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

DISTRICT 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  Action

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of November 3, 2015  Action

G. CONSTRUCTION REPORT
   1. Waiver of Liquidated Damages for Overholt Construction  Action

H. OPERATIONS REPORT
   1. Sludge Handling Presentation

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

J. ADMIN / CUSTOMER SERVICE REPORT
   1. Public Hearing Stating District’s Intent to use Uniform Method of Collecting Non-Ad Valorem Assessments – 5:00 PM
   2. Uniform Method of Collecting Non-Ad Valorem Assessments Resolution
      DRAFT RESOLUTION NO. 28-11-15
      A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.
   3. Code Enforcement Presentation

K. COMMISSIONER’S ITEMS

L. GENERAL MANAGER’S REPORT

M. LEGAL REPORT

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

O. ROUNDTABLE DISCUSSION

P. 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 365-461-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 10, 2015

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

Department: District Clerk
Sponsor: Katherine Jackson

Subject: Minutes of November 3, 2015

Summary of Discussion:

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

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

Attachments
Minutes of November 3, 2015

Approved By: ____________________________ Date: 11/6/2015
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on November 3, 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. Ray Giglio led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Majeska added a discussion of rates under Commissioner's Items.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Mr. Rudy Perez, Lead System Technician, was recognized as Employee of the Month for October 2015.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of October 13, 2015

Motion: Commissioner Higgins made a motion to approve the minutes of October 13, 2015, and Commissioner Majeska seconded the motion.
Vote on Motion

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Motion passed 5 to 0

Minutes of October 20, 2015

Motion: Commissioner Higgins made a motion to approve minutes of October 20, 2015, and Commissioner Majeska seconded the motion.

Vote on Motion

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Motion passed 5 to 0

CONSTRUCTION REPORT

Monthly Construction Update

Mr. Chuck Adams presented the Monthly Construction Update and answered questions from the Board.

Change Order No. 6 of the Biosolids Digester Project for Wharton-Smith

Mr. Paul Christian presented to the Board Change Order No. 6 from Wharton-Smith for a 21-day extension for the construction of the elevated walkway. Mr. Christian stated that the reason for the change order was a delay in manufacturing of the walkway, which was beyond the control of Wharton-Smith. Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the Change Order No. 6 of the Biosolids Digester Project for Wharton-Smith, and Commissioner Higgins seconded the motion.
OPERATIONS REPORT

Recommendation of Intent to Award for Dual Buffer Tank Installation

Mr. Chuck Adams presented to the Board a contract to Redland Company for the installation of a dual buffer tank at Paradise Point Senior Living Center and recommended award.

Mr. Paul Christian informed the Board that this installation would need an easement to complete the work as designed.

Staff answered questions from the Board.

Motion: Commissioner Tobin made a motion to authorize the manager to enter into a contract with Redland Company based upon the terms and conditions that were discussed, including the easement, and Commissioner Gibbs seconded the motion.

Vote on Motion

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Motion passed 5 to 0

ENGINEER’S REPORT

Update on Status of Negotiations with Wharton-Smith for Blower Upgrade
Mr. Ed Castle reported that he has scheduled a meeting for next week to negotiate the price for the blowers, and that he is making progress negotiating the price for the control panels as well.

Mr. Castle and staff answered questions from the Board.

**ADMIN/CUSTOMER SERVICE REPORT**

*Administration Building Progression Timeline*

Mr. Rob Bulkiewicz reported that phase II of the Administration Building Remodel project is complete. Mr. Bulkiewicz informed the Board that staff continues to work with Chris Vogt from Vogt-Spear to mitigate costs for the project and that an updated contract would be presented to the Board at a later meeting.

Staff answered questions from the Board.

**COMMISSIONER’S ITEMS**

*Morgado, PA Invoice (Chairman Asdourian)*

Chairman Asdourian led a discussion regarding the Morgado, PA invoice, stating that he believes the bill for the legal research and memorandum should not be passed down to the ratepayers. Commissioner Higgins stated his opinion that that the Board needs to make a decision on how to handle a situation such as this in the future.

Commissioner Gibbs stated that the Board should approve the payment only if the research and memorandum provide a benefit to the ratepayers, and he made a public request that the document be provided to the Board.

Commissioner Tobin stated his opinion that the Board needs to ensure they are not violating the law, and read from e-mails between himself and General Counsel Ray Giglio (attached to these minutes as “Attachment A” and “Attachment B”). Commissioner Tobin also stated that he would like Mr. Ray Giglio to write his legal opinion before he releases the memorandum from Morgado, PA. Chairman Asdourian stated that he believes Commissioner Tobin was acting unilaterally, and feels the District is in violation of the Sunshine Law because the District does not have access to the information.

**Motion:** Commissioner Higgins made a motion that Commissioner Tobin not be liable to pay the $850 Morgado, PA invoice out of pocket, and Commissioner Majeksa seconded the motion.
Vote on Motion

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Motion passed 3 to 2

Letter from Margaret Blank (Commissioner Tobin)

Commissioner Tobin lead a discussion regarding a letter from Margaret Blank, stating that since she is a former General Manager of the District, when she has concerns over how the District is operating, he has concerns as well. Commissioner Tobin also stated that he has concerns over the timing of the recent loss of personnel, since it was right before Mr. Chuck Adams was hired.

Mr. Paul Christian informed the Board of the new structure of personnel job responsibilities, and reminded the Board that Weiler Engineering has always managed construction projects and continues to do so.

Commissioner Gibbs asked Mr. Christian if any other parts of Mrs. Blank’s letter were inaccurate. Mr. Christian explained that Mr. Dan Saus had held a Class “B” Wastewater Treatment Plant Operators license, not a Class “A” as Mrs. Blank stated in her e-mail, that the plant is in compliance, and that the District has already implemented a backup plan in the event of the absence of the Class “A” operator.

Motion: Commissioner Tobin made a motion that the General Manager will notify the Board when staff members are hired or terminated, but need not provide any explanation, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0
Commissioner Gibbs left at 5:30 PM.

**Rates**

Commissioner Majeska led a discussion regarding wastewater rates. Commissioner Majeska referenced a newspaper article regarding FKAA rates for the new Cudjoe Key system, noting that they have a lower monthly base rate, but a higher per gallon rate.

Mr. Paul Christian addressed Commissioner Majeska's concerns, and reviewed the rates of all of the wastewater entities in Monroe County.

**BUDGET AND FINANCE REPORT**

*Weiler Engineering Work Authorization Renewal Realignment for FY16*

Mr. Paul Christian presented 5 new work authorizations that would replace the 3 current work authorizations for Weiler Engineering. Mr. Christian explained to the Board that the work authorization changes are largely housekeeping and represented no changes in the budgeted amounts for Weiler Engineering. Mr. Ed Castle stated that the new work authorizations were recommended by Bishop, Rosasco & Company to better fit the budget.

Staff answered questions from the Board, and the Board asked staff to bring this item back at a future meeting.

**ADJOURNMENT**

The Meeting was adjourned at 5:59 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
Ray,

I again request that you answer (agree or disagree) each of the following 9 questions (I added one). That way we will know where we stand.

If it helps your analysis, my comment about the prominent status of the company was meant to convey that most of the other code enforcement referrals involved properties that were in foreclosure or persons without the financial ability to hook up. That FACT led me, and two other commissioners to RATIONALLY conclude there must be a reason the company had not connected. Today we learned the failure was not deliberate. I therefore stand by my vote.

Thank you,

Andy

QUESTIONS

1) The Board's decision to defer did not violate any criminal laws.

2) The Board's decision to defer did not violate any state statutes.

3) The Board's decision to defer was not unethical in any manner.

4) The Board's decision to defer was fact based.

5) The Board's decision to defer met the rational basis test.

6) The Board had the discretion to defer one person for one week.

7) In the future, the Board has the lawful authority to defer one person rather than everyone on the list, provided the decision is rationally based.

8) The Manager (like the Board) has the lawful authority to remove one person from the list if the decision is rationally based.

9) The decision to defer for one week was not "selective enforcement of the law" as that term is defined by the Supreme Court, i.e enforcement of the law based on unconstitutional criteria.

9/15/2015
Hi Andy,

In a number of recent emails, you have asked me to respond to and to address some very interesting issues, all of which are of significance to the District and to the other members of the Board. For that reason, I feel that it would be inappropriate for me not to include the other Commissioners in any response(s).

Unfortunately, if I do include the other Commissioners in any such response(s), I would be violating the spirit, as well as the letter, of the Sunshine Law.

Therefore, I am precluded from addressing the issues raised in your emails.

I am copying each KLWTD Commissioner by “Bcc” so that if one Commissioner replies to me directly from my email, he does not inadvertently copy his fellow commissioners. I would respectfully remind all the Commissioners not to respond to or to copy any other Commissioner(s).

Ray

(305) 340-9198
ray.giglio@klwtd.com
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 10, 2015
Agenda Item Number: G-1

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

Department: Construction
Sponsor: Chuck Adams

Subject: **Waiver of Liquidated Damages for Overholt Construction**

Summary of Discussion:

Overholt Construction is requesting the consideration of the District to waive the applied Liquidated Damages due to unforeseen difficulties of a defective fan.

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<tr>
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<td>1. Memo from Overholt Construction</td>
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Approved By: [Signature]
General Manager
Date: 11/6/2015
Oct. 29th, 2015

Laura Weinstock, Contract and Construction Administrator
Key Largo Wastewater Treatment District
98880 Overseas Hwy
Key Largo, FL 33037

Re: Vacuum Station Ventilation Project

Dear Ms. Weinstock,

Enjoyed speaking to you the other day. As discussed, we request that the Board considers waiving the liquidated damages. Unfortunately, our A/C Subcontractor Debon Air and their sheet metal vendor delayed the project. The last fan arrived defected. We had to send it back and it put us behind a few days since it was a special order. Although, we were unhappy with our subcontractor and their vendor, it did not appear that the District was damaged.

If anyone needs to speak to us about the details, please call me directly at: 786-877-4586.

Sincerely,

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

Meeting Date: November 10, 2015

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

Department: Operations  
Sponsor: Chuck Adams

Subject:  
**Sludge Handling Presentation**

Summary of Discussion:  
Jered Primicerio will give a presentation on sludge handling.

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Approved By: [Signature]  
Date: 11/6/2015

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

Meeting Date:
November 10, 2015

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:
Ed Castle will give a verbal update of negotiations of the Blower Upgrade project.

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

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

Attachments

Approved By: __________________________ Date: 11/6/2015

General Manager
Meeting Date: November 10, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Public Hearing
Recommended Action: Discussion

Department: Customer Service
Sponsor: Rob Bulkiewicz

Subject: Public Hearing Stating the Districts Intent to use Uniform Method of Collecting Non-Ad Valorem Assessments - 5:00 PM

Summary of Discussion:
The District is stating their intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments

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

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

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

Meeting Date: November 10, 2015
Agenda Item Number: J-2

Agenda Item Type: Resolution
Agenda Item Scope: Review / Discussion
Recommended Action: Action

Department: Finance
Sponsor: Rob Bulkiewicz
Subject: Uniform Method of Collecting Non-Ad Valorem Assessments Resolution

Summary of Discussion:
The District is stating their intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.

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

Financial Impact
- Funding Source: Assessment Revenue
- Budgeted: N/A

Attachments
- Resolution Draft 28-11-15
- Exhibit A

Approved By: [Signature]
General Manager
Date: 11/16/2015
RESOLUTION NO. DRAFT 28-11-15

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District (the “District”) is contemplating the imposition of special assessments for the provision of wastewater management infrastructure; and

WHEREAS, the District intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing wastewater management services to property within the unincorporated area of the District as authorized by section 197.3632(3)(a), Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2016, in the same manner as provided for ad valorem taxes; and

WHEREAS, the District held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF KEY LARGO, FLORIDA, THAT:

Section 1. Commencing with 2016, and with the tax statement mailed for such year, the District intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632(3)(a), Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing wastewater management services. Such non-ad valorem assessments shall be levied within the unincorporated area of the District. The area potentially subject to the assessment is described as follows: The territory consisting of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with exception to all areas north of Summerland Road on US-1, and all areas north of Charlemagne Blvd on State Road 905 including Ocean Reef.

Section 2. The District hereby determines that the levy of the assessments is needed to fund the cost of wastewater management services within the unincorporated area of the District.

Section 3. Upon adoption, the District Clerk is hereby directed to send a copy of this Resolution to the Florida Department of Revenue, the Monroe County Tax
Collector, and the Monroe County Property Appraiser by January 10, 2016.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED THIS 10TH DAY OF NOVEMBER 2015.
The foregoing Resolution was offered by Commissioner ______________, who moved its approval. The motion was seconded by Commissioner ______________, and being put to a vote the result was as follows:

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The Chairman thereupon declared this Resolution duly passed and adopted the 10th day of November 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:____________________
David Asdourian, Chairman

ATTEST: Approved to as to form and legal sufficiency

____________________
Katherine Jackson, District Clerk

____________________
Ray Giglio, General Counsel

SEAL
NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

The Key Largo Wastewater Treatment District (the "District") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, that it will consider the use of non-ad valorem assessments for the costs of facilities and services in connection with wastewater treatment within the District at a public hearing to be held at 5:00 p.m. on November 10, 2015, at the offices of the Key Largo Wastewater Treatment District, 98880 Overseas Highway, Key Largo, Florida. If the District determines to use non-ad valorem assessments, it will use the uniform method for collecting such assessments.

Pursuant to section 286.0105, Florida Statutes, if any person decides to appeal any decision by the District with respect to any matter considered at the above-referenced public hearing, he or she will need a record of the proceedings and he or she 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the District at 305-451-4019 seven days prior to the date of the hearing.

Dated this 2nd day of October 2015

By Order of: Paul Christian
Key Largo Wastewater Treatment District

Published in a newspaper of general circulation during the weeks of:
October 12, 2015
October 19, 2015
October 26, 2015
November 2, 2015
Meeting Date: November 10, 2015

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Administration / Customer Service

Sponsor: Rob Bulkiewicz

Subject: Code Enforcement Presentation

Summary of Discussion:

Rob Bulkiewicz will update the Board on Code Enforcement Procedures.

Reviewed / Approved

Operations:  
Administration: [X]
Finance:  
District Counsel:  
District Clerk:  
Engineering:  

Financial Impact

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

Attachments

Approved By: General Manager  
Date: 11/6/2015
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: November 10, 2015
Agenda Item Number: N-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:
Weiler Engineering will present new Work Authorizations for Fiscal Year 2016 that represent the approved KLWTD FY2016 budgeted engineering services. The retirement of previous work authorizations will also be discussed.

<table>
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<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tr>
<td>Operations:</td>
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<td>Ed Castle Memo re: Retirement of Prior Work Authorizations</td>
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<tr>
<td>Administration:</td>
<td>Expense</td>
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<tr>
<td>Finance:</td>
<td>Funding Source: Rate Revenue</td>
<td>Summary of Weiler Work Authorizations</td>
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<tr>
<td>District Clerk:</td>
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<td>Work Auths: 16-01, 16-02, 16-03, 16-04, and 16-05</td>
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<td>Engineering:</td>
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Approved By: [Signature]
Date: 11/6/2015
General Manager
November 4, 2015

Paul Christian, General Manager
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, Florida 33037

RE: Weiler Engineering Work Authorizations

Mr. Christian:

The Weiler Engineering Corporation has a Professional Services Agreement with the District, dated December 9, 2003. Under that Agreement, a number of Work Authorizations have been issued. Several of those Work Authorizations were executed as annual authorizations, with automatic renewals occurring at the start of each District fiscal year. The purpose of this letter is to retire certain of those Work Authorizations, effective October 1, 2015. More specifically:

Weiler Engineering Work Authorization 06-02 and subsequent amendments were issued for Weiler Engineering to provide construction phase services for various District projects. Work Authorization 06-02 is no longer in effect as of October 1, 2015 and the District has no further financial obligation under this work authorization. Work Authorization 16-01 is being issued for Weiler Engineering to provide construction phase services, superseding Work Authorization 06-02 and its amendments.

Weiler Engineering Work Authorization 06-03 and subsequent amendments were issued for Weiler Engineering to provide general consulting services to the District. Work Authorization 06-03 is no longer in effect as of October 1, 2015 and the District has no further financial obligation under this work authorization.

Weiler Engineering Work Authorization 08-01 and its subsequent amendment were issued for Weiler Engineering to provide professional services to the District to assist in establishment of and extension of its GIS system. Work Authorization 08-01 is no longer in effect as of October 1, 2015 and the District has no further financial obligation under this work authorization.

The District is issuing Work Authorizations 16-02, 16-03, 16-04 and 16-05 for Weiler Engineering to provide consulting engineering services related to its wastewater treatment facility, its collection and transmission facilities and to the District’s administrative and operational activities. These work authorizations supersede Work Authorizations 06-03 and 08-01 and their amendments.

Sincerely,

[Signature]

Edward R. Castle, P.E.
## Weiler Work Authorization FY16 Renewal Realignment and Retirement of Prior Work Authorizations

<table>
<thead>
<tr>
<th>FY16 Work Auth #</th>
<th>Description:</th>
<th>Replaces Prior Work Auth:</th>
<th>Department:</th>
<th>Work Auth: $ Amount:</th>
<th>FY16 Budgeted Amount:</th>
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<td>#16-05</td>
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<td></td>
<td><strong>$415,985.00</strong></td>
<td><strong>$415,985.00</strong></td>
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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: ____________________
Weller 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 Weller 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
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>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Principal</td>
<td>$165.00</td>
</tr>
<tr>
<td>Expert Witness</td>
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</tr>
<tr>
<td>Registered Professional Engineer</td>
<td>$140.00</td>
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<tr>
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<td>Construction Inspector</td>
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<td>Clerical</td>
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**Reimbursable Expenses:**

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<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Blueprints/ Sheet</td>
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<tr>
<td>Mylars</td>
<td>$25.00 (24 x 36)</td>
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<tr>
<td>Copies</td>
<td>$0.15 (8½ x 11)</td>
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<td>Copies</td>
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<tr>
<td>Copies</td>
<td>$0.30 (11 x 17)</td>
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* (Travel outside of Monroe, Charlotte, Sarasota or Lee Counties)

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<tr>
<td>Other Reimbursable Expenses</td>
<td>Cost plus 15%</td>
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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 deductions 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

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: ________________________
Weller 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.
## EXHIBIT A

### WEILER ENGINEERING FEE SCHEDULE

<table>
<thead>
<tr>
<th>Role</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Principal</td>
<td>$165.00</td>
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**Reimbursable Expenses:**

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- **Vellums**: $10.00 (24 x 36)
- **Mylars**: $25.00 (24 x 36)
- **Copies**: $0.15 (8½ x 11)
- **Copies**: $0.20 (8½ x 14)
- **Copies**: $0.30 (11 x 17)
- **Travel**: Cost plus 15%
- **Overnight mail**: Cost plus 15%
- **Other Reimbursable Expenses**: Cost plus 15%
WORK AUTHORIZATION WEC 16-03

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 $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

<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>
<tr>
<td>Registered Professional Engineer</td>
<td>$140.00</td>
</tr>
<tr>
<td>Structural Manager</td>
<td>$140.00</td>
</tr>
<tr>
<td>Mining Specialist PhD (non-P.E.)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Environmental Scientist</td>
<td>$140.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$125.00</td>
</tr>
<tr>
<td>Registered Engineer Intern (E.I.)</td>
<td>$110.00</td>
</tr>
<tr>
<td>Plans Examiner</td>
<td>$110.00</td>
</tr>
<tr>
<td>Code Inspector</td>
<td>$110.00</td>
</tr>
<tr>
<td>Senior Engineering Designer</td>
<td>$ 95.00</td>
</tr>
<tr>
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<td>$ 85.00</td>
</tr>
<tr>
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</tr>
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<td>$ 75.00</td>
</tr>
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<td>$ 75.00</td>
</tr>
<tr>
<td>Field Technician</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Clerical</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>

**Reimbursable Expenses:**

- **Blueprints/ Sheet**: $ 2.80 (24 x 36)
- **Vellums**: $ 10.00 (24 x 36)
- **Mylars**: $ 25.00 (24 x 36)
- **Copies**: $ 0.15 (8½ x 11)
- **Copies**: $ 0.20 (8½ x 14)
- **Copies**: $ 0.30 (11 x 17)
- **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 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: ____________________
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.
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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.
• 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 WWTP 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

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:

Edward R. Castle, P.E.
Vice President, Weiler Engineering

BY:

Paul Christian
General Manager

ATTEST

BY:

Katherine Jackson
District Clerk

Effective Date: day of , 2015.