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

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of March 1, 2016

G. CONSTRUCTION REPORT
   1. Grinder Pump Installation Project Final Survey Agreement

H. OPERATIONS REPORT

I. ENGINEER’S REPORT

J. ADMIN / CUSTOMER SERVICE REPORT

K. COMMISSIONER’S ITEMS

L. GENERAL MANAGER’S REPORT

M. LEGAL REPORT
   1. Change of Address Resolution
      RESOLUTION DRAFT NO. 05-03-16
      A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO
      WASTEWATER TREATMENT DISTRICT UPDATING SECTION 1.06 OF THE GENERAL
      RULES AND REGULATIONS TO REFLECT THE NEW ADDRESS OF THE DISTRICT MAIN
      OFFICE; AUTHORIZING THE GENERAL MANAGER TO MAKE THE CHANGE; AND
      PROVIDING FOR AN EFFECTIVE DATE.

N. BUDGET AND FINANCE REPORT

O. ROUNDTABLE DISCUSSION

P. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTID Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305-451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: March 8, 2016

Agenda Item Number: F-1

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

Recommended Action: Action

Department: Admin /Customer Service
Sponsor: Katherine Jackson

Subject: Minutes of March 1, 2016

Summary of Discussion:

Reviewed / Approved

Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

$ 0.00

Funding Source: 
Budgeted: N/A

Attachments
1. Minutes of March 1, 2016

Approved By: ____________________________ Date: 3/4/2016

General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on March 1, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins 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.

Mr. Fred Nickerson led the Pledge of Allegiance.

COMMISSIONER’S ITEMS

Proclamation in Memoriam – Kay Thacker

Chairman Asdourian presented to Mr. John Groothand, surviving husband of Mrs. Kay Thacker, a Proclamation in Memoriam, commemorating her life and her dedication to community service and to the Florida Keys.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Mrs. Connie Fazio added a discussion about the ACOE Single Audit to Finance Report.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Diane Bockelman, Billing and Assessments Coordinator, was recognized as Employee of the Month for February 2016.

Motion: Commissioner Tobin made a motion to re-open Agenda Additions, Corrections, or Deletions and Commissioner Gibbs seconded the motion. The motion passed without objection.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Tobin added a discussion of Florida Keys Day to General Manager’s Report.
• Mr. Paul Christian added a discussion of legislative updates to General Manager’s Report.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of February 16, 2016

Motion: Commissioner Gibbs made a motion to approve the Minutes of February 16, 2016, Commissioner Higgins seconded the motion and Commissioner Tobin abstained. The motion passed without objection.

Minutes of February 9, 2016

Motion: Commissioner Higgins made a motion to ratify the previously approved Minutes of February 9, 2016, Commissioner Majeska seconded the motion and Commissioner Tobin abstained. The motion passed without objection.

CONSTRUCTION REPORT

Monthly Construction Report

Mr. Paul Christian presented the Monthly Construction Report and answered questions from the Board.

Chemical Storage and Feed System Upgrade Project

Mr. Paul Christian informed the Board that staff was still reviewing the possibility of “piggybacking” onto a Blanket Purchase Agreement between Carl Eric Johnson Inc. and Hillsborough County. Mr. Ray Giglio stated that staff needs more time to do their due diligence for this project, and that staff recommendations will be forthcoming.

Staff answered questions from the Board.

Keys Contracting Change Order No. 8 for Grinder Pump Project

Mr. Paul Christian presented Change Order No. 8 for Keys Contracting for the Grinder Pump project granting a time extension. Mr. Christian stated that there is the possibility of future change orders for Keys Contracting for additional work within the Grinder Pump project.

Staff answered questions from the Board.
Motion: Commissioner Majeska made a motion to authorize the Keys Contracting Change Order No. 8 for the Grinder Pump Project and Commissioner Gibbs seconded the motion.

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

Purchase Order for Champion Controls, Inc.

Mr. Paul Christian presented the purchase order for Champion Controls, Inc. to the Board. Mr. Christian informed the Board that this purchase order is for the direct purchase of the instrumentation, controls & VFD/OCP panels for the Blower Upgrade Project, and that the Wharton-Smith, Inc. purchase order would decrease as a result of this direct purchase. Mr. Christian clarified that there will be no change to the total project cost.

Staff answered questions from the Board.

Motion: Commissioner Higgins made a motion to approve a Change Order to Purchase Order No. 15-499622 and Purchase Order No. 16-499696 and Commissioner Tobin seconded the motion.

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

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.

Vogt-Spear, Corp. Change Order No. 2 for Headquarters Building Remodel

Mr. Rob Bulkiewicz presented a change order for Vogt-Spear, Corp. for additional work to be completed at the District’s Headquarters building. Commissioner Gibbs stated that he does not want to see any additional change orders for the headquarters building, and Commissioner Tobin stated that he would like the work to be bid out to possibly find a less expensive alternative.
Staff answered questions from the Board.

**Motion:** Commissioner Higgins made a motion to approve Vogt-Spear, Corp. Change Order No. 2 for the Headquarters Building Remodel and Commissioner Gibbs seconded the motion.

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

**Motion Passed: 4 to 1**

**ESRI 3 Year Contract Renewal**

Mr. Rob Bulkiewicz presented a contract renewal extending the Districts licensing and support contract for ArcGIS with ESRI to the Board for approval and answered questions.

**Motion:** Commissioner Gibbs made a motion to approve the ESRI 3-Year Contract Renewal and Commissioner Higgins seconded the motion.

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

**Motion Passed: 5 to 0**

**EDU Appeal (Billing) – First State Bank – AK#1679747**

Mr. Rob Bulkiewicz presented an EDU appeal for billing for AK#1679747 and answered questions from the Board. Commissioner Tobin suggested changing the appeal form to make it clear that the change is for billing EDU assignment, not for assessment EDU assignment.

**Motion:** Commissioner Higgins made a motion to approve the EDU assignment for billing from 4.4 EDU to 3.3 EDU for First State Bank – AK#1679747 and Commissioner Tobin seconded the motion.

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

**Motion Passed: 5 to 0**
Hometown Health and Florida League of Cities Benefits Challenge

Mr. Paul Christian addressed Commissioner Majeska's inquiries regarding the Hometown Health and Florida League of Cities challenges. Mr. Christian informed the Board that these programs are provided by the District's health insurance provider and promote healthy living, and he answered additional questions from the Board.

GENERAL MANAGER'S REPORT

Florida Keys Day

Mr. Paul Christian gave an informal report on the delegation to Florida Keys Day 2016 consisting of Commissioner Majeska, Diane Bockelman, and himself.

Legislative Updates

Mr. Paul Christian informed the Board that Tallahassee lobbyist, Cynthia Henderson, is “cautiously optimistic” about funding of the Florida Keys Environmental Stewardship Bill.

EXTENSION: 6:00 PM

Motion: Commissioner Gibbs made a motion extend the meeting 5 minutes. The motion passed without objection.

BUDGET AND FINANCE REPORT

ACOE Single Audit

Mrs. Connie Fazio presented an engagement letter from Grau and Associates to the Board which states that a single audit is required for the receipt of the $500,000 from the Army Corp of Engineer from 2015. Mrs. Fazio informed the Board that Grau & Associates will be conducting this audit and staff answered questions from the Board.

ADJOURNMENT

The Meeting was adjourned at 6:05 PM.

David Asdourian, Chairman

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

Meeting Date: March 8, 2016
Agenda Item Number: G-1

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

Department: Construction
Sponsor: Chuck Adams

Subject: Grinder Pump Installation Project Final Survey Agreement

Summary of Discussion:

After review of the submitted proposal, staff recommends the acceptance and requests the Board authorize the General Manager to negotiate and execute a contract with Zurwelle-Wittaker for the final surveys required for 47 residential properties for the amount not to exceed $10,575.00.

Reviewed / Approved
Operations: [Signature]
Administration: 
Finance: [Signature]
District Counsel: [Signature]
District Clerk: 
Engineering: 

Financial Impact
Operations: $10,575.00
Expense
Funding Source: Rate Revenue
Budgeted: No

Attachments
1. Memo from Chuck Adams
2. Agreement for Job No. 2016-04
3. Exhibit "A"
4. Exhibit "B"

Approved By: [Signature] General Manager
Date: 3/9/2016
Memo

To:        KLWTD Commissioners
Cc:       Paul Christian, General Manager
From:    Chuck Adams, Operations Manager
Date:    March 8, 2016
Re:     Grinder Pump Installation Project Final Survey Agreement

Dear Commissioners,

On February 8, 2016 staff sent out an invitation to bid to multiple contractors requesting proposals for the surveying of 47 Grinder Pump properties along US-1. Staff received and reviewed three proposals.

Staff recommends the acceptance and requests the Board authorize the General Manager to negotiate and execute a contract with Zurwelle-Whittaker for the final surveys for the amount not to exceed $10,575.00.

Respectfully Submitted,

Chuck Adams
Operations Manager
AGREEMENT

THIS AGREEMENT is made this ___ day of ______________, 2016, by and between the following parties:

PARTIES:

The Key Largo Wastewater Treatment District (hereinafter the “District”), whose address is:
PO Box 491, Key Largo, FL 33037, and

Name of Contractor: Zurwelle-Whittaker

Whose address is: 900 West 49th Street, Suite 408

Hialeah, FL 33012

(hereafter called the “Contractor”).

STATEMENT OF WORK TO BE PERFORMED:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Contractor agrees to perform the following work:

Grinder Pump Project final surveys for 47 residential properties as described in attached Exhibit "A" and Exhibit "B". The contractor will provide coordinates and drawings for the locations and information as specified in Exhibit "A“. Surveys shall be provided in both hard copies and in AutoCAD format.

Select if Contractor’s work is detailed in a Statement of Work attached hereto as Exhibit "A," which is incorporated herein by express reference.

Select if no exhibits are attached

All work shall be completed within 60 calendar days of this Agreement or the District may be entitled to damages as provided by the terms of this Agreement.
CONSIDERATION:

For and in consideration of the work to be performed by the Contractor, the District agrees to pay the Contractor the following sums at the following times or under the following conditions:

Total Amount to be paid to Contractor: $10,575.00

When payment is to be made (date and/or conditions of payment):

☐ Payment is to be made under the following schedule and conditions:

☐ Select if payment is to be made upon satisfactory completion of work due under this Agreement.

INDEPENDENT CONTRACTOR:

The Contractor shall perform any and all work due under this Agreement as an independent entity. It is explicitly understood and agreed that the Contractor, its employees, agents, and representatives are not employees of the District. No part of this Agreement shall be construed to represent the creation of an employer/employee relationship. Contractor expressly represents and warrants that it will comply with all federal and state employment laws with any and all of Contractor's employees working under this Agreement.

AUTHORITY TO CONTRACT AND SUBCONTRACT:

The Contractor shall have no authority to incur any obligations or liabilities on behalf of the District. The Contractor shall not represent to any party, or parties, that it possesses any authority in regards to this Agreement that it does not actually have. The Contractor shall not enter into any subcontracts for any of the work scheduled under this Agreement, other than those described herein without obtaining prior written approval from the District. Should the Contractor obtain prior written approval to enter into a subcontract with a qualified provider of services, the Subcontractor shall acknowledge the binding nature of this Agreement and incorporate this Agreement, with attachments, into any subcontract entered. Should a subcontract be used, the Contractor hereby agrees to indemnify District for any and all acts of its subcontractor, and from any and all liabilities, claims, causes of action, or controversies brought by any party on account of any acts or omissions of subcontractor. The Contractor further agrees to be solely responsible to the District for the performance of any Subcontractor hired by Contractor to complete any work associated in any way with this Agreement.

TERMINATION:

This Agreement may be terminated by mutual consent of both parties in writing and delivered by certified mail or in person. Upon delivery of written notice to the Contractor, the District may immediately terminate the whole or any part of this Agreement if:

a. The Contractor fails to provide services called for by this Agreement within the time specified herein, or any extension thereof; or
b. The Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the District, fails to correct such failures within ten (10) days or such longer period as the District may authorize.

The rights and remedies of the District provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. Any such termination of this Agreement, other than from breach of contract, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Should the District terminate this Agreement because the Contractor has breached it, then at the District's option, the Contractor shall immediately reimburse the District the amount of all money the District granted the Contractor under this Agreement as reasonable liquidated damages to cover the District's costs in completing performance due under this Agreement.

DISTRICT'S AUTHORIZED OFFICERS:

The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

The District's General Manager, is the only person authorized to approve changes in any of the requirements under this Agreement.

COMPLIANCE WITH LAW:

The Contractor shall comply with all federal, state, and local laws, ordinances and codes applicable to the work due under this Agreement.

INDEMNITY AND INSURANCE:

The Contractor shall save and hold harmless the Key Largo Wastewater Treatment District, its officers, agents, and employees, from any and all claims, suits, or actions of whatsoever nature from any party resulting from or arising out of any of the activities of the Contractor or its subcontractors, agents, or employees under this Agreement.

NOTICES:

All notices, certificates or other communications shall be sufficiently given when delivered or mailed by ordinary mail, postage prepaid, to the parties at their respective places of business as previously set forth, or at a place designated hereafter in writing by the parties.

WAIVER:

The failure of the District to require performance of any provision shall not affect the District's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
ENTIRE UNDERSTANDING:

This agreement, along with any exhibits attached hereto, represents the entire understanding between the parties; and any representations, inducements, promises, or agreements, oral or otherwise, entered into prior to the execution of this Agreement are null and void and will not alter the conditions set forth herein. This Agreement may only be amended by an instrument in writing, duly executed by the parties.

APPLICABLE LAW AND FORUM SELECTION:

This agreement shall be governed by and construed according to the laws of the State of Florida and venue shall be proper exclusively in Monroe County, Florida. EACH OF THE PARTIES HERETO IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first above written.

KEY LARGO WASTEWATER TREATMENT DISTRICT:  

By: ____________________________________________  

Paul Christian, General Manager  

Date: ____________________________  

Zurwelle-Whittaker  

By: ____________________________________________  

Eddie Martinez, President  

(Print Name and Title)  

Date: ____________________________

Approved as to form and legal sufficiency.

By: ____________________________________________  

Ray Giglio, General Counsel  

Date: ____________________________
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<td>Total Pumps</td>
<td>56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
February 11, 2016

Laura Weinstock
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037
Office: 305-451-4019
Fax: 305-453-5807
Email: Lauraw@klwtd.com

Job Number 2016-4
Project: KLWDT Grinder Pump Project

Dear Mrs. Weinstock:

We are pleased to submit this proposal to perform the requested Surveying and Mapping services for 47 Properties along US 1 in Key Largo.

Work Scope as follows:

KLWTD is requesting bids for surveys to be done on 47 residential properties, providing coordinates and drawings for the locations and information as specified below. Surveys shall be provided in both hard copies and in AutoCAD format.

- Property corners fronting the property at the right of way.
- Building corners to locate the grinder pump station, control panel, and all sewer cleanouts
- Grinder Pump Station
- Control Panel
- Clean Out(s) installed by the Contractor between the buildings and the grinder pump stations
- Valve Box at the right of way (connection point)
- Driveways
- Water Meters
- Power Poles
- Fences, Block Walls, etc.
The price will be (47 Properties X $225.00 each, TOTAL Amount $10,575.00)

1) The GPS Crew will tie-in and perform a random point traverse to locate the actual boundary lines on the (FPRN) Florida Permanent Reference Network on NAD 83/99, NSRS (NOAA’S) and NAVD88.

2) The NON GPS Crew will locate all structures (as requested by KLTWD.)

Please see attached the following items:

- Professional License (Eddie A. Martinez, PSM and Juan Carlos Careaga, PSM)
- Professional Liability, General Liability and Workers Compensation

EQUIPMENT
Z-W uses a variety of specialized equipment for field and production operations. This technology ranges from digital levels to GPS to Traditional Total Station. All Z-W Field Survey Instruments exceed the Department Standards for Field Survey Instrumentation. Our crews are equipped with the latest Total Stations and Robotic Totals Station. Our GPS crew is fully equipped with the latest survey grade GPS equipment and software. Our Field Crews currently use: Sokkia SRX-3 Robotic T/S, (2) Sokkia CX101, Sokkia set 330R3, Nikon NPL 352, Data Collectors are 4 Carlson Surveyor +’s, Sokkia GRX2’s Base and Rovers and Sokkia 2700ISX Base and Rovers, and Sokkia SDL1X Levels. All receivers operate in any GPS mode including Kinematic, Real Time Kinematic, Static or Fast Static. RTK measurements are collected using either cellular modems or Dario communication. All level runs are performed using 1st order geodetic level with two bar coded level rods.

NOTE: Z-W will provide A “Master” AutoCAD file in any version KLTWD requests, this file will be on the “Live” NAD83/99 Coordinate system as used currently by KLTWD with their Trimble Units. Z-W also offers KLTWD a “Correction Service” for its GPS Rovers for enhanced precision at no charge to KLTWD, this will help KLTWD achieve a precision of ½” (one quarter inch) on location with their units.

We appreciate your business and look forward to working with you and establishing a professional relationship for years to come. If you have any questions, please feel free to contact our office.

Sincerely,

Eddie A. Martinez, PSM, President
Zurwelle-Whittaker, Inc.
# CERTIFICATE OF LIABILITY INSURANCE

**ZURWINC-01**  
**ZgonZales**  
**DATE (MM/DD/YYYY)**  
11/17/2015

**PRODUCER**  
Collinsworth, Alford, Fowler & French, LLC  
8000 Governor Square Blvd  
Suite 301  
Miami Lakes, FL 33016

**INSURED**  
Zurwelle-Whittaker, Inc.  
1140 W 50 Street  
Suite 307  
Hialeah, FL 33012

**CONTACT NAME:** Zoraida Gonzalez  
**PHONE/EMAIL/WEB:** (305) 822-7800  
**FAX (AG.NO.):** (305) 362-2443

**INSCRIBER(S) AFFORDING COVERAGE:**  
**NAC #:**

**INSURER A:** Phoenix Insurance Co  
25623

**INSURER B:** Travelers Casualty Ins Co of America  
19046

**INSURER C:** Travelers Indemnity Company  
25659

**INSURER D:** Travelers Casualty and Surety Company of America  
31194

**INSURER E:** RLI Insurance Company  
13056

## COVERAGE

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<td>MED EXP (Any one person)</td>
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<tr>
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<td>GENERAL AGGREGATE</td>
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<td>PROPERTY DAMAGE (Per accident)</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101):** Additional Remarks Schedule, may be attached if more space is required.  
Professional Liability Deductible $5,000 Each Claim; Professional Liability Retroactive Date for Zurwelle-Whittaker is 2/20/1994.

## CANCELLATION

**CERTIFICATE HOLDER:**  
****SPECIMEN***

**CANCELLATION:**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE:**  
[Signature]

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
800HELPFLA(435-7352) or (850) 488-2221

February 23, 2015

EDDIE ANDRES MARTINEZ
48 CORAL WAY
KEY LARGO, FL 33037-2945

SUBJECT: Professional Surveyor and Mapper License # LS6755

Your application / renewal as a professional surveyor and mapper as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2017.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LS6755
Expiration Date February 28, 2017

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

EDDIE ANDRES MARTINEZ
48 CORAL WAY
KEY LARGO, FL 33037-2945

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.
ZURWELLE-WHITTAKER, INC
1140 W 50TH ST STE 307
HIALEAH, FL 33012-3411

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB166

Your application / renewal as a professional surveyor and mapper business as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2017.

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If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LB166
Expiration Date: February 28, 2017

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

ZURWELLE-WHITTAKER, INC
1140 W 50TH ST STE 307
HIALEAH, FL 33012-3411

Adam H. Putnam
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.
Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
800HELPFLA(435-7352) or (850) 488-2221

February 23, 2015

JUAN C CAREAGA
1101 W 50TH PL
HIALEAH, FL 33012-3425

SUBJECT: Professional Surveyor and Mapper License # LS6861

Your application / renewal as a professional surveyor and mapper as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2017.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LS6861
Expiration Date: February 28, 2017

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JUAN C CAREAGA
1101 W 50TH PL
HIALEAH, FL 33012-3425

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.
## 2015 / 2016
### MONROE COUNTY BUSINESS TAX RECEIPT
**EXPIRES SEPTEMBER 30, 2016**

**Business Name:** ZURWELLE-WHITTAKER INC  
**Owner Name:** EDDIE A MARTINEZ  
**Mailing Address:** 900 W 49th ST SUITE 408  
HIALEAH, FL  33012

**Receipt #: 46110-106382**  
**Business Location:** 104615 OVERSEAS HWY STE 4  
KEY LARGO, FL  33037

**Business Phone:** 305-534-4668  
**Business Type:** PROFESSIONAL (SURVEYOR AND MAPPER)

### Tax Amounts

<table>
<thead>
<tr>
<th>Tax Amount</th>
<th>Transfer Fee</th>
<th>Sub-Total</th>
<th>Penalty</th>
<th>Prior Years</th>
<th>Collection Cost</th>
<th>Total Paid</th>
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**Paid 402-15-00000185 02/23/2016 37.50**

---

**STATE LICENSE: LB166**

---

**THIS BECOMES A TAX RECEIPT WHEN VALIDATED**  
**Danise D. Henriquez, CFC, Tax Collector**  
**PO Box 1129, Key West, FL 33041**  
**THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING AND ZONING REQUIREMENTS.**

---

## 2015 / 2016
### MONROE COUNTY BUSINESS TAX RECEIPT
**P.O. Box 1129, Key West, FL 33041-1129**  
**EXPIRES SEPTEMBER 30, 2016**

**Business Name:** ZURWELLE-WHITTAKER INC  
**Owner Name:** EDDIE A MARTINEZ  
**Mailing Address:** 900 W 49th ST SUITE 408  
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<td>0.00</td>
<td>37.50</td>
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</tbody>
</table>

**Paid 402-15-00000185 02/23/2016 37.50**

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**STATE LICENSE: LB166**

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

Meeting Date: March 8, 2016

Agenda Item Number: M-1

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

Department: Legal
Sponsor: Ray Giglio

Subject: Change of Address Resolution

Summary of Discussion:
A resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District updating Section 1.06 of the General Rules and Regulations to reflect the new address of the District main office; authorizing the General Manager to make the change; and providing for an effective date.

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

Financial Impact
$ 0.00

Attachments
1. Resolution Draft No. 05-03-16

Approved By: ____________________________ Date: 3/4/2016
General Manager
RESOLUTION DRAFT NO. 05-03-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT UPDATING SECTION 1.06 OF THE GENERAL RULES AND REGULATIONS TO REFLECT THE NEW ADDRESS OF THE DISTRICT MAIN OFFICE; AUTHORIZING THE GENERAL MANAGER TO MAKE THE CHANGE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 1.06 of the General Rules and Regulations ("Rules") of the Key Largo Wastewater Treatment District ("District") pertains to the location of the District’s main office; and

WHEREAS, Section 1.06 of the Rules states that “The main office of the District is located at 98880 Overseas Highway, Key Largo, Florida, 33037,” which is the current address of the District’s main office; and

WHEREAS, on or about the 1st day of April, 2016, the District main office will be moved to, and will henceforth be located at, 103355 Overseas Highway, Key Largo, Florida 33037.

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

Section 1. Recitals. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. The first sentence of Section 1.06 of the General Rules and Regulations of the Key Largo Wastewater Treatment District, shall be and is, updated to read:

“The main office of the District is located at 103355 Overseas Highway, Key Largo, Florida, 33037.”

Section 3. Applicability and Effective Date. This Resolution shall take effect on April 1, 2016.

Section 4. Authorization of District Officials. The General Manager and/or his designee are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 8th DAY OF MARCH, 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>
<thead>
<tr>
<th></th>
<th>AYE</th>
<th>NAY</th>
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</thead>
<tbody>
<tr>
<td>Chairman Asdourian</td>
<td></td>
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</tr>
<tr>
<td>Commissioner Gibbs</td>
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<tr>
<td>Commissioner Majeska</td>
<td></td>
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<tr>
<td>Commissioner Tobin</td>
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</tbody>
</table>

The Chairman thereupon declared Resolution DRAFT No. 05-03-16 duly passed and adopted the 8th day of March, 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT

______________________
Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

______________________  ______________________
Katherine Jackson, District Clerk    Ray Giglio, General Counsel

SEAL