173700	**243300**
AVG 3	53729	55868	**109597**
MAX ADF	2320	5790	**8110**
AVG ADF	1791	1862	**3653**
RATIO	1.3	3.1	**2.2**
MAX EDU	13.9	34.7	**48.6**
AVG EDU	10.7	11.2	**21.9**

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. F.S. 668.6076

ONLINE DATA CENTER

RECORDS SEARCH

PROPERTY INFORMATION FOR:

d/b/a
Hungry Pelican
Motel

Alternate Key: 1621951
RE Number: 00504050-000000

Print | Search Again

Ask Question about this Parcel

Property Details

OWNER OF RECORD

KEY WESTER ENTERPRISES LLC
4244 CHASE AVE
MIAMI BEACH FL 33140

PHYSICAL LOCATION

99340 OVERSEAS HWY KEY LARGO

LEGAL DESCRIPTION

REVISED PLAT OF SUNSET COVE PB2-20 KEY LARGO TR 11 OR248-325-326 OR607-210 OR686-76D/C OR781-386/87 OR810-221Q/C OR819-1674 OR822-1952-F/J OR847-759Q/C OR873-1036 OR1075-1510D/C O

SUBDIVISION:

SUNSET COVE REV

SECTION, TOWNSHIP, RANGE

32 - 61 - 39

AFFORDABLE HOUSING No

MILLAGE GROUP

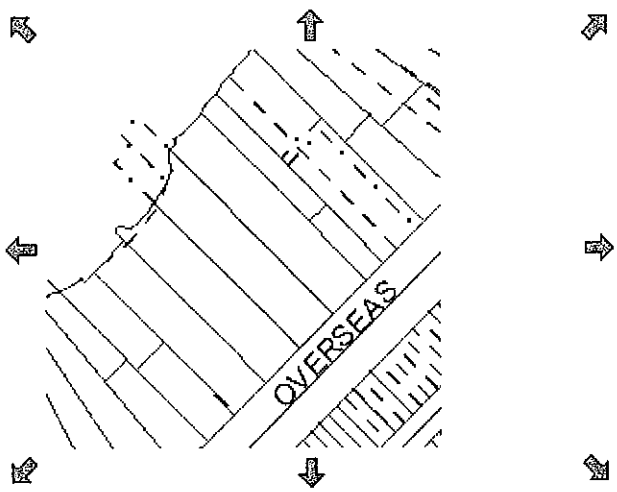
500K

Estimate Taxes

PC CODE

HOTELS,MOTELS

PROPERTY MAP



Map Size

○ None ◉ Small ○ Medium ○ Large

Aerial View: ◉ Off ○ On

RE	504050.000000	504050.000000
AK	1621951	1621951
DESCRIPTION	Hungry Pelican	Hungry Pelican
Contract	5310007912	5310002743
Contract	5310007912	5310002743
Pty		
Old Cnct	007912	002743
Name	KEY WESTER ENTERPR	KEY WESTER ENTERPRISES, LLC
Last	KEY WESTER ENTERPR	KEY WESTER ENTERPRISES
First	LLC	LLC
Serv Address	99340 O/S HWY TR 11 KE	99340 O/S HWY
ICS Serv Addr	99340 O/S HWY TR 11 KE	99340 O/S HWY
Mail Addr 1	(HUNGRY PELICAN MOT	(HUNGRY PELICAN MOTEL)
Mail Addr 2	4244 CHASE AVE	4244 CHASE AVE
Mail Addr 3	MIAMI BCH	MIAMI BCH
State	FL	FL
Zip	33140	33140
Class	Z	Z
Meter	36737427	57452321
Msize	X	X
Geocode	00504050000000	00504050000000
Units	10	10
Stat	A	A
Last Sew Amt	0	0
Deposit	1125	1660
OCT_2004	345	222
NOV_2004	343	200
DEC_2004	370	196
JAN_2005	538	463
FEB_2005	379	295
MAR_2005	498	533
APR_2005	747	
MAY_2005	629	
JUN_2005	611	
JUL_2005	549	
AUG_2005	599	423
SEP_2005	485	292
OCT_2005	255	194
NOV_2005	446	303
DEC_2005	263	385
JAN_2006	462	772
FEB_2006	423	357
MAR_2006	452	452
APR_2006	612	514
MAY_2006	576	558
JUN_2006	745	531
JUL_2006	684	466
AUG_2006	617	617
SEP_2006	771	417
OCT_2006	391	397
NOV_2006	599	639

DEC_2006	491	280	
JAN_2007	572	295	
FEB_2007	536	287	
MAR_2007	670	324	
APR_2007	853	439	
MAY_2007	564	589	
JUN_2007	544	333	
JUL_2007	536	458	
AUG_2007	489	526	
SEP_2007	394	707	
OND 04	35300	20600	
NDJ 04	41700	28600	
DJF 05	42900	31800	
JFM 05	47200	43000	
FMA 05	54100	27600	
MAM 05	62500	17800	
AMJ 05	66200	0	
MJJ 05	59600	0	
JJA 05	58600	14100	
JAS 05	54400	23800	
ASO 05	44600	30300	
SON 05	39500	26300	
OND 05	32100	29400	
NDJ05	39000	48700	
DJF 06	38300	50500	
JFM 06	44600	52700	
FMA 06	49600	44100	
MAM 06	54700	50800	
AMJ 06	64400	53400	
MJJ 06	66800	51800	
JJA 06	68200	53800	
JAS 06	69100	50000	
ASO 06	59300	47700	
SON 06	58700	48400	
OND 06	49400	43900	
NDJ 06	55400	40500	
DJF 07	53300	28700	
JFM 07	59300	30200	
FMA 07	68600	35000	
MAM 07	69600	45100	
AMJ 07	65400	45400	
MJJ 07	54800	46000	
JJA 07	52300	43900	
JAS 07	47300	56400	
MAX 3	69600	56400	**126000**
AVG 3	53729	37068	**90797**
MAX ADF	2320	1880	**4200**
AVG ADF	1791	1236	**3027**
RATIO	1.3	1.5	**1.4**
MAX EDU	13.9	11.3	**25.1**
AVG EDU	10.7	7.4	**18.1**

TAB 8

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept. 2, 2008 Agenda Item No. 8

[ ] PUBLIC HEARING [ ] RESOLUTION

[x] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Monthly Projects Status Report

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager C.J.C.
Date: 8-28-08

Originating Department: Weiler Engineering	Costs: $ Funding Source:	**Attachments:** Report
Department Review: [ ] District Counsel ____ [X] General Manager C.J.C. [ ] Finance ____	[X] Engineering EC [ ] Clerk____	**Advertised:** Date: ____ Paper: ____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone____ or Not applicable in this case____: Please initial one.

Summary Explanation/Background: Mr. Castle will answer questions on the written monthly status report.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

THE WEILER ENGINEERING CORPORATION

"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 08/25/08

Key Largo Park

Completed

Key Largo Trailer Village

Completed

KLTV Treatment Plant

The treatment process continued to perform well during August with the exception of high flows due to a tropical storm The treatment plant is currently in full compliance with all parameters and is meeting AWT standards.

The treatment plant experienced high flows and elevated salinity as a result of the rains and tidal surge associated with Tropical Storm Fay. The salinity went as high as 10 parts per thousand, indicating that the flow was approximately 30% sea water. The flows increased from an average daily flow of 45,000 GPD to nearly 100,000 GDP, a 220% increase.

The high flow and high salinity are indicative of leaky lines that are shallow or at surface level since normal rains and high tides do not cause similar increases in flow and salinity. It is likely that much of the flow was due to inflow through cleanouts or other openings. Infiltration through old cast iron pipe that has degraded over the years or through damaged PVC piping is likely also occurring. Since all newly installed pipe has been testing either by pressure or by vacuum, the most likely source of the I&I is the existing piping on customers' properties that remained in service. It is highly desirable to test the existing piping prior to connection to the District's system to ensure that is it water tight. This will also ensure that wastewater does not leach out of the bad piping and into the near-shore waters.

To address the immediate problem, Weiler Engineering has suggested that the District conduct smoke testing of the gravity laterals in Key Largo Park and Key Largo Trailer Village. The Florida Rural Water Association can assist with the smoke testing protocol and may perform some testing as a demonstration. Smoke testing can help find major leaks and is particularly useful in finding sources of inflow. However, it is not an adequate substitute for static head testing of the old sewer lines.

North Component Projects

Collection System Design

Wade Trim has continued with design of the Basin C collection system. Weiler Engineering received and reviewed the 60% design for Phases 1, 3 and 5 in June. Comments were submitted to the Engineer on June 16th with a response received on August 20th. We also received revised loss calculations for Phase 2 in the second week of August and found that the friction loss calculations were not performed correctly. We commented on the calculations and provide a corrected loss calculation sheet to Wade Trim. We are awaiting a response to this and to comments submitted in April on the Phase 2 100% drawings.

Eckler Engineering was awarded the contract for the design of the remainder of Basin E and all of Basin F. Survey is underway. The Preliminary Design Report has been received and was reviewed by Weiler Engineering and District Staff. Additional supporting drawings and calculations have been provided as requested. 30% drawings are expected to be submitted shortly. The section of Basin F identified to be served by gravity is being re-evaluated due to the depth of the gravity lines in the preliminary design. Eckler, Weiler Engineering and staff will be reviewing options for reducing costs.

The Board approved award of the design contract for Basins G and H to W.F. McCain. Negotiation of the cost was successful. McCain has survey under way and is working on the Preliminary Design Report.

Force Main Design and Construction

The 60% design drawings of the South Component force main were submitted by CPH. The design for branch force mains on several streets was added to CPH's scope by change order. Survey of the streets for the branch mains is underway. Submittal of the 90% design of the force main is completed and will be sent before the end of August for review. The branch mains will be completed and added to the existing design with a submittal for review expected by the end of September.

WWTP Expansion

Tanks

The bids for the construction of the SBR and Effluent Equalization Tanks were received. PreCon was given a notice to proceed. A preconstruction meeting is scheduled for July 31. Some shop drawings have been submitted and are currently under review. A proposed modification to ARCADIS's foundation design has been submitted and is currently under review. Precon has done preliminary stakeout at the treatment plant site and is scheduled to begin pouring test anchors on August 26th. A progress meeting is scheduled for August 26th as well.

Wells

The deep injection well and monitoring well project was rebid in July. A pre-bid meeting was held on July 29th. Two companies, Youngquist Brothers and All Webbs Enterprises, submitted bids with both being found responsive. ARCADIS is currently reviewing the information supplied to demonstrate responsibility and has asked for additional information from both companies.

Treatment Plant

The bid for the treatment plant equipment and operations building was published with a non-mandatory prebid meeting scheduled for August 25th and the bids due on September 18th. Although Demandstar lists a total of 69 planholders, many of them are vendors and subcontactors. Eight contractors were represented at the prebid meeting. Questions and requests for clarification have been received and will be answered as an addendum to be provided to all planholders.

Permits

The Environmental Resources Permit Application for the storm water management system for the treatment plant, as redesigned by Weiler Engineering, was reviewed by FDEP and the Notice of Intent to Issue was received in early August. The NOI was advertised as required.

The treatment plant permit was issued to allow an expansion to 0.950 MGD. This permit allows the construction of the treatment system for the 2.3 MGD facility and requires the construction of one Class 1 deep injection well. Although this permit allows us to build the large plant, we are not allowed to connect everyone until we have an approved effluent disposal system for 2.3 MGD. At this point in time, we also can not use the permitted 0.950 MGD of capacity until it is demonstrated to FDEP's satisfaction that our shallow wells can accept 0.950 MGD and are repermitted as such. Conversations with David Rhodes of FDEP have indicated that there will be detailed information requested regarding the geology for any shallow well disposal systems with capacities greater than 0.300 MGD. At this point in time, it is required that a second deep injection well be permitted and constructed before the treatment plant can be permitted beyond 0.950 MGD. ARCADIS has been instructed to submit the application for the second deep injection well.

Basin A Construction

Fountain Engineering and Globetec have been working in Basin A. Please see the Construction Progress Maps for details. With the exception of the US 1 crossing, no substantive issues have been raised.

Basin B Construction

Ric-Man International has been awarded the first phase of construction in Basin B. Weiler Engineering has been reviewing the submittals from the contractor. Construction is expected to start shortly.

Basin D Construction

J.A. LaRocco has been working in Basin D. Please see the Construction Progress Maps for details. No substantive issues have been raised in this Basin.

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
- ***SSOCOF*** – Sunshine State One Call of Florida, the state agency that coordinates underground utility construction. Anyone who intends to dig must call SSOCOF to request locates. SSOCOF then relays the construction information to all members in the construction area with instructions to mark the location of their underground utilities in the work area prior to the start of construction.
- ***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

TAB 9

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: September 2, 2008 Agenda Item No. 9

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

SUBJECT: Proposed FY2009 District Budget / 4 Year Plan

RECOMMENDED MOTION/ACTION: None

Approved by General Manager C. J. A.
Date: 8-26-08

Originating Department: Finance	Costs: Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C.J.A. [X] Finance MW.	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [ ] 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:

Staff will present the Proposed Operating and Capital spending budget for FY2009.

FY 2009 BUDGET PROCESS

Board Meeting Date

July 1st	**FY2008 YTD Consolidated Results (Actual vs. Budget) and Discussion of basis for budget development**
July 15th	**Preliminary Admin. & Const. Mgmt. Budget / 4 year Projection**
August 5th	**Preliminary Wastewater Service Budget / 4 year Projection**
August 19th	**Preliminary Capital Budget / 4 year Plan**

September 2nd	**Proposed FY2009 Capital & Consolidated Operating Budgets**

September 16th	**FY2009 Budget Resolution**
September 30th	**FY2009 Budget Resolution (Backup date, if required)**

Basis for Development of Proposed FY2009 KLWTD Budget and Projections

	FY 08 Outlook	FY 09 Budget	Increase
Annual Volume (million gallons)	17.9	28.1	
Average Daily Flow	49 mgd	77 mgd	+ 57%
Capital Spending	$9,205,000	$70,555,000	7.7 X
Planning & Administration	$922,915	$903,773	- 1%

Line No.	**Preliminary Operating Budget changes which are now incorporated in Proposed Budget:**
4	Projected Bank Line of Credit requirement in FY09 - FY10 reduced from $1,000,000 to $900,000.
23,24,44	Liability and Property insurance adjusted and distributed to reflect PGIT proposal
59	Added $9,000 balance of District commitment to FKWAF in FY09.
72	Eliminated $50,000 Project Planning Contingency from the Professional Services budget.
78	Eliminated $17,700 Windstorm Reserve requirement to reflect inclusion of Windstorm coverage in PGIT insurance proposal.

Preliminary Capital Budget changes now incorporated in Proposed Budget:

None - Proposed Capital Budget is identical to the Prliminary Capital Budget presented.

Key Largo Wastewater Treatment District

FY 2009 Proposed Operating Budget & Four Year Plan

Line No.		Actual FY 2006	Actual FY2007	Outlook FY2008	Proposed Budget FY 2009	Forecast FY 2010	Forecast FY 2011	Forecast FY 2012
1	**OPERATING REVENUE**							
2	Wastewater Service Revenue	$ 73,924	$ 506,019	$ 558,000	$ 708,540	$ 1,878,300	$ 4,582,000	$ 6,399,200
3	MSTU Revenue	681,289	878,643	885,000	720,000	-	-	-
4	Bank Line of Credit	-	-	-	158,773	741,227	-	-
5	Miscellaneous Service Charges	10,098	10,746	35,000	25,000	25,000	25,000	25,000
6	**Subtotal Operating Revenue**	765,311	1,395,408	1,478,000	1,612,313	2,644,527	4,607,000	6,424,200
7	**NON-OPERATING REVENUE**							
8	System Development Fees	425,601	759,480	470,000	500,000	500,000	250,000	100,000
9	Non Ad valorem Assessments	236,070	1,669,032	2,955,000	4,500,000	6,150,000	6,100,000	6,100,000
10	Interest Income	13,268	174,233	190,000	260,000	380,000	450,000	480,000
11	**Subtotal Non-Operating Revenue**	**674,939**	**2,602,745**	**3,615,000**	**5,260,000**	**7,030,000**	**6,800,000**	**6,680,000**
12	***Total Revenues***	**$ 1,440,250**	**$ 3,998,153**	**$ 5,093,000**	**$ 6,872,313**	**$ 9,674,527**	**$ 11,407,000**	**$ 13,104,200**
13	**OPERATING EXPENSES**							
14	**Administrative & Project Development Expenses**							
15	Board Meeting Compensation	33,900	36,300	38,000	38,000	39,000	40,000	41,000
16	Administrative Payroll (See Schedule A)	221,174	265,371	288,000	320,222	331,491	328,628	250,670
17	Payroll Taxes	20,814	23,090	24,940	27,404	28,343	28,200	22,313
18	Retirement Program	-	-	4,000	32,022	33,149	32,863	25,067
19	Health Insurance	7,848	17,353	28,600	30,900	31,827	32,782	33,765
20	Workers Comp Insurance	10,743	8,203	20,200	16,500	16,575	16,431	8,773
21	Copier Expense	4,616	4,483	4,200	4,500	4,658	4,821	4,990
22	Postage/Delivery Expense	28,883	32,177	29,000	30,015	12,000	12,420	12,855
23	Liability Insurance	38,414	60,514	75,100	30,000	37,500	42,000	50,000
24	Property Insurance	610	718	940	1,000	1,100	1,200	1,300
25	Legal Advertisements	9,547	4,642	6,500	7,000	7,500	7,000	4,000
26	Office Supplies	22,476	19,373	31,500	25,000	26,000	25,000	16,000
27	Travel	6,148	11,521	15,000	12,000	11,000	10,000	9,000
28	Rents & Leases	29,400	30,851	31,335	32,430	33,405	34,574	35,784
29	Electric	3,330	3,694	3,800	3,952	4,071	4,234	4,403
30	Water	331	188	200	208	220	229	238
31	Telephone	9,469	7,945	8,000	8,320	8,653	8,999	9,359
32	Repairs & Maintenenance	1,584	-	1,000	1,500	1,500	1,500	1,500
33	Dues & Subscriptions	1,005	1,330	1,100	1,500	1,500	1,500	1,500
34	Miscellaneous Expenses	17,582	19,220	15,000	15,000	15,000	15,000	15,000
35	GSG Tax Roll Services	1,000	1,500	3,000	4,500	4,500	4,500	4,500
36	Reserve for Contingencies	-	-	2,000	3,000	3,000	3,000	3,000
37	***Sub-total Administrative & Project Development Expenses***	468,874	548,473	631,415	644,973	651,992	654,881	555,017

		Actual FY2006	Actual FY2007	Outlook FY2008	Proposed Budget FY 2009	Forecast FY 2010	Forecast FY 2011	Forecast FY 2012
38	**Wastewater Service Operations Expenses**							
39	Operating Payroll	50,523	173,472	215,130	265,562	456,233	522,727	570,930
40	Payroll Taxes	2,621	13,832	16,460	20,315	34,902	39,989	43,676
41	Retirement Program	-	-	-	7,967	18,249	26,136	34,256
42	Health Insurance	5,408	15,369	19,000	22,000	48,000	54,000	60,000
43	Workers Comp Insurance	915	8,229	6,300	9,295	15,968	18,295	19,983
44	Property Insurance	4,193	7,756	7,500	38,500	65,000	68,250	71,663
45	Vehicle Expense	8,541	12,176	12,500	13,000	22,000	28,000	37,000
46	Electric	6,594	19,630	23,500	39,347	95,290	163,195	184,200
47	Water	1,425	1,363	1,630	1,700	1,785	1,874	1,968
48	Rents & Leases	-	2,678	410	-	6,000	6,000	6,000
49	Chemicals	2,054	30,360	39,000	64,642	267,900	409,400	579,600
50	Sludge Hauling	-	20,208	33,000	54,805	140,100	223,100	324,500
51	Supplies	15,184	21,503	13,500	15,000	28,000	36,000	41,000
52	Lab Services	4,991	15,792	11,840	13,000	16,000	18,000	19,000
53	Supplemental Operating Support	-	26,370	-	5,000	6,000	3,000	2,000
54	Start-Up Expenses	40,067	1,112	-	-	50,000	15,000	-
55	Telephone	2,251	5,239	6,600	7,300	9,000	11,500	14,000
56	Repairs and Maintenance	5,483	25,270	45,000	25,000	75,000	145,000	165,000
57	Billing Service	2,611	15,939	16,000	16,500	42,000	50,000	60,000
58	Travel Expense	240	437	1,500	2,200	3,700	6,150	8,410
59	Donations	-	-	1,000	9,000	-	-	-
60	Miscellaneous Expenses	310	8,576	3,800	5,500	6,050	6,655	7,321
61	Reserve for Contingency	-	1,553	3,500	10,000	25,000	15,000	10,000
62	***Sub-total Wastewater Service Operations Expenses***	153,411	426,864	477,170	645,633	1,432,177	1,867,271	2,260,507
63	**Professional Services**							
64	Legal - General Counsel	54,806	57,614	48,000	55,000	57,200	45,000	35,000
65	Legal - Litigation Reserve	-	-	27,000	20,000	15,000	10,000	5,000
66	Utility Rate Consultant	923	21,029	1,000	1,000	25,000	1,000	30,000
67	Engineering Services	110,499	60,595	60,000	68,800	68,800	68,800	68,800
68	Audit Fees	16,000	17,000	22,000	23,500	24,500	26,000	26,000
69	Computer Support	11,823	3,821	500	2,500	2,500	2,500	2,500
70	Lobbyists	-	78,132	89,000	80,000	85,000	65,000	45,000
71	Government Relations	-	24,407	24,000	-	-	-	-
72	Project Planning Contingency	4,280	-	10,000	-	50,000	50,000	50,000
73	***Subtotal Professional Services***	198,331	262,598	281,500	250,800	328,000	268,300	262,300
74	***Total Operating Expenses***	**820,616**	**1,237,935**	**1,390,085**	**1,541,406**	**2,412,169**	**2,790,451**	**3,077,823**
75	**NON-OPERATING EXPENSES**							
76	Admin & Project Devpmt. Capital Expenditures from Operating Account	-	1,863	10,000	8,000	6,000	5,000	5,000
77	Wastewater Operations Capital Expenditures from Operating Account	37,828	28,689	50,000	25,000	90,000	100,000	110,000
78	Windstorm Reserve	-	20,000	13,950	-	-	-	-
79	Renewal and Replacement Transfer	-	45,000	27,900	35,427	93,915	229,100	319,960
80	***Total Non-Operating Expenses Paid From Operating Revenue***	**37,828**	**95,552**	**101,850**	**68,427**	**189,915**	**334,100**	**434,960**
81	Debt Service Transfer (SRF Loans)	-	58,380	58,380	58,380	1,865,000	5,100,000	5,100,000
82	Transfer To Capital Reserve	674,939	2,544,365	3,556,620	5,201,620	5,165,000	1,700,000	1,580,000
83	***Total Non-Operating Expenses Paid From Non-Operating Revenue***	**674,939**	**2,602,745**	**3,615,000**	**5,260,000**	**7,030,000**	**6,800,000**	**6,680,000**
84	***Total Non-Operating Expenses***	**712,767**	**2,698,297**	**3,716,850**	**5,328,427**	**7,219,915**	**7,134,100**	**7,114,960**
85	**Total Expenses**	**$ 1,533,383**	**$ 3,936,232**	**$ 5,106,935**	**$ 6,869,833**	**$ 9,632,084**	**$ 9,924,551**	**$ 10,192,783**
		2003 2004 2005						
86	**Total Fund Surplus/(Deficit)**	$ (76,163) $124,640 $ 58,253	**$ (93,133)**	**$ 61,921**	**$ (13,935)**	**$ 2,480**	**$ 42,443**	**$ 1,482,449**	**$ 2,911,417**
87	**Cumulative Fund Surplus (Deficit)**		**$ 13,597**	**$ 75,518**	**$ 61,583**	**$ 64,063**	**$ 106,506**	**$ 1,588,954**	**$ 4,500,371**

KEY LARGO WASTEWATER FACILITIES BUILD-OUT FINANCIAL PLAN

($000's)

	Capital Spending and Funding Plan							Unit Cost	
	FY 2007 & Prior	Outlook FY 2008	Proposed Budget FY 2009	FY 2010	FY 2011	FY 2012	Total Cost	EDU's Served	Cost Per EDU
Actual / Estimated Project Costs:									
(1) Initial Treatment Plant (0.183 mgd)	$ 3,626						$ 3,626		
(2) Collection Basin E (KLTV & KLP)	8,319						8,319	880	13,574
(3) Regional Treatment Plant (2.3 mgd)	655	650	24,000	3,695			29,000		
(4) North Transmission Line	2,592						2,592		
(5) South Transmission Line		240	4,050				4,290		
(6) Collection Basin A	2,192	4,355	1,953				8,500	1,066	10,651
(7) Collection Basin B	255	1,075	11,000	670			13,000	1,784	9,964
(8) Collection Basin C	127	700	9,173				10,000	1,034	12,348
(9) Collection Basin D	451	1,675	5,874				8,000	1,004	10,645
(10) Collection Basin E (Remainder)		85	2,915				3,000	331	11,740
(11) Collection Basin F		325	4,670	7,005			12,000	2,470	7,535
(12) Collection Basin G		50	2,220	5,230			7,500	2,051	6,334
(13) Collection Basin H		50	1,600	4,850			6,500	768	11,141
(14) Collection Basin I			1,200	13,000	1,800		16,000	1,253	15,446
(15) Collection Basin J			1,000	9,000	1,000		11,000	581	21,610
(16) Collection Basin K			900	8,000	1,100		10,000	1,075	11,979
Total Spending Projection	**18,217**	**$ 9,205**	**$ 70,555**	**$ 51,450**	**$ 3,900**	**$ -**	**$ 153,327**	**14,297**	**$ 10,724**
Capital Funding Sources:									
(17) Federal Grants	5,344						5,344		
(18) ACOE Grants		150	850	1,000	804		2,804		
(19) State Grants	4,874	2,565	2,605				10,044		
(20) County Grants	4,454	2,200	8,846	4,500			20,000		
(21) SRF Loans	3,545	4,290	5,726				13,561		
(22) RWA Interim Funding Loans			25,000	11,337			36,337	Assessment Loan Capacity $80 million	
(23) Other RWA/SRF Loan Programs			27,528	2,574			30,102		
(24) Identified Sources & Commitments	**$ 18,217**	**$ 9,205**	**$ 70,555**	**$ 19,411**	**$ 804**	**$ -**	**$ 118,192**		
Unidentified Funding Requirement				**$ 32,039**	**$ 3,096**	**$ -**	**$ 35,135**		

TAB 10

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: September 2, 2008 Agenda Item No. 10

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

SUBJECT: FY2009 Insurance Program

RECOMMENDED MOTION/ACTION: Motion to accept a PGIT proposal for liability, property, automobile and workers compensation insurance coverage for FY2009.

Approved by General Manager C. J. L.
Date: 8-26-08

Originating Department: Finance	Costs: $72,594.00 Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L. [X] Finance MW	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [ ] 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:

Staff recommends changing insurance carriers from Florida Municipal Insurance Trust (FMIT) to Preferred Governmental Insurance Trust (PGIT) effective October 1, 2008.

Local representative Deborah McAfee, T. R. Jones Div. of Beecher Carlson, and a regional representative of PGIT from Orlando, will present a proposal for the District's liability, property, automobile and workers compensation insurance coverage.

Insurance Coverage Comparison
Between
Preferred Governmental Insurance Trust
And
Florida Municipal Insurance Trust

Presented By: T. R. Jones & Company
A Division of Beecher Carlson

Deborah J. McAfee, CPIW, CWCA
September 2, 2008

Key Largo Wastewater Treatment District
Carrier Coverage Comparison
2008- 2009

Premium Summary	**FMIT 2008- 2009**	**PGIT 2008- 2009**
Property	$1,809.00	$33,254.00
Excess Flood	Included	$383.00
Boiler & Machinery	Included	Included
General Liability/ Professional Liability	$71,121.00	$23,886.00
Automobile	$1,264.00	$3,865.00
Workers Compensation	$16,928.00	$11,206.00
TOTAL PREMUM	**$91,122.00**	**$72,594.00**

Additional Coverages	**FMIT 2007- 2008**	**PGIT 2008- 2009**
Crime	Not Covered	$500.00

Advantages PGIT Program:

- **Provides Windstorm Coverage**
- Can provide Public Officials Defense Coverage

Recommendations:

- Public Officials Defense Coverage for Ethics Liability, additional cost would be $1,844.00

This presentation provides only a brief summary of the coverages described. It is not a written contract. The actual policies issued by the insurance companies contain the legally binding terms and conditions. In the event of conflicting statements, the policy conditions supersede this document.

Key Largo Wastewater Treatment District
Carrier Coverage Comparison
2008- 2009

	FMIT 2007- 2008	PGIT 2008- 2009
Property		
• Total Building Limit	$2,540,000	$2,540,000
• Total Business Personal Property	$10,000	$10,000
• Business Income	$100,000	$150,000
• 80- Plastic Vacuum	Not Covered	$80,000
• Tools	Not Covered	$5,000
• Mobile Equipment including tools	Not Covered	Covered- limit $112,632
• Deductible	$500	$1,000
• Wind Coverage	Not Covered	Covered with a 5% per occurrence for Named Windstorm Deductible subject to a minimum of $10,000 (applies to property and inland marine)
• Equipment Breakdown	Included	Included
• Debris Removal	$10,000	$250,000
• Excess Flood	Included, $500,000 excess of $500,000	Included, $500,000 excess of $500,000

This presentation provides only a brief summary of the coverages described. It is not a written contract. The actual policies issued by the insurance companies contain the legally binding terms and conditions. In the event of conflicting statements, the policy conditions supersede this document.

Key Largo Wastewater Treatment District
Carrier Coverage Comparison
2008- 2009

	FMIT 2007- 2008	PGIT 2008- 2009
General Liability/ Professional Liability		
• Bodily Injury and Property Damage Limit	$5,000,000	$5,000,000
• Personal Injury and Advertising Injury	Included	Included
• General Aggregate	$5,000,000	$5,000,000
• Employee Benefits Liability Aggregate	$5,000,000	$5,000,000
• Fire Damage Limit	$250,000	$250,000
• Public Officials Liability Limit	$5,000,000	$5,000,000
• Employment Related Practices Liability	$5,000,000	$5,000,000

This presentation provides only a brief summary of the coverages described. It is not a written contract. The actual policies issued by the insurance companies contain the legally binding terms and conditions. In the event of conflicting statements, the policy conditions supersede this document.

Key Largo Wastewater Treatment District
Carrier Coverage Comparison
2008- 2009

	FMIT 2007- 2008	PGIT 2008- 2009
Automobile Liability		
• Liability Limit	$1,000,000	$1,000,000
• Personal Injury Protection Limit	10,000	$10,000
• Uninsured Motorists	Not Covered	$100,000
• Physical Damage Deductible	$1,000/ $1,000	$1,000/ $1,000

- Subject to Completed and signed applications for all lines of business

This presentation provides only a brief summary of the coverages described. It is not a written contract. The actual policies issued by the insurance companies contain the legally binding terms and conditions. In the event of conflicting statements, the policy conditions supersede this document.

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT

PREFERRED GOVERNMENTAL INSURANCE TRUST

SEPTEMBER 30, 2007 AND 2006

Shores, Tagman, Butler & Company, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

Board of Trustees
Preferred Governmental Insurance Trust
Lake Mary, Florida

We have audited the accompanying statements of financial position of Preferred Governmental Insurance Trust (the "Trust") as of September 30, 2007 and 2006, and the related statements of income and fund balance, and of cash flows for the years then ended. These financial statements are the responsibility of the Trust's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Preferred Governmental Insurance Trust as of September 30, 2007 and 2006, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in the Notes to the Financial Statements, the terms of the Trust's service contract provide for claims adjusting services on claims that arose during the contract period provided that the contract remains in effect. In the event the contract is terminated, the Trust will be liable for the additional expenses related to adjusting these claims until all such claims are concluded. The amount of this liability, if any, cannot be presently determined. Accordingly, the accompanying financial statements do not include any adjustments that might result from the outcome of this uncertainty.

17 South Magnolia Avenue • Orlando, Florida 32801 • TEL (407) 872-0744 • FAX (407) 872-0889
E-MAIL: CPA@SHORESCPA.COM

INDEPENDENT AUDITORS' REPORT - CONTINUED

As discussed in the Notes to Financial Statements, the reserves for unpaid losses and loss adjustment expenses in the accompanying financial statements are based upon evaluations by the Trust's independent actuary. Management believes that these estimates are reasonable. However, these estimates are subject to change and the change can be material in relation to the financial statements taken as a whole. No assurance can be given that the actual losses will not be more or less than the current estimates.

The reconciliations of claims liabilities and the comparative schedule of claims development and earned assessments information are not a required part of the basic financial statements, and we did not audit and do not express an opinion on such information. However, we have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurements and presentation of the supplementary information. As a result of such limited procedures, we believe that the reconciliation of claims liabilities and the comparative schedule of claims development and earned assessments are in conformity with guidelines established by the Governmental Accounting Standards Board.

Shea, Tessman, Ruda & Company, P.A.

February 25, 2008

Preferred Governmental Insurance Trust

STATEMENTS OF FINANCIAL POSITION

ASSETS

	September 30, 2007	2006
Investment securities available-for-sale	$ 50,813,041	$ 39,559,358
Cash and cash equivalents	27,757,979	26,562,712
Accrued interest receivable	610,401	496,482
Premiums receivable	910,112	1,690,915
Excess recoverables on paid losses	7,425,080	12,281,339
Prepaid expenses and other assets	21,189,379	2,095,955
	$ 108,705,992	$ 82,686,761

LIABILITIES AND FUND BALANCE

Unpaid losses and loss adjustment expenses	$ 68,345,211	$ 58,321,559
Unearned premium	10,762,361	4,536,956
Claims service fee payable	198,903	548,109
Advances by excess insurers	443,500	443,500
State of Florida assessments payable	460,218	474,164
Accounts payable and other liabilities	296,867	334,684
Reinsurance fees payable	–	237,509
	80,507,060	64,896,481
Fund balance	28,198,932	17,790,280
	$ 108,705,992	$ 82,686,761

The accompanying notes are an integral part of these statements.

Preferred Governmental Insurance Trust

STATEMENTS OF CASH FLOWS

CASH FLOWS FROM OPERATING ACTIVITIES	For the Years Ended September 30, 2007	2006
Net income	$ 10,408,652	$ 9,862,982
Adjustments to reconcile net income to net cash provided by operating activities:		
Amortization of premium / discount on debt securities	(43,923)	204,146
Realized (gains) loss on sale of investments available-for-sale	(153,460)	60,064
Net (increase) decrease in fair market value of investment securities	(947,745)	(575,041)
Changes in operating assets and liabilities		
(Increase) decrease in assets:		
Accrued interest receivable	(113,919)	(45,282)
Premiums receivable	780,803	376,684
Excess recoverables on paid losses	4,856,259	(8,096,975)
Prepaid expenses and other assets	(19,093,425)	3,728,157
Increase (decrease) in liabilities:		
State of Florida assessments payable	--	73,684
Claims service fee payable	(349,206)	(82,034)
Unearned premium	6,225,405	(4,472,483)
Unpaid losses and loss adjustment expense	10,023,652	10,801,023
Administrative fee payable	(13,946)	(297,445)
Accounts payable and other liabilities	(37,816)	(164,780)
Advances by excess insurers	--	83,500
Reinsurance fees payable	(237,509)	237,509
NET CASH PROVIDED BY OPERATING ACTIVITIES	11,303,822	11,693,709
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of debt securities	(28,777,231)	(25,750,306)
Purchase of common stock	(2,773,841)	(4,985,835)
Proceeds from maturities of debt securities	21,442,517	27,308,675
NET CASH USED IN INVESTING ACTIVITIES	(10,108,555)	(3,427,466)
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,195,267	8,266,243
Cash and cash equivalents at beginning of year	26,562,712	18,296,469
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 27,757,979	$ 26,562,712

The accompanying notes are an integral part of these statements.

Preferred Governmental Insurance Trust

STATEMENT OF CASH FLOWS - CONTINUED

	For the Years Ended September 30,	
	2007	2006
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid during the year for:		
Income taxes	$ --	$ --
Interest	$ --	$ --
Non-cash increased in investment securities avaialable-for-sale and fund balance as a result of increasing the basis of investment securities available-for-sale to their estimated fair market value, net of taxes of $-0-	$ 947,745	$ 575,041

The accompanying notes are an integral part of these statements.

Preferred Governmental Insurance Trust

STATEMENTS OF INCOME AND FUND BALANCE

	For the Years Ended September 30, 2007	2006
REVENUES		
Premiums	$ 104,237,941	$ 89,171,263
Settlement	3,000,000	--
Net investment income	4,310,898	2,677,765
Net increase in fair market value of investments	947,746	575,041
	112,496,585	92,424,069
EXPENSES		
Losses and loss adjustment expenses	32,812,402	25,991,731
Excess insurance expense	42,983,626	33,461,952
Administrative fees	12,316,833	10,225,776
State of Florida assessments	1,928,902	1,977,316
Agent commissions	7,438,442	6,165,950
Service fees	3,540,923	4,019,152
Other expenses	1,066,805	719,210
	102,087,933	82,561,087
NET INCOME	10,408,652	9,862,982
Fund balance - beginning of year	17,790,280	7,927,298
FUND BALANCE - END OF YEAR	$ 28,198,932	$ 17,790,280

The accompanying notes are an integral part of these statements.

TAB 11

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept. 2, 2008 Agenda Item No. 11

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Vacuum Station D

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.H.

Date: 8-27-08

Originating Department: General Manager	Costs: Approximately $963,200 Funding Source: SRF Acct.	**Attachments:** Notice of Apparent Low Bid
Department Review: [X] District Counsel TD [X] General Manager C.J.H. [X] Finance MW	[X] Engineering MB, EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: Subject to backup information being in order, Staff will recommend award of Vacuum Station "D" to Marlin Holding Inc.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

NOTICE OF APPARENT LOW BID
And
NOTICE OF INTENT TO AWARD CONTRACT

TO: **Marlin Holding, Inc.**

NAME OF PROJECT: **Vacuum Station - Basin D**

The OWNER has considered the BID submitted by you on August 20, 2008 for the above described WORK in response to the Invitation for Bids and Information for Bidders.

You are hereby notified that your BID is the apparent lowest, responsive BID for BID items in the amount of nine hundred sixty-three thousand two hundred and 00/100 dollars ($963,200.00.) Subject to evaluation of the submittals described below, the OWNER intends to award the contract to you. THIS NOTICE IS NOT A CONTRACT, AND THE BIDDER IS CAUTIONED NOT TO COMMENCE CONTRACT PERFORMANCE UNTIL A NOTICE TO PROCEED HAS BEEN ISSUED.

Within 7 calendar days after the date of this Notice, you must submit the following information to the Owner for evaluation to determine compliance with the responsibility requirements. The following information may also be required to be submitted by the second and third low, responsive bidders within 7 calendar days, if notified by the Owner or Engineer.

1. Provide a statement of the Bidder's organization, including resumes of key personnel, especially those personnel proposed for work on this Project.

2. Provide a summary of the Bidder's construction experience as a prime contractor. Provide names, addresses, phone numbers, and contact persons for references. List current and past construction projects, name of Owner, Owner contact name and telephone number, and include information on amount of contract, major construction items and quantities.

3. Provide a current Percentage of Completion Review of the Bidder, prepared by a CPA. The financial information shall reflect the most current fiscal year, and in no case more than 16 months old.

4. Provide a list of equipment and quantities currently owned or under lease to the Bidder and available for the work.

5. Provide a list of all sub-contractors to be utilized by the Bidder for the contract work, along with evidence of each subcontractor's valid business license, and evidence of each subcontractor's valid certificate of competency or registration under Chapter 489, Fla.Stat.

6. Submit copies of all construction licenses.

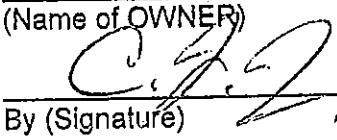
7. Provide a statement indicating whether or not the Bidder is or has been under litigation or dispute resolution procedure with any governmental agency within the past 5 years.

If you fail to provide the documentation described above within seven (7) calendar days from receipt of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice to the OWNER.

Dated this 22nd day of August 2008.

OWNER: Key Largo Wastewater Treatment District
(Name of OWNER)



By (Signature)

Charles F. Fishburn, General Manager
(Printed Name and Title)

ACCEPTANCE OF NOTICE

Receipt and acceptance of the above Notice is hereby acknowledged by _____ _____ this _____ day of _____, _____.

_____
By

_____
Printed Name and Title

Vacuum Lift Station Basin D Bid
Key Largo Wastewater Treatment District
20-Aug-08

				E.T.MacKenzie of Florida		Wright Construction Group		Intrastate Construction Corp.	
Item No.	Description	Units	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Vacuum Lift Station Base Bid	LS	1	$1,733,344.00	$1,733,344.00	$1,295,700.00	$1,295,700.00	$1,463,000.00	$1,463,000.00
	Total Base Bid				**$1,733,344.00**		**$1,295,700.00**		**$1,463,000.00**

				Marlin Holding Inc.		General Contracting Services Inc.		Overholt Construction (non-responsive)	
Item No.	Description	Units	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Vacuum Lift Station Base Bid	LS	1	$963,200.00	$963,200.00	$1,097,800.00	$1,097,800.00	$961,267.00	$961,267.00
	Total Base Bid				**$963,200.00**		**$1,097,800.00**		**$961,267.00**

TAB 12

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Sept. 2, 2008 Agenda Item No. 12

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Bobcat Purchase

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. L.
Date: 8-26-08

Originating Department: General Manager	Costs: Approximately $25,000 Funding Source: Acct.	**Attachments:** Back up
Department Review: [ ] District Counsel _____ [X] General Manager C. J. L. [ ] Finance MW	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____: Please initial one.

Summary Explanation/Background: The handling of the direct purchased equipment for the various construction projects has increased to the level that the purchase of a bobcat for material handling is required.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

FLORIDA SHERIFFS ASSOCIATION, FLORIDA ASSOCIATION OF COUNTIES & FLORIDA FIRE CHIEFS' ASSOCIATION

SKID STEER LOADER - 1850 LB. OPERATING CAPACITY SPECIFICATION #53

2008 Bobcat S185

The Bobcat S185 purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	Western	Northern	Central	Southern
BASE PRICE:	$19,205.00	$19,205.00	$19,205.00	$19,205.00

While the Florida Sheriffs Association, Florida Association of Counties and Florida Fire Chiefs' Association have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

Please refer to the "Overview of Awarded Specifications" for vehicles which were low bid. All vehicles indicated with the ★ are low bid for Bid 07-15-0827 - those indicated with ® are low bid for Bid 06-14-0821 and 06-14-0821A.

VEHICLE:	S185	S185	S185	S185
DEALER:	Bobcat Company	Bobcat Company	Bobcat Company	Bobcat Company
ZONE:	Western	Northern	Central	Southern
BASE PRICE:	$19,205.00	$19,205.00	$19,205.00	$19,205.00

Order Code	Delete Options	All Zones
7106447 [1]	Downgrade - specify *Bobcat 463 Skidsteer Loader* [1]	($7,504.00)[1]
M0001 [1]	Downgrade - specify *Bobcat S130 Skidsteer Loader* [1]	($2,587.00)[1]

Order Code	Add Options	All Zones
M0015 [1]	Skid Steer Loader: 2,500 lb. Operating Capacity with 75 HP Engine *Upgarde to a S250 Bobcat Skidsteer Loader* [1]	$4,693.00[1]
A31 [1]	Enclosed cab with heat and AC *Enclosed Cab with Heat and Air Conditioning* [1]	$2,315.00[1]
R03-C03 & C01 [1]	High flow hydraulics *High Flow Hydraulics for the S185* [1]	$1,099.00[1]
R05-C03 [1]	Suspension seat *Suspension Seat* [1]	$291.00[1]
R11-C02 [1]	Self-leveling bucket positioning *Hydraulic Bucket Positioning* [1]	$294.00[1]
6731418/Edge [1]	Multi-purpose bucket with cutting edge *68" Low Profile Bucket with Bolt on Cutting Edge* [1]	$830.00[1]
R01-C04 [1]	Joystick controls *Selectable Joystick Control System for S185* [1]	$1,386.00[1]
	Sound suppression/headliner *Included in certain Cab Options* [1]	Incl.[1]
6809442/6812980 [1]	Multi-purpose attachments - specify *Model 15C Auger Drive and Mounting Frame* [1]	$1,246.00[1]
6706599 [1]	Multi-purpose attachments - specify *66" Industrial Bucket Grapple and Port Relief* [1]	$2,436.00[1]
6905806 [1]	Multi-purpose attachments - specify *84" Angle Broom (machine must have a Attachment Control Option)* [1]	$4,071.00[1]
M0023 [1]	Optional equipment - specify *Upgarde from 1850# Skidsteer to 1850# Compact Track Loader* [1]	$9,131.00[1]
M0025 [1]	Optional equipment - specify *Upgarde from 1850# Skidsteer to 2500# Compact Track Loader* [1]	$16,457.00[1]
A91 [1]	Optional equipment - specify *Option Includes Cab H&Air, High Flow, Two Speed, Sound op, Bkt Positioning, Power Bobtach, Counter Wgts, Suspension Seat* [1]	$5,926.00[1]
A71 [1]	Optional equipment - specify *Option Includes Cab H&Air, Sound op, Power Bobtach, Suspension Seat, Attachment Control Kit* [1]	$3,359.00[1]
A51 [1]	Optional equipment - specify *Option Includes Cab H&Air, Power Bobbtach, Suspenston Seat* [1]	$2,645.00[1]

VEHICLE:	S185	S185	S185	S185
DEALER:	Bobcat Company	Bobcat Company	Bobcat Company	Bobcat Company
ZONE:	Western	Northern	Central	Southern
BASE PRICE:	$19,205.00	$19,205.00	$19,205.00	$19,205.00

R01-C03 [1]	**Optional equipment - specify** ***Advanced Control System*** [1]	**$952.00** [1]
A01-C01 [1]	Optional equipment - specify *Attachment Control Kit* [1]	$112.00 [1]
R16-C03 [1]	**Optional equipment - specify** ***Strobe Light*** [1]	**$273.00** [1]
R09-C02 [1]	Optional equipment - specify *10-16.5 10 Ply Heavy Duty Tires* [1]	$165.00 [1]
R09-C05 [1]	**Optional equipment - specify** ***10-16.5 10 Ply Sever Duty Tires Poly Filled*** [1]	**$1,029.00** [1]
9974405185 [1]	Warranty - Specify *36 Month Protection Plus (2000 Hour max) for S185* [1]	$1,521.00 [1]
9974405250 [1]	**Warranty - Specify** ***36 Month Protection Plus (2000 Hour max) for S250*** [1]	**$2,496.00** [1]
30% [1]	Discount percentage off manufacturer's current published retail prices for non-specified options and any optional models bid. (The discount is applied to the manufacturer's current published retail prices.) *30% Discount off of SLP on any Bobcat Compact Skdisteer or Compact Track Loader and Attachments* [1]	[1]

Bobcat

Product Quotation

Quotation Number: TZ-03555
Date: 2008-08-11 12:50:34

Ship to	Bobcat Dealer	
KEY LARGO WATER WASTE MGMT DIST Attn: Mark Wells 98880 OVERSEAS HWY KEY LARGO, FL 33070	Bobcat of Metro Dade Attn: Chris McKee 11913 NW 99TH AVENUE HIALEAH GARDENS FL 33018-2937 Phone: (305) 362-6632 Fax: (305) 362-[illegible]9928	Bobcat Company 250 East Beaton Drive PO Box 6000 West Fargo, ND 58078 Contact: Terri Zastrow Phone: 701-241-8755 Fax: 701-280-7860

Description	Part No	Qty	Price Ea.	Total
S185 Bobcat Skid-Steer Loader 56 HP Turbo Interim Tier IV diesel engine Auxillary Hydraulics: • Variable Flow/Maximum Flow Bob-Tach Bobcat Interlock Control System (BICS) Engine/Hydraulic Systems Shutdown Instrumentation: Engine Temp, Fuel, Hourmeter Gauges and Warning Lights Lift Arm Support	M0009	1	$19,002.00	$19,002.00
Lights, Front & Rear Operator Cab includes: Adjustable Cushion Seat, Dome Light, Electrical Power Port, Interior Cab Foam, Top & Rear Windows, Parking Brake, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) • SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) • SAE-J1043 & ISO 3449, Level I Tires: 10-16.5, 8 PR, Standard Duty Spark Arrestor Muffler Warranty: 12 Months, Unlimited Hours				
O51 Option Package Deluxe Instrument Panel Suspension Seat	M0009-P01-O51	1	$732.00	$732.00
Cab Accessory Harness	M0009-P02-C01	1	$203.00	$203.00
Backup Alarm and Horn	M0009-R03-C03	1	$987.00	$987.00
High Flow Hydraulics	M0009-R09-C05	1	$1,029.00	$1,029.00
10-16.5, 10 PR, Severe Duty - Poly Fill Tires	M0009-A01-C01	1	$112.00	$112.00
Attachment Control Kit - 7 Pin	M0009-A01-C03	1	$305.00	$305.00
Counterweights	6731418	1	$600.00	$600.00
68" Low Profile Bucket	6712927	1	$270.00	$270.00
Pallet Fork Frame	6540182	1	$252.00	$252.00
--- 48" Pallet Fork Teeth				
Total of Items Quoted				**$23,492.00**
Quote Total - US dollars				**$23,492.00**

*Prices based off the Florida's Sheriff Contract Bid Award #07-15-0827. Expires: 9/30/2008
*Terms Net 30 Days. Credit Cards accepted.
*FOB: Destination
*Delivery 60 to 75 Days from ARO.
*State Sales Taxes apply.
*Orders must be placed with: Bobcat Co., PO Box 6000, West Fargo ND 58078
Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

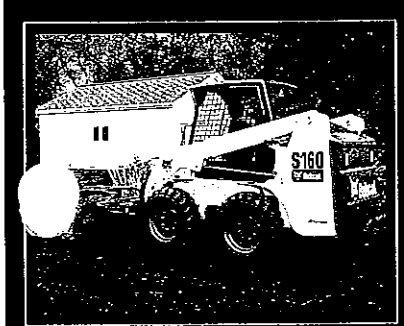
Print: _____ Sign: _____ Date: _____

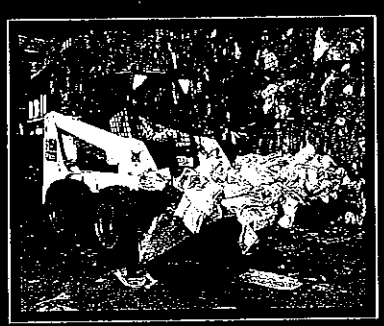
Bobcat®

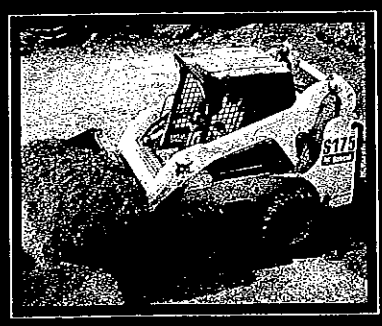
The New K-Series

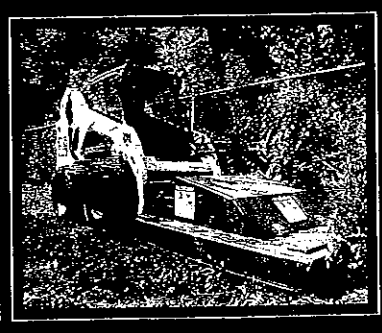
Medium Frame Skid-Steer Loaders

S130 | S150 | S160 | S175 | S185 | S205









One Tough Animal.

Medium Frame Skid-Steer Loaders

Pallet Fork

S160
Radius Path

The S160 loader is a step up from an S150 with increased horsepower for tough excavating and digging applications, with a radius lift path for excellent reach at truck bed height.

1,600 lb.	56 hp	6,115 lb.	68 in.	16.9 / 26.4 gpm
Rated Operating Capacity	Turbo Diesel Engine	Operating Weight	Width	Hydraulic Flow

Landscape Rake

S175
Vertical Path

The S175 is the beginning of the vertical lift path line up. This entry level machine is very maneuverable in tight areas, has ample auxiliary hydraulic flow to run the majority of attachments, and has excellent reach at the top of its lift cycle for loading trucks or pallet fork applications.

1,750 lb.	46 hp	6,220 lb.	68 in.	16.9/26.4 gpm
Rated Operating Capacity	Diesel Engine	Operating Weight	Width	Hydraulic Flow

Stump Grinder

S185
Vertical Path

This versatile loader gives the operator the best of both worlds. All the advantages of a vertical lift path loader, plus great visibility with the low-profile lift arm design. This rugged, state-of-the-art loader will save you time, effort and money on every job.

1,850 lb.	56 hp	6,220 lb.	68 in.	16.9 / 26.4 gpm
Rated Operating Capacity	Turbo Diesel Engine	Operating Weight	Width	Hydraulic Flow

Planer

S205
Vertical Path

Here's more horsepower for lifting, digging, and any other job you have to do. Along with power, the vertical path S205 delivers excellent reach, better flotation with larger tires, and greater all-around performance.

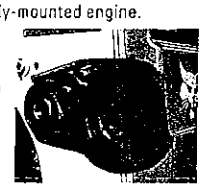
2,050 lb.	61 hp	6,655 lb.	68 in.	16.3 / 25.5 gpm
Rated Operating Capacity	Turbo Diesel Engine	Operating Weight	Width	Hydraulic Flow

More value for your money than any other brand in the world!

Belt Drive Advantage

Bobcat loader hydraulics are powered by our exclusive belt drive system that allows the pump to turn faster than the engine. In addition:

- One-side serviceability of all routine maintenance points due to a transversely-mounted engine.
- A quieter engine with a longer service life.
- Minimal maintenance with spring loaded idlers that maintain belt tension.
- 3-Year Belt Warranty



Serviceability

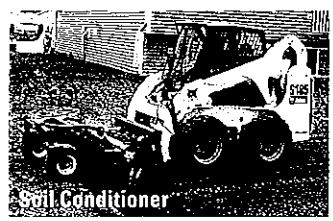
Bobcat serviceability is unsurpassed. Simply open the swing-out tailgate for full access to the engine's checks and fills, filters and battery. And unlike other brands, the lift arms need not be raised to service the machine. Shop time is spent repairing, not gaining access.

Choice of Attachments

With all Bobcat loaders, you can count on a choice of 70 quick-mounting Bobcat attachments to handle any job. The operator can easily replace a bucket with a backhoe, pallet fork, landscape rake, sweeper, tiller, grapple and many more.

Auger

Snow Blower



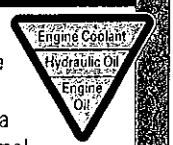
Soil Conditioner

Drop Hammer

K-Series SmartFAN Cooling

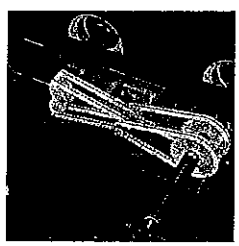
With the new variable-speed K-Series cooling fan, Bobcat loaders use less power – and it's up to 30% quieter than ordinary cooling fans. The exclusive Bobcat dual path cooling system brings clean, cool air from above, through the engine and hydraulic coolers, mixes it with engine compartment air, then exhausts it out two side vents.

Engine and Hydraulic Systems Monitor with Shutdown



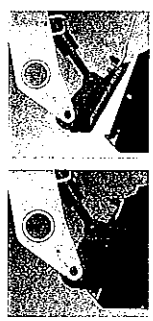
This system monitors vital machine functions, such as engine coolant temperature, oil pressure and hydraulic oil temperature. If a monitored function is out of normal operating range, the system provides an audible alert, a warning message and, depending on the severity of the function, will shut down the machine to avoid catastrophic failure.

K-Series Chaincase



The best chaincase in the industry! Virtually maintenance-free, chains never need adjustment – and the protected axle seals never need greasing!

Exclusive Bob-Tach™ System



For fast, secure attachment changes. Bob-Tach frame moves into attachment flange handle pushes down easily, pressing wedge through frame and attachment hole for solid connection.
Power Bob-Tach™ Mounting System available!

Control Options for Bobcat® Loaders

Bobcat Standard Controls

The Original...

Dual steering levers control the drive functions, while dual foot pedals control the loader lift and tilt. We invented this control style over 50 years ago, and it's still one of the most popular styles today.

Advanced Control System (ACS)

Two control styles in one machine...

With these control options, the operator can choose between Bobcat controls and H-pattern hand controls — at the flip of a switch.

Selectable Joystick Controls (SJC)

It's all in the hands...

These low-effort joysticks allow the operator to control all machine functions with your hands. This state-of-the-art system is also loaded with exclusive features:

Speed Management
Horsepower Management
Foot Throttle
Fingertip Switches
Selectable Control Pattern – Can select ISO or H-Pattern hand controls at the flip of a switch .

Public
Risk
Underwriters

Insurance Solutions for Public Entities

Servicing Preferred Governmental Insurance Trust Members

Safety & Risk Management
Service & Resource Guide

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Introduction

This manual is designed to outline the resources and services that are provided by the Safety and Risk Management Department. Our primary goal is to be as effective in our efforts to our members as possible, to that end; these resources and services may be subject to future enhancements or changes that may be necessary to improve their effectiveness in meeting our member's needs.

In addition to safety training and hazard identification, our field representatives will be capable of assisting our members with more comprehensive insurance related issues including, but not limited to experience modifications analysis, risk financing techniques, risk retention, claims trending and analysis, light duty, drug free workplace, FEMA, emergency preparedness, and workers' compensation classification.

In order to be as effective as possible in servicing our member's needs we will also implement the following additional measures as needed:

- Assist our Underwriting Department in targeting additional product applications that may be beneficial to our customers through field analysis.
- Maintain an effective relationship with the agents in our respective territories by keeping them informed of each member's resource and service needs.
- Work closely with PGCS to share information and refine data that is utilized to evaluate our members and target specific areas where services may be required to assist in improving loss retention.

Public Risk Underwriters, Safety & Risk Management is committed in providing our members with the best services, materials, and resources available to promote a safer work environment for their employees.

Safety and Risk Management Services

The success of any Municipal organization is clearly tied to its ability to protect and preserve its human and physical assets. This basic premise serves as the cornerstone of an effective safety management program and underscores the importance of safety and risk control to the community. Public Risk Underwriters, Safety & Risk Management Department is very aware of the valuable contribution a comprehensive Safety & Risk Control Program makes to the bottom-line of any organization.

At Public Risk Underwriters, safety consultations originate with one basic thought; specific measures can be recommended to minimize or eliminate the exposures that cause accidents. Our safety & risk consultants can recommend measures to control and minimize all types of accidents, injuries and illnesses to PGIT member's operations and premises.

Stressing our problem solving skills…we are dedicated to meeting the challenge of the complex issues facing our different members…disarming these issues and converting them into factors which work to the advantage of our members. Our emphasis approach to risk control incorporates the following elements:

Exposure Identification - Assist members in determining areas where a chance of loss might exist through cause trend analysis, work site evaluations, and facility inspections.

Exposure Measurement and Loss Analysis - Loss analysis and a review of the consequences of the exposures will be considered to develop alternative methods of control.

Determination and Selection of Appropriate Risk Control Methods - Based on measurement and analysis, and after considering alternative approaches, specific recommendations and/or a custom designed risk control plan will be formulated. OSHA, as well as other Agency Standards will be applied and/or used as a "Best Practice" measure when designing and formulating safety and risk control plans.

Training and Safety Management Consulting - After considering the members needs, specific services and /or training will be formulated and initiated to fit the members need (see Safety & Risk Training Programs section). Key personnel or specialty consulting services with the knowledge and skills needed to meet those identified needs will be provided.

Additional Consulting Services Available – Public Risk Underwriters, Safety & Risk Management, also makes other services available that may benefit our members, such as security evaluations, contract reviews, and review of existing safety and risk programs.

Public Risk Underwriters, Safety and Risk Management, evaluates the unique needs of each member, ultimately designing a program that is capable of being integrated into the overall safety and risk control efforts of each member. Our management system's direction to the problem solving approach is the foundation of our Safety and Risk Management Service.

Municipal / Public Sector Safety Program

The purpose of the Public Sector Safety Program is to outline an effective way to establish or enhance safe work practices for your employees, identify and control occupational hazards, and ultimately prevent or reduce on-the-job illnesses and injuries. The program contains eight elements or sections, which contain the necessary instructional forms and step-by-step requirements needed in establishing the basic framework for a solid Safety Program.

The Eight Elements:

- Management Commitment and Worker Involvement
- Safety Committees
- Safety and Health Training
- First Aid
- Accident Investigation
- Record Keeping
- Safety Rules, Policies & Procedures
- Employer Self Inspection & Job Hazard Analysis

The Program Will Help You to:

- Improve workplace safety awareness
- Involve employees and encourage participation and feedback in problem-solving
- Evaluate the general and specific safety training needs of your employees
- Analyze physical conditions and work practices that lead to accidents and injuries
- Identify hazardous conditions and implement preventive and protective measures
- Comply with state and federal safety standards and regulations

The Benefits of Implementing This Program may include:

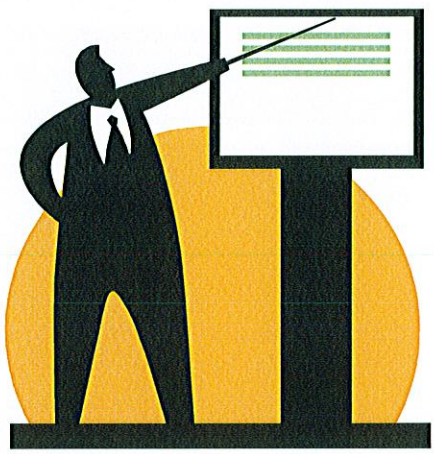
- Reducing the cost of workers' compensation insurance premiums
- Reducing medical treatment costs and lost work or production time
- Reducing the incident or severity of workplace illnesses and injuries
- Reducing liability costs associated with work processes and conditions
- Improving workplace morale and productivity

Safety & Risk Training Programs

Preventing workplace injuries is a key element to a smooth work operation. Let us show you how your Municipality or governmental operation can benefit from our extensive safety training programs to help your organization achieve its safety performance goals. Each program is not only designed to assist your employees in recognizing potential safety issues and unsafe work behaviors, but also to assist in obtaining new levels of safety awareness and performance. Generally, these training program presentations usually take approximately one hour to present, and are supported by multimedia material and training handouts.

Training topics include…

- Accident Investigation
- Basic Electrical Safety
- Job Safety Analysis (JSA)
- Personal Protection Equipment (PPE)
- Office Safety
- Forklift Safety
- Workstation Ergonomics
- Blood Borne Pathogens
- Safe/Defensive Driving
- Back Safety/Proper Lifting
- Hurricane Preparedness
- Hazard Communications / Right-to-Know
- Confined Space Entry



This is just a sample of our training topics; please contact the Public Risk Underwriters, Safety & Risk Management Department to enquire on any additional training topics that may not be listed above...

We can also create and generate a training certificate of completion for each of your attending employees. Just provide a list of your attending employees, including the date that each will be attending training to the Public Risk Underwriters, Safety & Risk Management consultant who will be conducting your training session, and we will prepare your training completion certificates for you.

Inspection Program

It is the objective of Public Risk Underwriters, Safety & Risk Management Department to establish a procedure at the member's location for the proactive and systematic recognition and control of hazards at all facilities. Therefore, the maintenance of owned, leased, occupied and/or possessed properties has been placed at a high level of priority. To meet this objective, PGIT members can establish the following policy section to assure regular maintenance of properties and regular inspections (with checklists), with frequency and scope relative to commonly expected changes in conditions, whether caused by normal wear and tear, vandalism, misuse, damage from adverse whether conditions or other natural phenomenon.

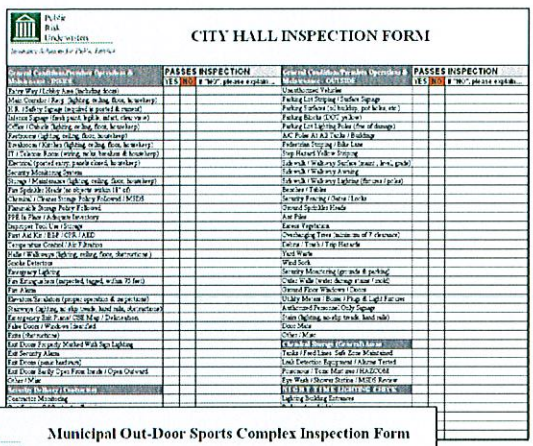
Frequency and scope should also be relative to the level of hazards that exist, such as volume of visitors or employees, occupancy by children, accessibility by disabled persons or the elderly, premises activities (such as swimming and competitive sports), facilities that are critical to the providing of public utilities, and facilities that involve storage and processing of hazardous chemicals or flammable substances.

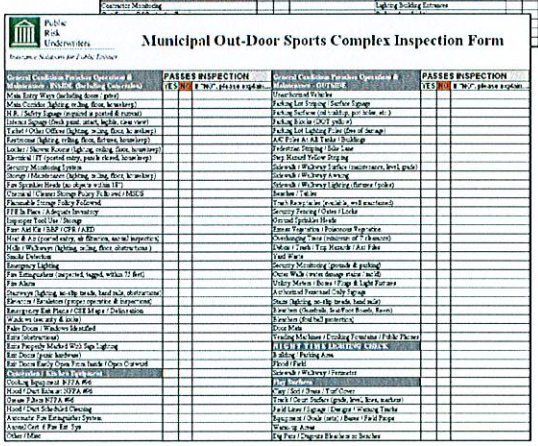
Self Inspection Forms

Public Risk Underwriters, Safety and Risk Management; currently has the following checklist that can be utilized by PGIT members to perform routine self inspections of their facilities, property, and operations. These self inspection checklists can be accessed through the E-tools section of the Public Risk Underwriters web-site.

Available Inspection Checklists:

- Public Beach
- Cafeteria / Kitchen
- City Hall
- Public Dog Park
- Fire Station
- Meeting / Exhibit Hall
- Public Park (including water recreation facilities)
- Park Trails
- Playground
- Police Station
- Schools
- Skate Park
- Sports Complex (indoor)
- Sports Complex (outdoor)
- Public Swimming Pool
- Trenching & Shoring
- Public Utilities
- Vehicle Maintenance Garage


CITY HALL INSPECTION FORM


Municipal Out-Door Sports Complex Inspection Form

Safety & Risk Related Information & Research

Are you looking for answers to specific questions related to public sector safety and risk management, and either having a difficult time finding it, or don't have the necessary time to properly conduct the research to find the answer?

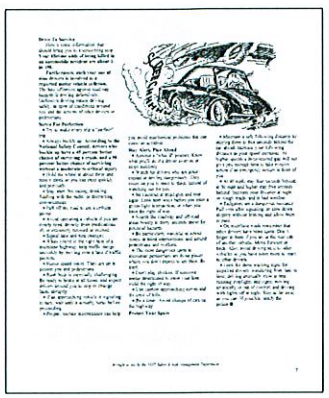
If so, please let us assist you in finding the answer you are in need of through the use of our public sector network capabilities and safety & risk research initiative. Our business relation with other public entity sectors allows us to contact numerous in-state, as well as out-of-state governmental entity services to find the answer(s), resource(s), or material(s) you are in search of.

Health & Safety - Special Events Participation

Planning a special event for your employees? If so, let us know! Public Risk Underwriters, Safety and Risk Management Department will consider all invites pertaining to participation in your upcoming special events, such as annual employee health & safety fairs. Please contact Public Risk Underwriters, Safety & Risk Management for further details on how we may be able to take part in your upcoming employee related special events.

Safety / Loss Control Material & Resources

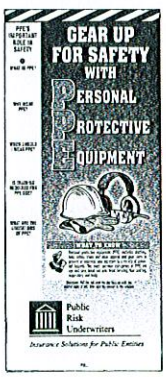
Safety Times Reproducible Articles:



These 129 reproducible safety articles may be used in internal news letters, safety meetings, safety e-mail alerts, and various other ways to promote safety. These articles will benefit your organization by providing your employees with knowledge and skills on avoiding off-the-job accidents, which in turn could help prevent on-the-job accidents by fostering a 24-hour safety attitude. This would in turn benefit your organization by possibly reducing loss expenses, and increasing productivity. These articles are available through the E-tools section of the Public Risk Underwriters web-site.

Safety Slide Guides:

These handy pocket slide guides are compact, cover a variety of safety related topics, and are a great quick reference resource when trying to find answers to safety related questions. Each slide guide title covers the most common asked questions and/or safety tips on that specific topic to stay safe and healthy.

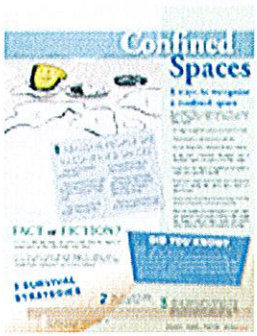


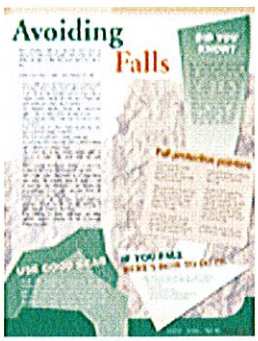
Currently, we offer the following titles to PGIT members:

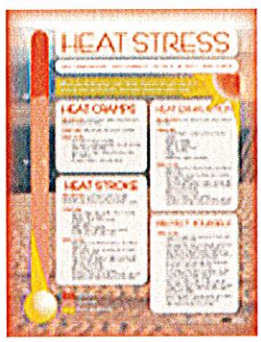
- Safe Driving
- Safe Lifting
- Preventing Slip, Trips, and Falls
- Everyday Exercises for Busy People
- First Aid
- Ergonomics
- Less Stress Behind the Desk
- Personal Protective Equipment

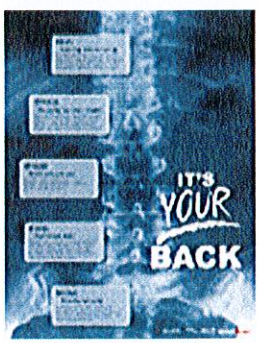
Safety Posters

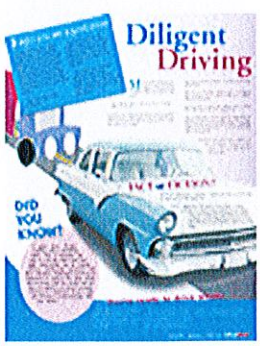
Public Risk Underwriters currently has 12 different safety posters available to PGIT members. Each poster is constructed of heavy duty glossy finish paper and measures 17"x 22". These posters may be ordered as a set, or ordered per each title. Currently, the following poster titles are available…

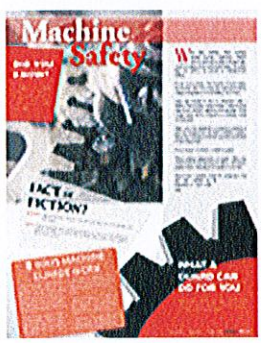










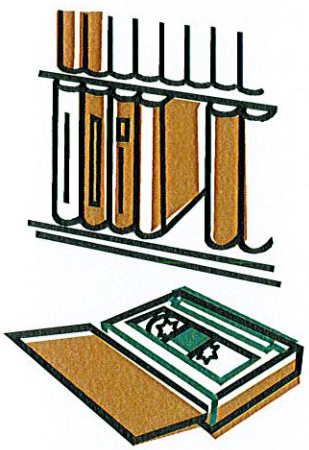


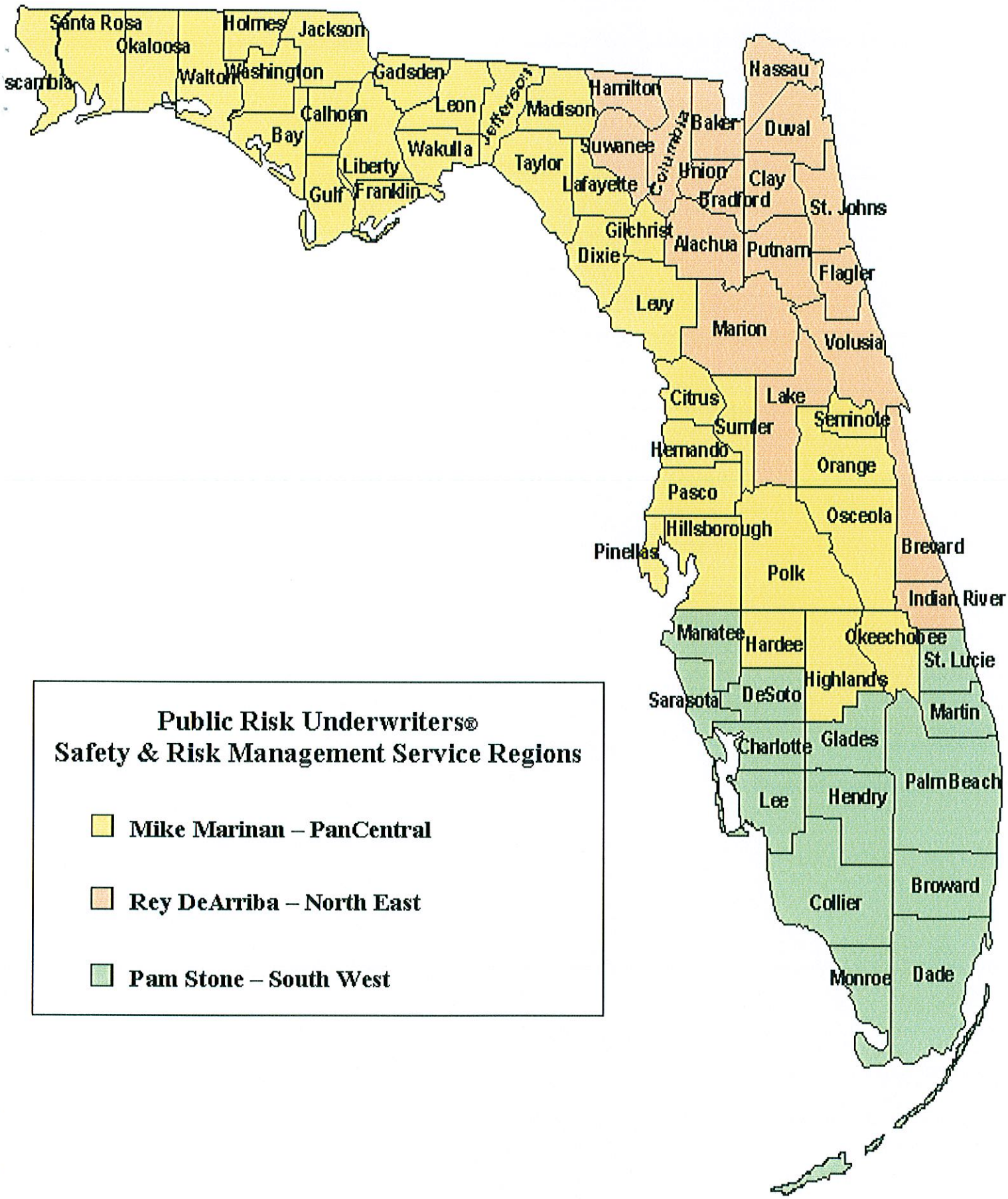
Safety Video Library

Public Risk Underwriters, Safety & Risk Management currently has a vast library of safety training videos available, here are just some of the titles that are available…

General Safe Work Practices
Backhoe & Loader Operations
Back Injury Prevention / Safe Lifting
Chemical Safety
How to Develop an Effective Safety Program
Hazwoper / Identifying Hazardous Materials
Commercial Lawn Mower Safety
Safety and the Supervisor
Chain Saw Safety
Landscape Maintenance
Anthrax Threat
Route Observations
EMS Patient Lifting - Back Injury Protection
Homeland Security for Business
Safety Is Your Responsibility
Shift Work & Preventing Fatigue
Ergonomics and VDT's
Fit Testing Respirators Under New NIOSH Standards
How to Develop an Effective Safety Program
How to Investigate an Accident
Alcoholism In The Workplace
Respirator Selection & Use
Office & Computer Ergonomics
High Voltage - Electrical Safety

Forklift Training & Safety
General Office Safety
Personal Protective Equipment
Hand & Power Tools Safety
Safety in the Maintenance Department
Fire Extinguisher Training and Use
Sexual Harassment in the Workplace
Stress Management for Supervisors & Employees
Tree Trimming Safety
Ladder Safety
on the Road Safety
Fleet Shop Safety
Disaster Worker Code of Safe Practices
Hard Hats
Emergency Preparedness at Work
Fire Extinguisher Training
Confined Space Entry
Machine Guarding Responsibility
Heat Stress
Trenching & Shoring Operations
Drug Abuse & What to do about it
Personal Protective Equipment
Safe Operation of Overhead Cranes & Hoists
Care of Supplies, Chemicals & Equipment




Santa Rosa
Okaloosa
Walton
Holmes
Washington
Jackson
Escambia
Calhoun
Bay
Gadsden
Leon
Wakulla
Jefferson
Madison
Taylor
Liberty
Gulf
Franklin
Hamilton
Suwanee
Lafayette
Columbia
Baker
Nassau
Duval
Union
Clay
Bradford
St. Johns
Gilchrist
Dixie
Alachua
Putnam
Flagler
Levy
Marion
Volusia
Citrus
Lake
Seminole
Sumter
Hernando
Orange
Pasco
Osceola
Hillsborough
Pinellas
Polk
Brevard
Indian River
Manatee
Hardee
Okeechobee
St. Lucie
Highlands
Sarasota
DeSoto
Martin
Charlotte
Glades
Palm Beach
Lee
Hendry
Broward
Collier
Monroe
Dade
Public Risk Underwriters®
Safety & Risk Management Service Regions
Mike Marinan – PanCentral
Rey DeArriba – North East
Pam Stone – South West

Safety & Risk Management Departmental Contacts

As Manager of Public Risk Underwriters, Safety and Risk Management Department, I wanted to take this opportunity to express our philosophy as it pertains to servicing the business you have placed with our Insurance Program. It is of paramount importance that the level of service provided meets the expectation of our client. We will be taking a pro-active approach to servicing our accounts and encourage you to contact us with your thoughts and input.

Respectfully,

Mike Marinan

Mike Marinan – Safety & Risk Management Department Manager

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Email: pstone@publicrisk.com

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(Material & Resource Administrator)

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Fax: (321) 832-1489

Email: mstephens@publicrisk.com

Rick Parnell – Fire & EMT Liaison (Central / North Florida)

Mike Johnson – Fire & EMT Liaison (South Florida)

Phil Amabile – Law Enforcement Liaison

Gina L. Hall – Human Resources Liaison

Phil Rosenberg – Human Resources Liaison

(Please contact Michael Stephens for Liaison referral assistance)

PGCS E-Accounts

The PGCS E-Accounts provide clients with immediate information about the claims PGCS is handling for them. With these tools, clients can review claims, get loss runs, and analyze trends with statistical and graphical reports.

Registering for E-Accounts

To register, just go to www.pgcs-tpa.com and click the Member/Client button. Then click Register and fill out the form. Once that's complete, click Register again and you will see the Website Access Terms and Agreements. Read them, click the checkbox to accept them, then click submit.

The next page asks you to print the acceptance form. Do that, sign it, and mail it to the indicated address. (There is no longer any requirement to have it notarized.)

Activating E-Accounts

Upon receipt of the form, the PCL will review the registration, determine the appropriate parameters for the account and authorize the webmaster to activate it.

Once authorized, the webmaster will apply those parameters to the account settings, activate the account and notify the client by email.