AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

BOARD MEMBERS:
Stephen Gibbs     Chairman
Andrew Tobin     Vice Chairman
Robert Majeska   Commissioner
Norman Higgins   Commissioner
David Asdourian  Commissioner

DISTRICT STAFF:
Paul Christian  General Manager
Ray Giglio       General Counsel
Mariela Montedeoca Clerk

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."
1. Commissioner Swearing in Ceremony by Judge Garcia
2. Election of Officers: Chairman, Vice-Chairman & Secretary Treasurer

APPROVAL OF AGENDA

PUBLIC COMMENT

BULK ITEMS
   3. Approval of Bulk Items
      - Minutes of November 5, 2014

GENERAL MANAGER'S REPORT
   4. Audit Request for Proposal Recommendation – Paul Christian

OPERATION'S REPORT
   5. Small Commercial Unique Program – Paul Christian
   6. Change Order #6 for C-905/ Fountain Engineering – Daniel Saus

COMMISSIONER'S ITEMS / ROUNDTABLE
   7. Wastewater Plant Odor Complaint - Chairman Gibbs

ADJOURNMENT

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.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 18, 2014

Agenda Item Number: 3

Agenda Item Type: Bulk
Agenda Item Scope: Bulk

Recommended Action: Action: Approval

Department: Legal

Sponsor:

Subject: Minutes of November 5, 2014

Summary of Discussion:

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$ Funding Source:

Attachments
Minutes of November 5, 2014

Budgeted:
N/A

Approved By: ____________________________ Date: 11/14/2014
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Stephen Gibbs, Commissioners Norman Higgins, Robert Majeska, David Asdourian and Andy Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Dan Saus, Ed Castle with Weiler Engineering, Deputy Clerk Melissa Cornelison, and other appropriate District Staff.

Commissioner Asdourian led the Pledge of Allegiance.

Recognize District Staff
Paul Christian introduced the District’s Records Custodian Katherine Jackson, and recognized Mariela Montedeoca as the District’s Employee of the Month.

APPROVAL OF AGENDA
Commissioner Majeska added an item to discuss Margaret Blank’s presentation and the Water Quantity Legislation meeting on December 9, 2014 at 3PM. Commissioner Asdourian added an item to discuss a request by Mr Sam Stoia regarding the property at 81 E Second St (Bluefin Marina) Paul Christian added a discussion of the draft agenda for the November 18, 2014 meeting.

Motion: Commissioner Asdourian made a motion to approve the agenda as amended and Commissioner Higgins seconded the motion. The motion passed without objection.

PUBLIC COMMENT
Name & Address
Burke Cannon
149 Westminster Drive, Tavernier
Dottie Moses
1 Harbor Drive Key Largo
D. A. Aldridge
Key Largo
Sam Stoia
18 Bass Avenue Key Largo

Subject
Wastewater Funding Disparity
Wastewater Funding Disparity
Wastewater Funding Disparity
Request for District’s Assistance

BULK ITEMS
Minutes of October 21st 2014 were approved.

Motion: Commissioner Asdourian made a motion to approve the minutes and Commissioner Majeska seconded the motion. The motion passed without objection.
GENERAL MANAGER'S REPORT

November 18, 2014 Draft Agenda
Paul Christian presented a draft agenda for November 18, 2014 KLWTD Board of Commissioners Meeting.

Nabors Giblin & Nickerson Engagement Letter
Paul Christian presented an engagement letter authorizing Nabor's, Giblin & Nickerson to represent the District as bond counsel for a maximum of $7,500.

Motion: Commissioner Majeska made a motion to approve the Nabors Giblin & Nickerson Engagement Letter. Commissioner Tobin seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
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<tr>
<td>Commissioner Majeska</td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
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<tr>
<td>Commissioner Asdourian</td>
<td>X</td>
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<tr>
<td>Chairman Gibbs</td>
<td>X</td>
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</table>

Motion passed 5 to 0

Administrative Office Building
Rob Bulkiewicz presented three properties that are currently on the market and could be purchased by the District for use as an administrative office building. He also answered questions from the Board about those properties. The Board directed Paul Christian to look further into the cost of remodeling those buildings to make them suitable for the District's need.

LEGAL COUNSEL REPORT
Islamorada Salinity Update
Ray Giglio updated the Board on the Islamorada Salinity surcharge. He presented an email that he sent to Doug Manson outlining Islamorada’s interpretation of the language contained in the District’s Interlocal Agreement with Islamorada. He explained that Mr. Manson has been asked to give an opinion on Islamorada’s interpretation of how the surcharge should be calculated in accordance with the Interlocal Agreement.

Motion: Commissioner Tobin made a motion to defer the salinity surcharge until further clarification from Counsel. Commissioner Asdourian seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
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</tr>
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<tbody>
<tr>
<td>Commissioner Higgins</td>
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<tr>
<td>Commissioner Asdourian</td>
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<tr>
<td>Chairman Gibbs</td>
<td>X</td>
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</table>

Motion passed 5 to 0
Motion: Commissioner Tobin made a motion to enter into a retainer agreement with Doug Manson for a fee of $500/month and Commissioner Asfourian seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
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<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
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<td>Commissioner Majeska</td>
<td>X</td>
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<tr>
<td>Commissioner Tobin</td>
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<tr>
<td>Commissioner Asdourian</td>
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<tr>
<td>Chairman Gibbs</td>
<td>X</td>
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</table>

Motion passed 5 to 0

COMMISSIONER’S ITEMS/ROUND TABLE

Sam Stoia Assistance for Bluefin Marina
At 5:25PM Commissioner Tobin recused himself from the discussion due to conflict of interest.

Mr. Sam Stoia requested that the District assume ownership of two manholes and pipes that connect his sewer system at 81 E Second St to the District’s infrastructure. He explained that these facilities were encroaching on the County right-of-way. Mr. Stoia answered questions from the Board.

Motion: Commissioner Asdourian made a motion to assume ownership of the pipe and two manholes on condition of a successful inspection and an agreed upon easement with Mr Stoia. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
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<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
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<td>Commissioner Majeska</td>
<td>X</td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
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<tr>
<td>Commissioner Asdourian</td>
<td>X</td>
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</tr>
<tr>
<td>Chairman Gibbs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

Margaret Blank’s Presentation
Commissioner Majeska noted that Margaret Blank is to give a presentation to the Tavernier Homeowners Association on November 12, 2014. After the discussion, it was consensus of the Board that Mrs. Blank had no further duties at this time.

County Summit
Commissioner Majeska informed the Board that there is a meeting to discuss Water Quality Legislation scheduled for December 9, 2014 at 3PM. The Board agreed to delay the District’s meeting schedule for that day until 5PM so that General Manager, Paul Christian and the Commissioner’s may attend if they choose.
Motion: Chairman Gibbs made a motion to delay the start of the December 9, 2014 meeting until 5PM and Commissioner Asdourian seconded the motion.

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
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</thead>
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<td>Commissioner Higgins</td>
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<td></td>
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<tr>
<td>Commissioner Asdourian</td>
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<tr>
<td>Chairman Gibbs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 5:47 PM.

The KLWTD meeting minutes of November 5, 2014 were approved on November 18, 2014.

______________________________
Chairman Gibbs

______________________________
Melissa Cornelison Deputy Clerk
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 14, 2014

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Paul Christian

Subject: Financial Audit Request for Proposal Results and Recommendations

Summary of Discussion:
KLWTD requested proposals for our annual financial audit. Five vendors responded to the RFP. An audit committee reviewed and ranked the respondents. The committee's recommendation and the ranking results are attached.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$ 21,500.00</td>
<td>Audit Selection Committee Recommendations.</td>
</tr>
<tr>
<td>Administration:</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td>Rate Revenue</td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td>Budgeted:</td>
<td></td>
</tr>
<tr>
<td>Engineering:</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Approved By: [Signature] General Manager
Date: 11/14/2014
Key Largo Wastewater Treatment District Auditor Selection Committee

In accordance with the auditor selection procedures contained in Section 281.391, an Auditor Selection Committee was established and a Request for Proposals (RFP) for Professional Auditing Services was released in September 2014.

The District received five proposals, all of which were determined by the Committee to be responsive to the mandatory elements of the RFP. The Auditor Selection Committee evaluated these proposals. There were 80 max points available based on the firms technical qualifications and 20 max points available based on the firms’ price quote. The Committee met on November 6th and ranked the firms based on an average of the technical scores assessed to each firm by each committee member. Afterwards, they opened the sealed dollar cost proposals received from the respective firms and assessed each firms’ price score on a sliding percentage scale with the lowest price receiving 100% of the max points available (20). The technical score and the price score were then combined to determine the final scores and to determine the Committee’s ranking of the firms.

<table>
<thead>
<tr>
<th>FIRM NAME</th>
<th>TECHNICAL SCORE</th>
<th>PRICE SCORE</th>
<th>TOTAL SCORE</th>
<th>RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nowlen, Holt &amp; Miner PA</td>
<td>75.33</td>
<td>20.00</td>
<td>95.33</td>
<td>1</td>
</tr>
<tr>
<td>Grau and Associates</td>
<td>74.33</td>
<td>19.58</td>
<td>93.92</td>
<td>2</td>
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<tr>
<td>Keefe McCullough</td>
<td>70.33</td>
<td>16.88</td>
<td>87.21</td>
<td>3</td>
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<tr>
<td>Clifton Larson Allen LLP</td>
<td>63.67</td>
<td>15.10</td>
<td>78.76</td>
<td>4</td>
</tr>
<tr>
<td>HCT</td>
<td>61.00</td>
<td>**</td>
<td>61.00</td>
<td>5</td>
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</table>

**PRICE DETAILS**

<table>
<thead>
<tr>
<th>FIRM NAME</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
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<tbody>
<tr>
<td>Nowlen, Holt &amp; Miner PA</td>
<td>$21,500</td>
<td>$21,500</td>
<td>$21,500</td>
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<tr>
<td>Grau and Associates</td>
<td>$22,000</td>
<td>$22,500</td>
<td>$23,000</td>
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<tr>
<td>Keefe McCullough</td>
<td>$28,000</td>
<td>$29,000</td>
<td>$30,000</td>
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<tr>
<td>Clifton Larson Allen LLP</td>
<td>$32,224</td>
<td>$33,248</td>
<td>$34,344</td>
</tr>
<tr>
<td>HCT</td>
<td>undetermined</td>
<td>undetermined</td>
<td>undetermined</td>
</tr>
</tbody>
</table>

** = This firm was deemed unresponsive for the sealed cost dollar bids since they did not provide adequate pricing details for the 3 years of audits

Based upon this methodology, the Audit Selection Committee recommends selection of Nowlen, Holt & Miner PA, and requests the Board move to direct the General Manager to negotiate and execute an agreement.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 18, 2014

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Paul Christian

Subject: Small Commercial Unique Program

Summary of Discussion:

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$ Funding Source:

Attachments
Budgeted: N/A

Approved By: [Signature]
Date: 11/14/2014
General Manager
Change Order #6 for C-905/Fountain Engineering

Summary of Discussion:

Recommend approval of Change Order #6 which is a time only request for 60 days. Permitting issues and inclement weather has caused several delays to the project. This time extension will not cause any scheduling problems with the grinder pump installations being performed by another contractor.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$ 0.00</td>
<td>Change Order #6 Form</td>
</tr>
<tr>
<td>Administration:</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
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<tr>
<td>District Counsel:</td>
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<td>District Clerk:</td>
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</tr>
<tr>
<td>Engineering:</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 00950
CHANGE ORDER FORM

Change Order No. 6
Project Title Force Main Extension – C-905, Phase 1
Bid No. N/A
Owner: Key Largo Wastewater Treatment District
Contractor: Fountain Engineering
Agreement Date: November 5th, 2012

This Change Order is necessary to cover changes in the work to be performed under this Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Change Order.

THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:

(1) Original Contract Price $ 399,574.88
(2) Current Contract Price (Adjusted by Previous Change Orders) $ 2,232,682.34
(3) Total Proposed Change in Contract Price $ 0.00
(4) New Contract Price (Item 2 + Item 3) $ 2,232,682.34
(5) Original Contract Time 120 Days
(6) Current Contract Time (Adjusted by Previous Change Orders) 750 Days
(7) Total Proposed Change in Contract Time 60 Days
(8) New Contract Time (Item 6 + Item 7) 810 Days
(9) Original Contract Substantial Completion Date February 8, 2013
(10) New Contract Substantial Completion Date January 17, 2015

00950-1

SPECLIB120902
### CHANGES ORDERED

#### ITEM 1 FOR CHANGE ORDER #6

<table>
<thead>
<tr>
<th>Description of Change:</th>
<th>Addition of 60 Days to the C-905 Force Main Project Contract Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Change:</td>
<td>Due to inclement weather including record rainfall events coupled with FDEP Permitting Issues for two properties located along the US1 Corridor portion of the Project, Fountain Engineering required additional time to perform the scope of work to complete the force main connections for C-905. Because of the permitting issues Fountain had to leave the area and remobilize to the properties at a later date which caused further delays in the project.</td>
</tr>
<tr>
<td>Change in Contract Price:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Change in Contract Time:</td>
<td>60 days</td>
</tr>
</tbody>
</table>

**Net Change In Contract:**

$0.00
60 Days
## CHANGE ORDER SUMMARY

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Change in Contract Price</th>
<th>Change in Contract Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extend 3-inch FM on US1 r/w to service Coral Coast Community.</td>
<td>$138,710.30</td>
<td>60 Days</td>
</tr>
<tr>
<td>2</td>
<td>Extend 2 - inch FM from C-905 r/w to service Knowlson Colony, Gulfstream Shores and Ocean Reef Shores.</td>
<td>$955,998.50</td>
<td>220 Days</td>
</tr>
<tr>
<td>3</td>
<td>Install service laterals for remaining Unique Residential Properties.</td>
<td>$741,404.16</td>
<td>260 Days</td>
</tr>
<tr>
<td>4</td>
<td>Install 100 LF of HDPE in lieu of DIP pipe for bridge crossing on Valois Boulevard</td>
<td>$-3,005.50</td>
<td>0 Days</td>
</tr>
<tr>
<td>5</td>
<td>Addition of 90 Days to the Contract Time</td>
<td>$00.00</td>
<td>90 Days</td>
</tr>
<tr>
<td>6</td>
<td>Addition of 60 Days to the Contract Time</td>
<td>$00.00</td>
<td>60 Days</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$1,833,107.46</strong></td>
<td><strong>690 Days</strong></td>
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</tbody>
</table>

**WAIVER** This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR’s complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order.
APPROVAL AND CHANGE ORDER AUTHORIZATION

ACKNOWLEDGMENTS

The aforementioned change, and work affected thereby, is subject to all provisions of the original Agreement and specifically changed by this Change Order; and

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original Agreement other than matters expressly provided herein.

ATTEST: ____________________________

(Secretary) ____________________________

Date ____________________________

(Corporate Seal) ____________________________

ATTEST: Key Largo Wastewater Treatment District

(Signature) ____________________________

(Date) ____________________________

Paul Christian, General Manager ____________________________

Printed Name and Title

By (Signature) ____________________________

(Date) ____________________________

(Seal) ____________________________

00950-4
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 18, 2014

Agenda Item Number: 7

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Commissioner's Item
Sponsor: Chairman Gibbs

Subject: Wastewater Plant Odor Complaint

Summary of Discussion:

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $
Finance: Funding Source:
District Counsel: Budgeted:
District Clerk: N/A
Engineering: 

Attachments

Approved By: [Signature]
General Manager

Date: 11/14/2014