2009 KEY LARGO WASTEWATER TREATMENT DISTRICT
COMMITTEE OF THE WHOLE
Transition Meeting
AGENDA

Tuesday August 11, 2009 4:00 PM
9880 Overseas Hwy
Key Largo, FL 33037

Susan Hammaker Chair
Norman Higgins Vice Chair
Charles Brooks Secretary-Treasurer
Andrew Tobin Commissioner
Robert Majeska Commissioner
Charles F. Fishburn General Manager

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 305-43-8014 at least 48 hours in advance to request accommodations.

4:00
A. CALL TO ORDER - PLEASE MUTE CELL PHONES

4:01
B. PLEDGE OF ALLEGIANCE

4:02
C. ROLL CALL

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

4:04
E. APPROVAL OF MINUTES

4:05
F. ARCADIS CHANGE ORDER

4:15
G. HOME OWNER LATERAL CONNECTION OPTIONS

5:00
H. EARLY CONNECTION PROGRAM

6:00
I. ADJOURNMENT

KLWTD Agenda
August 11, 2009
Meeting Date: August 11, 2009

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] GENERAL APPROVAL OF ITEM

[ ] Other:

SUBJECT: Minutes of July 14, 2009

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

Approved by General Manager

Date: 8-7-09

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Summary Explanation/Background:

Resulting Board Action:

☑ Approved   ☐ Tabled   ☐ Disapproved   ☐ Recommendation Revised
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Board of Commissioners Meeting

July 14, 2009
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Committee of the Whole, Transition Meeting at 4:00 PM. Present were Commissioners Norman Higgins, Andrew Tobin, Robert Majeska, Charles Brooks, and Chairwoman Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Majeska led the Pledge of Allegiance.

Chairwoman announced That District has a Town Hall Meeting Saturday and she thanked Maureen Schneider and Carol Walker.

APPROVAL OF AGENDA

Motion: Commissioner Higgins made a motion to approve the agenda. Commissioner Tobin seconded the motion.

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Motion passed 5 to 0

PUBLIC COMMENT
The following persons addressed the Commission: Kay Thacker, Key Largo.

ARCADIS WORK AUTHORIZATION
Mr. Fishburn went over the presented amended work authorization number four. Mr. Fishburn then explained that He, District Council Thomas Dillon and Ed Castle from Weiler Engineering have come to the conclusion that there is too much disparity between the District’s opinion and Arcadis’ as to what it would take to do the project over the next year, therefore staff is
recommendating that the District appoints Weiler Engineering “Engineer of Record for the Project”.

Chairwoman Hammaker asked if making this change would effect the permit and the answer was in no way.

Motion: Commissioner Brooks made a motion to engage Weiler Engineering as Engineer of Record. Commissioner Tobin seconded the motion.

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Motion passed 5 to 0

FINANCIAL UPDATE
FY 09 Outlook vs Budget
Martin Waits, Chief Financial Officer summed up the report in the following:

Consolidated Financial Performance Summary
Administration & Construction Management expenses are essentially on budget through nine months, but projected to be slightly over budget at year end. General Administrative Expenses are significantly over budget due primarily to a $55,000 over run in postage for mailing one year notices to virtually the entire service area. However, this is offset by a significant under run in Professional Services. Wastewater Service Operations revenue is projected to be 11% less than projected in the budget due to fewer than expected new US 1 commercial connections. This is being offset, however, by a lower than expected payroll and direct plant operating expenses. A small deficit is expected to result, compared with a small surplus which has been budgeted.

On a consolidated basis, a deficit of $1,117 is projected at year end. A surplus of $2,480 was projected in the budget for the full year FY2009.

Administration & Construction Management Detail
Employee salaries and wages are projected to be $14,000 less than budgeted. With the addition of monthly transition meetings between Board meetings, however, Board Meeting Compensation is projected to be $12,000 over budget.

General Administrative Expenses were reasonably close to budgeted projections in most all accounts except Supplies and Postage Expense. Numerous unanticipated computer workstations and support equipment for new employees has inflated the cost of supplies, and the cost of issuing one year notices to virtually the entire service area (over $70,000) was overlooked in the budget.

Professional Services expenses are projected to be $50,000 (20%) under budget, even with the addition of a PRMG study. Engineering Services are only half of expectations, fortunately no
litigation expense is anticipated, and the engagement of a State lobbyist in Tallahassee was delayed for several months.

As a net result of all these factors, Administration and Construction Management expenses are projected to total $940,500 vs. $895,773 budgeted, which is $44,727 (5%) over budget.

**Wastewater Service Operations Detail**

Wastewater Service Operations revenue is projected to be $78,540 less (11%) than projected in the budget due to fewer than expected new US 1 commercial connections. However, total operating expenses will be similarly $66,016 under (10%) the budgeted projection, resulting in virtually an exactly budgeted breakeven performance for the full year.

Employee payroll and benefits were 13.4% less than budget. A projected reduction in chemical consumption of $34,642 will be essentially offset by higher than anticipated repairs and maintenance (such as the cracked pit replacement in Key Largo Park) of $22,000 and a sludge hauling cost over run of $10,195. Supplies are also projected to be $13,000 higher than anticipated.

**Total Employee Compensation Outlook**

Although the employee payroll amounts in the Administration & Construction Management and the Wastewater Service Operations results are expected to be approximately 10% less than projected in the budget, the employee payroll which has been required to support construction efforts will be significantly greater than anticipated in the consolidated salary forecast presented during the budget process.

In particular, construction management for the plant expansion and the deep well is exceeding expectations discussed during the budget process, and a significant part time and temporary employee effort is being required to implement the G.I.S. system.

As a result, the year end outlook for District employee compensation is currently projected at $1,200,500, or $151,500 over the consolidated salary forecast presented as part of the budget process of $1,049,000.

**Consolidated Revenues & Expenses**

The District collected $4,242,958 in assessment revenue in the first nine months of FY2009, and a total of $12,767,708 since inception of the assessment program in 2005. Total assessment revenue upon completion of the program is expected to exceed $82,000,000.

Grant and loan reimbursement for project costs totaled $19,891,656 in the first 9 months, and was split approximately 38% grants and 62% loans.

Employee payroll totaled $890,505 and was split 26% Administration & Construction Management, 18% Wastewater Service Operations, and 56% Capital Projects.

Engineering Services (essentially Weiler Engineering) totaled $378,459 - 93% direct to projects.

Legal expenses totaled $73,971, split approximately 55% Administration and 45% Projects.

Nearly $2 million was spent on engineering & design services, and over $18 million has been spent directly on construction services and construction materials during the first 9 months, FY2009.
Project Success & Use of Funds
Mr. Waits reported that the District is currently running 14% under the construction costs forecast in the Facilities Plan. He explained that the District was under budget around seven million dollars on the collection system but about six and a half million over budget on the treatment plant.

Mr. Waits told the Committee that the projects are funded by 30% loans and 70% grants at the current time for the North Component. There is no scope for the South Component. The District needs to be looking for $32 million in funding for the South Component.

Commissioner Brooks asked if the District would be reimbursed by the Army Corp of Engineers for completed projects and Mr. Fishburn said the District would be reimbursed.

District Counsel, Thomas Dillon, explained that if the ACOE approves a project for funding even if they do not have the money at the time the funding can follow when the ACOE gets the money. The money can then be used to pay down loans that were taken out to pay for the project. All of the current contracts meet all of the ACOE requirements. After the District acquires all of the property needed and there is no worry about the Federal Relocation Act issue, then the District can put in for a ACOE project.

TOTAL PROJECT UPDATE
General Manager Charles Fishburn introduced a Service Area and Status map that will be continuously updated.

Commissioner Tobin would like to see an estimated construction start date and service start date on the projects.

Commissioner Tobin said that the District’s policy was 50 / 50 (Property Owners / Grants) for funding and in the worst case it would be 30/30/30 (Property Owners/Grants/Loans),

Mr. Fishburn explained that when the District committed to the Regional Plant they also committed to sewer the entire Island.

Mr. Waits explained that at the current time the District has 30% grants.

FY 2012 STAFFING PLAN
Martin Waits and Pat Mitchell presented a staffing plan going out until 2012.

UNIQUE PROPERTIES
Mr. Fishburn presented a memo with recommendations on methodology to handle unique properties.

Mr. Dillon told the Committee that he has been working on the legalities of requiring property owners to put grinder pumps on their property.
ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:27 PM.

The KLWTD meeting minutes of July 14, 2009 were approved on August 11, 2009.

__________________________
Chairwoman Hammaker

__________________________
Carol Walker, CMC
District Clerk
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 11, 2009
Agenda Item No.

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

[ ] Other:

SUBJECT: Arcadis Change Order

RECOMMENDED MOTION/ACTION: Discussion, possible action.

Approved by General Manager

Date: 8-7-09

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Summary Explanation/Background: Arcadis has proposed a settlement for their final work on the WWTP Engineering and construction oversight.

Resulting Board Action:
☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: August 11, 2009    Agenda Item No.

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

[ ] Other:

SUBJECT: Homeowner Lateral Connection Options

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 8-7-09

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Summary Explanation/Background: Staff will review lateral connection options for homeowners.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
RE: How to do a KLWTD Residential Tie In.

If you contract with a plumber to do a turnkey job including permits you only need to make sure the plumber performs satisfactorily and the steps below should all be performed by the plumber. If you are self performing some or all your lateral tie in, read on -----------

**Do Not** start until KLWTD has installed the clean out box you will connect to. 
**Until the clean out box is actually installed the location is not final.**

1. Come to KLWTD office and get our tie in packet containing Monroe County Health Dept. and Building Dept. forms as well as instructions. Some of the required County forms are carbon or legal size and cannot be duplicated. We have the instructions plus pictures on our web site under Our *Progress/Residential Tie In* section. We will help you with the forms and issue you a County required KLWTD Approval to Proceed letter with our Blue Seal.
2. Take the Health Department forms to them (MM89 Bayside at the Roth Building) and get your on site sewage disposal decommissioning permit. The decommissioning permit is actually required by the State but the program is administered by the County.
3. You will need the Health Department permit and the KLWTD original Approval to Proceed blue scaled letter before proceeding to the Monroe County Building Department (Murray Nelson Building on the old Quay restaurant property 101.5MM Bayside) for your Construction permit.
4. When you have received a Monroe County Building permit for construction of your new lateral you may begin. You may hire a plumber or employees or do the work yourself. Our packet and web site have a list of all current licensed plumbers we are aware of working in Monroe County. We have included in our residential tie in packet and on our web site an excerpt from State of Florida building code concerning homeowner hired employee requirements and the Keynoter 4-8-09 article.
5. Call for free location of all underground utilities where you will be digging. This is a legal requirement of the State and it is free. Dial 811 to be automatically connected to the Florida Sunshine location service.
6. Excavate the KLWTD connection pipe near the cleanout box and the existing lateral between the home and the septic tank. Your lateral must run downhill from your home to the KLWTD pipe at a minimum slope of 1/8" per foot (1/4"/foot is better). The location and elevation of your existing pipe and the KLWTD pipe and any landscaping features will determine the design, route, and the amount of material you will need to construct your lateral. KLWTD requires laterals to be 4" PVC Schedule 40 or PVC SDR 26. There shall be a cleanout and a backwater (check) valve within 5 feet of the home. The KLWTD pipe is 6" and will require you to provide an adapter down to 4" pipe. No turn shall be greater than 45 degrees. Use purple primer and grey PVC cement. Provide for dewatering the ditch if necessary so the pipe will stay clean inside and dry until it can be capped.

7. Review the KLWTD Connection details in your packet. Review the photos on our web site. Measure, plan, obtain the material, measure again, then dig the ditch and build the lateral. Best practice is to use as few turns as possible and use all of the fall available. **Do not tie in at either end!**

8. After the lateral is complete and temporarily water tight capped or plugged on both ends but **not backfilled**, call for inspections. KLWTD first then Monroe County:
   A. KLWTD must inspect the lateral and may use a TV camera to see the inside before the Monroe County hydro test. We want the pipe to be properly constructed and clean.
   B. Monroe County hydro test is a check of the lateral pipe full of water to make sure there are no leaks.

9. After both KLWTD and Monroe County have inspected the lateral, found the work satisfactory, and signed your building permit, you may tie in your lateral to the KLWTD pipe under the cleanout while we observe. Call KLWTD (305-453-5804 48 hours in advance please) when you are ready to proceed. We are required to be onsite and witness your work as it progresses. We want to make sure the pipe is properly constructed and clean. When our inspector is satisfied with the work, backfill the lateral from KLWTD to the turned up capped end of the lateral near the future connection to the house.

10. **Stop and wait for KLWTD to send a 30 day Notice to Proceed before tying in to the house.** Until we complete the treatment plant and send you the 30 day Notice, the vacuum sewer system will not be active and you cannot complete the tie in at the house.

11. After you receive the notice of availability schedule a final tie in inspection with KLWTD so we can witness your work as it progresses. We want to make sure the pipe is properly constructed and clean. After the tie in is complete but **not backfilled**, call Monroe County Building Department for a final inspection. After Monroe County has signed the building permit, backfill the balance of the lateral and landscape etc. as you wish.

12. Our Engineer will furnish a signed and sealed completion letter directly to the County.

KLWTD will offer lateral construction classes occasionally on a Saturday.
More info and how to photos and videos are available on the KLWTD.com web site.
SERVICE LATERAL CONNECTION STANDARDS

All sewer service laterals connecting to the Key Largo Wastewater Treatment District’s (KLWTD) wastewater treatment system shall conform to industry standards and all requirements of Chapters 62 and 64E-6 of the Florida Administrative Code and the International Plumbing Code 2000 (IPC). Materials and design must also conform to the requirements of Air Vac, the vacuum system manufacturer.

Those requirements include the following items. Additional requirements may apply.

1. Gravity service laterals must be Schedule 40 pressure (200 PSI or greater) rated or SDR-21 plastic.
2. All joints and fittings shall be glued with industrial grade gray solvent cement/glue.
3. Air intake if required must be a minimum of 4” in diameter, fitted with a stainless steel screen and be a minimum of 4’ above grade. See detail sheets.
4. Trenching, bedding and backfilling shall conform to IPC Section 306.
5. Existing plumbing must be demonstrated to be water tight in accordance with the requirements of the IPC Section 3121 or 3122.
6. Any plumbing that is covered without inspections will have to be completely exposed for inspection.
7. Prior to final connection to the vacuum pit, the lateral piping must be pigged, jet rodded or otherwise flushed of all foreign materials with a 4 inch test ball in place at the pit. Test balls must not be removed until plumbing inspections and hydrostatic tests have passed. Anyone flushing a line into a pit without a test ball in place will pay a pump out and cleaning fee for illegally discharging foreign material into the KLWTD collection system.
8. KLWTD will television inspect the interior of all lines before they are placed in service.
9. See Detail Sheets attached for more lateral connection information.
10. Existing septic systems will be abandoned per the requirements of 64E-6011FAC Monroe County health Department.