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.”

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

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of February 2, 2016
      Action

G. CONSTRUCTION REPORT

H. OPERATIONS REPORT
   1. Incident on Long Key Road – Damage to KLWTD Facilities

I. ENGINEER’S REPORT

J. ADMIN / CUSTOMER SERVICE REPORT
   1. Reversal of Waiver – AK#1641464
      Action
      RESOLUTION DRAFT NO. 03-02-16
      A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF
      JOSE GUERRERO FOR THE REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL
      TO THE 2016 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR AN EFFECTIVE
      DATE.
   2. MCLA Conservation Waiver of Assessment – Gulfstream Shores
      Action
      RESOLUTION DRAFT NO. 04-02-16
      A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO
      WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY
      LAND AUTHORITY FOR REMOVAL OF THREE Tax PARCELS AS CONSERVATION LAND
      FROM THE 2012 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR AN EFFECTIVE
      DATE.
   3. Fleet Management Presentation

K. COMMISSIONER’S ITEMS

L. GENERAL MANAGER’S REPORT

M. LEGAL REPORT

N. BUDGET AND FINANCE REPORT
   1. FY2016 Advanced Principle Reduction Plan

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 305-451-4019 at least 48 hours in advance to request accommodations.
Meeting Date: February 9, 2016

Agenda Item Type: Information / Presentation

Department: District Clerk

Sponsor: Katherine Jackson

Subject: Minutes of February 2, 2016

Summary of Discussion:

Reviewed / Approved

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

Financial Impact

$ 0.00

Funding Source: Budgeted: N/A

Attachments

1. Minutes of February 2, 2016

Approved By: ____________________________ Date: 2/15/2016

General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on February 2, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska and Stephen Gibbs. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Chairman Asdourian led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Gibbs added two discussion items: 1) update on Islamorada under Operations Report, and 2) hiring full-time engineer under Commissioner's Roundtable.
- Commissioner Tobin asked Mr. Ray Giglio to update the Board on his findings regarding the US Post Office assessment under Legal Report.
- Commissioner Majeska added a discussion of odor complaints under Customer Service.
- Mr. Chuck Adams added a purchase order for Aerzen USA Corp for action under Construction Report.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of January 19, 2016

Staff addressed Commissioner Gibbs' request for clarification regarding the donation amount for Florida Keys Day 2015.

Motion: Commissioner Higgins made a motion to approve the Minutes of January 19, 2016 and Commissioner Tobin seconded the motion. The motion passed without objection.

Commissioner Norman Higgins arrived at 4:05 PM.
CONSTRUCTION REPORT

Monthly Construction Update

Operations Manager Chuck Adams presented the Monthly Construction Update and answered questions from the Board. In response to questions from the Board about the status of the Grinder Pump Program, Mr. Paul Christian stated that staff will complete an audit of the Grinder Pump Program upon completion and will present the findings to the Board at a future meeting.

Wharton-Smith, Inc. Change Order No. 7 for Biosolids Digester

Mr. Chuck Adams presented the final closeout change order for the biosolids digester. Mr. Paul Christian informed the Board that the final change order included $1,055 for legal expenses, but did not impact the final cost of the project.

Motion: Commissioner Tobin made a motion to approve the Wharton-Smith, Inc. Change Order No. 7 and Commissioner Majeska seconded the motion.

Vote on Motion
Commissioner Tobin – Aye
Commissioner Majeska – Aye
Commissioner Gibbs – Aye
Commissioner Higgins – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0

Purchase Order for Aerzen USA Corp

Mr. Chuck Adams presented the purchase order for Aerzen USA Corp to the Board. Mr. Adams informed the Board that this purchase order is for the direct purchase of the blowers for the Blower Upgrade Project, and that the Wharton-Smith, Inc. purchase order would decrease as a result of this direct purchase. Mr. Paul Christian clarified that the new purchase order was simply “housekeeping” and that there will be no change to the total project cost.

Motion: Commissioner Majeska made a motion to approve a Change Order to Purchase Order No. 15-499622 and Purchase Order No. 16-499680 and Commissioner Higgins seconded the motion.

Vote on Motion
Commissioner Majeska – Aye
Commissioner Higgins – Aye
Commissioner Gibbs – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye
Motion Passed: 5 to 0
OPERATIONS REPORT

Update on Islamorada

Mr. Chuck Adams informed the Board that the flows and salinity from Islamorada are currently within the normal range. In response to questions from the Board, staff reviewed Islamorada’s tie-in process and protocols.

ADMIN / CUSTOMER SERVICE REPORT

Administration Building Update

Mr. Rob Bulkiewicz gave a presentation on the status of construction at the administration building and answered questions from the Board.

Odor Complaints

Commissioner Majeska stated that he was concerned about complaints of an odor coming from Vacuum Station A. He indicated that he visited Vacuum Station A and did notice a faint odor. Staff addressed Commissioner Majeska’s concerns and answered questions. Commissioner Majeska also stated that he was concerned about the sound level at the vacuum station. Staff informed the Board that they are looking into different ways to better control sound.

Commissioner Majeska suggested that staff install better signage at the vacuum stations to notify people where to call in case of odors. The Board requested that staff investigate the odor issue and update them at a future meeting.

LEGAL REPORT

US Post Office Assessment

Mr. Ray Giglio informed the Board that the District had sent the US Postal Service ("USPS ") a notice of assessment in 2008, but has not yet received payment. Mr. Giglio stated that absent a waiver, sovereign immunity shields the Federal Government and its agencies from suit; however, the Clean Water Act ("CWA") appears to waive that immunity and to require the USPS to tie in to the KLWTD system and to pay its assessment. He further explained that notwithstanding the CWA, the long-standing constitutional principle that neither the states nor local governmental entities may impose taxes on the Federal Government or its agencies makes it extremely unlikely that the District would be able to collect the assessment.
Motion: Chairman Asdourian made a motion to send a letter to the US Postal Service, as a last ditch effort to see if they will comply with the Clean Water Act and Commissioner Gibbs seconded the motion.

Vote on Motion
- Chairman Asdourian – Aye
- Commissioner Gibbs – Aye
- Commissioner Higgins – Aye
- Commissioner Majeska – Nay
- Commissioner Tobin – Nay

Motion Passed: 3 to 2

Commissioner Tobin suggested that Mr. Ray Giglio draft the letter to the US Post Office.

BUDGET AND FINANCE REPORT

KLWTD FY2015 Financial Audit Schedule

Mrs. Connie Fazio presented the FY2015 Financial Audit Schedule, requested that the Board appoint a representative of the Board to meet with Grau & Associates, and answered questions from the Board.

Motion: Commissioner Tobin made a motion to appoint Commissioner Majeska as the District’s representative for the audit with Grau and Associates and Commissioner Gibbs seconded the motion.

Vote on Motion
- Commissioner Tobin – Aye
- Commissioner Gibbs – Aye
- Commissioner Higgins – Aye
- Commissioner Majeska – Aye
- Chairman Asdourian – Aye

Motion Passed: 5 to 0

COMMISSIONER’S ROUNDTABLE

Hiring a Full Time Engineer

Commissioner Gibbs led a discussion regarding the advisability of hiring a full-time engineer to replace Weiler Engineering, pointing out that construction is nearing completion. Mr. Ed Castle addressed Commissioner Tobin’s question that engineering costs are scheduled to decrease in the future because Weiler Engineering will not be performing as many tasks for the District.
ADJOURNMENT

The Meeting was adjourned at 5:52 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
**Agenda Item Summary**

**Meeting Date:** February 9, 2016  
**Agenda Item Type:** Information / Presentation  
**Agenda Item Scope:** Review / Discussion  
**Recommended Action:** Discussion

**Department:** Operations  
**Sponsor:** Chuck Adams

**Subject:** Incident at Long Key Road - Damage to KLWTD Facilities

**Summary of Discussion:**

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
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<td>1. Aerial Photo</td>
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<tr>
<td>Administration</td>
<td>Expense</td>
<td>2. Sunshine Locates</td>
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<td>Finance</td>
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<td>District Clerk</td>
<td></td>
<td></td>
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<tr>
<td>Engineering</td>
<td></td>
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</tbody>
</table>

**Approved By:** 
General Manager  
**Date:** 2/15/2016
Memo

To: Key Largo Wastewater Treatment District Board of Commissioners
From: Chuck Adams, Operations Manager
CC: Paul Christian, General Manager
Date: 2/7/2016
Re: Incident at Long Key Road – Damage to KLWTD Facilities

On the morning of February 3, 2016, Collections and Maintenance Supervisor Mike Dempsey received a phone call from an inspector with CPH, Inc. a contractor for Monroe County. The inspector called to inform that D.N. Higgins, Inc. damaged a section of the District’s 4 inch vacuum main serving Long Key Road.

Mike Dempsey responded to the call, located between 103 and 107 Long Key Road to assess the extent of the damage and begin repairs. As part of the repair, and to minimize the amount of debris and groundwater from entering the system, the section valve for Long Key Road was turned off. D. N. Higgins, Inc. assisted in removing some of the debris so the Collections crew could dewater the site.

After the vacuum main was repaired, the Collections crew began restoring services to the affected customers. During the restoration process, debris was discovered in the vacuum main, so established protocols were followed to restore the line to full service. Due to the amount of debris that was discovered, the Collections Department performed an unscheduled cleaning of the Vacuum Station “A” tank to prevent possible damages to other components of the system. The cleaning process included the assistance of Nationwide Plumbing Service, Inc. to assist in vacuuming of the tank, which resulted in two cubic yards of debris.

Respectfully Submitted,

Charles Adams
KL1558 00003 CALL SUNSHINE 01/12/16 11:23:05ET 012605013-000 STREET
Ticket: 012605013 Rev:000 Taken: 01/12/16 11:21ET
Old Tkt: 343513097 Taken: 12/09/15 22:07ET Oper: ERN

State: FL Cnty: MONROE GeoPlace: KEY LARGO
CallerPlace: KEY LARGO
Subdivision: LAKE SURPRISE

Address: 107
Street: LONG KEY RD
Cross 1: LARGO RD
Within 1/4 mile: Y

Locat: LOCATE FROM R/O/W TO R/O/W IN FRONT OF PROPERTY AT 107 LONG KEY RD :

Remarks: THIS TICKET REPLACES TICKET #287506991 ERNIEBROWN WEB 2015/11/11
12:28:15
THIS TICKET REPLACES TICKET #315505497 ERNIEBROWN WEB 2015/12/09 22:07:41
THIS TICKET REPLACES TICKET #343513097 ERNIEBROWN WEB 2016/01/12 11:22:14
*** LOOKUP BY ADDRESS *** :

Grids: 2509A8022A 2510D8022A

Work date: 01/14/16 Time: 23:59ET Hrs notc: 060 Category: 3 Duration: 04 MONS
Due Date: 01/14/16 Time: 23:59ET Exp Date: 02/11/16 Time: 23:59ET
Work type: DRAINAGE WORK Boring: N White-lined: Y
Ug/Oh/Both: U Machinery: Y Depth: 10FT Permits: N N/A
Done for: MONROE COUNTY

Company: DOUGLAS N. HIGGINS Type: CONT
Co addr: 5707 COLLEGE RD
City: KEY WEST State: FL Zip: 33040
Caller: ERNIE BROWN Phone: 305-292-7889
Contact: ERNIE BROWN Phone: 786-255-6626
BestTime: 8-5
Mobile: 786-255-6626
Email: ERNIEB@DNHIGGINS.COM

Submitted: 01/12/16 11:21ET Oper: ERN Chan: WEB
Mbrs: CC1281 DCPWT FK1295 FK1794 HT1010 KL1558 LS1104 SBF23 TL2051
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: February 9, 2016
Agenda Item Type: Resolution
Department: Customer Service
Agenda Item Scope: Customer Service
Recommended Action: Action: Approval

Sponsor: Rob Bulkiewicz
Agenda Item Number: J-1

Subject: **Reversal of Waiver - AK#1641464**

Summary of Discussion:
Assessment was waived in 2008 by the previous owner. The current owner would like to reverse the waiver and received wastewater service.

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

**Financial Impact**
- Income Uncollected
  - $9,790.00
  - Funding Source: Assessment Revenue
  - Budgeted: No

**Attachments**
1. Resolution Draft 03-02-16
2. Customer Request
3. Reversal of Waiver and Ack. of Costs and Assessments
4. Map

Approved By: [Signature]
General Manager
Date: 2/5/2016
RESOLUTION NO. DRAFT 03-02-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF JOSE GUERRERO FOR THE REINSTATEMENT OF ASSESSMENT OF ONE TAX PARCEL TO THE 2016 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District ("District") assessed the parcel listed in Section 1 below via Resolution 12-06-08 dated June 17, 2008, the Final Assessment Resolution for 2008; and

WHEREAS, at the request of the parcel owner and in accordance with the KLWTD General Rules and Regulations, the District subsequently issued a waiver of the District’s non-ad valorem wastewater assessment on the Parcel listed in Section 1, which waiver was filed in the Office of the Circuit Court of Monroe County, in Official Records, Book number 2386, Page 1735 on the 31st day of October, 2008; and

WHEREAS, subsequently, the District approved the request of the current parcel owner, Jose Guerrero to provide wastewater service to and to reverse the waiver of the District’s non-ad valorem wastewater assessment on the parcel described in Section 1.

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

Section 1.
PARCEL ID: 00522250-000000
AK NO. 1641464
PARCEL DESCRIPTION: BK 6 LT 2 HARBOR SHORES PB3-56 KEY LARGO OR512-653 OR602-764 OR609-896 OR850-2121 OR778-515 OR2747-670 OR2747-671

Section 2.
Resolution number 15-08-15 dated August 4, 2015 (The 2015 Final Assessment Resolution), Section 3.01 (Assessment Roll) is hereby amended to include the Parcel listed in Section 1 above.

Section 3.
The parcel owner is required to pay a System Development Charge (SDC) of $5,770, plus additional costs of $3,820, plus an administrative fee of $200 for a total of $9,790. This amount is due and payable in full on the effective date of this Resolution.
Section 4.

In the event any portion of the amounts listed in Section 3 above, as well as any other reasonable fees associated with the collection of those amounts, remain unpaid after the effective date of this resolution, those unpaid amounts shall be added to the following year’s non Ad-Valorem Assessment Roll and shall constitute a lien upon the assessed parcel(s), equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. The lien shall be deemed perfected upon adoption of this Resolution.

Section 5.

APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

Section 6.

AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 9th DAY OF FEBRUARY, 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:

<table>
<thead>
<tr>
<th>Chairman Asdourian</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Gibbs</td>
<td></td>
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<tr>
<td>Commissioner Higgins</td>
<td></td>
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<td>Commissioner Majeska</td>
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<td></td>
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<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 9th day of February, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

__________________________________________

David Asdourian, Chairman
ATTEST: Approved to as to form and legal sufficiency

____________________________  ______________________________
Katherine Jackson, District Clerk General Counsel, Ray Giglio

SEAL
Request for Reversal of Waiver of Wastewater Service

ALL fields must be completed, unless indicated as optional, before the request will be reviewed.

Property Owner of Record: JOSE F GUERRERO

Name of Request Initiator: JOSE F GUERRERO

Email (optional): Phone: 305-240-0241

PARCEL
RE/Parcel ID: 00522250-000000 Alternate Key: 1641464

Parcel Legal Description: BK 6 LT 2 HARBOR SHORES PB3-56 KEY LARGO OR512-653 OR602-764 OR609-896 OR850-2121 OR778-515 OR2747-670 OR2747-671

ORIGINAL WAIVER

Date Filed with Clerk of Courts: 10/31/2008 Doc No: 1717819 Book: 2386 Page: 1735

I request a REVERSAL of WAIVER of wastewater assessment. I understand that after reversal of waiver is approved I will be required to pay:

- $3,820 Costs to provide parcel with wastewater service (if applicable. Fees will be determined by survey conducted by KWLTD Engineering Department).
- $5,770 System Development Charge (SDC) – Due in full.
- $ 200 Administrative fee.
- $9,790 Total

Additional Notes or Requests:

Signature: __________________________________________________________ Date: 2-1-16

The completed request may be mailed to PO Box 491, Key Largo, FL 33037, faxed to 305-453-5807 or hand delivered to the District office located at 98880 Overseas Hwy, Key Largo, FL 33037.

To be Completed by KWLTD Engineering Department

Survey conducted by: Mike Dempsey

☐ Parcel HAS wastewater service available. No additional costs will be incurred.

☑ Parcel does NOT have wastewater service available. Additional costs to provide parcel with wastewater service is $3820.00. (Break down of costs is attached.)

KWLTD Form F-22
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<td>3,820.00</td>
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Total $3,820.00
Property Appraiser Parcel Identification Number(s) = 1641464

Key Largo Wastewater Treatment District

Reversal of Waiver of Wastewater Service

and

Acknowledgement of Costs and Assessments

THIS Reversal of Waiver of Wastewater Service and Acknowledgement of Costs and Assessments (the “Reversal of Waiver”) is made this 5th day of January 2016, by the Key Largo Wastewater Treatment District with respect to the Parcel listed in Attachment “A” (the “Parcel”):

WHEREAS, the undersigned, who are all of the Owners or are the legal representatives of all of the Owners (collectively, the “Owners”) of the Parcel, previously requested that the District exclude the Parcel from the District’s Assessment roll and waive the Assessments levied against the Parcel on the grounds that the Parcel cannot and/or will not receive Wastewater Service; and

WHEREAS, the Owners executed a Waiver of Wastewater Service and Acknowledgement of Potential Costs for the Parcel, which waiver was filed in the Office of the Clerk of the Circuit Court of Monroe County, State of Florida, in Official Records Book Number 2386, at Page 1735, on the 31st day of October, 2008; and

WHEREAS, the Owners now request that the District reinstate, and again provide, wastewater service to the previously waived Parcel; and

WHEREAS, Owners of previously waived Parcels, who subsequently request that the District reinstate, and again provide, wastewater service to those Parcels, are required to pay a system development charge, in accordance with Resolution Number 12-06-08, the 2008 Final Assessment Resolution, as well as all direct and indirect costs, expenses, and administrative fees.

NOW, THEREFORE, in consideration of the premises, the Key Largo Wastewater Treatment District finds and agrees:

1. That, as of the date first above written, based upon the information provided by the Owners and the records of the Monroe County Property Appraiser, the undersigned are all of the owners, or are the legal representatives of all of the Owners, of the Parcel.
2. That, in accordance with Resolution Number 12-06-08, The 2008 Final Assessment Resolution, the Owners are required to pay to the District an amount fairly representing the special benefit that the Parcel has received and/or will receive, as determined by the District, which amount shall be equivalent to the original System Development Charge ("SDC") for the current year's assessment resolution or the last year's SDC adjusted for inflation in accordance with the Consumer Price Index.

3. That the SDC the Owners are required to pay has been determined by the District to be the sum of $5,770.00, plus additional costs of $3,820.00, plus an administrative fee of $200, for a total of $9,790.00.

4. That the District will direct the Monroe County Tax Collector to, reinstate the District's Non-Ad Valorem Wastewater Assessment against the Parcel utilizing the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes (the Uniform Assessment Collection Act).

5. That the Effective Date of this Reversal of Waiver shall be the date on which a resolution approving and accepting same is adopted by the Board of Commissioners of the Key Largo Wastewater Treatment District.

6. That wherever used herein, the terms "Owners" and "District" include all the parties involved and their respective heirs, legal representatives, successors and assigns; and, unless the context clearly indicates otherwise, words used in the singular include the plural, the plural includes the singular, and the neuter gender includes the masculine and the feminine.

IN WITNESS WHEREOF, on the day and date first above written, the Key Largo Wastewater Treatment District, acting by and through its General Manager, hereby accepts and agrees to this Reversal of Waiver of Wastewater Service and Acknowledgement of Costs and Assessments.

Key Largo Wastewater Treatment District: Approved as to Form and Legal Sufficiency:

[Signature]
Paul Christian, General Manager

[Signature]
Ray Giglio, District Counsel
Acknowledgement of Costs and Assessments

THE UNDERSIGNED, who are all of the Owners or are the legal representatives of all of the Owners of the Parcel(s) listed in Attachment “A” acknowledge, certify, and agree: (a) that they now desire to receive wastewater service to the previously waived Tax Parcel listed in Attachment “A” and have requested that the District make this Reversal of Waiver; (b) that, in connection with this Reversal of Waiver, they are required to pay to the District the amount listed in paragraph “4” above; (c) that if they fail or neglect to pay any or all of this sum, any such unpaid amount shall become a lien upon the Parcel; and (d) that this Reversal of Waiver and all of its terms and conditions shall be binding upon the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment “A”.

Dated: 2-1-16

Owner [Signature]
Owner

Print Name [Signature] Jose F Guerrero
Print Name

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

Witness [Signature]
Witness

Print Name [Signature] Thomas Nott
Print Name

COUNTY OF MONROE
STATE OF FLORIDA

I HEREBY CERTIFY that on this 1 day of February 2016, before me, an officer duly authorized to take acknowledgments, personally appeared Jose F Guerrero, known to me to be the person(s) named in the foregoing instrument, who acknowledged executing same in the presence of two subscribing witnesses and who is/are personally known to me or who produced license as identification and who did/did not take an oath.

Diane Bockelman
Diane Bockelman
Printed Name of Notary

My Commission Expires: August 21, 2016

(Diagnostic Report)

Key Largo Wastewater Treatment District
Reversal of Waiver of Wastewater Service and Imposition of Costs and Assessments
KLWTD Form F-21
Reversal of Waiver of Wastewater Service
and
Acknowledgement of Costs and Assessments
Attachment A

Tax Parcel(s) receiving wastewater Service:

Parcel No. 1:

| Alternate Key Number:           | 1641464          |
| RE Number:                     | 00522250-000000  |
| Physical Location:             | VACANT LAND KEY LARGO |
| Legal Description:             | BK 6 LT 2 HARBOR SHORES PB3-56 KEY LARGO |
|                               | OR512-653 OR602-764 OR609-896 OR850-2121 |
|                               | OR778-515 OR2747-670 OR2747-671 |
Meeting Date: February 9, 2015

Agenda Item Type: Resolution

Department: Customer Service

Agenda Item Scope: Customer Service

Recommended Action: Action: Approval

Sponsor: Rob Bulkiewicz

Agenda Item Number: J-2

Subject: MCLA Conservation Waiver of Assessment - Gulfstream Shores

Summary of Discussion:

Monroe County Land Authority requested the waiver of wastewater service and assessment for three parcels (AK# 1692735, 1693014, 1693022) to be used as conservation.

Reviewed / Approved

Operations: [Signature]

Administration: [Signature]

Finance: [Signature]

District Counsel: [Signature]

District Clerk: [Signature]

Engineering: [Signature]

Financial Impact

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<th>Operations</th>
<th>Administration</th>
<th>Finance</th>
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Funding Source: Assessment Revenue

Attachments

1. Resolution DRAFT 04-02-16
2. Request for waiver
3. Map

Approved By: [Signature] General Manager

Date: 2/5/2016
RESOLUTION NO. DRAFT 04-02-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF THREE TAX PARCELS AS CONSERVATION LAND FROM THE 2012 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Tax Parcels described in Section 1 are being conveyed to the Monroe County Land Authority, a local agency, for the purpose of protecting the natural environment, preserving wildlife habitat under the provisions of Chapter 380, F.S. and/or Monroe County Code section 2-397; and

WHEREAS, the Tax Parcels described in Section 1 will be used as Conservation Parcels and will not be improved with facilities that will generate wastewater; and

WHEREAS, Monroe County has made an application for a waiver of all future assessments of the Key Largo Wastewater Treatment District’s System Development Charge; and

WHEREAS, pursuant to the Key Largo Wastewater Treatment District General Rules and Regulations Section 10.06(a)(iii), the Owner(s) may request that the District exclude such Tax Parcels and waive all future Assessments of the System Development Charges, for those Tax Parcels.

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

The lots designated in Section 1 below be and are excluded from the Key Largo Wastewater Treatment District 2012 Non Ad-Valorem Assessment.

**Section 1.**

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<th>PARCEL DESCRIPTION</th>
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AK NO. 1693022
PARCEL DESCRIPTION: BK 6 LT 30 GULFSTREAM SHORES PB3-61 KEY LARGO OR60 8-75 OR812-1252 OR872-1071 OR873-1147 OR990-573

Section 2. Should any owner of the parcel listed in Section 1 above later desire wastewater service to the tax parcel, or develop the parcel with any structure capable of producing wastewater, they agree to pay all direct and indirect District costs of providing service as well as any unpaid portions of the assessment herein waived.

Section 3. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 4. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 9th DAY OF FEBRUARY 2016

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:

<table>
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<tr>
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<th>AYE</th>
<th>NAY</th>
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<tbody>
<tr>
<td>Chairman Asdourian</td>
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<td>Commissioner Gibbs</td>
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<td>Commissioner Higgins</td>
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<td>Commissioner Majeska</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 9th day of February, 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT
By: __________________________
David Asdourian, Chairman

ATTEST: __________________________
Katherine Jackson, Clerk

Approved to as to form and legal sufficiency

__________
Ray Giglio, General Counsel

SEAL
January 28, 2016

Diane Bockelman, Assessment and Billing Coordinator
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, FL 33037

Re: Request to Remove Property from K LWTD Assessment Roll for Pending Acquisition of Conservation Land
AK# 1692735, 1693014, and 1693022 / Block 6, Lots 1, 29, and 30, Gulfstream Shores

Dear Ms. Bockelman:

The above referenced property is under contract for purchase by the Monroe County Comprehensive Plan Land Authority as conservation land. Conservation lands acquired by the Authority will be maintained as natural areas, will not be developed, will not generate wastewater, and therefore will not need a connection to the Key Largo Wastewater Treatment District wastewater system.

I am requesting that the subject property be removed from the KLWTD assessment roll prior to closing. This action is necessary prior to closing because the Monroe County Tax Collector’s Office does not accept partial payments (the payment of just the ad valorem portion of the outstanding taxes when a non-ad valorem assessment is also still outstanding).

Thank you for your assistance with this matter. Please contact me should you require any additional information.

Sincerely,

Mark J. Rosch
Executive Director
Meeting Date: February 9, 2016

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Admin / Customer Service

Sponsor: Rob Bulkiewicz

Subject: Fleet Management Presentation

Summary of Discussion:
Staff will provide an update on our recently upgraded Fleet Management program.
Memo

To: K LWTD Commissioners
Cc: Paul Christian, General Manager
From: Rob Bulkiewicz, Chief Information Officer
Date: February 5, 2016
Re: K LWTD Fleet Management

Dear Commissioners,

I would like to present you with an overview of the District’s Fleet Management program. This presentation will include a summary of both our internal management tools within SewerCare, as well as our external controls delivered through the Verizon Wireless portal. I will briefly walk the Board through the process from start to finish, including an actual hands on live demonstration.

Sincerely,

[Signature]

Rob Bulkiewicz
Chief Information Officer
DRIVE BUSINESS RESULTS WITH FLEET TELEMATICS.

Track, monitor and manage service vehicles for more efficient use of resources and improved customer service.

While service vehicles comprise an important and visible connection with your customer, the challenges of running your fleet cannot be overlooked. You have to contend with:

- Rising fuel costs.
- Growing compliance issues with federal, state and local mandates.
- Security and liability concerns.

However, if you can answer these challenges, you can transform the vehicle fleet into an opportunity. Instead of a business expense, it can become a competitive advantage. You can raise customer service levels and reduce vehicle downtime. And, at the same time, you can control your costs and satisfy regulatory mandates. The answer: Verizon Telematics.

Networkfleet *
Fleet telematics is part of the machine-to-machine (M2M) evolution helping businesses automate processes, simplify operations and get more done in less time.

The Networkfleet telematics solution can help realize these benefits through a combination of in-vehicle hardware and a Web-based application to store, view and analyze data on individual vehicles and your overall fleet. Vehicles are equipped with a satellite-based automatic vehicle location (AVL) device that sends information to the Networkfleet data center over a secure wireless network.

Fleet operators access a secure Web site where they view information such as real-time location and route updates, and periodic engine performance updates. If configured, SMS alerts are sent when certain prelisted events occur. For proactive management, reports can be run to gain oversight of the fleet, and insight into performance.

Remote vehicle diagnostics improve vehicle performance.
Networkfleet can provide remote vehicle diagnostics, which allow fleet managers and business owners to proactively address vehicle problems before they create operational issues. This helps reduce fleet maintenance costs, improve longevity and boost reliability.

You can use the patented diagnostic technology to receive:

- Alerts via email.
- Scheduled maintenance reminders.
- Recall information from National Highway Transportation and Safety Administration.

Roadside assistance—a driver’s best friend
The best diagnostic and maintenance program is still subject to the occasional vehicle problem. That’s why Networkfleet provides roadside assistance, including four complimentary calls per calendar year per vehicle. Assistance includes towing, locksmith service, battery boost, flat repair and fuel delivery.
New tools for better management

Network fleet provides the tools to manage your fleet in near real time, so you can be sure your fleet vehicles and drivers are performing at a high level. Activity alerts can include notifications for:

+ Geofence violations
+ Excessive speeding
+ Extended idle time
+ Odd-hour usage
+ Maintenance

Measure what you manage.

Effective fleet management requires data, so you can see the big picture, and zero in on opportunities for controlling costs and generating revenue. To help with your management efforts, you can schedule reports on your whole fleet, individual vehicles, or groups of vehicles, including reports on:

+ Fleet location
+ Fleet utilization
+ Fuel usage and MPG
+ Geofence violation
+ Greenhouse emissions
+ Landmark
+ Odd hours
+ Speed violations
+ Smog check
+ Stop detail and idle time

Shift into overdrive.

Alerts are sent via email or text message to one or more specified recipients. Unlike many providers, we'll help you implement your telematics solution, so you get the most out of your new, more efficient capabilities. Because fleet telematics is about more than just installing devices, we can help you:

+ Create solid company policies.
+ Understand what data is being collected, and how to use it.
+ Understand the functionality in the product, and how to best utilize it.

We have experienced direct sales and customer service teams, dedicated to ensuring that you are supported when buying and implementing Network fleet.

Network fleet is more than a machine-to-machine implementation, it's a business solution. As you gain insight into your fleet, you can use the data to generate management decisions and solutions affecting your entire company. Ready to start your M2M evolution? We're ready to help. Contact your Verizon account representative, or visit us online at verizonenterprise.com.
Meeting Date: February 9, 2016

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

Department: Finance
Sponsor: Finance Dept.

Subject: FY2016 Advanced Principal Reduction Plan

Summary of Discussion:
Peter Rosasco and the Finance Department will present the KLWTD advanced principal reduction plan to reduce the length of the debt payments, using the budgeted additional $3.3 million dollar payment.

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

Financial Impact
$ 3,300,000.00

Attachments
Memo Regarding Advanced Principal Reduction Plan
KLWTD Debt Service Summary
KLWTD Debt Service with Principal Reduction Analysis

Approved By: General Manager
Date: 2/5/2016
Memo

To: Key Largo Wastewater Treatment District Board of Commissioners
From: Finance Department
CC: Paul Christian, General Manager
Date: 2/9/2016
Re: Advanced debt reduction

As part of the FY15/16 adopted budget process, staff researched the impact on the District’s debt by making an advanced principal payment of $3,300,000. Staff recommends making an advanced principal payment on the District’s State Revolving Fund (SRF) Loan 464010.

If this amount was applied as an advanced payment on the SRF 464010 the District would recognize the following savings, while incurring no prepayment penalty.

Total remaining interest due under current terms: $1,976,410
Total remaining interest due with advanced payment: $875,426
Total Potential Savings: $1,100,984

Attached find a debt service summary, and an advanced principal reduction analysis for your review.

Respectfully submitted,

Connie Fazio
Senior Finance Manager
KLWTD Debt Service Summary

<table>
<thead>
<tr>
<th>Assessment Revenues</th>
<th>County ILA</th>
<th>Total Revenue</th>
<th>46401P</th>
<th>464010</th>
<th>464020</th>
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KLWTD Debt Service Summary - $39,808,630.47

Assessment Revenue & County ILA $17M

Debt Service
## KLWTD Debt Service Summary With Advanced Principal Reduction Analysis

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<th>Assessment Revenues</th>
<th>County ILA</th>
<th>Total Revenue</th>
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<th>464010</th>
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<td>1,393,680.93</td>
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<td>146,098.18</td>
<td>856,049.12</td>
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<td>(464,645.33)</td>
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<td>2028</td>
<td>622,767.30</td>
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<td>574,155.20</td>
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<td>2029</td>
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<td>61,678.53</td>
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<td>2030</td>
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<td>(63,694.71)</td>
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<td>2031</td>
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<td>(65,710.90)</td>
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<td>2032</td>
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<td>73,049.09</td>
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<td>(54,220.66)</td>
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KLWTD Debt Service Summary With Advanced Principal Reduction Analysis

Assessment Revenue & County ILA $17M

Debt Service

![Graph](chart.png)