KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
COMMISSION MEETING AGENDA

Jan. 7, 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Steve Gibbs	**Chair**
Andrew Tobin	**Vice Chair**
Robert Majeska	**Secretary-Treasurer**
Norm Higgins	**Commissioner**
David Asdourian	**Commissioner**

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Margaret Blank	**General Manager**
Ray Giglio	**General 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 305 451-4019 at least 48 hours in advance to request accommodations.

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**	Action	**TAB 1**
	1. Minutes of Dec. 3, 10, & 17, 2013		
	2. Adjustment of AK 8695314 & AK 1094412		
G.	**COMMISSIONER'S ITEMS**		
H.	**OPERATIONS REPORT**		**TAB 2**
	3. Grinder Pump Station Installation Bid Award	Action	
I.	**FINANCIAL REPORT**		**TAB 3**
	4. Pending Payments	Action	
J.	**LEGAL COUNSEL REPORT**		**TAB 4**
	5. Special Circumstances Section of Grievance Policy		
K.	**GENERAL MANAGER'S REPORT**		
L.	**COMMISSIONER'S ROUNDTABLE**		
M.	**ADJOURNMENT**		

MISSION STATEMENT:
"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Jan. 7, 2014 Agenda Item No. 1

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] ACTION ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of Dec. 3, & 10, & 17, 2013

RECOMMENDED MOTION/ACTION: The approval of minutes with any deletion, additions or corrections.

Approved by General Manager MB/am

Date: 1/3/2014

Originating Department: Clerk	Costs: $ Funding Source:	**Attachments: Minutes**
Department Review: [ ] District Counsel _____ [ ] General Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [Operations] _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

MINUTES
Key Largo Wastewater Treatment District Commission (KLWTD) Meeting

Dec. 3, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Steve Gibbs, Commissioners, Andy Tobin, Norman Higgins, David Asdourian, and Robbie Majeska. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Gary Johnson led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Asdourian added an item on Back Up, Sub-contractors with CDL's and Weed Killer. Commissioner Higgins moved the report on Elderly and Disabled Veterans Base Rate Discount Program to after Public Comment. Commissioner Majeska added an item on answering questions on the Grinder Pump Resolution. Dan Saus added an item on a Fountain Change Order. Paul Christian added an item on Refinancing RFP Service results.

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

PUBLIC COMMENT
Name & Address **Subject**
N/A

LEGAL COUNSEL REPORT
Report on Elderly and Disabled Veterans Base Rate Discount Program
Diane Oberheu and Paul Christian presented the report on the impact of the discount.

The program was presented as being based on the FKAA guidelines for their discount program and having the FKAA administer our program and they would not charge the District for it.

The Board discussed options and the impact to the District.

Gary Johnson explained what the different levels of disabilities in veterans' means. He said that there are around 160 Vets that have a 10% to 99% disability in Key Largo. There are around 32 with a 100% disability

Ray Giglio, District Counsel gave a report on the legal issues of giving a discount. He concluded with his opinion with the District currently could not give a discount. The District would have to have its enabling legislation amended.

The Board directed the Manager to update the Board on amending the District Legislation.

ENGINEER'S REPORT
Ed Castle reported that all three bids have been received and are being reviewed.

Back Ups
Commission Asdourian reported a neighbor has backed up twice.

Dan Saus reported he is working with two companies that sell alarms that would help prevent backups and will report to the Board any progress.

The Board discussed replacing the blue piping in all valves.

Motion: Commissioner Tobin made a motion to direct staff to apply for a variance for the Tobin Valve. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

The Board would like to be notified of any backups.

Commissioner Asdourian suggested using weed killer on the sewer pits. Dan Saus explained that they do not spray because of the landscaping the property owners have.

Regular Meeting Suspended
5 PM

PUBLIC HEARING FOR:
Use of Uniform Method of Collecting Non Ad Valorem Assessments Opened.

RESOLUTION NO. 38-12-13
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion: **Commissioner Majeska made a motion to approve Resolution No. 38-12-13. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

Public Hearing Closed, 5:04 PM.

Regular Meeting Reconvened

BULK ITEMS
Minutes of Nov. 19, 2013.

Motion: **Commissioner Asdourian made a motion to approve Minutes of November 19, 2013 with the correction of Commissioner Tobin's vote on Resolution 35-11-13 being corrected to a "No" vote from an "Other". Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

FINANCE

Pending Payments

Motion: **Commissioner Asdourian made a motion to approve the Pending Payments of Dec. 3, 2013 contingent upon the availability of funds. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

Refinance RFP Update

Paul Christian gave an update in what is going on in the process.

Motion: **Commissioner Tobin made a motion to approve the New Loan with BB&T. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

COMMISSIONER'S ITEMS

Sub-Contractor CDL License

Commissioner Asdourian stated he does not want the District to pull the new Vactron until it is legal.

The Board directed Staff to look into renting and truck to pull the Vactron when needed.

OPERATION REPORT

Fountain Change Order #3

Dan Saus reported on the Fountain Change Order #3 that he will be bringing to the Board at the next meeting.

MEETING EXTENSION

Motion: **Commissioner Tobin made a motion to extent the meeting by 30 minutes. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

LEGAL COUNCIL REPORT

Grievance Policy

Ray Giglio reviewed the rest of the Grievance Policy and explained the changes that were made.

The Board directed staff to add a section for grievances against commissioners which will says employees that have a problem that they believe a commissioner may be involved in has the right to bring it to the District General Counsel in confidence.

GENERAL MANAGER'S REPORT

Meeting Dates

The Board moved the November 4, 2014 meeting to Nov. 5, 2014.

Motion: **Commissioner Asdourian made a motion to accept the meeting dates for 2014 as adjusted. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Gibbs			
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extent the meeting by 30 minutes. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		

Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

COMMISSIONER'S ROUNDTABLE
The Board discussed a letter from John Hammerstrom.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:40 PM.

The KLWTD meeting minutes of Dec. 3, 2013 were approved on Jan. 7..

_____
Chairman Gibbs

_____
Carol Walker, CMC District Clerk

MINUTES
Key Largo Wastewater Treatment District Commission (KLWTD) Meeting

Dec. 10, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Steve Gibbs, Commissioners, Andy Tobin (arrived at 5:15), Norman Higgins, David Asdourian, and Robbie Majeska. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Marilyn Giglio led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 4 to 0

PUBLIC COMMENT

Name & Address	Subject
N/A	

BULK ITEMS

RESOLUTION NO. 40-12-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF ONE TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 4 to 0

OPERATIONS REPORT

Fountain Change Order #3

Dan Saus, Operations Manager explained the change order to put in the rest of the service lines to the rest of the grinder pump properties (56) for the same price they put in CR905 in for.

Motion: **Commissioner Asdourian made a motion to approve the Fountain Change Order #3. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 4 to 0

Subcontractor for Vactron

Mr. Saus explained he signed a contract with BC Enterprise for towing the Vactron when it is needed until the District has the proper truck and employees have their CDL.

FINANCIAL REPORT

Paul Christian reviewed the Key Largo Wastewater Treatment District Utility Revenue Refunding Bond, Series 2013 and Series 2014.

Motion: **Commissioner Asdourian made a motion giving direction to the Chairman to sign the loan documents on December 17, 2013 at a 2:30 PM closing meeting with the contingency that the Loan Resolutions 41-12-13 and 42-12-13 pass. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		

Commissioner Tobin			**Absent**
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 4 to 0

4:45 P.M. Meeting in Recess

5:00 P.M. Meeting Reconvened

5:00 PM PUBLIC HEARING

RESOLUTION NUMBER NO. 39-12-13

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING RESOLUTION NO. 65-10-12, THE "2012 GRINDER PUMP RESOLUTION," WHICH RELATES TO THE PROVISION, INSTALLATION, AND MAINTENANCE OF LOW PRESSURE COLLECTION ("GRINDER PUMP") SYSTEMS ON UNIQUE RESIDENTIAL PARCELS; ESTABLISHING THE TERMS, CONDITIONS, AND RESPONSIBILITIES OF PARCEL OWNERS AND THE DISTRICT WITH RESPECT THERETO; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Opened

John Hammerstrom, 15 Coastal Drive	Asked for Public Notice for changes in Rules and Regulations. He commented on the changes that were made.
Christi Meder, 95525A O/S Hwy	Disappointed in communication with her mother's property that is having a grinder pump put in.
Betty McInerny, 95525 #A	Unhappy with changes in site.
Dan Elverman, 5 Palm Drive	Unhappy with having to have 2 Grinder Pumps and restoration in area.
Dwight "Ike" Beal, Key Largo	Would like on option for Binding Arbitration.

See Exhibit "A" for letter from John Hammerstrom
See Exhibit "B" for letter from Daryl Swinney

Public Comment Closed

EXTENSION OF TIME

Motion: Commissioner Tobin made a motion to extend the meeting 30 minutes. Commissioner Higgins seconded the motion.

Vote on Motion

Member	**Yes**	**No**	**Other**
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		

Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

The Commissioners discussed the changes. Commissioner Asdourian does not like the wording that the District "is responsible for house plumbing". The Board directed that the wording be removed.

EXTENSION OF TIME

Motion: Commissioner Tobin made a motion to extend the meeting 30 minutes. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Motion: Commissioner Tobin made a motion approve Resolution No. 39-12-13 with the addition of changes in 13.01A, the removal of the phase "as well as the house plumbing" and the renumbering. Commissioner Asdourian seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:34 PM.

The KLWTD meeting minutes of Dec. 10, 2013 were approved on Jan 7. 2014.

_____

Chairman Gibbs

_____

Carol Walker, CMC District Clerk

EXHIBIT "A"

Carol Walker

From: John Hammerstrom <johnhammer@bellsouth.net>
Sent: Monday, December 02, 2013 12:57 PM
To: Margaret Blank
Cc: Carol Walker; Ray Giglio
Subject: Questions & Comments Res 65-10-12

Dear Margaret, Ray and Carol,

Please distribute these comments and questions to the Board.

- Thank you for the thorough public notice of the proposed changes.
- Thank you also for the "track change" version of the Resolution, which makes it easier to identify proposed changes.

Referring to proposed changes to KLWTD Resolution 65-10-12:

1) Since Florida Administrative Code 62-604.400 is the "rule," it seems inappropriate that the District's Resolution treats the Florida Administrative Code as the "exception" rather than the "rule."

> Resolution Section 9.02 (and elsewhere) subordinates the Florida Administrative Code relative to the District's Resolution: "The District shall have no obligation to maintain, repair, and/or service Grinder Pump Systems installed on Residential Unique Parcels, **EXCEPT** [as required by the Florida Administrative Code] (emphasis added).
>
> Revising the Resolution by simply inserting a phrase such as "except where required by Florida Administrative Code" or "consistent with applicable DEP rules and regulations" —particularly when those FAC rules reverse the intent of the UNrevised paragraph—results in a very confused statement. It's like saying one can make a U-Turn on a one-way street except where the law prohibits it.
>
> It would seem appropriate to at least refer to the applicable FAC in the Resolution, as a convenience to readers if for no other reason.

2) What specifically is the intent of 4.01 G. - "The Participating Owner shall provide, at Participating Owner's own cost and expense, an Access Point for connecting the Grinder Pump System to the household . . ." ?

3) 7.03.C.2 doesn't seem fair (or clear): [within the permanent easement] The cost of repair or replacement of non-vegetative improvements and special vegetative improvement installed by the properly Owner which may become damaged in the course of such repairs or maintenance shall be at the expense of the property Owner." Additionally, what are "special" vegetative improvements?

4) 9.04.B.c) - Can you give an example of this? When you say the FULL cost, what do you mean, and how would you determine it?

5) 13.01.A - Why is the property Owner responsible for this component of the installed system (anti-backflow device)?

6) Additionally - there are two potential typos:

There are two Sections 9.04

Under the second Section 9.04 "Owner's Right . . ." I believe the formatting may be incorrect. After B should come 1., 2., 3., etc., not a), b), c).

Sincerely,
John Hammerstrom

EXHIBIT "B"

Carol Walker

From: Daryl Swinney <daryl@pioneeronehddp.com>
Sent: Monday, December 02, 2013 12:50 PM
To: carol.walker@klwtd.com
Subject: Grinder Pump Resolution

Good morning Carol,

My name is Daryl Swinney and I own a house at 201-203 North Ocean Dr. (Gulfstream Shores) that is in the Grinder Pump Resolution area. I was hoping to attend the meeting on December 10 but I am forced to return to Indiana due to a family death.

I was a sewer contractor in Indiana and I am very familiar with the Grinder Pumps, as I have installed several hundred in my 40 years as a sewer contractor. They are very reliable, as well as, requiring very little maintenance.

I have some comments I would like addressed by the sewer board. My comments and or questions are as follows:

Sec 7.01

B.

1.It says "In the event the Grinder Pump System or any part thereof requires repairs or service as a result of normal wear and tear, the District will repair such damage at no cost or expense to the Participating Owner." It does not state how long the District is responsible. Our original Agreement stated the District would forever maintain the systems as we, the owners, understood it. Has this changed? How long is the District responsible for the Grinder Systems? The gravity line from the house is spelled out to be covered for one year as it was in the original agreement.

Sec 9.02

A. Any and all maintenance, repair and/or service by the District shall be performed ONLY for such a time, and in such manner, as is required by applicable DEP rules and regulations...." What is that time period? Shouldn't you write out the Regulations so we can see them? You are asking us to sign a document that is bound by DEP rules but you don't tell us what the rules are!

C. "In the event this Resolution shall be amended, superseded, or rescinded by lawful action of the Board of Commissioners of the District, such that the District's maintenance, repair and/or service of Grinder Pump Systems installed on Residential Unique Parcels shall terminate..." It may not be your intent but this appears to me as an owner that you are simply trying to get everyone to sign up and then you will change things to suit the District's needs. You are asking us to sign a resolution that you can change at your discretion.

Sec. 11.01

C. "Prior to the adoption of any amendment to, or replacement or rescission of, this 2013 Grinder Pump Resolution, the District shall provide at least 30 days notice of such proposed action in a notice published in a newspaper...." Why will the Resolution need amended? Wouldn't it make more sense to get it right the first time? I do not think a notice in the local newspaper is sufficient notification to change a legal and binding resolution agreement you have with owners. I would think it would require a personal notification to each Owner.

D. "Before any action to rescind, terminate, or materially alter the District's maintenance, repair and/or service of Grinder Pump Systems shall become effective, the District shall, in accordance with Section

9.02.C.2., give Participating Owners 180 days notice thereof." It, again, may not be your intent but it sounds like you are not sure the Resolution is correct or something and you are giving the District a "Get out of jail free" card.

Sec, 12.02

B. "The provisions of this Grinder Pump Resolution as same may from time to time be amended...." Why would the provisions have to be amended? Again, try to get the Resolution right and complete the first time.

Sec. 13.01

C. "The Owner shall assume full responsibility for ...." The part that I am concerned about is "the failure of the Grinder Pump System to adequately service the Parcel." If the plumbing in the house is functioning properly and is adequate and the electrical service connection is as specified and the Grinder Pump System does not function properly it is NOT the Owner's responsibility. The only reason it would not function properly would be defective components or an engineering problem. An Owner cannot be held responsible for design and engineering. If for some reason the forced lines are not adequate, or the pumps not sufficiently strong enough to push the sewage through the lines, as Owners we cannot be responsible.

It just seems to me that the District is trying to create loopholes in the Resolution in order to protect themselves of any future problems. We, as Owners, signed what we thought was an agreement and there seems to be numerous changes in the latest revisions. Because of all of the ambiguity that is in the resolution, it seems the District is trying to hide something and has created escape clauses. I know the District does not want this any more than we, as Owners, do, but we have to live with it and move forward. Please understand you are asking us to sign a Resolution that contains several opportunities for the District to change the terms without consent from us as the signees. I would ask that you present my comments to the District Board since I will be unable to attend the meeting in person. Thank you so much for your time and understanding in this matter.

Daryl L Swinney
201/203 N. Ocean Dr.
Key Largo, FL 33037
317-410-5545

MINUTES
Key Largo Wastewater Treatment District Commission (KLWTD) Meeting

Dec. 17, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:03 PM. Present were Chairman Steve Gibbs, Commissioners, Andy Tobin, Norman Higgins, David Asdourian, and Robbie Majeska. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Peter Rosasco led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Majeska added an item to the Roundtable about the Inter-Local with Monroe County. He also removed the Minutes from the agenda. Commissioner Asdourian placed an item under Commissioner Items about a numbering change on the Grinder Pump Resolution. Paul Christian asked for a recess after the first three items are completed. General Manager Margaret Blank requested that item 9 be moved up to after item 3.

Motion: **Commissioner Asdourian made a motion to approve the agenda as amended. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

PUBLIC COMMENT

Name & Address	**Subject**
N/A	

PRESENTATION

Key Largo Wastewater Treatment District Utility Revenue Refunding Bond, Series 2013 and Series 2014

Paul Christian introduced the three people who worked to get the new bonds. He stated it was a true pleasure to work with each of them:

Christopher M. Traber, Esq., Nabors Giblin & Nickerson, Laurie A. Zapletal, Business Deposits Officer, BB&T, and Julie Santamaria, Director RBC Capital Markets, explained the process in going out to bid for the new bond.

RESOLUTION NO. 41-12-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT SUPPLEMENTING A RESOLUTION ADOPTED ON JANUARY 29, 2010 ENTITLED: "A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT PROVIDING FOR THE ISSUANCE OF WASTEWATER REVENUE BONDS, FROM TIME TO TIME, FOR THE PRINCIPAL PURPOSE OF FINANCING AND REFINANCING THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF VARIOUS CAPITAL IMPROVEMENTS TO THE DISTRICT'S WASTEWATER SYSTEM; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SUCH BONDS; PROVIDING FOR THE PAYMENT THEREOF FROM, AND A PLEDGE OF, NET REVENUES OF THE WASTEWATER SYSTEM AND CERTAIN OTHER MONEYS; MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE;" AUTHORIZING THE ISSUANCE OF NOT EXCEEDING $10,000,000 PRINCIPAL AMOUNT OF A KEY LARGO WASTEWATER TREATMENT DISTRICT UTILITY REVENUE REFUNDING BOND, SERIES 2013, IN ORDER TO REFINANCE A PORTION OF THE PRIOR DEBT ISSUED TO ACQUIRE AND CONSTRUCT A PORTION OF THE ISSUER'S WASTEWATER MANAGEMENT SYSTEM; AUTHORIZING A NEGOTIATED SALE OF SAID BOND TO BRANCH BANKING AND TRUST COMPANY; DESIGNATING THE SERIES 2013 BOND AS A QUALIFIED TAX-EXEMPT OBLIGATION; MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; DELEGATING CERTAIN AUTHORITY TO THE CHAIRMAN, CLERK AND OTHER OFFICERS OF THE ISSUER; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS IN CONNECTION WITH ISSUANCE OF THE BOND; AND PROVIDING AN EFFECTIVE DATE

Motion: **Commissioner Majeska made a motion to approve Resolution No.41-12-13. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

RESOLUTION NO. 42-12-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT SUPPLEMENTING A RESOLUTION ADOPTED ON JANUARY 29, 2010 ENTITLED: "A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT PROVIDING FOR THE ISSUANCE OF WASTEWATER REVENUE BONDS, FROM TIME TO TIME, FOR THE PRINCIPAL PURPOSE OF FINANCING AND REFINANCING THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF VARIOUS CAPITAL IMPROVEMENTS TO THE DISTRICT'S WASTEWATER SYSTEM; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SUCH BONDS; PROVIDING FOR THE PAYMENT THEREOF FROM, AND A PLEDGE OF, NET REVENUES OF THE WASTEWATER SYSTEM AND CERTAIN OTHER MONEYS; MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE;" AUTHORIZING THE ISSUANCE OF NOT EXCEEDING $10,000,000 PRINCIPAL AMOUNT OF A KEY LARGO WASTEWATER TREATMENT DISTRICT UTILITY REVENUE REFUNDING BOND, SERIES 2014, IN ORDER TO REFINANCE A PORTION OF THE PRIOR DEBT ISSUED TO ACQUIRE AND CONSTRUCT A PORTION OF THE ISSUER'S WASTEWATER MANAGEMENT SYSTEM; AUTHORIZING A NEGOTIATED SALE OF SAID BOND TO BRANCH BANKING AND TRUST COMPANY; DESIGNATING THE SERIES 2014 BOND AS A QUALIFIED TAX-EXEMPT OBLIGATION; MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; DELEGATING CERTAIN AUTHORITY TO THE CHAIRMAN, CLERK AND OTHER OFFICERS OF THE ISSUER; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS IN CONNECTION WITH ISSUANCE OF THE BOND; AND PROVIDING AN EFFECTIVE DATE.

Motion: **Commissioner Asdourian made a motion to approve Resolution No. 42-12-13. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

GENERAL MANAGER'S REPORT
DEP Agreement No. LP44060 $1 Million Grant

Motion: **Commissioner Tobin made a motion to authorize the General Manager to sign the DEP Agreement No. LP44060 for the $1 Million Grant. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Gibbs	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

COMMISSIONER'S ITEMS

County Inter-Local Agreement

Margaret Blank reported on a conference call about the Governor's Budget. She will be requesting clarification of some of the facts.

The Board directed the General Manager to proceed as needed to obtain the State Funding.

The Board directed the General Manager to contact the County Manager to put the Inter-Local Agreement on the next BOCC meeting.

Grinder Pump Resolution

Motion: **Commissioner Tobin made a motion to authorize the numbering order of Section 4.01 in the Grinder Pump Resolution, rearrange as per Commissioner Asdourian's suggestion (Exhibit "A"). Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Gibbs	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		

Motion passed 5 to 0

OPERATION'S REPORT

Sludge Hauling Bid

Motion: **Commissioner Tobin made a motion to award the Sludge Hauling Bid to Synagro at the unit cost of $975 per dry ton and to authorize the General Manager to sign the contract with the General Counsel's review and approval. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		

Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Purchase of a 2014 Dodge Durango SUV

Motion: **Commissioner Asdourian made a motion to approve the Purchase of a 2014 Dodge Durango SUV. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Purchase of a 2014 Ford F-350 Utility Body Truck

Motion: **Commissioner Tobin made a motion to approve the purchase of a 2014 Ford F-350 Utility Body Truck. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

FINANCE

Pending Payments

Motion: **Commissioner Tobin made a motion to approve the Pending Payments of Dec. 17, 2013 contingent upon the availability of funds. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		

Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Purchase of a 2014 Dodge Durango SUV

Motion: **Commissioner Asdourian made a motion to approve the Purchase of a 2014 Dodge Durango SUV. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Purchase of a 2014 Ford F-350 Utility Body Truck

Motion: **Commissioner Tobin made a motion to approve the purchase of a 2014 Ford F-350 Utility Body Truck. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

FINANCE

Pending Payments

Motion: **Commissioner Tobin made a motion to approve the Pending Payments of Dec. 17, 2013 contingent upon the availability of funds. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		

Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

COMMISSIONER'S ROUNDTABLE

The General Manager Margaret Blank suggested that the District give full time employees (excluding Senior Staff) a $500 Bonus.

Motion: **Commissioner Tobin, Higgins, Asdourian, Majeska and Chairman Gibbs made a motion to give full time employees (excluding Senior Staff) a $500 Bonus. Commissioner Tobin, Higgins, Asdourian, Majeska and Chairman Gibbs seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:52 PM.

The KLWTD meeting minutes of Dec. 17, 2013 were approved on January 7, 2014.

_____

Chairman Gibbs

_____

Carol Walker, CMC District Clerk

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 7, 2013 Agenda Item No. 2

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

SUBJECT: EDU Adjustment of AK#8695314 & 1094412 – Quiescence Dive

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation

Approved by General Manager _____ **Date:** 1/3/2014

Originating Department:	Costs: AK#8695314: 8,460 Increase AK#1094412: 25,380 Decrease Total Adjustment: 16,920 Decrease Funding Source:	**Attachments:** 1. EDU Calculator 2. Recommended Decision of Wastewater Base Facility Charge Review 3. Recommended Decision of Assessment Reviews (2) 4. Maps (2)
Department Review: [ ] District Counsel _____ [ ] General Manager _____ [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [ ] Customer Service _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

A review of water usage for the water meter associated with the two parcels referenced above resulted in an **EDU reduction from 14.0 EDU to 9.0 EDU**.

AK#1094412 services 5 dwelling units and should be assessed 5.0 EDU.

AK#8695314 services Quiescence Dive and should be assessed the remaining 4.0 EDUs based on the water usage calculations (9.0-5.0=4.0).

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

Memo

To: Key Largo Wastewater Treatment District Board of Commissioners

From: Diane Oberheu, Assessment Coordinator

CC: General Manager, District Clerk

Date: 12/12/2013

Re: Appeal to Change EDU Adjustment of AK#8695314 & 1094412 – Quiescence Dive

---

RECOMMENED ACTION/MOTION: Approve Staff Recommendation

STAFF RECOMMENDATION:
A review of water usage for the water meter associated with the two parcels referenced above resulted in an **EDU reduction from 14.0 EDU to 9.0 EDU**.

AK#1094412 services 5 dwelling units and should be assessed 5.0 EDU.

AK#8695314 services Quiescence Dive and should be assessed the remaining 4.0 EDUs based on the water usage calculations (9.0-5.0=4.0).

Enclosures:
1. Agenda Request Form
2. EDU Calculator
3. Recommended Decision of Wastewater Base Facility Charge Review
4. Recommended Decision of Assessment Reviews (2)
5. Maps (2)

EDU CALCULATION SUMMARY

AK#	Year Assessed	Owner	PC Code	Original Assessment	Recommended Adjustment	Current Water Usage
8695314	2006	LINUS ZENDER	31 - DIVE SHOPS	1.0	4.0	9.0
1094412	2006	LINUS ZENDER	08 - MULTI FAMILY LESS THAN 10UNITS	14.0	5.0	

Service Address	FKAA Location	Meter Number	Tenant	EDUs Billed	Recommended Adjustment	Current Water Usage	EDU Change Per Meter
103680 OVERSEAS HWY (MOTEL)	005930	1831829020	LINUS ZENDER	15.0	9.0	9.0	-6.0

*Only one water meter services two parcels.

Water Usage Calculations

AK / RE	**8695314 / 1094412**
Owner	**LINUS ZENDER**
Current Tenant	**LINUS ZENDER**
FKAA Meter #	1831829020
FKAA Location ID	005930
FKAA Customer ID	506080
Property Type Code	31 - DIVE SHOPS / 08 - MULTI FAMILY LESS THAN 10UNITS
Service Address	103680 OVERSEAS HWY (MOTEL)
Service City	Key Largo
Year Assessed	2006
RES or Non-RES	Non Res
Most Current Year in Study	2012
EDU Originally Assessed	1.0 / 14.0
Current EDU	1.0 / 14.0
Billed EDU	15.0
# Months Studied	36
Calculation Date	7/26/2013

RAW	MAX3MO	134,700
	AVG3MO	44,900
	RAW EDU	**9.0**
3 STD	MAX3MO	134,700
	AVG3MO	44,900
	EDU	**9.0**
2 STD	MAX3MO	134,700
	AVG3MO	44,900
	EDU	**9.0**

64 E Calculation	
Total Sq Ft	
Div By # Units	
Sq Ft Per Unit	
Div By 100	
X 15 / 167	
EDU	**0.0**

Notes/Comments:	Only one meter services both AK#8695314 and 1094412.

Year	Month	Exemption *(Place an X next to the consumption value to be thrown out)*	Monthly Consmption (Gal)	Monthly Consumption Removing Exemptions	Monthly Consumption With Mean Substitutions	Monthly Consumption 3 STD DEV Correction	Monthly Consumption 2 STD DEV Correction	3 Consecutive Months	3 Month Consumption (Gal)	3 Month Consumption (Gal) 3 STD DEV	3 Month Consumption (Gal) 2 STD DEV
2012	DEC		24300	24300	24300	24300	24300	DEC-NOV-OCT	80,900	80,900	80,900
	NOV		31500	31500	31500	31500	31500	NOV-OCT-SEPT	98,300	98,300	98,300
	OCT		25100	25100	25100	25100	25100	OCT-SEPT-AUG	112,700	112,700	112,700
	SEPT		41700	41700	41700	41700	41700	SEPT-AUG-JULY	134,700	134,700	134,700
	AUG		45900	45900	45900	45900	45900	AUG-JULY-JUNE	129,300	129,300	129,300
	JULY		47100	47100	47100	47100	47100	JULY-JUNE-MAY	128,400	128,400	128,400
	JUNE		36300	36300	36300	36300	36300	JUNE-MAY-APR	127,400	127,400	127,400
	MAY		45000	45000	45000	45000	45000	MAY-APR-MAR	120,600	120,600	120,600
	APR		46100	46100	46100	46100	46100	APR-MAR-FEB	100,200	100,200	100,200
	MAR		29500	29500	29500	29500	29500	MAR-FEB-JAN	84,600	84,600	84,600
	FEB		24600	24600	24600	24600	24600	FEB-JAN-DEC	78,900	78,900	78,900
	JAN		30500	30500	30500	30500	30500	JAN-DEC-NOV	70,900	70,900	70,900
2011	DEC		23800	23800	23800	23800	23800	DEC-NOV-OCT	66,300	66,300	66,300
	NOV		16600	16600	16600	16600	16600	NOV-OCT-SEPT	90,400	90,400	90,400
	OCT		25900	25900	25900	25900	25900	OCT-SEPT-AUG	116,800	116,800	116,800
	SEPT		47900	47900	47900	47900	47900	SEPT-AUG-JULY	130,600	130,600	130,600
	AUG		43000	43000	43000	43000	43000	AUG-JULY-JUNE	125,500	125,500	125,500
	JULY		39700	39700	39700	39700	39700	JULY-JUNE-MAY	109,200	109,200	109,200
	JUNE		42800	42800	42800	42800	42800	JUNE-MAY-APR	101,600	101,600	101,600
	MAY		26700	26700	26700	26700	26700	MAY-APR-MAR	80,000	80,000	80,000
	APR		32100	32100	32100	32100	32100	APR-MAR-FEB	75,700	75,700	75,700
	MAR		21200	21200	21200	21200	21200	MAR-FEB-JAN	70,500	70,500	70,500
	FEB		22400	22400	22400	22400	22400	FEB-JAN-DEC	75,100	75,100	75,100
	JAN		26900	26900	26900	26900	26900	JAN-DEC-NOV	74,700	74,700	74,700
2010	DEC		25800	25800	25800	25800	25800	DEC-NOV-OCT	72,000	72,000	72,000
	NOV		22000	22000	22000	22000	22000	NOV-OCT-SEPT	77,000	77,000	77,000
	OCT		24200	24200	24200	24200	24200	OCT-SEPT-AUG	87,000	87,000	87,000
	SEPT		30800	30800	30800	30800	30800	SEPT-AUG-JULY	93,300	93,300	93,300
	AUG		32000	32000	32000	32000	32000	AUG-JULY-JUNE	85,000	85,000	85,000
	JULY		30500	30500	30500	30500	30500	JULY-JUNE-MAY	76,600	76,600	76,600
	JUNE		22500	22500	22500	22500	22500	JUNE-MAY-APR	77,800	77,800	77,800
	MAY		23600	23600	23600	23600	23600	MAY-APR-MAR	75,100	75,100	75,100
	APR		31700	31700	31700	31700	31700	APR-MAR-FEB	70,100	70,100	70,100
	MAR		19800	19800	19800	19800	19800	MAR-FEB-JAN	71,400	71,400	71,400
	FEB		18600	18600	18600	18600	18600				
	JAN		33000	33000	33000	33000	33000				

Average	30864	30863.88889	30863.88889	30864	30864
Std Dev	9060.24764	9060.24764	9060.24764	9060.24764	9060.24764

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

November 4, 2013

AK: 1094412/ FKAA Acct: 506080-005930
LINUS ZENDER
103680 OVERSEAS HWY
KEY LARGO, FL 33037-2837

For property located at: 103680 OVERSEAS HWY, KEY LARGO

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the adjustment of the Equivalent Dwelling Unit ("EDU") assignment for the above referenced property. A review of water usage for the time period from January 1, 2010 to December 31, 2012 was calculated per Key Largo Wastewater Treatment District's ("KLWTD") Rules and Regulations. A mixed use parcel such as the property referenced above is also subject to the KLWTD 2013 Final Assessment Resolution 25-08-13,

A review of water consumption resulted in the following recommended adjustments:

	Prior to Review*	Adjusted
EDU Assignment	15.0	**9.0**
Monthly Wastewater Base Charge *(On FKAA Bill: EDU Assignment X $33.60)*	$504.00	**$302.40**

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval, tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com. If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com should you have further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners
(Enclosure – KLWTD FI-1)

connecting is an improvement in environmental balance

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

RECOMMENDED DECISION of ASSESSMENT REVIEW

November 4, 2013

AK: 1094412/ FKAA Acct: 506080-005930
LINUS ZENDER
103680 OVERSEAS HWY
KEY LARGO, FL 33037-2837

For property located at: 103680 OVERSEAS HWY, KEY LARGO

Dear Property Owner:

In accordance with the Key Largo Wastewater Treatment District's ("KLWTD") Resolution No. 25-08-13 ("Resolution"), a KLWTD initiated review of your wastewater assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review, recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The Resolution dictates that your Equivalent Dwelling Unit ("EDU") assignment be based upon:

> *"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel..."*

The Resolution further states that, *"a Mixed-Use Tax Parcel shall be assigned at least one EDU for each Dwelling Unit plus at least one EDU. If the number of EDU's calculated on the basis of flow is greater than the number of Dwelling Units plus one, the Mixed-Use Tax Parcel shall be assigned the greater number of EDU's."*

Using this methodology, a revised study of your water usage was conducted and the following recommendation has been made:

	Prior to Review*	Adjusted
EDU Assignment	14.0	**5.0**

**Based on current outstanding assessment balance*

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com. If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2014 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com should you have further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

Key Largo Wastewater Treatment District

98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

RECOMMENDED DECISION of ASSESSMENT REVIEW

November 4, 2013

AK: 8695314
BLESER ROBERT DAVID
103680 OVERSEAS HWY
KEY LARGO, FL 33037-2897

For property located at: 103680 OVERSEAS HWY, KEY LARGO

Dear Property Owner:

In accordance with the Key Largo Wastewater Treatment District's ("KLWTD") Resolution No. 25-08-13 ("Resolution"), a KLWTD initiated review of your wastewater assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review, recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The Resolution dictates that your Equivalent Dwelling Unit ("EDU") assignment be based upon:

> *"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel..."*

The Resolution further states that, *"a Mixed-Use Tax Parcel shall be assigned at least one EDU for each Dwelling Unit plus at least one EDU. If the number of EDU's calculated on the basis of flow is greater than the number of Dwelling Units plus one, the Mixed-Use Tax Parcel shall be assigned the greater number of EDU's."*

Using this methodology, a revised study of your water usage was conducted and the following recommendation has been made:

	Prior to Review*	Adjusted
EDU Assignment	1.0	**4.0**

**Based on current outstanding assessment balance*

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com. If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2014 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com should you have further questions.

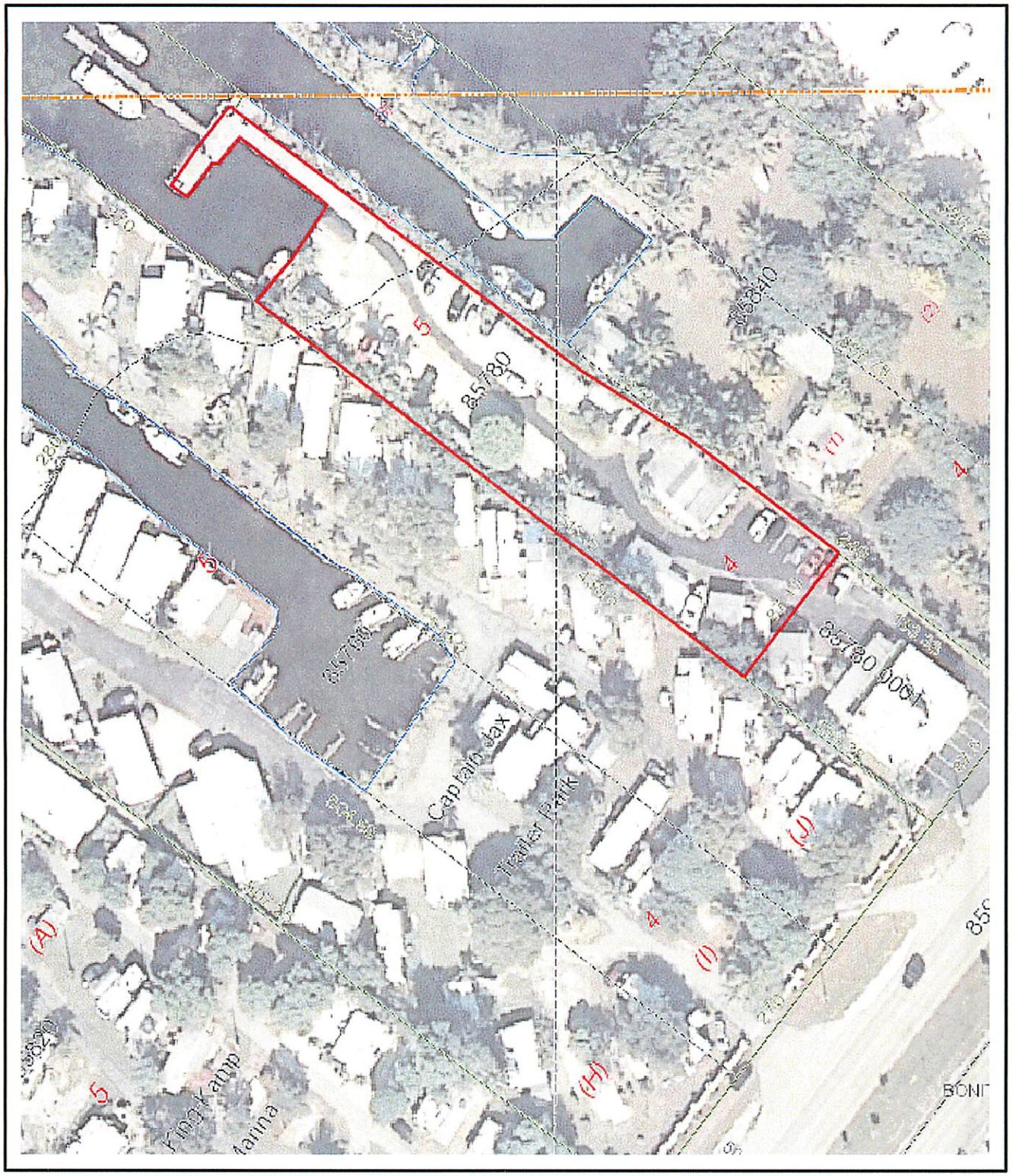
Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

connecting is an improvement in environmental balance



Zender INC - AK#1094412

103680 Overseas Hwy

Printed:Jul 31, 2013

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS CFA

Quiescence Dive - Robert Bleser

Printed:Jul 31, 2013 **103680 Overseas Hwy - AK#8695314**

DISCLAIMER. The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarante its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS CFA

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 7, 2013 Agenda Item No. 3

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[X]	BID/RFP AWARD
[X]	ACTION ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Grinder Pump Station Installation Bid Award Recommendation

---

RECOMMENDED MOTION/ACTION: Staff recommends the approval of a contract award to the lowest bidder, Keys Contracting Services, Inc., for the installation of the District's grinder pump stations in the amount of $132,500.00 for the first 25 stations.

Approved by General Manager MBlair
Date: 1/3/2014

Originating Department: Operations	Costs: $132,500.00 Funding Source: FY 13/14 budgeted item	**Attachments:** Engineer's ROA
Department Review: [ ] District Counsel _____ [X] General Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [] Operations _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Staff recommends the award of the grinder pump station installation contract to Keys Contracting Services, Inc. who has been determined to be both responsive and responsible to complete the work proposed in the bid documents. Keys Contracting successfully provided these same services to the City of Marathon for grinder pump stations installed on Grassy Key.

WEILER ENGINEERING CORPORATION

WEC xcellence in engineering

201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33950
TEL 941-505-1700 | FAX 941-505-1702 | WWW.WEILERENGINEERING.ORG

6805 OVERSEAS HIGHWAY | MARATHON | FL 33050
TEL (305) 289-4161 | FAX(305) 289-4162

12 December 2013

Mr. Daniel Saus, Operations Manager
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, Florida 33037

Re: Recommendation of Award for Simplex Grinder Pump Installation

Mr. Saus,

Bids for the above referenced projects were received at the Key Largo Wastewater Treatment District Office until 2:00 P.M. on Thursday, November 21, 2013, opened publicly, and read aloud at the Key Largo Wastewater Treatment District office in Key Largo, Florida. Five bids were received. The pricing is summarized below.

Bidder	Simplex Grinder Pump Installation, 25 Pump Stations
Keys Contracting Services, Inc.	$132,500.00
Key Honey Contracting LLC	$147,850.00
Douglas N. Higgins, Inc.	$164,243.75
Fountain Engineering, Inc.	$170,304.36
Gianetti Contracting Corp.	$283,900.00

Weiler Engineering has reviewed the bids to formulate an opinion of the contractors' responsiveness with respect to the scopes of work advertised. Upon conducting reviews and evaluations of the bids, we found that the responses from all Bidders conformed with the minimum requirements for responsiveness and responsibility.

Based upon our references checks and review of the Bidder's experience, it is our opinion that Keys Contracting Services, Inc., the low bidder, is responsive, responsible and has the necessary capabilities construction capabilities to satisfactorily construct projects of this magnitude within the contract time frames. Weiler Engineering recommends award of the Simplex Grinder Pump Installation contract to Keys

Contacting Services, Inc. at the bid price of $132,500.00 for 25 pump station installations.

The Engineer's Estimate for the installation of all 140 simplex grinder pumps in the Unique Properties project was $750,000. This comes to an estimated average cost of $5,357.14 per installation. The Keys Contracting Services, Inc. bid price for 25 installations averages $5,300.00 per installation, just under the Engineer's Estimate. It should be noted that the Schedule of Values provides for unit costs for the various components of installation, and the actual cost of installation for individual properties will vary. A bid tabulation with the complete Schedule of Values is attached.

Weiler Engineering recommends that the District have is legal counsel and its finance department review the bid from Keys Contracting Services, Inc. to ensure that it conforms to their requirements as well.

Please contact us if you need further information or have questions regarding our evaluation.

Sincerely,

Edward R. Castle, P.E.
Vice President, Director of Wastewater

				Keys Contracting Services, Inc		Key Honey Contracting, LLC		Douglas N. Higgins, Inc.		Fountain Engineering, Inc.		Giannetti Contracting Corp	
Bid Item	Description	Units	Bid Qty	Unit $$	Subtotals	Unit $$		Unit $$		Unit $$		Unit $$	
1	Mobilization, Insurance, Bonds	LS	1	$20,000.00	$20,000.00	$34,000.00	$34,000.00	$8,275.00	$8,275.00	$9,911.36	$9,911.36	$23,000.00	$23,000.00
2	Pump Station Assembly	EA	25	$2,350.00	$58,750.00	$1,800.00	$45,000.00	$3,898.96	$97,474.00	$2,919.62	$72,990.50	$6,000.00	$150,000.00
3	4" House Lateral	LF	250	$21.00	$5,250.00	$24.00	$6,000.00	$23.00	$5,750.00	$69.48	$17,370.00	$110.00	$27,500.00
4	4" Cleanout	EA	25	$200.00	$5,000.00	$350.00	$8,750.00	$115.00	$2,875.00	$459.49	$11,487.25	$350.00	$8,750.00
5	1.25" HDPE piping & cnx	LF	250	$20.00	$5,000.00	$23.00	$5,750.00	$23.00	$5,750.00	$53.54	$13,385.00	$110.00	$27,500.00
6	Connection of lines to L/S	EA	25	$400.00	$10,000.00	$325.00	$8,125.00	$345.00	$8,625.00	$433.36	$10,834.00	$350.00	$8,750.00
7	Install of Control Panel	EA	25	$350.00	$8,750.00	$900.00	$22,500.00	$747.50	$18,687.50	$707.28	$17,682.00	$716.00	$17,875.00
8	Restoration of Concrete	SY	15	$150.00	$2,250.00	$140.00	$2,100.00	$41.40	$621.00	$78.00	$1,170.00	$330.00	$4,950.00
9	Restoration of Sod	SY	100	$25.00	$2,500.00	$10.00	$1,000.00	$4.60	$460.00	$12.55	$1,255.00	$17.00	$1,700.00
10	Restoration of Asphalt	SY	25	$150.00	$3,750.00	$95.00	$2,375.00	$41.40	$1,035.00	$78.00	$1,950.00	$169.00	$4,225.00
11	Replacement of rock	SY	50	$50.00	$2,500.00	$45.00	$2,250.00	$20.70	$1,035.00	$11.74	$587.00	$43.00	$2,150.00
12	Testing and Start-up	EA	25	$350.00	$8,750.00	$400.00	$10,000.00	$546.25	$13,656.25	$467.29	$11,682.25	$300.00	$7,500.00
	TOTALS				$132,500.00		$147,850.00		$164,243.75		$170,304.36		$283,900.00
	Bid Total on Bid Form				132,500.00		147,850.00		164,243.75		170,304.35		283,900.00

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 7, 2014 Agenda Item No. 4

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Pending Payments (Check Disbursement Report)

RECOMMENDED MOTION/ACTION: Approve Pending Payments / Check Disbursement Report

Approved by General Manager MBlank **Date:** 1/3/2014

Originating Department: Finance	Costs: **$145.516.11** Funding Source: Acct. # *see attached*	**Attachments:** Pending Payments
Department Review: [ ] District Counsel _____ [ ] General Manager MB [X] Finance Connie Ferris	[ ] 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:

Pending Payments / Check Disbursement Report for Board review and approval.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

CHECK DISBURSEMENT REPORT FOR KEY LARGO WASTEWATER TREATMENT
CHECK DATE FROM 12/19/2013 - 01/02/2014

Ck#	Payee	Description	Total $ Amount	Admin	Collections/ Maint	Plant	Const.	CS/IT
4415	Affordable Asphalt Inc.	Largo Rd Repair	**720.00**		720.00			
4416	Airvac, Inc.	Repair Parts for Vacuum Pits and Valves	**950.55**		950.55			
4417	AT&T	Phone Svcs at Vac Stations & District Office	**939.07**					939.07
4418	Atlantic Trash & Transfer, LLC	Dispose of Asphalt from Largo Rd Repair	**40.00**		40.00			
4419	Bank of America (P-Card)	Postage, Phone Cases, iPad Replacement, Pump @ Plant	**6,270.10**	1,718.42	1,550.58	1,908.12	49.99	1,042.99
4420	Comcast	Plant Internet Connectivity	**233.08**				233.08	
4421	Creative Services	Business Cards	**180.00**	180.00				
4422	Dumont Company Inc.	Chemicals @ Plant	**16,089.25**			16,089.25		
4423	F.K.A.A.	Water: Vac A	**15.12**		15.12			
4424	Federal Express	Shipping Charges	**66.25**	7.23		59.02		
4425	Going-Aire	A/C Repair @ Plant	**448.50**			448.50		
4426	HD Supply Waterworks, Inc.	Large Isolation Valve Covers and Box	**340.08**		340.08			
4427	Heyward Florida Inc.	Replacement Carbon Media for Odor Control	**4,950.00**		4,950.00			
4428	Hicks-Richardson Associates	Lobbyist in D.C. Services November 2013	**3,380.00**	3,380.00				
4429	Miami Herald	Public Notice in Reporter	**813.40**	813.40				
4430	Preferred Govt Ins. Trust	Insurance Deductible - EPLI	**2,728.50**	2,728.50				
4431	Pronto Delivery Service	Sample Delivery	**810.00**			810.00		
4432	Richard Sante	Vac Station Grounds Maintenance	**625.00**		625.00			
4433	Sanders Laboratories, Inc.	Lab Testing - Wastewater	**1,216.00**			1,216.00		
4434	Sherwin Williams Co.	Paint for Shallow Wells WWTP	**51.39**				51.39	
4435	Siemens Energy, Inc.	Air Filters	**672.00**			672.00		
4436	Truly Nolen	Annual Prepay Service	**570.00**	570.00				
4437	Voided Check		**0.00**				0.00	
4438	All Keys Concrete	Delivery of 4000 Pump Mix	**272.50**				272.50	
4439	Comcast	Vac I Internet Connection	**80.65**					80.65
4440	CyberLock	Entry Keys	**21.00**					21.00

Ck#	Payee	Description	Total $ Amount	Admin	Collections/ Maint	Plant	Const.	CS/IT
4441	Dean Weismantle	Facility Cleaning, Plant, Collection & District Office	**1,055.00**	260.00	300.00	495.00		
4442	Detection Instruments Corp.	Sensor Replacement and Calibration	**595.94**			595.94		
4443	Dumont Company Inc.	Chemicals @Plant	**8,073.25**			8,073.25		
4444	F.K.A.A.	Water at Plant, Vac Stations & Admin Office	**266.23**	24.15	47.06	195.02		
4445	FKEC	Electricity: District Office & Vac Stations	**9,313.28**	363.88	8,949.40			
4446	FKEC	Electricity: Plant	**21,745.47**			21,745.47		
4447	Florida Keys Aqueduct Auth.	Wastewater Billing Nov. 2013 9,200 bills @$1.10 each	**10,120.00**	10,120.00				
4448	Florida Municipal Insurance Trust	Employee Health, Dental, Vision Ins. Premiums	**20,479.21**	4,549.03	6,827.22	3,034.32	2,275.74	3,792.90
4449	Forest Tek Lumber	Bolts	**21.06**		21.06			
4450	HD Supply Waterworks, Inc.	Repair Parts for Collections	**546.05**		546.05			
4451	Insource Solutions	Training class for WonderWare for Ryan D.	**2,400.00**			2,400.00		
4452	Manson Bolves, P.A.	Services November 2013	**25.00**	25.00				
4453	Paul Christian	2014 Spring Semester College Classes Reimb.	**846.54**					846.54
4454	Personnel Concepts	Labor Law Poster	**48.75**	48.75				
4455	ProBenefits	Flex Plan Nov/ 2013 Fee & Annual Renewal	**485.00**	485.00				
4456	Rudy Perez	Workboot Reimbursement FY2014	**130.36**		130.36			
4457	Sanders Laboratories, Inc.	Lab Testing - Wastewater	**608.00**		608.00			
4458	Sante Acquisitions LLC	January 2014 District Office Lease	**3,026.07**		3,026.07			
4459	Standard Insurance Company	Life Ins. Policy Premium provided by KLWTD	**92.40**	92.40				
4460	U. S. Water	Sample Testing	**2,215.00**			2,215.00		
4461	Unum Life Insurance Co.	Employee Voluntary Life Insurance Premiums	**380.28**	380.28				
4462	Verizon Wireless	Cell Phone, Mifi & Ipad Service	**2,249.88**					2,249.88
4463	Vermeer Southeast	Rehabilitation of Debris Tank of Vactron	**11,709.65**		11,709.65			
4464	Weiler Engineering Corp.	Consulting 06-03 & Const. Admin #06-02	**6,391.25**		3,190.00	1,567.50	1,633.75	
4465	Windy Day Plumbing	RPZ Tests for Aqueduct Certification	**210.00**		210.00			
		TOTAL:	**145,516.11**	**25,746.04**	**44,756.20**	**61,524.39**	**4,516.45**	**8,973.03**

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 7, 2013 Agenda Item No. 5

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

SUBJECT: "Special Circumstances" section of Employee Grievance Policy.

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation

Approved by General Manager MB/ap **Date:** 1/3/2014

Originating Department:	Costs:	**Attachments:** "Special Circumstance" section of Grievance Policy
Department Review: [ ] District Counsel _____ [X] General Manager MB [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ [ ] Customer Service _____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Staff requests further direction on the "Special Circumstances" section of the Grievance Policy.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

SPECIAL CIRCUMSTANCES

In cases where the individuals involved in the Formal Meeting or Appeal processes stated above are involved either as the aggrieved or as the individual against who the grievance is being filed, the following modifications shall be made:

1. If the aggrieved employee is the HR representative, or if the party against whom the Grievance has been filed is the HR representative, the functions and duties of the HR representative shall be performed by the District Clerk.

2. If the employee against whom the Grievance has been filed is the Senior Staff Representative, the functions and duties of the Senior Staff Representative shall be performed by another member of Senior Staff as appointed by the General Manager.

3. If a member of the Senior Staff shall have a grievance against any other employee to include another Senior Staff Member or the General Manager, the following procedures shall apply.

   Step 1 - The Senior Staff member is first encouraged to discuss the Grievance with the General Manager (as the General Manager is the Senior Staff Member's direct supervisor).

   Step 2 - If the senior staff member feels uncomfortable discussing the matter with the General Manager for any reason or if they feel that a discussion with the General Manager has not resulted in a satisfactory resolution, they may submit a formal Grievance with the HR representative as defined in step 2 above. Such Grievance shall include all of the following:

   a. The name of the Senior Staff member filing the grievance.
   b. The date(s) and time(s) of the incident(s) leading to the Grievance.
   c. The name(s) of any witnesses to the incident(s).
   d. As much detail related to the incident(s) leading to the Grievance.
   e. The steps taken by the Senior Staff member to resolve the Grievance, if applicable.
   f. The desired resolution to the Grievance.
   g. The date the Grievance is being filed
   h. The signature of the Senior Staff member filing the Grievance.

   Step 3 - As soon as practicable after the formal Grievance has been filed, the HR representative will meet with the aggrieved Employee to discuss the Grievance procedure and verify the completion of the formal Grievance.

   Step 4 - Within three (3) working days (working days being defined as days the employee and each participating member of the formal meeting, has actually worked), the HR representative shall facilitate, and document the results of, a formal meeting with the following applicable individuals:

~~a. A designated representative of the Board of Commissioners~~
~~b. The General Manager~~
~~c. The District's Counsel~~
~~d. The HR representative~~
~~e. The Senior Staff member who has filed the grievance~~
~~f. Any additional Senior Staff members as requested by any of the above parties.~~

~~Upon completion of the formal meeting, the designated representative of the Board of Commissioner shall make a determination as to the validity of the Grievance and either:~~

~~a. Determine that further investigation may need to be conducted either in person or by the HR representative under his or her direction and reschedule the formal meeting upon the timely completion of that investigation.~~
~~b. Attempt to resolve the Grievance to the satisfaction of the employee and, if applicable, the employee against whom the grievance is filed~~
~~c.~~a. ~~Determine that the Grievance should be declined and explain to the Senior Staff member who filed the Grievance the reasons why.~~

1. If the Grievant, or the party against whom the Grievance has been filed, is the HR Coordinator, the functions and duties of the HR Coordinator shall be performed by the District Clerk.

2. If the Grievant or the party against whom the Grievance has been filed is any of the individuals listed in "*Step 4 – Formal Meeting*" or "*Step 5 – Appeal*" the functions and duties of that individual shall be performed by a substitute selected by the General Manager.

3. Employees who feel that they have a Grievance that involves a member of the District's Board of Commissioners, may take their Grievance to the District Counsel.
    a. District Counsel shall advise such aggrieved employees of their rights and options and shall conduct an investigation of the matter.
    b. After conducting an investigation, District Counsel shall, if appropriate:
        1) Bring the matter to the attention of the individual commissioner(s) involved.
        2) Bring the matter to the attention of the entire board.
        3) Refer the matter to the appropriate governmental agency for further action.
    c. District Counsel shall also, to the extent possible and practicable:

1) Keep the matter and communications with the aggrieved employee confidential.
2) Insure that the aggrieved employee is not subjected to any retaliation or disciplinary action.