A. CALL TO ORDER - PLEASE MUTE CELL PHONES
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL
D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES
E. PUBLIC COMMENT
   Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before the meeting starts.
F. **BULK ITEMS**
   3. **RESOLUTION NO. 09-01-12**
      A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF DEBORAH BOYCE FOR REMOVAL OF ONE TAX PARCEL FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

G. **FINANCIAL REPORT**
   4. Report of Cash, Revenues, and Expenditures

H. **COMMISSIONER’S ITEMS**
   5. Florida Keys Days at Tallahassee (Chairman Majeska)

I. **ENGINEER’S REPORT**

J. **LEGAL COUNSEL REPORT**

K. **GENERAL MANAGER’S REPORT**
   7. Turblex Bill
   8. FKAA Billing
   9. Assessment Review Update
   10. Steering Committee Update

L. **COMMISSIONERS ROUNDTABLE**

M. **ADJOURNMENT**
Meeting Date: Jan. 17, 2012

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

SUBJECT: Jan. 3, 2012 Minutes

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 1/18/2013

Summary Explanation/Background: You will find the requested correction on the top of page 4 under General Manager’s Report, FKAA Paving Inter-Local Agreement. I have added what was being presented and the exact motion that was made.

Resulting Board Action:

[ ] Approved [ ] Tabled [ ] Disapproved [ ] Recommendation Revised
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

January 3, 2012
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:03 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker, Norman Higgins, and Charles Brooks. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Richard Crow led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Higgins added a discussion item on the Island Dolphin Care and the Key Largo Post Office. Commissioner Hammaker reported a correction to be added to the Dec. 20, 2011 minutes. Chairman Majeska pulled the Minutes of Dec. 20, 2011 from Bulk Items. Margaret Blank, General Manager, added an item on the FKAA Paving Inter-Local Agreement and a discussion item on the Bishop, Rosasco & Company Consultant Agreement.

Motion: Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Hammaker seconded the motion.

Vote on Motion

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Motion passed 5 to 0

PUBLIC COMMENT
The following persons address the Board:
Name: Burke Cannon, Tavernier, FL
      Sue Heim, Key Largo, FL
      Martin Waits, Islamorada, FL
Subject: Rosasco contract
         Assessments, FKAA Report
         Finance Priorities
BULK ITEMS

Minutes of Dec. 6, 2011
Minutes of Dec. 12, 2011

RESOLUTION NO. 01-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF SEVENTEEN TAX PARCELS FROM THE 2007 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 02-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYNINE TAX PARCELS FROM THE 2008 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 03-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYFIVE TAX PARCELS FROM THE 2009 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 04-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYFIVE TAX PARCELS FROM THE 2010 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 05-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYEIGHT TAX PARCELS FROM THE 2011 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 06-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF PATRICIA L. CUMMINGS FOR REMOVAL OF TWO TAX PARCELS FROM THE
2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN
EFFECTIVE DATE.

RESOLUTION NO. 07-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF GENA GAY FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD
VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 08-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF JEAN CHARLES BERRUET FOR REMOVAL OF FIVE TAX PARCELS FROM THE
2005 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN
EFFECTIVE DATE.

COPIER REPLACEMENT FOR WEILER COPIER

Motion: Commissioner Brooks made a motion to approve Bulk Items. Commissioner Higgins seconded the motion

Vote on Motion

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Minutes of Dec. 20, 2011
Commissioner Hammaker reported that on page 3 on the top FSD is suppose to be FASD. Under Commissioner’s Round Table she added the wording “and she challenged Commissioner Tobin to do the same.”

Chairman Majeska clarified that at the last meeting when he said that he wanted a report of the amount of money that was not collected in the FKAA late sewer billing bill he actually meant that he would like a complete and comprehensive report with a time line, how late was the billing, projected revenue, the neighborhoods that were affected and the number of connections that were affected.

Motion: Commissioner Brooks made a motion to approve the Minutes of December 20, 2011 as amended. Commissioner Hammaker seconded the motion

Vote on Motion

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Motion passed 5 to 0

FINANCE
Report of Cash, Revenues, and Expenditures

Motion: Commissioner Brooks made a motion to approve the Cash, Revenues, and Expenditures for January 3, 2012 contingent upon the availability of funds. Commissioner Tobin seconded the motion.

Vote on Motion

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Motion passed 5 to 0
ENGINEER'S REPORT
Ed Castle, Weiler Engineering gave a report on the digester system.

GENERAL MANAGER'S REPORT
FKAA Paving Inter-Local Agreement
Margaret Blank presented the documentation to piggyback onto the contractors paving contract. Mr. Dillon explained that we are getting a good price by piggybacking onto a FKAA contract. The District will pay $6.50 for the original and $9.80 for the new stuff.

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

Vote on Motion

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Motion passed 5 to 0

Bishop, Rosasco & Company Consultant Agreement
Margaret Blank, General Manager presented the Financial Director Scope of Work to the Board for review.

Commissioner Tobin would like to see primary duties listed, then over site and then advice. The General Manager will be the primary contract.

Commissioner Brooks has trouble with the over site duties.

Commissioner Hammaker would like to see a memo of understanding. Commissioner Hammaker would like to see training in the contract.

Commissioner Higgins stated he voted no originally because he would like to keep it local.

COMMISSIONER'S ROUND TABLE
Island Dolphin Care
Commissioner Higgins asked if anything has been settled. Nothing has been settled yet.

Key Largo Post Office
Commissioner Higgins stated he talked to the Post Office and we should send the notice to the Manager of the Key Largo Post Office.
ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 5:36 PM.

The KLWTD meeting minutes of January 3, 2012 were approved on January 10, 2012.

______________________________
Chairman Majeska

______________________________
Carol Walker, CMC District Clerk
Meeting Date: Jan. 17, 2012

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

SUBJECT: Jan. 10, 2012 Minutes

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 1/17/2012

Originating Department: District Clerk

Costs: 
Funding Source: 

Attachments: Minutes

Department Review:
[ ] District Counsel
[ ] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:
☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:03 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker, Norman Higgins, and Charles Brooks. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Higgins led the Pledge of Allegiance.

**APPROVAL OF AGENDA**
Commissioner Higgins would like to add an item on the First State Bank. District Attorney Thomas Dillon added an item on the Post Office and a Disclosure. Commissioner Brooks drew attention to the fact there were items on the agenda without back up and the Board has requested backup for all items.

Motion: Commissioner Higgins made a motion to approve the agenda as amended. Commissioner Brooks seconded the motion.

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Motion passed 5 to 0

Motion: Commissioner Tobin made a motion to adopt a policy to allow public comments at the beginning of the Transition Meetings but not on each item. Commissioner Hammaker seconded the motion.

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Commissioner Brooks X
Commissioner Hammaker X
Commissioner Tobin X

Motion passed 5 to 0

PUBLIC COMMENT
Name: Ralf Brookes, Attorney
Subject: Islamorada doing business with KLWTD

GENERAL MANAGER
Bishop, Rosasco & Co. Consulting Agreement

Motion: Commissioner Tobin made a motion to approve the Bishop, Rosasco & Co. contract with their scope attached to the District's regular contract. Commissioner Higgins seconded the motion.

Motion and Second withdrawn by Commissioners Tobin, and Higgins.

Motion: Commissioner Tobin made a motion to approve the contract with Bishop, Rosasco & Co. in concept. Commissioner Higgins seconded the motion.

Commissioner Brooks explained that he does not like the procedure being used in obtaining the CFO. Commissioner Brooks stated that he has to vote yes on the current motion in order to make changes to the contract.

Vote on Motion

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Motion passed 5 to 0

Paving Contract
Ms. Blank explained that the District has negotiated with the subcontractor directly to do the paving in the Bayridge Subdivision Upgrade.

Motion: Commissioner Tobin made a motion to accept the paving contract with Florida Paving and Trucking, Inc. for paving in the Bayridge Subdivision Upgrade for $25,498.00. Commissioner Brooks seconded the motion.

Vote on Motion

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KLWTD Board of Commissioners
Board Meeting
Jan. 10, 2012
Commissioner Hammaker  X
Commissioner Tobin          X

Motion passed 5 to 0

TRIM Notice
Commissioner Brooks would like the KLWTD Assessment payment on the TRIM notice. It is the courteous thing to do.

Commissioner Tobin does not what to go to the added expense of placing the amount on the TRIM Notice.

Motion: Commissioner Books made a motion to table the TRIM Notice issue indefinitely. Commission Tobin seconded the motion

Vote on Motion

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Motion passed 5 to 0

LEGAL
Key Largo Post Office
Mr. Dillon explained the District may have to change the Rate Resolution to reflect that government properties would be paying a user fee. It will be brought back for discussion at the next meeting.

Disclosure
Mr. Dillon disclosed that his wife is represented by John Jabro in a law suit.

COMMISSIONER’S ROUND TABLE
Islamorada
Commissioner Higgins would like to tell Islamorada good bye.

Commissioner Tobin does not want to see the Staff unnecessary burdened.

Commissioner Hammaker agrees with Commissioner Tobin in some respects.

Commissioner Brooks stated that Islamorada does not know what they want to do. The KLWTD Staff does not need to be bogged down with this. He would like the Board to do nothing. The District cannot loose it’s efficiency because of the problems of our neighbors.

Chairman Majeska feels that Islamorada as well as everyone else should clean up their waters themselves.

KLWTD Board of Commissioners
Board Meeting
Jan. 10, 2012
**ACOE**
Commissioner Hammaker stated that Fred Hicks would like the Board's direction on a draft letter for a request of funds to the ACOE on behalf of the District

The Board unanimously directed Mr. Hicks to send the letter.

**First State Bank**
Commissioner Higgins asked what is happening with First State Bank. General Manager Margaret Blank stated that she had called them to let them know the amount of money that would be placed into the bank and was informed that their offer was an all or nothing offer. She pointed out the RFP was not an all or nothing offer. She is waiting to hear back.

**ADJOURNMENT**
The KLWTD Board adjourned the Board Meeting 5:44 PM.

The KLWTD meeting minutes of Jan. 10, 2012 were approved on Jan. 17, 2012

________________________________________
Chairman

________________________________________
Carol Walker, CMC District Clerk
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Jan. 17, 2012
Agenda Item No. 3

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

SUBJECT: Resolution No. 09-01-12

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager
Date: 1/12/2012

Originating Department: Legal

Costs: Attachments
Resolution No. 09-01-12

Department Review:

District Counsel
[ ] General Manager
[ ] Finance

Engineering
Clerk

Advertised:

Date: __________________
Paper: __________________
[ ] Not Required

Summary Explanation/Background: Resolution No. 09-01-12 removes a vacant lot from the 2006 Assessment role and credits lot AK1567191 with $1,495.00 in principal payments that were made to lot AK1567205 which is being removed from the tax role because the adjacent parcels are being developed and used as a single property.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
RESOLUTION NO. 09-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS
APPROVING THE REQUEST OF DEBORAH BOYCE FOR
REMOVAL OF ONE TAX PARCEL FROM THE 2006 NON-
AD VALOREM ASSESSMENT; AND PROVIDING FOR
APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, Deborah Boyce, the owner of the parcels described in Section 1 and
Section 2, below, has applied to the Key Largo Wastewater Treatment District
approved the request of the property owner, to waive service to the parcel
described in Section 2; and

WHEREAS, the Key Largo Wastewater Treatment District has determined the
parcel described in Section 2 are adjacent to the parcel described in Section 1
which is receiving service and the lots will be developed and used as a single
property; and

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

Section 1.
PARCEL ID: 00463780-000000
AK NO. 1567191
PARCEL DESCRIPTION: BK A 1 LT 3 PAMELA VILLA KEY LARGO PB3-125
OR560-518 OR828-1912 OR2168-2462

Section 2.
PARCEL ID: 00463790-000000
AK NO. 1567205
PARCEL DESCRIPTION: BK A-1 LT 4 PAMELA VILLA KEY LARGO PB3-125
OR74-235/36 OR423-865D/C OR 795-2334/35 OR983-901 OR1116-362 OR2168-2466

Section 3.
The Key Largo Wastewater Treatment District Board of Commissioners does herby exclude the lots designated
above in Section 2 from the Key Largo Wastewater Treatment District 2006 No Ad-Valorem Assessment.

Section 4.
The Key Largo Wastewater Treatment District Board of Commissioners does herby authorize the application of the
principal that has been paid on the parcels described in
Section 2 to what is owed on the parcel described in
Section 1.

Section 4.
APPLICABILITY AND EFFECTIVE DATE.

This resolution shall take effect upon adoption by the Board of Commissioners.
RESOLVED AND ADOPTED THIS 17th DAY OF JANUARY 2012

The foregoing RESOLUTION was offered by Commissioner ______________________________, who moved its approval. The motion was seconded by Commissioner ______________________________, and being put to a vote the result was as follows:

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The Chairman thereupon declared Resolution No. 09-01-12 duly passed and adopted the 17th day of January, 2012.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ______________________________
Chairman Majeska

ATTEST: ______________________________
Approved to as to form and legal sufficiency

______________________________
Carol Walker, District Clerk

______________________________
District Counsel, Thomas M. Dillon

SEAL
WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in Attachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A.

2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).

3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.
4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive, as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the non-ad valorem assessment.

5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).

7. The District acknowledges receipt of an administrative fee of $200.00.

8. The undersigned mortgagee(s) hereby consent to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.

9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Owner or Co-owner
Sign: [Signature]
Owner or Co-owner
Sign: [Signature]
Witness
Sign: Carol Walker

STATE OF FL
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this [date] by [name(s)], who is personally known to me or who has produced [type of identification] as identification.

Notary Public
Printed Name: Carol Walker
My Commission Expires: [Signature]

Key Largo Wastewater Treatment District
Waiver of Wastewater Service and Acknowledgement of Potential Costs
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS
Attachment A

Tax Parcel receiving wastewater Service:
Alternate Key Number: 1567191
RE Number: 00463780-000000
Physical Location: 537 Palm Drive, Key Largo
Legal Description: BK A 1 LT 3 PAMELA VILLA KEY LARGO PB3-125 OR560-518 OR828-1912 OR2168-2462

Excluded Parcels:
Excluded Parcel No. 1:
Alternate Key Number: 1567205
RE Number: 00463790-000000
Physical Location: Vacant Lot Key Largo
Legal Description: BK A-1 LT 4 PAMELA VILLA KEY LARGO PB3-125 OR74-235/36 OR423-865D/C OR 795-2334/35 OR983-901 OR1116-362 OR2168-2466

Excluded Parcel No. 2:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description:

Excluded Parcel No. 3:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description:

Excluded Parcel No. 4:
Alternate Key Number:
RE Number:
Physical Location:
Legal Description:
Karl D. Borglum  
Property Appraiser  
Monroe County, Florida  

----- GIS Mapping requires Adobe Flash 10.3 or higher. ------

Property Record View

Alternate Key: 1567191 Parcel ID: 00463780-000000

Ownership Details
Mailing Address:  
BOYCE MICHAEL REV TR DTD 12/03/01  
P O BOX 742  
KEY LARGO, FL 33037

Property Details
PC Code: 01 - SINGLE FAMILY  
Millage Group: 500K  
Affordable Housing: No  
Section-Township-Range: 22-61-39  
Property Location: 537 PALM DR KEY LARGO  
Subdivision: PAMELA VILLA  
Legal Description: BK A 1 LT 3 PAMELA VILLA KEY LARGO PB3-125 OR560-518 OR828-1912 OR2168-2462
Land Details

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Building Summary

Number of Buildings: 1
Number of Commercial Buildings: 0
**Karl D. Borglum**  
**Property Appraiser**  
**Monroe County, Florida**

--- GIS Mapping requires Adobe Flash 10.3 or higher. ---

**Property Record View**

Alternate Key: 1567205 Parcel ID: 00463790-000000

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http://www.mcpafl.org/PropSearch.aspx
Parcel Map (Click to open dynamic parcel map)

Land Details

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Parcel Value History

Certified Roll Values.

http://www.mcpafl.org/PropSearch.aspx
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: January 17, 2012
Agenda Item No. 2

[ ] PUBLIC HEARING
[ ] RESOLUTION

[ ] DISCUSSION
[ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM
[ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Report of Cash, Revenues and Expenditures

RECOMMENDED MOTION/ACTION: Approve Report of Cash, Revenues and Expenditures schedule contingent upon availability of funds.

Approved by General Manager Date: 1/18/2012

Originating Department: Finance

Costs:
Funding Source:
Acct. #

Department Review:
[ ] District Counsel
[ ] General Manager
[X] Finance

[X] Engineering
[ ] Clerk

Advertisement:
Date: 
Paper: 
[X] Not Required

Attachments: Report of Cash, Revenue & Expenditures Schedule

Yes I have notified everyone 
or 
Not applicable in this case:
Please initial one.

Summary Explanation/Background:

Report of Cash, Revenues and Expenditures for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved
☐ Tabled
☐ Disapproved
☐ Recommendation Revised
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**Totals**

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<td>$28,883.20</td>
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<td>$49,529.41</td>
<td>$59,562.83</td>
<td>$21,488.52</td>
<td>$300,404.21</td>
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Approved for payment

Robert Majeska, Chair

Date

Susan Hammaker, Secretary/Treasurer

Date
Key Largo Wastewater Treatment District

Prepared by Connie Fazio and Taryn Martin - January 12, 2012

Consolidated Cash in Banks at 01/12/2012

Capital Bank Operating Account (reconciled) $ 2,403,833.27
Community Bank of Florida Operating Account (reconciled) $ 10,000.00
Total Operating Accounts $ 2,413,833.27

Due to Assessment Account (6,200,000.00)

Subtotal $ (3,786,166.73)

Operating Revenues

Wastewater Service Revenue Dec 26-31, 2011 107,245.65

Expenditures January 17, 2012 Payments (see next page) 300,404.21

Cash Balance after January 17 payments $ (3,378,516.87)

Additional pending funds

Loan 464010 amendment (3) provides additional funding of $857,456 as per June 2, 2011 letter @ 2.92% upon reconciliation.
Additional ACOE request for reimbursement $891,347. Returned to district by ACOE
TAB 3
**Meeting Date:** Jan. 17, 2012  
**Agenda Item No.: 4**

- [ ] PUBLIC HEARING  
- [X] DISCUSSION  
- [X] GENERAL APPROVAL OF ITEM  
- [ ] Other:

**SUBJECT:** FL Keys Days In Tallahassee

**RECOMMENDED MOTION/ACTION:**

Approved by General Manager  
**Date:** 4/12/2012

<table>
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**Department Review:**  
- [ ] District Counsel  
- [ ] General Manager  
- [ ] Finance  

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<tbody>
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<td>Paper:</td>
</tr>
<tr>
<td></td>
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<td>[X] Not Required</td>
</tr>
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</table>

**Summary Explanation/Background:** February 29th is Florida Keys Day in Tallahassee. This is a day that we remind our legislators that the Florida Keys are a part of this constituency.

By committing to help fund this program we have another way to lobby in Tallahassee.

A $500 sponsorship will allow us to print and distribute a brochure highlighting our accomplishments. A 2' by 6' banner will picture the positive effects our elected Special District has achieved.

**Resulting Board Action:**

- [ ] Approved  
- [ ] Tabled  
- [ ] Disapproved  
- [ ] Recommendation Revised
2012 Hotel Info

One of the neatest commodities during Florida Keys Day is a room at the historic Governors Inn. Governors Inn rooms are especially hard to come by during the Legislative Session. To book a room at a reduced rate at the Governor's Inn call 850-681-6855 and mention the code Florida Keys Day.

Another stylish option is a room at the new chic A Loft Hotel. Please visit the following link to book your stay at a reduced rate: http://www.starwoodmeeting.com/StarGroupsWeb/resid=1112085297&

Proposed Schedule of Events
(Times and locations subject to change.)

Tuesday, February 28th, 2012
5:30pm - 7:00pm Welcome Reception: Governor's Club
Hosted by Representative Ron Saunders and Leadership Monroe County

Wednesday, February 29th, 2012
9:00am - 10:00am Breakfast Briefing: 316 The Capitol
Hosted by Capitol Alliance Group
10:00am - 12:00pm Legislative Meetings
12:00pm - 1:00pm Lunch with Senator Larcenia Bullard
1:00pm - 4:00pm Legislative Meetings
9:00am - 4:00pm Exhibits on the 3rd Floor Rotunda and optional Historic Capitol tour
5:00pm - 7:00pm Florida Keys Day Seafood Celebration and Happy Hour: Capitol Courtyard

2012 Sponsors

Governor Level
$3500
Key Largo Fisheries
FL Keys Restaurant Management

Senator Level
$2500

Representative Level
$1500
Kermit's Key Lime Shoppe
Florida Beer Company
Leadership Monroe County

Sergeant Level
$500
The Weekly Newspaper
The Buzzards Roost
Capitol Alliance Group
Fishermen's Hospital

Clerk Level
$250

* Make your airline reservations TODAY! *
2012
FLORIDA KEYS DAY
Sponsorship Levels

GOVERNOR SPONSORSHIP: $3500.00 DONATION

- Your business will be acknowledged in radio, print advertisements
- Business logo will be on the official FL Keys Day Logo
- The right to distribute gifts, promotional materials or samples of your business at FL Keys Day
- Formal photo with the Governor
- 2x6 banner displayed in areas of high visibility at the event
- Business Spotlight in Weekly Newspapers (1/3 page: 10,000 circulation/week/paper)
- On-stage acknowledgement at the event with opportunity to speak
- Link for your business on the FL Keys Day website
- Acknowledgement in the souvenir event program

SENATOR SPONSORSHIP: $2500.00 DONATION

- Your business will be acknowledged in radio, print advertisements
- Business logo will be on the official FL Keys Day Logo
- The right to distribute gifts, promotional materials or samples of your business at FL Keys Day
- Formal photo with Tallahassee Leadership
- 2x6 banner displayed in areas of high visibility at the event
- Business Spotlight in Weekly Newspapers (1/3 page: 10,000 circulation/week/paper)
- Link for your business on the FL Keys Day website
- Acknowledgement in the souvenir event program

REPRESENTATIVE SPONSORSHIP: $1,500.00 DONATION

- Your business will be acknowledged in radio, print advertisements
- Business logo will be on the official FL Keys Day Logo
- The right to distribute gifts, promotional materials or samples of your business at FL Keys Day
- Formal photo with Tallahassee Leadership
- 2x6 banner displayed in areas of high visibility at the event
- Link for your business on the FL Keys Day website
- Acknowledgement in the souvenir event program

SERGEANT AT ARMS SPONSOR: $500.00 DONATION

- Your business will be acknowledged in radio, print advertisements
- Business logo will be on the official FL Keys Day Logo
- The right to distribute gifts, promotional materials or samples of your business at FL Keys Day
- 2x6 banner displayed in areas of high visibility at the event
- Business Spotlight in all Weekly Newspapers (1/3 page: 10,000 circulation/week/paper)
- Link for your business on the FL Keys Day website
- Acknowledgement in the souvenir event program
PARLIAMENTARIAN SPONSORSHIP: $250.00 DONATION

- Your business will be acknowledged in radio, print advertisements
- Business logo will be on the official FL Keys Day Logo
- Link for your business on the FL Keys Day website
- Acknowledgement in the souvenir event program

*All Banners Are To Be Provided By the Sponsors*
All sponsors are responsible for banners displayed; costs for missing, stolen, and/or damaged banners are the sole responsibility of the business sponsor and not of FL Keys Days.

Please check one:

- _____ $3500.00 Governor Sponsorship
- _____ $2500.00 Senator Sponsorship
- _____ $1500.00 Representative Sponsorship
- _____ $250.00 Parliamentarian Sponsorship
- _____ $500.00 Sergeant at Arms Sponsorship
- _____ Other Amount ________________

Business Name:____________________________________________________

Phone Number:______________ Contact Person:________________________

THANK YOU FOR YOUR SUPPORT OF THE 2011 FLORIDA KEYS DAYS!

Mail Payment to:
FL KEYS DAY
12222 Overseas Hwy
Marathon, FL 33050
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 17 2012 Agenda Item No 6

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

[ ] Other:

SUBJECT: Bishop, Rosasco & Co. Consultant Agreement

RECOMMENDED MOTION/ACTION:

Approved by General Manager ____________________
Date: 1/11/2012

<table>
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<th>Attachments: Proposal and Contract</th>
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<tbody>
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<table>
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<tr>
<th>Department Review:</th>
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<tr>
<td>[ ] District Counsel</td>
<td>[ ] Clerk</td>
<td>Date: __________________________</td>
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<td>[X] General Manager</td>
<td>[ ] Operations Manager</td>
<td>Paper: _________________________</td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td>[X] Not Required</td>
</tr>
</tbody>
</table>

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into as of the 20th day of December, 2011 between the Key Largo Wastewater Treatment District ("District") and Bishop, Rosasco & Company ("Consultant").

CONSULTANT AND DISTRICT agree as follows:

1. SERVICES. Consultant agrees to perform the services described in the Consulting Agreement - Financial Director Scope of Work, a copy of which is attached hereto as Attachment A. The express terms of this Consultant Agreement shall control and supersede any inconsistent terms in Attachment A.

2. COMPENSATION. Consultant shall be compensated at the rates of $240 per hour for the Finance Director's time, and $100 per hour for supporting staff's time. The total annual contract amount shall not exceed $75,000, without prior written approval of the District.

3. DISTRICT'S REPRESENTATIVE. The District General Manager or designee named herein shall be the representative who will serve as the primary contact for Consultant. Designee: ____________________.

4. TERMINATION. Either party upon thirty (30) days written notice may terminate this Agreement.

5. COMPLIANCE WITH LAW. Consultant agrees to render services in a manner that complies with all applicable laws, rules and regulations, including ethics laws, rules and regulations.

6. INDEPENDENT CONTRACTOR. Consultant agrees that it is an independent contractor. The District is interested only in the results of the Consultant's efforts, and Consultant shall be solely responsible for the method of performance of its duties under this Agreement and for all withholding taxes, including all federal, state and local taxes, and all worker's compensation insurance.

7. INVOICES. Consultant will invoice the District on a monthly basis for services performed in the preceding month. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services; a brief description of the services provided; if the services consist of a meeting or phone call, the names of the other participants; the time spent, rounded up to the nearest 0.1 hour.

8. PAYMENT OF INVOICES. Under Sections 218.73 and 218.74, Florida Statutes, payment is due not more than 45 days after receipt of a proper invoice. Under Section 218.74, Florida Statutes, payments not made within the time specified bear interest from 30 days after the due date at the rate of 1 percent per month on the unpaid balance. The
vendor must invoice the local governmental entity for any interest accrued in order to
receive the interest payment. Any overdue period of less than 1 month is considered as 1
month in computing interest. Unpaid interest is compounded monthly. For the purposes
of this section, the term "1 month" means a period beginning on any day of one month
and ending on the same day of the following month.

9. DOCUMENTS. All documents generated by Consultant in the course of providing
services to the District are public records. Consultant will provide copies of such records
to the District promptly upon request.

10. ASSIGNMENT. Consultant shall not assign its rights or obligations under this
Agreement without the prior written consent of the District.

11. NON-WAIVER OF IMMUNITY. Notwithstanding the provisions of Sec. 768.28,
Florida Statutes, the participation of the District in this Agreement and the acquisition of
any commercial liability insurance coverage, self-insurance coverage, or local
government liability insurance pool coverage shall not be deemed a waiver of immunity
to the extent of liability coverage, nor shall any contract entered into by the District be
required to contain any provision for waiver.

12. GOVERNING LAW. This Agreement shall be governed by the laws of the State of
Florida. The parties agree that venue will lie in the appropriate court or before the
appropriate administrative body in Monroe County, Florida.

13. ENTIRE AGREEMENT. The foregoing contains the entire Agreement of the parties
hereto and supersedes any and all prior written or oral Agreements between the parties
relating to the subject matter hereof. No modification of this Agreement shall be binding
upon the parties unless the same is in writing signed by the parties.

EXECUTED this 20th day of December, 2011.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ___________________________________________

Its: General Manager

By: ___________________________________________

Title: _________________________________________
January 6, 2012

TO:      Key Largo Wastewater Treatment District Board
RE:      Key Largo Wastewater Treatment District Financial Director Services

The following shall set forth our understanding regarding the captioned matter. Our firm will provide professional accounting and financial services to the Key Largo Wastewater Treatment District on an as needed basis. The scope of these services will include (but not be limited to):

**Accounting System & Finance Staffing**
- Establish and maintain Accounting System in compliance with Governmental Accounting Standards Board (GASB), the Uniform Accounting System prescribed by the Florida Department of Banking, Finance for Government Accounting, the Rules of the Auditor General and any other applicable state and federal regulations.
- Prepare Public Depositor’s Report and distribute to the State Treasurer
- Oversee and train District personnel in the accounting department.
- Assist in the recruitment of finance department personnel
- Be available to respond to inquiries of the finance department staff.

**Revenue Assessment and Collections**
- Coordinate with local, state and federal agencies for collection of Key Largo Wastewater Treatment District revenues, including assessments, fees and charges.
- To assist staff and coordinate with District consultants regarding the assessment and rate structures and policies.

**Capital Program Administration**
- Assist the District in obtaining capital financing if necessary
- Maintain proper asset and fund accounting procedures

**Budget**
- Assist in the preparation of the District’s annual operating and capital budgets

**Financial Reporting**
- Prepare quarterly financial reports showing revenues and expenses to date in comparison with budget predictions.
- Assist the District’s auditors by providing requested documentation and information in support of the annual audit.
Grant Administration
- Assist the District with administration, compliance and reimbursement requests for any local, state or federal grants obtained by the District

Contract Administration
- Assist District staff in the administration of District Contracts

Debt Administration
- Be responsible for the management and administration of the Districts financing activities including bank loans, SRF loans, and bonds.
- Maintain debt service sinking fund, and debt covenant requirements.

These services would be provided at our hourly billing rates as follows and invoiced on a monthly basis for services rendered:

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director</td>
<td>$240.00/hr</td>
</tr>
<tr>
<td>Supporting Staff</td>
<td>$100.00/hr</td>
</tr>
</tbody>
</table>

We estimate that the fee for these services will be approximately $75,000 annually. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees are payable on presentation. Either party upon thirty (30) days written notice may terminate this Agreement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement.

If you have any questions concerning this letter, please give us a call. Otherwise, please acknowledge our understanding by signing in the space provided below and returning a copy of this letter to me at your convenience.

Sincerely,

Peter Rosasco, CPA

Agreed to on: ______________________

By: ______________________
Robert Majeska, Chairman
Key Largo Wastewater Treatment District Board
Bishop, Rosasco & Co.
Certified Public Accountants

PROFILE OF THE FIRM

Bishop, Rosasco & Co. is a full service certified public accounting firm with two locations in the Florida Keys: Marathon and Summerland Key. With approximately 15 employees, including four certified public accountants, we offer a wide scope of services to meet all of your accounting and finance needs.

We have enjoyed a wide diversity of opportunities to serve Federal, State, and local government agencies, profit and non-profit institutions, and common interest realty associations (CIRA's). We provide financial advisory, tax, audit and assurance, management consulting and other accounting and bookkeeping services to over 2,500 individuals, small businesses, non-profit organizations, and governments and have been doing so for over 35 years throughout Monroe County.

LOCATIONS

Marathon
8085 Overseas Highway
Marathon, FL 33050
Office: (305) 743-6586
Fax: (305) 743-0726

Summerland
25000 Overseas Highway
Summerland, FL 33042
Office: (305) 745-4077
Fax: (305) 745-4078
MISSION STATEMENT

We believe that personalized finance and accounting services can be provided on a timely basis at a high level of competency by our local firm at reasonable rates.

LICENSE TO PRACTICE IN FLORIDA

Bishop, Rosasco & Co. is registered to do business as a sole proprietor firm in the State of Florida. The firm is licensed by the State of Florida Department of Business and Professional Regulation to practice as a Certified Public Accounting firm and has been performing continuous certified public accounting services in Monroe County for over 35 years. The expiration date of our license is December 31, 2011, at which time it will be promptly renewed.

SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

You are assured our staff are qualified and will perform to the best of their ability. The team we are committing to the Key Largo Wastewater Treatment District represents professional staff of the highest quality with many years of experience and a vast amount of governmental accounting knowledge. The team will ensure that the integrity of the District’s internal control policies and procedures will remain intact.

We are very familiar with the financial reporting and auditing requirements of the U.S. Office of Management and Budget, Regulations of the State Department of Banking and Finance and the Florida Auditor General. This includes OMB A-133 compliance supplements, the Schedule of Expenditures of Federal Awards, the Financial Data Schedule, and specific federal and state grant auditing requirements.

Bishop Rosasco’s professionals are able to provide traditional and nontraditional services. We have:

➤ A Proven Quality Performance Record
➤ A Thorough Understanding of Reporting Requirements and Applicable Laws as it Relates to Governmental Entities
➤ A Comprehensive Knowledge of the Operations of a Government Entity
➤ Long Standing and Immediate Knowledge and Familiarity with Wastewater and other Utility Operations.
➤ Experienced, Available and Accessible Staff

This proposal is made without collusion with any other person, company or parties and that it is in all respects fair and in good faith, without collusion or fraud, and Peter Rosasco, who is the sole proprietor of the firm, is legally authorized to bind this proposal.

The Key Largo Wastewater Treatment District will be a valued client. We offer you a team of professionals dedicated to providing outstanding services. We appreciate the time and courtesy extended to us in the proposal process. Should you have any questions please contact Peter Rosasco at (305) 743-6586.
Peter Rosasco, CPA, has over 30 years of experience in public accounting. He has been providing financial and accounting services to local businesses, individuals, governments, and not-for-profit organizations in the Florida Keys since 1981. Mr. Rosasco’s governmental accounting experience includes, yet is not limited to, the following:

- City of Marathon, Finance Director since 2003
- Obtained the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City’s annual Comprehensive Annual Financial Report (CAFR) for each fiscal year since 2003
- Prepared and administered the City of Marathon’s Budgets from 2003-present
- Acting City Manager of the City of Marathon from November 2009 – February 2010
- Together with the Consulting Engineers and City of Marathon staff created and implemented the City of Marathon’s wastewater and stormwater utility projects. Mr. Rosasco was responsible for design and implementation of the financing plan for the projects including: State Revolving Fund (SRF) loans, bank loans and bonds, state and federal grants, and user assessments and rates
- Provides contract administration and oversight for all wastewater and stormwater utility construction and other contracts
- Supervised the administration and reporting associated with the City of Marathon’s wastewater and stormwater loans and grants
- Together with City of Marathon staff implemented and oversees the City’s non ad-valorem assessment and rate revenue collection for the wastewater and stormwater utility projects
- Mr. Rosasco has directly participated in both federal and State of Florida lobbying activities which have resulted in over $16,000,000 in grant funding for the City of Marathon’s wastewater and stormwater utility projects
- Village of Islamorada, Financial Consultant at various dates throughout 1998 – 2011
- Key Largo Fire Rescue & Emergency Medical Services District, Finance Director since 2005
- Assisted Monroe County in its annual budget process for the 2008 fiscal year
• Over the course of his career Mr. Rosasco has served as auditor and or financial consultant on the following governmental engagements:
  o Utility Board of the City of Key West "Keys Energy Service" in addition to performing annual audits Mr. Rosasco served as a consultant and assisted the Utility Board in acquiring over $100,000,000 in tax exempt bonds to construct the electric tie line between Marathon and Key West, Florida
  o Monroe County, Florida
  o City of Key West, Florida
  o Key West Housing Authority
  o Monroe County Housing Authority
  o Monroe County Comprehensive Land Authority

Professional/Community Affiliations

• Florida Institute of Certified Public Accountants
• Government Financial Officers Association (GFOA)
• Florida Government Finance Officers Association (FGFOA)
• Mote Marine Laboratory Trustee
• Big Pine Neighborhood Charter School/ Big Pine Academy Founding Director
• Rotary Paul Harris Fellow
Jennifer Zimmer

Education

*University of Central Florida*

B.S. in Accounting

M.S. in Accounting

Professional Experience

Jennifer Zimmer has over seven years of experience in public accounting. Prior to joining Bishop, Rosasco & Co. she spent four years in the audit and assurance department at Berman Hopkins Wright & LaHam CPAs and Associates, LLP, where her major client industries included Government and Not-for-Profit Organizations, home builders, Universities and private schools. Jennifer is in pursuit of her CPA license, and is also an Associate member of the FICPA. Jennifer resides and is a homeowner in Key Largo, Florida.

Ms. Zimmer's governmental accounting experience includes, yet is not limited to, the following:

- City of Marathon, Deputy Finance Director, February 2009 - present
- Acting Finance Director of the City of Marathon from November 2009 - February 2010
- Key Largo Fire Rescue & Emergency Medical Services District, Deputy Finance Director, February 2009 - present
- Conducting financial, federal and state single audits of various Governmental and Not-for-profit organizations
- Preparing annual budgets that include setting the annual ad valorem millage rates for government entities, and completing the Florida Department of Revenue TRIM compliance requirements
- Preparing comprehensive annual financial reports (CAFR's) for Government entities which resulted in the entity obtaining the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Performs oversight of the general ledger's of government entities in accordance with the State of Florida's Uniform Chart of Accounts, and manages staff of the finance departments

Verlie Davis

Professional Experience

Ms. Davis is a senior accountant in our Marathon Office. Her background includes extensive experience in construction accounting. Ms. Davis worked for ten years with Heery International as Office Manager/Project Accountant for the Construction Management Team responsible for the design and construction of five Monroe County Schools. Ms. Davis also worked for four years as Project Accountant with Danis Industries during construction of the Key West Wastewater Treatment Plant and the Sand Lake Wastewater Treatment Plant in Orlando Florida. Ms. Davis has a working knowledge of the State of Florida Construction Lien law and payment and performance bond requirements. Ms. Davis has been the City of Marathon's senior finance account manager since September of 2008. In this capacity Ms. Davis has been directly responsible for the fiscal management of all of the City of Marathon's construction contracts, including processing of pay applications, monitoring SRF and Bank loan depository accounts.
REFERENCES

- City of Marathon  
  9805 Overseas Highway, Marathon, FL 33050  
  Roger Hernstadt, City Manager (305) 743-0033

- Key Largo Fire Rescue & Emergency Medical Services District  
  P.O. Box 1023, Key Largo, FL 33037  
  Bill Andersen, Board Chairman (305) 451-1040 ext. 112

- Islamorada, Village of Islands  
  86800 Overseas Highway  
  Islamorada, FL 33036  
  Ed Koconis, Village Manager, (305) 664-6410

- Monroe County  
  1100 Simonton Street Suite 2-213  
  Key West, FL 33040  
  Tina Boan, Sr. Budget Director (305) 292-4472

- Bureau of Water Facilities Funding  
  Florida Department of Environmental Protection  
  2600 Blair Stone Road (MS 3505)  
  Tallahassee, FL 32399-2400  
  Timothy Banks, Program Manager, Timothy.Banks@dep.state.fl.us

- Big Pine Academy  
  30220 Overseas Highway  
  Big Pine Key, FL 33043  
  Cathy Hoffman, Executive Director, (305) 872-1266  
  Hazel Hartman, Budget Director, (305) 872-1266

- Greater Marathon Chamber of Commerce  
  12222 Overseas Highway  
  Marathon, FL 33050  
  Daniel Samess, CEO, (305) 743-5417

- Florida Keys Land and Sea Trust, Crane Point  
  5550 Overseas Highway  
  Marathon, FL 33050  
  John Henderson, Operations Manager, (305) 743-9100
Meeting Date: January 17, 2012

[ ] PUBLIC HEARING
[ ] DISCUSSION
[x] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Turblex Blower Tuning

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager Date: 1/18/2012

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<th>Originating Department:</th>
<th>Costs: $20,250</th>
<th>Attachments:</th>
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<tbody>
<tr>
<td>[ ] Operations Manager</td>
<td>[ ] Engineering [ ] Clerk</td>
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<tr>
<td>[ ] Finance [ ] District Counsel [X] General Manager</td>
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</table>

<table>
<thead>
<tr>
<th>Department Review:</th>
<th>[ ] Finance [ ] District Counsel [X] General Manager</th>
</tr>
</thead>
</table>

Summary Explanation/Background:

This item has been placed on the agenda as a precautionary measure. If we need the blowers tuned, we’re going to need it fast.

Flows have steadily increased as season has begun. The plant saw 1.2 MG on New Year’s Day, a record. Average daily flows have jumped from 0.650 MGD to about 0.900 MGD after Christmas. As a result, the blowers may need to be tuned to keep up with the higher flows.

Staff is also checking our service agreement with Turblex to make sure that tuning is not included.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
Advantages of Factory Authorized Field Service

- Factory Certified Service Personnel with Electrical and Mechanical Expertise
- Service Personnel Supported by Siemens Engineering Department
- STE A/S (original manufacturer in Helsingor, Denmark) Engineering Support
- Guaranteed Field Service Work
- Factory Parts Warranty
- Financial Strength of Siemens

Access to the Most Recent Equipment Improvements/Enhancements

Siemens provides the following as an estimate, only, of the costs for this service. All labor and traveling/housing expenses shall be billed per Siemens’ current Service Rate Schedule. A copy is attached for your reference.

**Basin Tuning**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Labor (When an overhead crane is not available, add an additional day per unit)</td>
<td></td>
</tr>
<tr>
<td>Two days’ travel</td>
<td>$2,560.00</td>
</tr>
<tr>
<td>Eight days’ labor</td>
<td>$13,440.00</td>
</tr>
<tr>
<td>Airfare (billed at cost, plus 15%)</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Per Diem (includes: lodging, car rental, fuel, meals, etc.)</td>
<td>$310/day</td>
</tr>
<tr>
<td>Ten days at $310/day</td>
<td>$3,100.00</td>
</tr>
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Total estimated cost for Basin Tuning: **$20,250.00**

For weekend waiting time, allow $250/day, if applicable.

This proposal assumes that at least one local helper will be available to assist the Siemens technician. Any significant wear or abnormalities identified requiring extra labor and parts shall be billed per Siemens’ standard Service Rate Schedule. Siemens will provide an estimate of time and materials required.

All pricing is in U.S. Dollars and valid through March 31, 2012. Prices excludes sales/use tax. Any applicable taxes should be paid direct to the proper authority by the customer. Payment terms are Net 30 days. Freight costs on domestic shipments will be prepaid and added to the invoice; freight costs on international shipments will be for the customer’s account, including all duties, taxes, etc.

Attachments: Mandatory Asbestos Reporting, Rate Schedule, Service/Parts Warranty, Suggested Preventative Maintenance Schedule, Factory Authorized Service Statement, Terms and Conditions & Pre-Service Checklist.

THE RATES ABOVE ARE OUR STANDARD WHICH INCLUDE TECHNICAL SUPPORT FROM SIEMENS AND STE'S ENGINEERING DEPARTMENTS.
Meeting Date: January 17, 2012

Subject: Billing Audit

Recommended Motion/Action: Discussion

Approved by General Manager: [Signature] Date: 1/12/2012

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Summary Explanation/Background:

See attached memo for details regarding billing audit.

Resulting Board Action:

☑ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
Memo

To: The KLWTD Board of Commissioners  
From: Paul Christian  
CC: Margaret Blank, PE  
Date: January 17, 2012  
Re: KLWTD Usage (FKAA) Billing Review

It's the goal of Staff to ensure that all KLWTD rate payers are properly billed monthly base charges and monthly volumetric charges in accordance with our Rate Resolution 10-10-05 and the Equivalent Dwelling Unit (EDU) assignment for their property.

Since the process of billing began with the Florida Keys Aqueduct Authority, there have been many personnel changes and methodologies used in determining how individual tenants, who receive water bills for their dwelling or business, shall be charged wastewater services in a way that represents a fair and equitable portion of the overall EDU assignment for the Parcel as originally determined in the assessment process and further, how this initial “load” of billing is transmitted to FKAA.

It is necessary to create a uniform process for this transmission and a repository for records pertaining to these customers (as they may differ from actual property owners).

Staff has standardized this process now and has begun the process of auditing FKAA account records and FKAA collection sweep reports against KLWTD records to identify errors, omissions and changes.

Currently, all billing phases due to begin billing have been submitted to FKAA for entry into the billing system.

To minimize errors, Staff has arranged with FKAA a regular transmission of FKAA account listings and billing information as pertains to KLWTD Wastewater charges billed and paid. Additionally, Staff is designing a database repository for this information for easy access of the data and accurate auditing.

Staff will complete a full audit by February 29, 2012 and submit corrections of errors or required changes to FKAA as they are found.

Additional information on this audit shall be presented to the Board by March, 2012 transition meeting.
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: January 17, 2012
Agenda Item No. 9

[ ] PUBLIC HEARING
[x] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Assessment Review

RECOMMENDED MOTION/ACTION:

Approved by General Manager ______________ Date: 1/17/2012

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Summary Explanation/Background:
The Board expressed concern over how to make sure properties are properly assessed when there is a change of use, etc. Staff has outlined that process in the attached memo.

Resulting Board Action:
☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
Memo

To: The KLWTD Board of Commissioners
From: Paul Christian
CC: Margaret Blank, PE
Re: KLWTD Assessment Review

It's the goal of Staff to ensure that all property owners within the KLWTD service area are properly assessed in accordance with our 2005 Final Assessment Resolution number 10-08-05 dated October 18, 2006, Florida Statute 197.3632 and subsequent annual resolutions. At a previous meeting, the Board requested that staff outline how they plan to verify that properties are properly assessed on an ongoing basis.

The first part of the process is to assemble the assessment records into accessible files that we can have confidence in. Once this step is completed, staff will be able to answer customer questions more quickly. We will also be able issue tax rolls more efficiently. See Steps 1 and 2 below:

1 – Started a paper verification of all electronic records related to assessments including:

   A – Assessment pre-payments
   B – Board approved Waivers and/or Exemptions
   C – Tax Record adjustments initiated by Staff (usually errors that needed correction)
   D – Appeals supported by Board Resolution
   E – Easements

2 – The records, after verification, will be consolidated in a searchable database for easy tracking

Going forward, staff will need to monitor properties to determine if a change of use or development status will warrant a change in the amount of the assessment. The following reports will be compared to existing data on a regular basis to ensure that all properties within the service area are properly assessed.

3 – The District Clerk has coordinated with the Monroe County Tax Collector’s office to have regular reports of applications for new business licenses. This list can then be verified against our existing records to identify a potential change of use.

4 – The District Clerk has also coordinated with the Monroe County Building Department to get a list of new building permits to see if a property has been assessed (for new structures) or that the addition does not change the use and require modification to the assessment.
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: January 17, 2012  
Agenda Item No. 10

[ ] PUBLIC HEARING  
[x] DISCUSSION  
[ ] GENERAL APPROVAL OF ITEM  
[ ] Other:

SUBJECT:  Steering Committee Update

RECOMMENDED MOTION/ACTION:

Approved by General Manager  
Date: 1/12/2012

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Summary Explanation/Background:

The Florida Keys Water Quality Improvement Committee will meet on January 25. Attached is an update on the District’s progress being prepared for that meeting. Weiler is currently adding this data to a map.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
### Steering Committee Update for January 25, 2012

#### Overview
Prepared by: M. Blank  
Date: January 12, 2012


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**EDUs Assessed**: 987  
**Design Flow**: 0.143  
**Vacuum Pits**: 218  
**LF of Pipe**: 35,522  
**Package Plants**:
- Construction Complete: 100%
- EDUs Developed: 639
- EDUs Connected in Progress: 612
- Percent Connected: 96%

**NOTE 1**: The Pilot Project area includes Key Largo Park, Key Largo Trailer Village, and the 0.183 MGD WWTP.

**NOTE 2**: North Components includes Basin A thru Basin D, North Transmission Main, and the 2.3 MGD WWTP.

**NOTE 3**: South Components includes Basin E thru Basin K, and South Transmission Main.

**NOTE 4**: Remaining projects include:
- "Unique" properties - hard-to-reach properties within the main service area.
- Cold Spot areas - areas outside the main service area.
- Upgrades to 2.3 MGD WWTP that could not be completed until the 0.183 MGD WWTP was taken out of service.