AGENDA

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

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL

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

DISTRIBUT STAFF:
Paul Christian    General Manager
Ray Giglio        General Counsel
Katherine Jackson District 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.”
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. RECOGNIZE DISTRICT STAFF

F. PUBLIC COMMENT

G. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of October 13, 2015
   2. Minutes of October 20, 2015

H. CONSTRUCTION REPORT
   1. Monthly Construction Update

I. OPERATIONS REPORT
   1. Recommendation of Intent to Award for Dual Buffer Tank
      Installation

J. ENGINEER’S REPORT
   1. Update on Status of Negotiations with Wharton-Smith for Blower
      Upgrade

K. ADMIN / CUSTOMER SERVICE REPORT
   1. Administration Building Progression Timeline

L. COMMISSIONER’S ITEMS
   1. Invoice for Morgado, PA (Chairman Asdourian)
   2. Letter from Margaret Blank (Commissioner Tobin)

M. GENERAL MANAGER’S REPORT

N. LEGAL REPORT

O. BUDGET AND FINANCE REPORT
   1. Weiler Engineering Work Authorization Renewal Realignments
      for FY16

P. ROUNDTABLE DISCUSSION

Q. 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 3, 2015

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

Department: District Clerk
Sponsor: Katherine Jackson

Subject: Minutes of October 13, 2015

Summary of Discussion:

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

Financial Impact
Operations: $ 
Finance: Funding Source: 
District Counsel: 
District Clerk: 
Engineering: 

Attachments
Minutes of October 13, 2015

Approved By: ______________________ Date: 10/29/2015
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on October 13, 2015. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Stephen Gibbs, and Commissioner Norman Higgins. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Chuck Adams, Ed Castle with Weiler Engineering, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Mrs. Marilyn Giglio led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Gibbs added three items: 1) a discussion of the status of negotiations with Wharton-Smith for the Blower Upgrade project under Engineer’s Report, 2) reading a statement before Commissioner’s Items, and 3) a survey of Commissioner’s under Commissioner’s Items.
- Commissioner Tobin requested that Commissioner’s Items be moved after Minutes of October 6, 2015.
- Mr. Paul Christian added an oral update on his trip to Tallahassee under General Manager’s Report and requested that the Monroe Park Sewer Project be moved after Commissioner’s Items.

APPROVAL OF AGENDA

Motion: Commissioner Gibbs made a motion to approve the agenda as amended, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0
PUBLIC COMMENT

Name and Address:  
Gary Bauman  
855 Ellen Drive  
Jerry Potter  
29 North Bounty Lane  
Sue Heim  
Key Largo  
Sue Heim  
Key Largo

Subject:  
Whether to Allow Severn Trent Services to Make a Presentation  
Whether to Allow Severn Trent Services to Make a Presentation  
Minutes of October 6, 2015  
Whether to Allow Severn Trent Services to Make a Presentation

Mr. Gary Bauman expressed his personal approval regarding asking a contractor to review current business practices.

Mr. Jerry Potter expressed his opinion regarding regulation of government agencies while protecting current jobs.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of October 6, 2015

Public Comment: Ms. Sue Heim read a letter to the Board which is attached to these minutes as “Attachment A.”

Motion: Commissioner Gibbs made a motion to approve the Minutes of October 6, 2015 as amended, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 3 to 2
COMMISSIONER'S ITEMS

Commissioner Gibbs' Letter

Commissioner Gibbs read a statement to the Board and requested that a copy of the statement be attached to these minutes. That copy is attached as “Attachment B.”

Commissioner Majeska commented on the statement, and expressed his concerns about the amount of problems between Board members at this time, and the need to create a uniformed Board once again.

Independent Legal Counsel (Commissioner Tobin)

Commissioner Tobin led a discussion referencing a memorandum from Mr. Ray Giglio to the Board of Commissioners after the decision to defer one parcel from the Code Enforcement list in September 2015. Commissioner Tobin read a passage from an e-mail exchange with Mr. Giglio, and requested that the e-mail exchange be attached to these minutes. That e-mail exchange is so attached as “Attachment C.” Commissioner Tobin expressed his opposition to Mr. Giglio’s legal opinion and is requesting a review of the opinion by an independent legal counsel.

Commissioner Gibbs expressed his opinion that the decision to defer one parcel from being turned over to Code Enforcement was unfair because it excluded the other parcels that were listed. Commissioner Gibbs also pointed out that Morgado, PA has already billed the District for legal research regarding discretionary board actions and ministerial duties.

Motion: Commissioner Majeska made a motion to hire independent legal counsel, and Commissioner Tobin seconded the motion.

Vote on Motion

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Motion passed 3 to 2
Whether the General Manager’s $10,000 Spending Cap was Intended to Apply to Routine and Ordinary Expenditures, i.e. Repairs, Supplies, etc. (Commissioner Tobin)

Commissioner Tobin discussed his e-mail exchange with Mr. Paul Christian, and requested that a copy of his e-mail exchange be attached to these minutes. The exchange is so attached as “Attachment D.” Commissioner Tobin stated his concerns over the General Manager’s ability to spend funds that do not support routine expenditures.

Commissioner Gibbs stated that he was made aware of the expenditure to Bascom Communications and Consulting, LLC for campaign material at a staff meeting, and that he felt this type of expenditure is within the realm of the General Manager’s authority. Commissioner Majeska stated his concern that the residents of the District are paying twice for this expenditure, because Monroe County is also scheduled to make a payment and District residents pay County taxes.

Mr. Paul Christian stated that he would be willing to have the Board approve this type of expenditure in the future. Mr. Christian acknowledged that it would have been appropriate to have notified the Board by e-mail at the time of the expenditure as well as to have brought it before the Board; and he committed to do so with respect to such expenditures in the future.

Commissioner’s Duties (Commissioner Tobin)

Commissioner Tobin led a discussion regarding the duties of the commissioners. Commissioner Tobin stated that he has some ideas for a handbook, and would like input from the other four commissioners regarding subjects for inclusion. Commissioner Tobin stated that he would like the commissioners to fill out the attached form from the agenda and to discuss this item again in the future.

Chairman Asdourian requested Commissioner Tobin show the Board the work he has already completed for the handbook, so he can see the project as a whole instead of piece by piece.

Whether to Allow Severn Trent Services to Make a Presentation (Commissioner Tobin)

Public Comment: Ms. Sue Heim asked the Board to defer the item to give interested persons the opportunity to appear before the Board.

Commissioner Tobin led a discussion regarding the Board requesting that Severn Trent Services make a presentation. Commissioner Tobin referenced his e-mail, and requested that a copy of his e-mail be attached to these minutes. A copy is so attached as “Attachment E.” Commissioner Tobin shared his concerns regarding business continuity if employees depart or disaster strikes and gaining efficiency from the plant.
Commissioner Majeska clarified that the Board would not be voting to take action on securing a contract for external services, but would just listen to a proposal from Severn Trent Services. He suggested that the Board ask other companies to present proposals as well.

Mr. Paul Christian assured the Board that the District has prepared a comprehensive Emergency Response Plan and continues to improve upon it. He indicated that the District is prepared for any challenges presented by any disaster including fire, flood, and hurricane.

**Motion:** Commissioner Tobin made a motion to invite Severn Trent Services to make a presentation to the Board, and Commissioner Majeska seconded the motion.

**Vote on Motion**

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**Motion failed 3 to 2**

**Survey of Commissioners**

Commissioner Gibbs made the recommendation to take a roll call of the commissioners after the approval of the agenda to ensure that all commissioners have prepared for the Board Meeting. Chairman Asdourian expressed his opinion that the roll call is unnecessary because it will become evident during the meeting if a commissioner is prepared.

**EXTENSION: 6:00PM**

**Motion:** Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

**LEGAL REPORT**

**Monroe Park Sewer Project**

Mr. Ray Giglio reintroduced the Monroe Park Sewer Project resolution to the Board, referencing “Attachment F” to describe the cold spot areas. Mr. Giglio informed the
Board that he contacted Mr. Bill Brookman of the Monroe County Health Department and was referred to Ed Barranco Florida Department of Health Environmental Administrator for on-site systems in Tallahassee. Mr. Giglio stated that because of the Columbus Day holiday he had not yet heard back from Mr. Barranco and would report back to the Board once he had.

Mr. Paul Christian stated that Florida Statutes were updated regarding the performance standards of on-site systems, which changed the requirements from a 10/10/10/1 to 10/10/70%/1. Mr. Ed Castle stated his that this rule change could help in finding an approved on-site system, but will still be problematic.

Staff answered questions from the Board, and the Board requested this item be brought back at a future meeting.

EXTENSION: 6:30PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

ENGINEER’S REPORT

Status of Negotiations with Wharton-Smith for the Blower Upgrade Project

Mr. Ed Castle addressed Commissioner Gibbs’ request regarding the progress of value engineering for the blower upgrade project. Mr. Castle stated that he is evaluating the different scopes of work for the blowers to find out if the different brands are comparable.

Mr. Castle also addressed Commissioner Majeska’s concern over the start date for a plant and collections system inspection checklist that the Board approved at a past meeting, stating that he will begin the checklist immediately.

Mr. Castle answered questions from the Board.

ADMIN/CUSTOMER SERVICE REPORT

Assessment Timeline Presentation

Ms. Diane Bockelman gave a presentation on the Assessment Timeline and answered questions from the Board.

Administration Building Progression Timeline

Mr. Rob Bulkiewicz reported that phase II is complete. Mr. Dave Boerner from Dave Boerner, Architect, P.A. informed the Board that there were some issues with the
concrete footer for the new column, and that he is monitoring the situation before he approves the concrete.

Staff answered questions from the Board.

Authorization of the General Manager to Negotiate and Execute a Contract with Vogt-Spear Corporation, Not to Exceed $337,500

Mr. Paul Christian reported that the District received five bid proposals for the Administration Building Remodel project, and stated that Vogt-Spear Corporation was the apparent lowest responsible and responsive bidder.

Commissioner Tobin stated that he had a conversation with Mr. Boerner regarding what parts of the remodel are absolutely necessary. Commissioner Gibbs and Commissioner Majeska stated that they would like to see the final price of the remodel closer to the $200,000 original price estimate.

Staff answered questions from the Board.

**Motion:** Commissioner Higgins made a motion to authorize the General Manager to issue an Intent to Award to Vogt-Spear Corporation with final price based on further negotiations and contingent on approval from the Board. Commissioner Majeska seconded the motion.

**Vote on Motion**

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Motion passed 4 to 0

**EXTENSION: 7:00PM**

**Motion:** Commissioner Tobin made a motion to extend the meeting 30 minutes. The motion passed without objection.

Commissioner Tobin left the meeting at 7:10 PM.
Mr. Rob Bulkiewicz introduced the MCLA Conservation Waiver of Assessment, and answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to approve the MCLA Waiver of Assessment – AK#1575691, and Commissioner Higgins seconded the motion.

**Vote on Motion**

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Motion passed 4 to 0

**GENERAL MANAGER’S REPORT**

*Trip to Tallahassee*

Mr. Paul Christian informed the Board that he met with Monroe County and State of Florida representatives on Thursday, October 8, 2015, in Tallahassee to gain support for the Florida Keys Environmental Stewardship Bill in the Florida Senate and House. Mr. Christian informed the Board that the next set of meetings are tentatively scheduled for the beginning of November 2015.

**ADJOURNMENT**

The Meeting was adjourned at 7:17 PM.

______________________________  ________________________________
David Asdourian, Chairman          Katherine Jackson, Clerk
From: SusanRHeim@aol.com
To: tobinlaw@terranova.net, keysburn@bellsouth.net, nhkeylargo@gmail.com, keyskrtitters@bellsouth.net
Sent: 10/11/2015 5:19:44 P.M. Eastern Daylight Time
Subj: KLWTD minutes of 10/6/15

Comms - problem with Comm Items & also with GM Report.

FROM THE Minutes of October 6, 2015 - as published online in the 10/13/15 Agenda

COMMISSIONER'S ITEMS

First -
General Counsel's Expenditures (Commissioner Tobin) Commissioner Tobin led a discussion regarding an expense account for Mr. Ray Giglio. Mr. Giglio stated that he was authorized to make expenditures on outside counsel if necessary, but he did not have an expense account. Motion: Commissioner Tobin made a motion to approve an expense account for the General Counsel to spend up to $1,500 per year without authorization, and Commissioner Higgins seconded the motion Vote on Motion r- Member Yes No Other Commissioner Tobin X Commissioner Gibbs X Commissioner Higgins X Commissioner Majeska X Chairman Asdourian X Motion passed 5 to 0

Next -
Less Costly Alternative for Delivering Service (Commissioner Tobin) Commissioner Tobin stated his opinion that the District has the responsibility to residents to look into lower cost alternatives for providing wastewater services. Commissioner Tobin suggested getting a proposal from Severn Trent Services for the provision of District wastewater management services. Commissioner Higgins stated his opinion that the District should be run without contract services, referencing past presentations to the Board. Commissioner Majeska suggested that the District can request a presentation, and possibly use the suggested ideas to look into areas that have the potential to save money. Chairman Asdourian shared his opinion that as the District is serving the residents well and is still finishing construction projects, he did not feel any consideration of this topic is necessary. Commissioner Tobin requested this item be brought back at a future meeting.

What got left out of this "summary" is that Comm Tobin requested a vote and Chair Asdourian refused to allow a vote saying this was only "discussion".

So Procedure Question is - how can one Comm Item be ok to vote on and another Comm Item be declared discussion only ???????

If I am correct, then the Expenditure vote was allowed incorrectly, and should be rescinded at the next meeting.

GENERAL MANAGER'S REPORT

Tuesday, October 13, 2015 AOL: SusanRHeim
Joint Participation in Service Agreement with Bascom Communications and Consulting, LLC for Preparation of Communications Campaign for FKESB Mr. Paul Christian informed the Board that Monroe County contacted all entities that are participating in the Florida Keys Environmental Stewardship Bill to request that they equally fund a public relations project. Mr. Christian stated that the District's share will be $6,000, and that this project will produce a video, handouts, and other informative materials to enhance lobbying efforts. Commissioner Tobin stated his concerns regarding the General Manager's $10,000 spending cap, and would like to discuss this item at a future meeting. Mr. Christian answered questions from the Board.

This specific summary is grossly incomplete and misleading. Comm Tobin was "concerned" that Paul took it upon himself to take over the Board's responsibility to create the public face of KLWTD, that Paul assumed authority for making the information materials being used in Tallahassee.

This action by Paul is something the Board needs to specifically address, and make stop. Also, does the summary exclude Comm Tobin's real concern bcz Paul intentionally did not want to make it public or bcz Paul did not understand or realize what was Comm Tobin's point?
Chairman Asdourian was on the money with his concerns last week (attachment A) on several counts:

1. Under “Commissioners Duties,” his on-going Scribner-ing project, Mr. Tobin copies employees! Why? I echo Mr. Asdourian’s question, “Since when do the commissioners copy the employees?” This act rings of an attempt to disrupt junior staff and breed discontent.

2. The Oct. 6 agenda discussion to “Dissolve the KLWTD was a unilateral act.” Calling for an outside firm to come speak to us with the shadow of dissolving the District is destructive enough, but why did Mr. Tobin copy Monroe County Administrator Roman Gastesi without first discussing the item with his peers on the BOD? In doing so he has shared what should be an internal issue with the County and, ultimately, our State Rep. Holly and all those in Tallahassee who are watching us with possible funding in the balance. This sends a message that Mr. Tobin owns and does not necessarily represent the rest of the BOD. I find it at the least disrespectful to the other four commissioners and, at worst, an attempt to subvert the District.

3. Mr. Tobin’s latest deception appears to be his September 25 request of Attorney Dale Morgado to “Conduct legal research re issues of board authority; draft memo re discretionary board actions vs. ministerial actions.” Sept. 25 was a Friday. The following Tuesday, Sept. 29 (with no board meeting scheduled) Mr. Tobin requested Mr. Morgado to “edit memorandum concerning ministerial and discretionary duties of board
and transmit same to board for review.” Neither the General Manager nor the District’s General Counsel knew of this. Neither did I.

The item was introduced by Mr. Tobin on the Oct. 6 agenda. It cost the District $825.

Every rate payer in the District should be angry at this unilateral and clandestine expenditure of community money. It serves only Mr. Tobin.

4. He challenges the effectiveness of counsel; seeks to question the GM’s expenditure of $6,000 which is well within the limits of his $10,000 discretion; suggests “Commissioners’ Duties” when we are all aware of our duties; and piles onerous work on staff, such as requesting the Clerk to copy him on all drafts of upcoming agendas.

If Mr. Tobin wants to run the show he should step down as a commissioner and apply for the GM job.

How long must we tolerate Mr. Tobin’s skirting of the rest of the Board, berating senior staff and piling unnecessary work on junior staff?

I am almost ready to ask for a vote of impeachment.

Respectfully,
Steve Gibbs

October 13, 2015
Subject: Re: Your Primary Focus
From: A Budder (abudder@yahoo.com)
To: ray.giglio@klwtd.com;
Cc: tobinlaw@terranova.net;
Bcc: nick@mulicklaw.com;
Date: Thursday, October 8, 2015 3:12 PM

Ray,

Here's the $64,000 question -

What is the standard that Ray Giglio (a wonderful and caring person) or our next attorney (an uncaring and heartless person) should apply when deciding whether the Board's actions "might tend to create the appearance of impropriety."

Is the standard objective, subjective, or worst case?

With all due respect, and without any ill will, what you describe as your "primary focus" is in my opinion outside of your duties because it allows you the unbridled discretion to inform us of your displeasure based on your arbitrary and standardless perception of what others "might tend" to think.

Most respectfully, I again request that you confess error.

Thank you again for your service to the Board.

Andy
Hi Andy,

Well, it is hard to imagine anything that would cause me to change my advice that the Board avoid taking any action or adopting any procedures that might tend to create the appearance of impropriety—which was and is my primary focus.

However, I would certainly want to give the board a report on any findings that cause me to change my views on any matter about which I have expressed a legal opinion to the board. To the extent that it is appropriate, I would think that any such report would include an acknowledgment of any mistakes made.

Ray

(305) 340-9198
ray.giglio@klwtd.com

-----Original Message-----
From: ABudder [mailto:abudder@yahoo.com]
Sent: Thursday, 08 October, 2015 8:59 AM
To: Ray Giglio
Cc: Tobin Andrew
Subject: The Law

Dear Ray,

If, after you review the case law, you determine the Board's decision to amend the code enforcement referral list was an "executive" decision that is not subject to appeal by anyone, and the Board did not have a "ministerial duty" to send the list to the County exactly as written by staff, will you apologize to the Board for giving incorrect legal advice?

I appreciate your service and regret anything that interferes with our good relationship.

Regards,

Andy
From: tobinlaw [tobinlaw@terranova.net]
Sent: Monday, October 12, 2015 3:34 PM
To: 'Paul Christian'
Cc: 'Commissioners'; 'Ray Giglio'; 'connie.fazio@klwtd.com'; 'Peter L. Rosasco'; 'Rob Bulkiewicz'; 'Ed Castle'
Subject: RE: Bascom Contract

Paul,

Your position would appear to include running ads in the local newspapers or anything else that you deem supportive.

By the way, I called Roman and he told me that he suggested that you should check with your Board before making a commitment.

Andy

Andrew M. Tobin, Esq.  
Attorney at Law  
P.O. Box 620  
Tavernier, FL 33070  
305.852.3388  
tobinlaw@terranova.net

From: Paul Christian [mailto:paul.christian@klwtd.com]  
Sent: Monday, October 12, 2015 8:36 AM  
To: tobinlaw  
Subject: Re: Bascom Contract

Commissioner Tobin,

Good morning.

It is my understanding that, according to the District’s purchasing policy, I have the authority to spend up to $10,000 without Board prior approval for expenditures supporting the District’s operation.

In this case, the Board had shown support for the FKESA bill through resolution and I felt that this expenditure supported that bill and was a sound financial deal for the District.

Paul Christian  
General Manager  
Key Largo Wastewater Treatment District  

10/13/2015
On Wed, Oct 7, 2015 at 6:45 PM, tobinlaw <tobinlaw@terranova.net> wrote:

Paul,

It was my understanding that your spending cap was for "routine" matters, i.e. equipment purchases, repairs, etc. and not intended to apply to matters such as entering into a contract with other government agencies for public relations services.

Can you please give me your understanding of your spending cap so that we can have an intelligent and productive discussion at the next Board meeting.

Thank you in advance for your cooperation.

Andy

Andrew M. Tobin, Esq.
Attorney at Law
P.O. Box 620
Tavernier, FL 33070
305.852.3388
tobinlaw@terranova.net

This email has been checked for viruses by Avast antivirus software.

www.avast.com
From: tobinlaw [tobinlaw@terranova.net]
Sent: Monday, October 12, 2015 5:14 PM
To: 'Commissioners'
Cc: 'Ray Giglio'; 'Paul Christian'; 'Rob Bulkiewicz'; 'connie.fazio@klwtd.com'; 'Katherine Jackson'; 'Peter L. Rosasco'; 'Ed Castle'
Subject: SEVERN TRENT PROPOSAL

Commissioners:

There is no question about it. ..............We have come a long way in 13 years. We do a lot of things right, or so I believe. However, there are three questions that Severn Trent can help us answer:

No. 1: How does the District provide "continuity" for instance when a key employee (or two) decide to leave, i.e. Dan, Chuck, Jared, etc.

No. 2: How does the District handle a disaster such as a hurricane or flood?

No. 3. Can the District operate with greater efficiency, and at lower costs.

Frankly for me, No. 3, while very important, ranks third.

We owe it to the citizens to explore every option.

Regards,

Andy

Andrew M. Tobin, Esq.
Attorney at Law
P.O. Box 620
Tavernier, FL 33070
305.852.3388
tobinlaw@terranova.net
Monroe Park / Manatee Bay

Number of Proposed Connections Per Property
<table>
<thead>
<tr>
<th>Group</th>
<th>AK</th>
<th>Parcel Owner</th>
<th>Physical Location</th>
<th>PC</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>North C905</td>
<td>1091120</td>
<td>SILER EMILY E</td>
<td>11175 CR 905</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>North C905</td>
<td>1538370</td>
<td>DAVIS ROBERT C REVOCABLE TRUST AGREE 8/27/1994</td>
<td>21 CARYSFORT CIR N</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>North C905</td>
<td>1538418</td>
<td>SKINNER MATTHEW</td>
<td>25 CARYSFORT CIR</td>
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<td></td>
</tr>
<tr>
<td>North C905</td>
<td>1538434</td>
<td>COFFIN WINDSOR D INTER VIVOS TRUST DTD 4/15/94</td>
<td>27 CARYSFORT CIR</td>
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<tr>
<td>North C905</td>
<td>1538477</td>
<td>LLOYD TRINITY</td>
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<tr>
<td>North C905</td>
<td>1091286</td>
<td>MONROE COUNTY</td>
<td>S.R. 905</td>
<td>86</td>
<td></td>
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<tr>
<td>North C905</td>
<td>8738030</td>
<td>HARLEE Elnora B</td>
<td>10980 COUNTY RD</td>
<td>1</td>
<td></td>
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<tr>
<td>North C905</td>
<td>8738064</td>
<td>POST JAMES H</td>
<td>10987 COUNTY RD</td>
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<td></td>
</tr>
<tr>
<td>North C905</td>
<td>8932683</td>
<td>FRALEY MARK P</td>
<td>EASEMENT CARD SOUND RD</td>
<td>1</td>
<td></td>
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<tr>
<td>North C905</td>
<td>8968477</td>
<td>ANDERSON PORTER</td>
<td>914 GRAND AVE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>North C905</td>
<td>1090905</td>
<td>MAXWELL MARY KAUFMAN LIV TR 10/23/00 AMD 2/8/01</td>
<td>50 SEA CRITTERS LN</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Behind Plant</td>
<td>1664995</td>
<td>CARTER ENTERPRISES INC</td>
<td>300 CENTRAL AVE</td>
<td>25</td>
<td></td>
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<tr>
<td>Behind Plant</td>
<td>8798733</td>
<td>FLORIDA KEYS JUVENILE SERVICES INC</td>
<td>100 CENTRAL AVE</td>
<td>77</td>
<td></td>
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<tr>
<td>Behind Plant</td>
<td>1665096</td>
<td>LEGER BRUCE AND MARIE</td>
<td>5 JONES ST</td>
<td>1</td>
<td>No water meter</td>
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<tr>
<td>Behind Plant</td>
<td>1665240</td>
<td>BLAUVELT ROBERT J</td>
<td>8 JONES ST</td>
<td>12</td>
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<td>Removed from list</td>
<td>1095699</td>
<td>FLORIDA KEYS SHOOTING CLUB INC</td>
<td>VACANT LAND</td>
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<td>8932826</td>
<td>ALABAMA JACKS INC</td>
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<td>8641494</td>
<td>ANCHORAGE RESORT AND YACHT CLUB INC</td>
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<td>Not Servicing</td>
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<td>OLD KEYS TAVERN LLC</td>
<td>107690 OVERSEAS HWY</td>
<td>20</td>
<td>Not Servicing</td>
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<td>8820674</td>
<td>DUANE THOMAS B AND KAREN S</td>
<td>91981 OVERSEAS HWY</td>
<td>1</td>
<td>Was provided service</td>
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</table>
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 3, 2015

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

Department: District Clerk
Sponsor: Katherine Jackson

Subject: Minutes of October 20, 2015

Summary of Discussion:

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

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

Attachments
Minutes of October 20, 2015

Approved By: __________________________ Date: 10/29/2015
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on October 20, 2015. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Stephen Gibbs, and Commissioner Norman Higgins. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Chuck Adams, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Chuck Adams led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

• Commissioner Majeska added two items: 1) discussion the dewatering process under Operations Report, 2) discussion of code enforcement under Commissioner’s Roundtable.
• Chairman Asdourian requested that the Morgado, PA Invoice be changed from Action to Discussion.

APPROVAL OF AGENDA

Motion: Commissioner Gibbs made a motion to approve the agenda as amended, and Commissioner Higgins 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 Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Gibbs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Asdourian</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0
PUBLIC COMMENT

Name and Address    Subject

Sue Heim           General Comments on KLWTD
Key Largo

Ms. Sue Heim stated her opinion of the code enforcement process and the length of time it would take for all cases to be processed.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of October 13, 2015

Commissioner Tobin requested Ms. Sue Heim's public comment referring to the item Whether to Allow Severn Trent Services to Make a Presentation be changed to "Ms. Sue Heim asked the Board to defer the item to give interested persons the opportunity to appear before the Board."

Commissioner Gibbs and Commissioner Tobin asked for clarification regarding the vote on Authorization of the General Manager to Negotiate and Execute a Contract with Vogt-Spear Corporation, Not to Exceed $337,500.

The Board directed the Clerk to make the changes and bring the minutes back to the November 3, 2015 meeting for approval.

OPERATIONS REPORT

Dewatering

Commissioner Majeska requested that staff educate the Board on the process and cost of dewatering.

Staff explained the dewatering process and associated costs, and answered questions from the Board.

ENGINEER'S REPORT

Update on Status of Negotiations with Wharton-Smith for Blower Upgrade

Mr. Ed Castle reported that he has been working with Mr. Greg Williams of Wharton-Smith and the various suppliers for the Blower Upgrade Project to identify areas that could result in overall savings. Mr. Castle stated that he is still trying to find reliable references for the blower alternative.

Mr. Castle and staff answered questions from the Board.
ADMIN/CUSTOMER SERVICE REPORT

Administration Building Progression Timeline

Mr. Rob Bulkiewicz reported that phase II is complete pending the project engineer's receipt and verification of the concrete mix report. Mr. Bulkiewicz informed the Board that he is working closely with other staff and Mr. Chris Vogt from Vogt-Spear Corporation to find cost savings and negotiate a final price for the remodel of the administration building.

Staff answered questions from the Board.

COMMISSIONER'S ITEMS

Morgado, PA Invoice (Chairman Asdourian)

Chairman Asdourian led a discussion regarding the Morgado, PA invoice, which contained charges stemming from Commissioner Tobin's request for a memorandum concerning ministerial and discretionary duties of the Board. Chairman Asdourian suggested that, since the charges were incurred prior to the Board's vote approving outside legal counsel, Commissioner Tobin should be held responsible for those charges.

Commissioner Tobin stated that the Board has a long-standing policy that commissioners were able to consult with legal counsel to get a second legal opinion as long as the attorney was on retainer with the District. Commissioner Tobin also stated the importance of the Board having access to a second attorney without the need for a vote.

Commissioner Gibbs stated that he was not provided with the memorandum from Morgado, PA, and he requested that the Board be furnished with the documents prepared by Mr. Morgado. Commissioner Tobin agreed to provide those documents.

Commissioner Majeska objected to the use of the phrase "hand in the cookie jar" by Chairman Asdourian, as that phrase implies that Commissioner Tobin was stealing something from the District.

Commissioner Tobin left the meeting at 5:05 PM.

LEGAL REPORT

Vogt-Spear Intent to Award Legality

Commissioner Majeska asked Mr. Ray Giglio to address whether there are any legal issues associated with issuing an Intent to Award to Vogt-Spear in light of the e-mail message that was sent to the District by Mr. Christian Brisson of Pedro Falcon
Contractors, Inc., another company that had submitted a proposal for the Headquarters Building Remodel Project.

Mr. Giglio informed the Board that the RFP documents clearly stated that the District is the sole judge of which Proposal and resulting agreement is most advantageous to, and is in its best interest of the District. Mr. Giglio also informed the Board that this e-mail was sent from a contractor who turned in one of the highest bids for the Headquarters Building Remodel Project.

Staff answered questions from the Board.

**ROUNDTABLE DISCUSSION**

*Code Enforcement*

Commissioner Majeska led a discussion regarding the length of time it would take to send all unconnected parcels to Monroe County Code Compliance, stating that he thought all parcels that had received a certified final notice should be sent to code right away.

Mr. Paul Christian explained that the District's notification process has been recently modified, and that certified letters are now sent to parcel owners and door hangers are now left at properties that will be sent to code compliance. Mr. Christian suggested that staff prepare a presentation and give it at a future date.

**ADJOURNMENT**

The Meeting was adjourned at 5:29 PM.

________________________________________
David Asdourian, Chairman

________________________________________
Katherine Jackson, Clerk
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 3, 2015

Agenda Item Number: H-1

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

Department: Construction
Sponsor: Chuck Adams

Subject: Monthly Construction Report

Summary of Discussion:
Operations Manager Chuck Adams has provided an update on the status of KLWTD current and planned construction projects.

Reviewed / Approved: Operations: [Signature]

Financial Impact:
- $0.00 Expense

Funding Source: Grant(s)

Budgeted: N/A

Attachments: October Construction Update

Approved By: [Signature]
General Manager
Date: 10/29/2015
October 2015

To: K LWTD Commissioners
From: Chuck Adams
CC: Paul Christian

Subject: Monthly Construction Update

Below is a list of current and planned construction projects with status updates.

<table>
<thead>
<tr>
<th>Project</th>
<th>Current Status</th>
<th>Bid Date</th>
<th>Contract Start</th>
<th>Contract End</th>
<th>Expended To Date</th>
<th>Total Project Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grinder Pump Program</td>
<td>89% of Stations Installed</td>
<td>11/21/2013</td>
<td>5/24/2014</td>
<td>11/19/2015</td>
<td>$555,752</td>
<td>$751,928 (+$196,176)</td>
</tr>
<tr>
<td>Sludge Handling System</td>
<td>98% Completed</td>
<td>11/13/2013</td>
<td>9/29/2014</td>
<td>11/30/2015</td>
<td>$3,976,087</td>
<td>$4,269,066 (+$292,979)</td>
</tr>
<tr>
<td>Chemical Storage &amp; Feed System</td>
<td>Pre-Bid Meeting Held 10/27</td>
<td>11/17/2015</td>
<td>TBD</td>
<td>TBD</td>
<td>-</td>
<td>$429,860</td>
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<tr>
<td>SCADA Upgrade</td>
<td>Approved by Board 5/19/2015</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
<td>-</td>
<td>$108,640</td>
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<tr>
<td>WWTP Blower Upgrades</td>
<td>Negotiations Ongoing for Final Cost Reduction</td>
<td>9/8/2015</td>
<td>TBD</td>
<td>TBD</td>
<td>-</td>
<td>$1,911,812</td>
</tr>
</tbody>
</table>

Project Specific Notes

1. Grinder Pump Program:
   a) Force main installation: Completed - Billed (Fountain Contract)
   b) Phase 1 (25 units): Completed - Billed (Keys Contracting Contract)
   c) Phase 2 (27 units): Completed - Billed
   d) Phase 3 (27 units): Completed - Billed
   e) Phase 4 (28 units): Completed - Billed
   f) Phase 5 (34 units): Last Phase - 15 of 34 stations have been completed and billed.
   g) Final Release of Phases 1-4: 15 parcels pending.
2. **Sludge Handling System (Digester) Project:**
   a) The new digester tank is completed and operational
   b) The final shop drawings for the elevated bridge between the digester and SBR #1 have been received and approved. The design of the footer for the bridge has been completed.
   c) Construction of the elevated bridge is expected to begin the first week of November, when fabrication is completed.

3. **Chemical Storage & Feed System**
   a) Pre-bid meeting was held on 10/27/2015
   b) Final proposals are due 11/17/2015

4. **SCADA Upgrade**
   a) Proposal for SCADA programming approved by Board and has been executed.
   b) Project will be scheduled as soon as the digester project allows.
   c) New SCADA servers being built by IT Department.

5. **WWTP Blower Upgrades**
   a) Intent to Award has been issued to Wharton-Smith pending final negotiations and value engineering

Respectfully Submitted,

Chuck Adams
Operations Manager
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: November 3, 2015  
Agenda Item Number: I-1

<table>
<thead>
<tr>
<th>Agenda Item Type: Information / Presentation</th>
<th>Agenda Item Scope: Review / Discussion</th>
<th>Recommended Action: Action</th>
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</table>

Department: Operations  
Sponsor: Chuck Adams  
Subject: Recommendation of Intent to Award for Dual Buffer Tank Installation

Summary of Discussion:  
After review of the submitted proposal, Staff recommends the acceptance and requests the Board authorize the General Manager to execute a contract with Redland Company for the installation of the Dual Buffer Tank at Paradise Point Senior Living Center for the amount not to exceed $32,529.15.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$ 32,529.15</td>
<td>1. Memo from Chuck Adams</td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td>2. Redland Company Proposal</td>
</tr>
<tr>
<td>Finance:</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td>Funding Source:</td>
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</tr>
<tr>
<td>District Clerk:</td>
<td>Assessment Revenue</td>
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<tr>
<td>Engineering:</td>
<td>Budgeted: No</td>
<td></td>
</tr>
</tbody>
</table>

Approved By: General Manager  
Date: 10/29/2015
Memo

To: KLWTD Commissioners

From: Chuck Adams, Operations Manager

Date: October 21, 2015

Re: Intent to Award Contract to Redland Company for Paradise Point Senior Living Center Dual Buffer Tank

Attached please find the proposal for the installation and connection of a Dual Buffer Structure to the main and the complete restoration. The proposal states that Redland Company will supply all Equipment, Labor & Supervision to perform the work at Paradise Point Senior Living Center for the amount of $28,675.18.

KLWTD will be responsible for providing the buffer tank “kit” which includes 2 valve/breathers, part bags for each, 2 pipe hang kits, 2 flex hoses, 2 3” caps, and 1 air terminal valued at $3,854.00.

Total cost of this project will be $32,529.15

One other company was contacted regarding this project; however, due to their work load they were unable to submit a proposal.

Staff respectfully requests your approval.

Respectfully submitted,

Chuck Adams
Operations Manager
PROPOSAL

DATE: 09/21/2015 Office No.: (305) 451-4019

ATTN: Laura Weinstock
Key Largo Wastewater Treatment District
98880 Overseas Hwy,
Key Largo, FL 33037
E-MAIL: Laura.weinstock@klwtd.com

PROJECT: Paradise Point - District

Redland to Supply all Equipment, Labor & Supervision to Perform the Following:

1. Installing and connecting Dual Buffer Structure to the main and complete restoration
   (Exclude internal parts or items to Buffer System)  $ 28,675.18

Total Lump Sum $28,675.18
Scope of Work

GENERAL EXCLUSIONS (UNLESS SPECIFICALLY INCLUDED ABOVE):

a. Furnishing water for construction operations
b. De-watering
c. Soil Testing or Laboratory
d. Temporary grassing
e. Landscaping, grassing (sod or seeding), topsoil, planting mediums, irrigation, and related sleeving and maintenance
f. Site electrical, lighting, and sleeving
g. Removal, abandonment, or capping of existing wells
h. Existing Utility exploration, disconnects, removals, relocation etc. (water, sewer, drainage, electric, phone, cable, irrigation, etc.)
i. Fence/Guardrail (removal, replacement, relocation, or new)
j. Sign removal, replacement, or relocation
k. Nighttime, Holiday, Weekend or other “premium time” work
l. Portable or Building related slabs, ramps, plumbing, electrical, etc.
m. Marquee/Site Sign foundations, slabs, signs, electrical, etc.

n. Testing
o. Final As-Built
p. Permit related costs
q. Pole and/or guy wire removals/relocations/new
r. Exclude internal parts or items to Buffer System
s. Planter excavation and/or backfill
t. Pretreatment or other soils treatment
u. Bond costs
v. Erosion control or other SWPPP related work
w. Vapor barrier or drainage fill/toppings at building pad
x. Removal or disposal of any existing trash, tires, debris, contaminated, toxic, or Hazardous materials, etc.
y. Dumpster/Trash Compactor/LP Gas/Truck well excavation, foundations, slabs, enclosures, gates, fences, bollards, drainage, or related work.
z. Restoration of work completed by TRC and damaged by others
aa. Work involving unforeseen underground conflicts and/or unsuitable soil conditions.
bb. Re-grading green areas after initial grading
cc. Delays due to strikes, trucking, suppliers, weather, or other “force majeure” events
dd. Price increases due to industry-wide effects (i.e. petroleum, PVC, HDPE, concrete, trucking, metals, etc.)

ce. Tree protection
ff. Release of liens prior to respective payment
gg. Design/Engineering/Survey
hh. Warranty in excess of 1 year from completion of TRC’s work
ii. Insurance in excess of TRC’s current policy limits
jj. Signs attached to building
kk. Trenchless technology for underground installation
ll. Pipe video, laser profile, etc.
mn. Wage Rates/Certified Payrolls
nn. All other work not listed in Specific Inclusions above
CONDITIONS:

a. Payment Terms are Net Fifteen (30) Days from date of Invoice, no retainage.
b. Maintenance of Traffic is included in contractor's scope of work.
c. Proposal is valid for 30 days.
d. Interest rate of 1.5% shall be applied to all past due balances. Owner/Contractor agrees to pay all collection and attorney fees for collection of past due balances.
e. Mobilization included for continuous work of TRC items. Additional mobilizations will be billed at $1,200.00 each.
f. All permits and related costs are by the Owner/Contractor.
g. Bond costs, if required, are not included.
h. The Redland Company, Inc. shall not be responsible for delays (and subsequent costs to Prime Contractor and/or others) which are beyond the control of The Redland Company, Inc. (i.e., strikes, weather, equipment repairs, etc.).
i. Dates to mobilize must be further mutually agreed upon.
j. Any onsite moves requiring Lowboy use will be billed as an additional mobilization Cost.

Thank you for the opportunity to submit this Proposal and we look forward to working with you in the future.

Sincerely,

THE REDLAND COMPANY, INC.

Cliff Scott

Miami-Dade County: E952001
Broward County: 82-764-X
Monroe County: ENG 1 191A
State of Florida: CGC1509248

ACCEPTED, this the _____ day of ____________, 2015

THE REDLAND COMPANY, INC.

BY: ________________________________ BY: ________________________________

(Print or Type Name and Title) (Print or Type Name and Title)
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 3, 2015

Agenda Item Number: J-1

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

Department: Engineering
Sponsor: Ed Castle

Subject: Update on Status of Negotiations with Wharton-Smith for Blower Upgrade

Summary of Discussion:

Reviewed / Approved: 
Financial Impact: $
Attachments:

Operations: 
Administration: 
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted:
Engineering: N/A

Approved By: ____________________________ Date: 10/29/2015
General Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 3, 2015

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Admin /Customer Service
Sponsor: Rob Bulkiewicz

Subject: Administrative Building Progression Timeline

Summary of Discussion:
Staff will give an update on our project schedule for the new administration building located at 103355 Overseas Highway, including construction cost estimates.

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

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

Attachments
103355 Overseas Hwy Project Schedule

Approved By: General Manager Date: 10/29/2015
103355 Overseas Highway Project Schedule
All dates subject to change

Demolition | Award at Board Meeting 6/2/2015
Demolition | Demolition Period 6/8/2015 - 6/12/2015
Column Removal | Bid period 5/18/2015 - 6/4/2015
Column Removal | Award Change Order at Board Meeting 6/16/2015
Column Removal | Construction 7/13/2015 - 10/12/2015
Remodel | Bid Spec Completed and RFP posted 8/10/2015
Remodel | Bid period 8/10/2015 - 9/24/2015
Remodel | Selection Committee 9/17/2015 - 9/24/2015
Remodel | Value Engineering Meeting 11/4/2015
Remodel | Present Results of Meeting to Board 11/10/2015
Remodel | Construction 11/30/2015 - 3/14/2016
Move In Day 3/21/2016

2015
Jan       Mar       May       Jul       Sep       Nov       2016       Mar       2016

Demolition Complete 6/23/2015
Bid Period Ends 9/24/2015
Remodel Complete 3/14/2016
Color Board 7/14/2015
Column Removed 10/12/2015
Move In Day 3/21/2016
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 3, 2015
Agenda Item Number: I-1

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

Department: Commissioner’s Item
Sponsor: Chairman Asdourian

Subject: Invoice for Morgado, PA

Summary of Discussion:

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

Financial Impact
Operations: $2,825.00

Attachments
1. Morgado, PA Invoice
2. Copy of Check #6732
3. FedEx Shipment Receipt

Approved By: General Manager
Date: 10/29/2015
Key Largo Wastewater Treatment District  
Paul Christian  
98880 Overseas Hwy  
Key Largo FL 33037

### Invoice #:
0000073

### Date:
September 29, 2015

### Balance Due USD: $2,825.00

#### To View Your Invoice Online »
1. Go to: https://morgadopa.freshbooks.com/code
2. Enter this code: NHWvcmSH5kuLmZ6

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Entry Notes</th>
<th>Rate ($)</th>
<th>Hours</th>
<th>Line Total ($)</th>
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</thead>
<tbody>
<tr>
<td>Attention to:</td>
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<td>0.5</td>
<td>0.00</td>
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<tr>
<td>Attention to:</td>
<td>[09/09/15] review correspondence from client on workers' compensation issues,</td>
<td>400.00</td>
<td>2</td>
<td>800.00</td>
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<tr>
<td></td>
<td>conduct additional legal research regarding the same; prepare memo re same</td>
<td></td>
<td></td>
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<tr>
<td>Attention to:</td>
<td>[09/10/15] confer with clients; obtain additional facts and questions; prepare</td>
<td>250.00</td>
<td>3.5</td>
<td>875.00</td>
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<tr>
<td></td>
<td>revised memorandum with draft response for clients review</td>
<td></td>
<td></td>
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<td>Attention to:</td>
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<td>250.00</td>
<td>1.2</td>
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<td>Attention to:</td>
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<td>250.00</td>
<td>2.3</td>
<td>575.00</td>
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<td></td>
<td>discretionary board actions vs. ministerial actions</td>
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<td>Attention to:</td>
<td>[09/29/15] edit memorandum concerning ministerial and discretionary duties of</td>
<td>250.00</td>
<td>1.1</td>
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<td></td>
<td>board and transmit same to board for review</td>
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Subtotal: 2,825.00

Total: 2,825.00

Amount Paid: 0.00

Balance Due USD: $2,825.00

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RECEIVED  
OCT 06 2015  
KEY LARGO WASTEWATER TREATMENT DISTRICT
<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Description/Detail</th>
<th>Amount</th>
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<tr>
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<td>Services September 2015</td>
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<tr>
<td>10/27/15</td>
<td>000006732</td>
<td>Check #: GENOP</td>
<td>2,825.00</td>
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Ship to: Dale J. Morgado, Esq.  
Morgado, P.A.  
382 Northeast 191st Street  
Suite 84164  
Miami, FL  
33179  
US

Ship from: Melissa Cornelison  
KLWTD  
98880 Overseas Hwy  
Key Largo, FL  
33037  
US  
3054514019

Tracking no.: 774852354307  
Ship date: 10/29/2015  
Estimated shipping charges: 4.85

Package Information:  
Pricing option: FedEx Standard Rate  
Service type: Standard Overnight  
Package type: FedEx Envelope  
Number of packages: 1  
Total weight: 1 LBS  
Declared Value: 0.00 USD  
Special Services:  
Pickup/Drop-off: Drop off package at FedEx location

Billing Information:  
Bill transportation to: 298296462-462  
Your reference: Finance  
P.O. no.:  
Invoice no.:  
Department no.: 

Thank you for shipping online with FedEx ShipManager at fedex.com.

Please Note:  
FedEx will not be responsible for any claim in excess of $100 per package, whether the result of loss, damage, delay, non-delivery, misdelivery, or misinformation, unless you declare a higher value, pay an additional charge, document your actual loss and file a timely claim. Limitations found in the current FedEx Service Guide apply. Your right to recover from FedEx for any loss, including intrinsic value of the package, loss of income interest, profit, attorney's fees, costs, and other forms of damage whether direct, incidental, consequential, or special is limited to the greater of $100 or the authorized declared value. Recovery cannot exceed actual documented loss. Maximum for items of extraordinary value is $1000, e.g., jewelry, precious metals, negotiable instruments and other items listed in our Service Guide. Written claims must be filed within strict time limits; Consult the applicable FedEx Service Guide for details.

The estimated shipping charge may be different than the actual charges for your shipment. Differences may occur based on actual weight, dimensions, and other factors. Consult the applicable FedEx Service Guide or the FedEx Rate Sheets for details on how shipping charges are calculated.

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

Meeting Date: November 3, 2015

Agenda Item Number: L-2

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

Department: Commissioner's Item
Sponsor: Commissioner Tobin

Subject: Letter from Margaret Blank

Summary of Discussion:

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>Margaret Blank's Letter</td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
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<tr>
<td>District Counsel:</td>
<td></td>
<td></td>
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<tr>
<td>District Clerk:</td>
<td>Budgeted: N/A</td>
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<tr>
<td>Engineering:</td>
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<td></td>
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</tbody>
</table>

Approved By: [Signature]
General Manager
Date: 10/24/2015
Fwd: Staffing issues

Paul Christian

To: Katherine Jackson

Thu, Oct 29, 2015 at 8:36 AM

Paul Christian

General Manager
Key Largo Wastewater Treatment District
Office: 305-451-4019
Fax: 888-480-3572

--- Forwarded message ---

From: <abudder@yahoo.com>
Date: Wed, Oct 28, 2015 at 6:09 PM
Subject: Re: Staffing issues

To: "paul.christian@klwtd.com" <paul.christian@klwtd.com>
Cc: Andy Tobin <andy.tobin@klwtd.com>, Robert Majeska <robert.majeska@klwtd.com>, Steve Gibbs <steve.gibbs@klwtd.com>, David Asdourian <david.asdourian@klwtd.com>, Norm Higgins <norman.higgins@klwtd.com>, David Asdourian <keysbum@bellsouth.net>, Steve Gibbs <gibbsail43@gmail.com>, "Peter L. Rosasco" <peter@keyscpa.com>, Ed Castle <edrcastle@me.com>

Paul,

Please put Margaret's letter on the next agenda for discussion.

Thank you,

Andy

Sent from my IPad

> On Oct 28, 2015, at 9:36 AM, Margaret Blank <margaret.h.blank@gmail.com> wrote:
> Hi Commissioners;
> I'm writing today because of the article in the Free Press this morning. The District is facing much bigger problems than code enforcement right now. I understand that the argument over code enforcement is a manifestation of larger underlying issues. But there is currently a brain drain that could compromise future performance. That requires your immediate attention.
> In the past year, you have lost two "A" treatment plant operators. One of those was Dan Saus. Dan was replaced by a gentleman from out of state, who I'm sure is very capable. However, he does not yet have his Florida license according to the response to a public records request that I submitted. When will he be getting his Florida license?
> The other was Chris Wright. Chris was the District employee most knowledgeable about the asset management system. When Chris left, the District was switching over from CityWorks to BS&A. Chris has not been replaced at all. What is the status of the asset management system today? Who is responsible for it day-to-day? And what are their qualifications?
> At present, the District has one "A" operator and two "C" operators. One of those "C" operators only obtained his license very recently. That means for a substantial amount of time the District was running the plant with
only two licensed operators. You're cutting it very close in my opinion. You could wind up in compliance trouble.

> You recently lost the only employee qualified to oversee your construction projects. Has that employee been replaced? And what are the qualifications of the replacement? According to the District's latest budget, there are $14 million in construction projects planned. Is the District staffed up to handle that?

> I know that you guys tend to gravitate toward personnel and administrative details, but the District is a technical operation and it needs to be staffed by technically competent people. It's the GM's job to do that. And it is your job to make sure the GM is doing his job.

> Best,

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

Meeting Date: November 3, 2015
Agenda Item Number: O-1

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

Department: Finance
Sponsor: Connie Fazio

Subject:
**Weiler Engineering Work Authorization Renewal Realignments for FY16**

Summary of Discussion:


<table>
<thead>
<tr>
<th>Work Authorization</th>
<th>Department</th>
<th>Financial Impact</th>
<th>Reviewed / Approved</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>#16-01</td>
<td>Construction Engineering</td>
<td>$195,025</td>
<td>Operations:</td>
<td>Work Authorizations 16-01, 16-02, 16-03, 16-04, and 16-05</td>
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<td>#16-02</td>
<td>Plant Engineering</td>
<td>$111,108</td>
<td>Administration:</td>
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<td>#16-03</td>
<td>Collections Engineering</td>
<td>$73,980</td>
<td>Finance: Connie Fazio</td>
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<td>#16-04</td>
<td>General Consulting Engineering</td>
<td>$20,000</td>
<td>District Counsel:</td>
<td></td>
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<tr>
<td>#16-05</td>
<td>Inspection, Evaluation &amp; Audit</td>
<td>$15,872</td>
<td>District Clerk:</td>
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Financial Impact:
- Expense
- Funding Source: Rate Revenue
- Budgeted: Yes

Approved By: General Manager
Date: 10/29/2015
WORK AUTHORIZATION WEC 16-01
Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Construction Phase Services

PROJECT COST: Hourly (Not to Exceed $195,025 for FY 2016)

PROJECT SCHEDULE: As needed and directed by the District

PROJECT BILLING: See EXHIBIT A

Edward R. Castle, Vice President
The Weiler Engineering Corporation
20020 Veterans BLVD, Suite 7-9
Port Charlotte, FL 33954

David Asdourian, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Witness:

Katherine Jackson, Deputy Clerk
KLWTD

Date: ____________________
Weiler Engineering's Scope of Services

The Key Largo Wastewater Treatment District (District) provides wastewater collection, transmission, treatment and disposal services for the District and provides treatment and disposal for the wastewater from Islamorada, Village of Islands (Village). In order to provide these services, the District must construct and maintain the infrastructure necessary to collect, treat and dispose of the wastewater. The District will be undertaking various construction projects in FY 2016 and future years.

The District requires assistance in the of the construction projects and in administration of the construction contracts. The Weiler Engineering Corporation (WEC), as the District's construction professional, will:

- Review and rank proposals from Contractors for construction tasks based on qualifications, references and pricing. The ranking will be submitted to the District for review and selection of Contractor(s).
- After selection and award of contract to Contractor(s), conduct Pre-Construction Meeting(s) with the Designer, Contractor(s), Representatives of local utilities, FOOT, District Staff and other interested parties.
- Review shop drawings and submittals provided by the Contractor(s) and approve such documents after determining compliance with the Designer's drawings and specifications.
- Conduct Construction Progress Meetings throughout the entirety of the construction project.
- Interact with the Designer and the Contractor(s) in response to Requests for Clarification by the Contractor(s) regarding the design, as well as serve as the District's liaison to the Designer for other construction issues.
- Participate in start-up of the constructed infrastructure, as applicable.
- Review record drawings, and final close-out documents on completion of the projects. At the District's option, WEC may produce final record drawings based on the Contractor(s)'s record drawings as maintained in the field.

WEC will perform daily construction observation services or may rely on information provided by the District's General Manager and District Staff, should the District elect to provide daily construction observation services, with the agreement of WEC. The observation service may include:

- Preparing daily, weekly, and monthly inspection reports;
- Maintaining construction record field data; and
- Generating construction progress reports as required by the District.

A breakdown of service cost is detailed in "Exhibit B". Upon the District's authorization to
proceed, WEC's services during will include those outlined above and more specifically as follows:

**Basic Services**

A. WEC's services during construction will include specifically the following:

1. *General Administration of Construction Contract.* Consult with District and act as the District's representative as provided in the Agreement and the Construction Contract between the District and the Contractor(s). All of District's instructions to the Contractor(s) will be issued through WEC, who shall have authority to act on behalf of District in dealings with the Contractor(s) to the extent provided in the Contract for Consulting/Professional Services except as otherwise provided in writing.

2. *Resident Project Representative (RPR).* Provide the services of an RPR, on an as-needed basis to supplement District inspections, at the North Component construction sites to provide more extensive observation of the Contractor(s)'s work. Duties, responsibilities, and authority of the RPR are as outlined in Exhibit B.

3. *Pre-Construction Conference.* Conduct the Pre-Construction Conference prior to commencement of Work at the Site.

4. *Visits to Site and Observation of Construction.* Make visits to the Site at intervals appropriate to the various stages of construction, as WEC deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the Work.

5. *Defective Work.* Recommend to District that the Contractor(s)'s work be disapproved and rejected while it is in progress if, on the basis of such observations, WEC believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

6. *Clarifications and Interpretations-Field Orders.* Provide clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor(s)'s work and make recommendations to the District.

7. *Change Orders and Work Change Directives.* Recommend Change Orders and Work Change Directives to the District, as appropriate.

8. *Shop Drawings and Samples.* Review and approve or take other appropriate action in respect to shop drawings, samples and other data which the Contractor(s) is required to submit.

9. *Substitutes and "or-equal."* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor(s).

10. *Inspections and Tests.* Assure that the Contractor(s) has required such special inspections or tests of the Contractor(s)'s work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.

11. *Disagreements between the District and Contractor(s).* Render formal written
decisions on all claims of the District and Contractor(s) relating to the acceptability of Contractor(s)'s work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor(s)'s work.

12. **Applications for Payment.** Review Contractor(s)' Applications for Payment and all accompanying support documentation.

13. **Contractor(s)'s Completion Documents.**
   a. Review maintenance and operating instructions, schedules, and guarantees received from the Contractor(s).
   b. From the Contractor(s), receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents which are to be assembled by the Contractor(s) to obtain final payment.
   c. WEC shall transmit these documents to the District.

14. **Substantial Completion.** Promptly after notice from the Contractor(s) that the entire work is ready for its intended use, in company with the Contractor(s), conduct an inspection to determine if the Work is Substantially Complete. If after considering any objections of the District, WEC considers the Work Substantially Complete, WEC shall review a certificate of Substantial Completion delivered by the Contractor(s) to the District.

15. **Final Notice of Acceptability.** Conduct a final inspection to determine if the completed Work of the Contractor(s) is acceptable so that WEC may recommend, in writing, final payment to the Contractor(s).

**Duration of Construction Phase:**
The fees for these services, as specifically set forth in EXHIBIT A will be charged on an hourly basis. The Construction Phase will commence with the execution of the Construction Agreement for the each Project or any part thereof and will terminate upon written recommendation by WEC for final payment to the Contractor(s) and acceptance by the District. WEC will not perform services under this Work Authorization that would exceed the FY 2016 "Not to Exceed" amount stated above, without prior written authorization from the District.
## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<table>
<thead>
<tr>
<th>Position</th>
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<td>Principal</td>
<td>$165.00</td>
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<td>Expert Witness</td>
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<td>Registered Professional Engineer</td>
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<tr>
<td>Structural Manager</td>
<td>$140.00</td>
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<tr>
<td>Mining Specialist PhD (non-P.E.)</td>
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<tr>
<td>Environmental Scientist</td>
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<tr>
<td>Project Manager</td>
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<tr>
<td>Registered Engineer Intern (E.I.)</td>
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<tr>
<td>Plans Examiner</td>
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<tr>
<td>Code Inspector</td>
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<tr>
<td>Senior Engineering Designer</td>
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<tr>
<td>Construction Inspector</td>
<td>$85.00</td>
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<tr>
<td>Engineering Designer</td>
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<tr>
<td>Structural Technician</td>
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<td>Clerical</td>
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### Reimbursable Expenses:

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<td>Vellums</td>
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<td>Mylars</td>
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<td>Copies</td>
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<tr>
<td>Travel</td>
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<tr>
<td>(Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)</td>
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</tr>
<tr>
<td>Overnight mail</td>
<td>Cost plus 15%</td>
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<tr>
<td>Other Reimbursable Expenses</td>
<td>Cost plus 15%</td>
</tr>
</tbody>
</table>

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*Work Authorization WEC 16-01*
EXHIBIT B

Resident Project Representative

A. WEC shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist WEC in observing progress and quality of the Work. The District shall provide at least one staff employee to assist the RPR with inspections and other duties as directed by the RPR. The RPR, assistants, and other field staff as described within this Exhibit C may provide full time representation or may provide representation to a lesser degree, at the District's option, with reductions in billing to the District based on reduced services.

B. Through such additional observations of the Contractor(s)'s work in progress and field checks of materials and equipment by the RPR and assistants, WEC shall endeavor to provide further protection for the District against defects and deficiencies in the Work. However, WEC shall not, during such visits or as a result of such observations of the Contractor(s)'s work in progress, supervise, direct, or have control over the Contractor(s)'s Work nor shall WEC have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by the Contractor(s), for safety precautions and programs incident to the Contractor(s)'s work in progress, for any failure of the Contractor(s) to comply with Laws and Regulations applicable to the Contractor(s)'s performing and furnishing the Work, or responsibility of construction for the Contractor(s)'s failure to furnish and perform the Work in accordance with the Contract Documents.

C. The duties and responsibilities of the RPR are limited to those of WEC in the Scope of Services and Contract for Consulting/Professional Services with the District and in the Contract Documents, and are further limited and described as follows:

1. **General:** RPR is WEC's agent at the Site, will act as directed by and under the supervision of WEC, and will confer with WEC regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor(s)'s work in progress shall in general be with WEC and the Contractor(s), keeping the District advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of the Contractor(s). RPR shall generally communicate with the District with the knowledge of and under the direction of WEC.

2. **Schedules:** Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by the Contractor(s) and consult with WEC concerning acceptability.

3. **Conferences and Meetings:** Attend meetings with the Contractor(s), such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
4. **Liaison:** Serve as WEC's liaison with the Contractor(s), working principally through the Contractor(s)'s superintendent and assist in understanding the intent of the Contract Documents.
   
   a. Assist WEC in serving as the District's liaison with the Contractor(s) when the Contractor(s)'s operations affect the District's on-Site operations.
   
   b. Assist in obtaining additional details or information from the District, when required for proper execution of the Work.

5. **Interpretation of Contract Documents:** Report to WEC when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor(s) clarifications and interpretations as issued by WEC.

6. **Shop Drawings and Samples:**
   
   a. Record date of receipt of Samples and approved Shop Drawings.
   
   b. Receive Samples which are furnished at the Site by the Contractor(s), and notify WEC of availability of Samples for examination.
   
   c. Advise WEC and the Contractor(s) of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by WEC.

7. **Modifications:** Consider and evaluate the Contractor(s)'s suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to WEC. Transmit requests for modifications to the Designer as needed. Transmit to the Contractor(s) in writing decisions as issued by WEC and the Designer.

8. **Review of Work and Rejection of Defective Work:**
   
   a. Conduct on-Site observations of the Contractor(s)'s work in progress to assist WEC in determining if the Work is in general proceeding in accordance with the Contract Documents.
   
   b. Report to WEC whenever RPR believes that any part of the Contractor(s)'s work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise WEC of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9. **Inspections: Tests and System Startups:**
   
   a. Consult with WEC in advance of scheduled major inspections, tests, and system startups of important phases of the Work.
b. Verify that tests, equipment, and system start-ups and operating and maintenance training are conducted in the presence of appropriate District personnel, and that the Contractor(s) maintains adequate records thereof.

c. Observe, record, and report to WEC appropriate details relative to the test procedures and system startups.

d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to WEC.

10. Records:

a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, WEC's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to the Contractor(s), and other Project related documents.

b. Prepare a daily report or keep a diary or log book, recording the Contractor(s)'s hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to WEC.

c. Record names, addresses and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.

d. Maintain records for use in preparing Project documentation.

e. Upon completion of the Work, furnish original set of all RPR Project documentation to WEC.

11. Reports:

a. Furnish to WEC periodic reports as required of progress of the Work and of the Contractor(s)'s compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft and recommend to WEC and the Designer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from the Contractor(s).

c. Furnish to WEC and the District copies of all inspection, test, and system startup reports.

d. Report immediately to WEC the occurrence of any Site accidents, any Hazardous Environmental Conditions, emergencies, or acts of
God endangering the Work, and property damaged by fire or other causes.

12. Payment Requests: Review Applications for Payment with the Contractor(s) for compliance with the established procedure for their submission and forward with recommendations to WEC, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by the Contractor(s) are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to WEC for review and forwarding to the District prior to payment for that part of the Work.

14. Completion:
   a. Before WEC issues a Certificate of Substantial Completion, submit to the Contractor(s) a list of observed items requiring completion or correction.
   b. Observe whether the Contractor(s) has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public agencies having jurisdiction over the Work.
   c. Participate in a final inspection in the company of WEC, the District, and the Contractor(s) and prepare a final list of items to be completed or corrected.
   d. Observe whether all items on final list have been completed or corrected and make recommendations to WEC concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:
   1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
   2. Exceed limitations of WEC's authority as set forth in the Agreement or the Contract Documents.
   3. Undertake any of the responsibilities of the Contractor(s), subcontractors, suppliers, or the Contractor(s)'s superintendent.
   4. Advise on issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Contractor(s)'s work unless such advice or directions are specifically required by the Contract Documents.
   5. Advise on issue directions regarding, or assume control over safety precautions and programs in connection with the activities or operations of the District or the Contractor(s).
6. Participate in specialized field or laboratory testing or inspections conducted off-site by others except as specifically authorized by WEC.

7. Accept Shop Drawing or Sample submittals from anyone other than the Contractor(s).

8. Authorize the District to occupy the Project in whole or in part.
WORK AUTHORIZATION WEC 16-02

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: WWTP General Engineering Services

PROJECT COST: Hourly (Not to Exceed $111,108 FY 2016)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Edward R. Castle, President
The Weiler Engineering
Corporation 6805 Overseas
Highway
Marathon, FL 33050

David Asdourian, Chairman
District
Post Office Box 491
Key Largo, FL 33037

Witness:

____________________________________
Katherine Jackson, Deputy Clerk

Date: ________________________________
Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater treatment and disposal system located at the WWTP site. From time to time, the District requires opinions, reports, studies and other professional engineering services in support of the WWTP operation. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. These duties may include but are not limited to:

- Attend District Board meetings
- Participate in weekly staff meetings
- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater treatment and disposal systems
- Assist the District's financial staff in preparation of annual capital and operating budgets
- Assist the District in establishing policies and procedures for operation and maintenance
- Assist the District in planning for expansions, upgrades, and modifications to the WWTP
- Provided design services for expansions, upgrades and modifications to the WWTP
- Assist the District's staff in permitting issues and compliance issues as needed
- Consult with the District's Board members, General Manager and other staff as needed
• Prepare monthly Engineering Status Reports and other documentation as required for the Board meetings

• Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.
## WEILER ENGINEERING FEE SCHEDULE

<table>
<thead>
<tr>
<th>Position</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$165.00</td>
</tr>
<tr>
<td>Expert Witness</td>
<td>$250.00</td>
</tr>
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<td>Registered Professional Engineer</td>
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<tr>
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### Reimbursable Expenses:

<table>
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<th>Item</th>
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<tbody>
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<td>Blueprints/ Sheet</td>
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<td>Other Reimbursable Expenses</td>
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</tbody>
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WORK AUTHORIZATION WEC 16-03

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: WWTP General Engineering Services

PROJECT COST: Hourly (Not to Exceed $73,980 FY 2016)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Edward R. Castle, President
The Weiler Engineering Corporation 6805 Overseas Highway
Marathon, FL 33050

David Asdourian, Chairman
District Post Office Box 491
Key Largo, FL 33037

Witness:

________________________________________
Katherine Jackson, Deputy Clerk

Date: ________________________________
Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater collection and transmission systems located throughout the District’s service area. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the Collection System. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. These duties may include but are not limited to:

- Attend District Board meetings

- Participate in weekly staff meetings

- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater collection and transmission systems

- Assist the District's financial staff in preparation of annual capital and operating budgets for the Collection Systems

- Assist the District in establishing policies and procedures for operation and maintenance

- Assist the District in planning for expansions, upgrades, and modifications to the Collection Systems

- Provided design services for expansions, upgrades and modifications to the WWTP

- Provide reviews of plans for private or public collection systems connecting to the District's Collection System

- Assist the District in identification and correction of inflow and infiltration

- Assist the District's staff in permitting issues and compliance issues as needed
• Consult with the District's Board members, General Manager and other staff as needed
• Prepare monthly Engineering Status Reports and other documentation as required for the Board meetings

• Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.
EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

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WORK AUTHORIZATION WEC 16-04

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: WWTP General Engineering Services

PROJECT COST: Hourly (Not to Exceed $20,000 FY 2016)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Edward R. Castle, President
The Weiler Engineering Corporation 6805 Overseas Highway
Marathon, FL 33050

David Asdourian, Chairman
District Post Office Box 491
Key Largo, FL 33037

Witness:

Katherine Jackson, Deputy Clerk

Date: ____________________________

Work Authorization WEC 16-04 Page 1
Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) is the service provider for wastewater for the property owners within the District’s service area and provide treatment and disposal for the wastewater from Islamorada, Village of Islands. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the District’s operations. The District currently has a Contract for Consulting/Professional Service by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District’s general consulting engineering professional, will perform various engineering duties as assigned by the District. These duties may include but are not limited to:

- Attend District Board meetings
- Participate in weekly staff meetings
- Provide professional consulting assistance to the District’s staff regarding utility rates, policies and procedures
- Assist the District’s financial staff in preparation of annual capital and operating budgets
- Assist the District in establishing policies and procedures
- Assist the District in planning and evaluation of the District’s business
- Assist with funding issues and pursuit of grants
- Provide general information and perform research as directed
- Consult with the District's Board members, General Manager and other staff as needed
• Perform studies, provide reports and provide consultation on miscellaneous topics as directed

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provide in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.
EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

Principal $165.00
Expert Witness $250.00
Registered Professional Engineer $140.00
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Travel * Cost plus 15%
* (Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)
Overnight mail Cost plus 15%
Other Reimbursable Expenses Cost plus 15%
WORK AUTHORIZATION WEC 15-05

Evaluation of Potential Enhancements at the Wastewater Treatment Plant

This Work Authorization, made as of this _ day of _________________________, 2015, will be a supplement to and made a part of, the Agreement for Professional Services, dated December 9, 2003, between the KEY LARGO WASTEWATER TREATMENT DISTRICT (DISTRICT), and THE WEILER ENGINEERING CORPORATION (ENGINEER / WEC).

ARTICLE 1 - SCOPE OF SERVICES

A. Project Description

The District wishes to enhance its pursuit of excellence in operation and maintenance of its award-winning wastewater treatment plant (WWTP). To assist in this goal, WEC will provide the DISTRICT with professional engineering services for the inspection and evaluation of the DISTRICT's WWTP. The evaluation will include an assessment of the physical characteristics of the facility, the performance of the biological, mechanical and chemical processes, the process control and compliance testing, record keeping and administrative functions. The intent of the evaluation is to document the existing procedures and performance that has resulted in the WWTP receiving award for excellence and to identify goals to intended to ensure continued excellence as the facility ages.

B. Scope of Services

WEC will prepare data collection forms and compile nameplate data for the WWTP equipment, unit processes and operations. The WEC evaluation team will coordinate with the Operations Manager to schedule a 3-day site visit during which the fieldwork for the evaluation will be performed. It is anticipated that the WWTP's operation and maintenance staff will be involved with the evaluation to the extent of assisting the WEC team in locating equipment and files. The staff will also assist by providing their first-hand observations and opinions regarding the WWTP operation and maintenance procedures.

1. Field Evaluation: WEC will send a schedule of the tasks to be performed to the Operations Manager at least one week prior to the site visits. The WEC Principal, two WEC staff members and one subconsultant will arrive at the WWTP and meet with the Operations Manager and any staff deemed appropriate for introductions and a brief synopsis of the evaluation process. During the anticipated three days of on-site evaluation, the WEC team will:

- Review equipment maintenance records and compare with the Original Equipment Manufacturer's (OEM's) preventive and predictive maintenance procedures and schedules
- Perform infrared inspection of electrical panels and circuits
- Review records of amp draw and insulation tests, compare with OEM's predicted values and spot-check the running amperage and insulation of approximately 10% of the electrical equipment
- Inspect all rotating equipment for noise and vibration,
- Provide visual inspection of all equipment and valves for proper operation and housekeeping and for evidence of corrosion, wear or fatigue
- Perform inspections of all above-ground piping, conduit and miscellaneous metals for soundness, proper support, corrosion, wear or fatigue
- Provide structural inspections of the headworks, the exterior of the SBRs (the interiors will be inspected by WEC as part of the on-going digester construction project), the effluent equalization tank, the disc filters and the chlorine contact chambers.

Work Authorization WEC 15-05 Page 1 of 4
• Provide structural inspection of the operations building from foundation to roofing
• Provide inspection of the operations buildings plumbing, ventilation and air conditioning
• Provide inspection of the chemical storage and feed systems
• Provide inspection and testing of the emergency generator and transfer switch
• Review the MSDS sheets, chemical and fuel storage and handling
• Review the WWTP safety equipment, training and procedures
• Review the WWTP security system and access control
• Review the 'NVVTP' safety equipment, training and procedures
• Review the 'NVVTP' security system and access control
• Review the 'NVVTP' operating data, operations log book and process control data
• Audit the chemical feed rates and residuals
• Audit the plant electrical consumption and correlate with pumping and aeration needs
• Audit the plant record keeping for compliance with permit requirements and good industry practice

2. Findings and Report: After completion of the fieldwork, the WEC team members will each provide a summary of their findings and conclusions, along with any recommendations for ensuring the continued excellence of the WWTP performance. WEC will then put all the information together in a final report to the DISTRICT which will include a description of the current conditions and practices and any finding or recommendations for future activities. The findings and recommendations may include:

• A recommended schedule for anticipated major protective coatings for tanks, structures and above-ground piping
• Recommended adjustments or supplements to preventive and predictive maintenance procedures and schedules to reduce corrective maintenance costs and to accommodate aging equipment
• Recommendations for modifications to the monitoring and control of chemical feed equipment to control chemical costs
• Recommendations for modifications to alkalinity adjustments and alum feed to reduce chemical costs and the cost of dewatering and hauling alum sludge
• Recommendations for modifications to SBR sequencing and aeration monitoring and control to reduce energy consumption
• Recommendations for modifications to SBR sequencing, food to microorganism ratios and wasting strategies to reduce the quantity of waste activated sludge
• Recommendations on power factor correction to reduce energy charges
• Recommendations on record keeping and record retention, including retirement of old records and moving toward paperless record keeping
• Recommendations on safety, chemical and fuel storage and safety training
• Recommendations on any structural, pumping or piping improvements that may be advisable
• Recommendations on laboratory procedures, permit compliance issues or suggested modifications to the operating permits that may be desired.

ARTICLE 2 - METHOD OF PAYMENT

As consideration for providing the services enumerated in Article 1, the DISTRICT shall pay the WEC fees as described below:

1. Compensation will be hourly at the rates currently approved by the District, plus reimbursable expenses as provided for in the Agreement for Professional Service. The total fees shall not exceed $15,872.00 without prior written approval from the DISTRICT. Reimbursable expenses may include
subconsultant fees, reproductions and other approved expenses. Compensation is payable in monthly progress payments.

ARTICLE 3 - TIME OF COMPLETION

The duration of the Project to submission of the final documents will not exceed 60 days from the date of the Notice to Proceed for this Work Authorization unless extended by amendment.
ARTICLE 5 – AUTHORIZATION

In WITNESS WHEREOF, the parties herewith subscribe the same in duplicate,

The Weiler Engineering Corporation

BY: ____________________________
Edward R. Castle, P.E.
Vice President, Weiler Engineering

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ____________________________
Paul Christian
General Manager

ATTEST

BY: ____________________________
Katherine Jackson
District Clerk

Effective Date: day of , 2015.