AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:
David Asdourian      Chairman
Susan Heim           Commissioner
Robert Majeska       Commissioner
Andrew Tobin         Commissioner

DISTRICT STAFF:
Peter Rosasco        General Manager
Nick Mulick          General Counsel
Diane Bockelman      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.”
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of June 4, 2019

G. GENERAL MANAGER’S REPORT

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT
   1. BS&A Database Solutions

J. OPERATIONS REPORT

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT

M. LEGAL REPORT

N. COMMISSIONER’S ITEMS
   1. Board of Commissioners Seat

O. ROUNDTABLE DISCUSSION
   1. Unfinished Business

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: June 18, 2019

Agenda Item Number: F-1

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

Department: Legal
Sponsor: Nicholas Mulick

Subject: Minutes of June 4, 2019

Summary of Discussion:
Staff to present the minutes from the previous board meeting for approval.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: ________</td>
<td>$</td>
<td>Minutes</td>
</tr>
<tr>
<td>Administration:</td>
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<tr>
<td>Finance:</td>
<td>Funding Source:</td>
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<tr>
<td>District Counsel:</td>
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<tr>
<td>District Clerk:</td>
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<td></td>
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<tr>
<td>Engineering: ________</td>
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</table>

Approved By: __________________________ Date: 6-13-19
General Manager
CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Ms. Dottie Moses led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman David Asdourian, and Commissioners Robert Majeska, Andrew Tobin and Susan Heim. Also present were General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; and District Managers.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)
- Commissioner Majeska requested the addition of a discussion on the Statement of Financial Interests form as Item N-1.
- Commissioner Tobin requested the addition of two discussion items under Commissioner's Items: 1) Vac Station A as Item N-2, and 2) M-Files Records System as Item N-3.

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

PUBLIC COMMENT (E)
Name and Address     Subject
Mike Jenkins, Key Largo, Florida   Interested in being considered for the vacant Board seat.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of May 21, 2019 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of May 21, 2019, and Commissioner Majeska seconded the motion. The motion passed without objection.
GENERAL MANAGER’S REPORT (G)
April 2019 Monthly Report (G-1)
Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mike Dempsey, Field Operations Manager, presented the field operations section. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Ed Castle, District Engineer, presented the construction section. Kevin Becerra, Senior Support Analyst, presented the IT section. Diane Bockelman, Customer Service Manager, presented the administration and customer service section. Connie Fazio, Senior Finance Manager, presented the finance section.

Islamorada Force Main Update (G-2)
Mr. Rosasco, Mr. Mike Dempsey, and Mr. Primicerio provided updates on the May 23, 2019 break of Islamorada's force main line that transmits wastewater from Islamorada's wastewater system to the District's wastewater treatment plant.

BUDGET AND FINANCE REPORT (H)
Additional Debt Reduction (H-1)
Mr. Rosasco recommended that the Board approve a debt reduction payment in the amount of $998,000.00 to be made with the next scheduled loan payment on July 15, 2019 and reported that the District’s outstanding debt is expected to be $27,600,000 at the end of the fiscal year.

Motion: Commissioner Heim made a motion to approve a debt reduction payment to be made on July 15, 2019 in the amount of $998,000.00, and Commissioner Majeska seconded the motion.

Vote on Motion:
  Commissioner Heim - Aye
  Commissioner Majeska - Aye
  Commissioner Tobin - Aye
  Chairman Asdourian - Aye
Motion Passed: 4 to 0

ADMIN AND CUSTOMER SERVICE REPORT (I)
Playa Largo Ocean Residence EDU Adjustment – 21 First Avenue (I-1)
Ms. Bockelman reported that Staff conducted a review of the EDU assignments for AK No. 1103799. Staff recommended adoption of Resolution 06-06-19 increasing the EDU assignment from 1.0 EDU to 24.0 EDUs.

Motion: Commissioner Tobin made a motion to approve Resolution 06-06-19, and Commissioner Heim seconded the motion.
Vote on Motion:
Commissioner Tobin - Aye
Commissioner Heim - Aye
Commissioner Majeska - Aye
Chairman Asdourian - Aye
Motion Passed: 4 to 0

OPERATIONS REPORT (J)
*Purchase of Jetter Trailer (J-1)*
Mr. Mike Dempsey presented two bids for the purchase of a high-pressure jetting machine. Staff recommends approval of the Jetter Depot bid in the amount of $43,000.00.

Motion: Commissioner Heim made a motion to approve Staff's recommendation, and Commissioner Majeska seconded the motion.

Vote on Motion:
Commissioner Heim - Aye
Commissioner Majeska - Aye
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 4 to 0

CONSTRUCTION REPORT (K)
No report.

ENGINEER'S REPORT (L)
*Field Operations Storage Building (L-1)*
Mr. Castle presented a revised proposal from Reynolds Construction for a steel storage building in the amount of $213,998.00. Staff recommends approval of the revised proposal.

Motion: Commissioner Tobin made a motion to approve Staff's recommendation, and Commissioner Heim seconded the motion.

Vote on Motion:
Commissioner Tobin - Aye
Commissioner Heim - Aye
Commissioner Majeska - Nay
Chairman Asdourian - Aye
Motion Passed: 3 to 1
Dump Station Screening Unit (L-2)
Mr. Castle presented the sole bid by Screenco Systems LLC for a dump station screening unit. The Village of Islamorada agreed to pay half of the purchase price. Staff recommends approval of the bid in the amount of $24,379.00.

Motion: Commissioner Majeska made a motion to approve Staff’s recommendation, and Commissioner Heim seconded the motion.

Vote on Motion:
  Commissioner Majeska - Aye
  Commissioner Heim - Aye
  Commissioner Tobin - Aye
  Chairman Asdourian - Aye
  Motion Passed: 4 to 0

LEGAL REPORT (M)
Commissioner Appointment (M-1)
Mr. Mulick informed the Board of the procedure for filling a vacancy on the Board of Commissioners. The Chairman instructed the General Manager to advertise the vacancy to solicilt resumes from interested parties. The matter will be discussed at the next Board meeting.

Settlement of Insurance Claim (M-2)
Mr. Mulick recommended the Board authorize Mr. Rosasco to settle an insurance claim to which the District will contribute its $10,000.00 deductible.

Motion: Commissioner Heim made a motion to approve Staff's recommendation, and Commissioner Tobin seconded the motion for discussion. Commissioner Tobin withdrew his second, and Commissioner Majeska seconded the motion.

Vote on Motion:
  Commissioner Heim - Aye
  Commissioner Majeska - Aye
  Commissioner Tobin - Aye
  Chairman Asdourian - Aye
  Motion Passed: 4 to 0
COMMISSIONER’S ITEMS (N)

Statement of Financial Interests form (N-1)
Commissioner Majeska reminded the commissioners that the Statement of Financial Interests form is due to the Monroe County Supervisor of Elections by July 1, 2019.

Vac Station A (N-2)
Commissioner Tobin discussed the possible health effects of sewage odors.

Public Document Storage and Retrieval (N-3)
Commissioner Tobin requested an update on the District’s document storage and retrieval system. Ms. Bockelman reported that documents in M-Files can be searched but the program is not currently used for record retention purposes.

ROUNDTABLE DISCUSSION (O)

Unfinished Business (O-1)

ADJOURNMENT (P)
The Meeting was adjourned at 5:46 PM.

________________________________  _________________________________
David Asdourian, Chairman    Diane Bockelman, Clerk

Seal
Heavy-Duty Trailer

Eagle 600 Tandem-Axle Trailer

EAGLE 300 and 600
Single or Tandem axle Trailer Mounted Jetters

18 GPM • 4000 PSI

300 Gallon 5200GVW or 600 Gallon 10K Tandem axle

Eagle 300 and 600 Features:

• Dual Kawasaki Liquid-Cooled, Fuel Injected V-Twin Gas Engines, and Electric Start
• Both Engines run from a Single Throttle Control
• Heavy-Duty Trailer Construction with Lifetime Framework Warranty, Electric Brakes, L.E.D. lighting and adjustable height 2-5/16" ball-hitch
• Low-Profile design with protective Front-End Enclosure
• 300 or 600 Gallon Capacity Water Tank
• Long Lasting UDOR Super Duty Plunger Pumps
• 500-feet of 1/2-inch Low Friction Kevlar Jetting Hose
• 12-Volt Power-Reel with Wind-Speed Control
• Adjustable Hose Pulsation, Panel-Mounted
• Water-Supply Reel w/100' hose and 2" Air-Gap Fill Pipe
• Large Storage Box, lockable, heavy gauge steel
• 12 Gallon Gas Tank
• 4 Jetting Nozzles, Tip Cleaner and Extension

The newly re-designed Eagle 300 Trailer Jetter now offers upgrades like Liquid-cooled gas engines (combined 62 HP), remotely mounted mufflers, a protective and aerodynamic front end enclosure, and attractive low profile appearance, offering our customers the look, feel, performance and operation of trailer jetters requiring double the investment.

Add all that to our 5" tubular frame with lifetime warranty, Best-in-class features, 18 GPM/4000 PSI performance, all rear mounted controls, fully adjustable flow and pressure, And large diameter 600ft. capacity reel with 500ft. Jetting hose and you will own the most powerful, reliable jetter you can buy for under 30k.

<table>
<thead>
<tr>
<th>MODEL / TANK</th>
<th>GPM</th>
<th>PSI</th>
<th>HOSE SIZE</th>
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<tbody>
<tr>
<td>JNW-6218KU-300TR</td>
<td>18 GPM</td>
<td>4000 PSI</td>
<td>1/2 x 500ft.</td>
</tr>
<tr>
<td>JNW-6218KU-600TR</td>
<td>18 GPM</td>
<td>4000 PSI</td>
<td>1/2 x 500ft.</td>
</tr>
</tbody>
</table>

Superior Construction and Design, makes our Jetters the most powerful and reliable jetters you can buy...

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Call 1-877-901-1936 or E-Mail info@jettersnorthwest.com

A Division of Seattle Pump and Equipment 2222 15th Ave West Seattle, Washington 98119
Eagle-300 Features and Specifications

Trailer-mounted Jetter Eagle-300 (gallon)

- **18-GPM / 4000-PSI** Pump-Performance (optional model 23gpm/3000psi)
- 300-Gallon Water Tank Capacity (optional 600-gallon upgrade available)
- Dual Fuel-Injected Engines: Twin Liquid-Cooled Kawasaki 824cc engines
- Dual Udor Super Duty Pumps with Gearbox-Drive – no belts to adjust or replace
- 4 Nozzles Included (Penetrator, Flusher, Pusher/Piercer, and Rotator)
- 500-feet of Jetting Hose, 1/2" I.D., Kevlar® reinforced
- Ultra-Torque Reel-Drive Motor with Variable Speed Control
- 100-foot Water-Supply Hose; 3/4" I.D. commercial-duty hose on 2nd Reel
- 2-inch Fast-Fill Pipe with Air Gap (over Water-Tank)
- Large Lockable Storage Compartment; 36-inch x 18-inch x 18-inch
- Convenient Controls all located together at rear of trailer for safety

Heavy Duty Trailer

- 5" X 2" Tubular Steel Frame with **LIFETIME FRAMEWORK WARRANTY**
- A-Frame Tongue with Heavy-Duty “Drop Leg” Jack, and 2-5/16" Ball Coupler (Pintle optional)
- Flat-Top Fenders for additional mounting, Step-Style Fender-Support gussets
- Integral Water-Tank Mounting-Saddle with Vertical Retaining Posts (integral to trailer-frame)
- Towable when Full of Water (5,200 GVW rating)
- Electric Braking System, including safety break-away actuator
- Recessed LED Lighting and Reflective Red/White labeling
- Durable Epoxy Paint Coating (Black standard, other colors optional)

Jetting Nozzles

- 4 Nozzles included (Stainless Steel Nozzle-Construction)
  - **Penetrator:** 1 Front-Jet / 4 Rear-Jets (20deg)
  - **Flusher:** 6 Rear (35deg.), no front
  - **Pusher/De-icer:** 3 Front (10deg.) / 6 Rear (35deg)
  - **Rotator:** 2 Rear-Jets on Rotating Element
- Anti-Turnaround Nozzle-Extension included for larger pipes
- Nozzle Storage Box and Orifice Cleaner also included

Optional Upgrades: Wireless Remote-Control, Anti-Freeze System, Beacon Light, Pressure-Wash Hose/Reel
Optional Tools: Warthog and other Specialty Nozzles, Remote/Indoor Hoses/Reels, Chain-Cutters, Foot-Control

Continued on next page....
Fuel Injected Kawasaki Engine

- Multi-Port Digital Fuel Injection
- Choke-Free Starting
- Liquid Cooled
- Overhead Valve (OHV) V-Twin
- Pressurized Lubrication With Spin On Oil Filter
- Cast Iron Cylinder Liners
- 824 Cc's per engine
- 31 Hp per engine at 3600 RPM (SAE 1995 Rated)
- 47.1 Ft/Lbs Torque at 3200 RPM
- 3-Year Warranty Through Kawasaki Engines
- Rear-Mounted Operator Controls

Jetting Controls (all grouped near the Hose-Reel for safe, efficient operation):

- Engine Start and Stop
- Engine Throttle
- Hose Reel Wind/Unwind
- Water Pressure Adjustment
- Jetting Flow-Control: On (pressure to nozzle) / Off (zero-pressure bypass-return)
- Variable Pulsation Control

Jetting Hose

- Low-Friction "Tough Skin" Cover
- High Visibility Green Color
- Bonded Construction Provides Maximum Kink Resistance
- Excellent Cut, Gouge, And Abrasion Resistance
- 4000 PSI Working Pressure (16K Burst)
- Aramid Braid Re-Enforcement
- 10' Safety Leader-Hose (orange-color)

Continued on next page...
Udor Super Duty Pumps

• Triplex Ceramic-Plunger Pumps
• Low RPM pump-drive via speed-reducing Gearbox (belt-free design)
• Tapered Roller Bearings for long life
• Long Lasting U-Seal design
• Pulsation-Port for Remotely Controlled Pulsation (non-disabling; water-bypass design)
• Bronze Connecting Rods
• 5 Year Limited Warranty through UDOR USA

Jetting Reel

• Ultra-Torque Reel-Drive Motor with Variable Speed Control
• Power Wind and Unwind Standard
• Variable Wind-Speed Controller
• Bearing-Supported Heavy Duty Reel
• Beefy Welded Framework, inherent to the Trailer-frame
• 1-piece Flow-Through Axle Design
• Elevated Mounting for Operator Comfort
• Dirty-Tools basket/space below reel

Storage Compartment / Tool Bin

• Heavy Gauge Steel Construction; quality Pro-Tech brand
• Convenient Location at tail of trailer
• Secure Lockable Handle
• 36-inches wide x 18-inches x 18-inches

Continued on next page....
Available Options

- Wireless Remote-Control (jetting start/stop, engines on/off)
- Rotating Amber Beacon Light, and/or LED Workspace Light
- Antifreeze Winterization Package
- Warthog, Chain-Cutter, Chisel & other specialty Jet-Nozzles
- Portable Reel-Carts for Remote & Indoor Jetting
- Foot Pedal Controls
- Mini “Trap-Cleaning” Hoses/Nozzles
- Subaru or Honda Engine Options
- Manhole-Cleaning Tools
- Wet-Well & Pump-Station Cleaning Tools
- Pressure Washing Tools
- Customization available
SEWER & DRAIN JETTING EQUIPMENT

WARRANTY POLICY
for JETTERS NorthWest Equipment

WHAT IS COVERED: Jetters NorthWest ("JNW"), a division of Seattle Pump & Equipment Co., warranties new items of our manufacture from defects in materials or workmanship for a period of one year from date of delivery to the 1st customer. This policy is limited to products manufactured by JNW. Products that we purchase from other manufacturers, such as the engine and the pump, are covered by their own warranties which typically go beyond our one year. Refer to the original manufacturer's policy for warranty details on these types of products:

- **SUBARU** Engines: 5-YEAR Limited Warranty
- **HONDA** Engines: 3-YEAR Limited Warranty
- **KAWASAKI** Engines: 3-YEAR Limited Warranty
- **UDOR** Pumps: 5-YEAR Limited Warranty
- **Trailer Axles (Suspension):** 2-YEAR Limited Warranty
- **Trailer Framework:** LIFETIME Limited Warranty

WHAT IS NOT COVERED: The warranty shall not apply to product malfunctions or failures as a result of misuse, abuse, neglect, loss, damage caused by disasters such as fire, flood, lightning, or earthquake, interaction with products not approved by JNW/SP, or improperly repairs to any part of the equipment. Improper repairs shall include repairs made by other than JNW authorized agents, or repairs utilizing parts or materials not equal to those furnished by JNW. JNW will NOT pay for unauthorized repairs. The warranty shall not cover failure due to normal wear. Jetting hoses and fittings are not covered as they are subject to pipe conditions.

WHAT JNW WILL DO: Should a JNW manufactured product prove defective during the warranty period, the customer is required to notify the selling dealer or JNW. The defective components or parts shall be securely packaged, including a packing list identifying the components or parts, and description of the defect and shipped to the JNW/SP Service Department within ten working days. Shipping costs are the responsibility of the customer.

After determination of warranty eligibility, JNW will, at its option, repair or replace the defective components or parts and return them to the customer. We shall also pay – if pre-authorized by JNW – reasonable labor to fix any items found to be defective, and/or refer the customer to the nearest warranty center (especially for engine warranties and the like).

JNW SHALL NOT BE LIABLE FOR ANY LOSS, INCONVENIENCE, INJURY, OR DAMAGE, INCLUDING DIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, RESULTING FROM THE USE OF OR INABILITY TO USE ANY JNW PRODUCT, OR ANY BREACH OF WARRANTY, EXPRESSED OR IMPLIED.

QUESTIONS? Call or E-mail us, RE: “Jetter Warranty”

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www.jettersnorthwest.com • info@jettersnorthwest.com
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: June 18, 2019

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Agenda Item Number: I-1

Recommended Action: Discussion

Department: Admin /Customer Service

Sponsor:

Subject: BS&A Database Solutions

Summary of Discussion:

Presentation to introduce BS&A Software's solutions to replacing the District's current database.

Reviewed / Approved  Financial Impact  Attachments
Operations:        $ 128,375.00  1. Memo
Administration:    Expense       2. Database Cost Evaluation Summary
Finance:          Funding Source:                  3. Work Order Estimate
District Counsel:  Budgeted: Yes
District Clerk:
Engineering:

Approved By:       Date: 6-13-19
Memo

To: KLWTD Board of Commissioners
From: Diane Bockelman, District Clerk
Date: June 13, 2019
Re: BS&A Database Solutions

The District advertised a Request for Qualifications (RFQ) for a custom database to replace the current system used by staff. Three responses were received ranging from $73,400 to $727,220. These responses replaced nearly every module that’s currently used and were customized specifically for the needs of the Key Largo Wastewater Treatment District. The District entered into negotiations with one of the bidders who withdrew their response after not making progress in an agreement after several months of discussions.

The District’s Finance Department currently uses multiple modules developed and maintained by BS&A Software. District staff met with BS&A to discuss a solution that could serve the District and its customers. The following three modules will replace most of the modules that are needed and currently used.

**Work Order** - A ticket system for customer service to enter customer calls and dispatch field techs. Follow-up notes and pictures can be added. Tickets are linked to the parcel's profile in the Utility Billing module.

**Utility Billing** - This module is the information hub. When used with Work Order module it replaces the current Customer Service module, and Inspection Request modules. In addition to that, it also adds access to historical billing data and water consumption records.

Each parcel will have a profile where billing records, call out tickets, letters mailed, notes, and an array of other information is available. This module will help staff to better serve its customers by providing all the parcel’s information in one place. By improving our customer service function, it will also improve the efficiency of staff.

**Special Assessments** – Records and calculates assessment transaction history and information. Outstanding assessment balance will be available on our website for customers, title companies and closing agents to search for assessment information.
## KLWTD Database Cost Evaluation Summary

Updated 6/11/19

<table>
<thead>
<tr>
<th>Module</th>
<th>GEEX.ONLINE (withdrew bid)</th>
<th>RAFTELIS</th>
<th>TECKPERT</th>
<th>BS&amp;A (Modules + Travel)</th>
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<tbody>
<tr>
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<td>$5,400.00</td>
<td>Included</td>
<td>$40,625.00</td>
<td>Included</td>
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<tr>
<td>Tax Roll List</td>
<td>$1,250.00</td>
<td>$22,740.00</td>
<td>$93,530.00</td>
<td>Included</td>
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<td>Fleet</td>
<td>$4,500.00</td>
<td>$48,480.00</td>
<td>$38,725.00</td>
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<tr>
<td>Customer Service / Work Order</td>
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<td>$192,700.00</td>
<td>$58,925.00</td>
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<tr>
<td>Key Largo Inspection Request</td>
<td>$4,500.00</td>
<td>$49,800.00</td>
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<td>Work Order</td>
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<td>Islamorada Inspections Request</td>
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<td>$74,660.00</td>
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<td>FDEP Application (Islamorada)</td>
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<td>$727,220.00</td>
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<td>Only BS&amp;A Modules</td>
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### Company Name Costs

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<tr>
<th>Company Name</th>
<th>Core Modules</th>
<th>Billing Module (Optional)</th>
<th>Travel</th>
<th>Maintenance (Per Year)</th>
<th>All Modules and Travel</th>
<th>Module + 4yr Maintenance</th>
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<td>$10,750.00</td>
<td>-</td>
<td>$28,090.00</td>
<td>$73,400.00</td>
<td>$185,760.00</td>
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<tr>
<td>Raftelis</td>
<td>$635,760.00</td>
<td>$91,460.00</td>
<td>-</td>
<td>Not provided</td>
<td>$727,220.00</td>
<td>Not available</td>
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<tr>
<td>TECKpert LLC</td>
<td>$594,355.00</td>
<td>$62,525.00</td>
<td>-</td>
<td>Not provided</td>
<td>$656,880.00</td>
<td>Not available</td>
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<tr>
<td>BS&amp;A Software</td>
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<td>Included w Core</td>
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(Does not include all modules requested)
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<thead>
<tr>
<th>Module</th>
<th>BS&amp;A Estimate</th>
<th>Travel Expense</th>
<th>Estimate + Travel</th>
<th>Annual Service Fee</th>
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<tbody>
<tr>
<td>Admin Permissions</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tax Roll List</td>
<td></td>
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<tr>
<td>Customer Service / Work Order</td>
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<td>$3,310.00</td>
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<td>Billing</td>
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<td>$13,280.00</td>
<td>$89,190.00</td>
<td>$2,880.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$110,420.00</strong></td>
<td><strong>$17,955.00</strong></td>
<td><strong>$128,375.00</strong></td>
<td><strong>$6,440.00</strong></td>
</tr>
</tbody>
</table>
Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You’ll see this in our literature, but it’s not just a marketing strategy... it’s a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to listen. Delivering unparalleled customer service is the foundation of our company.
Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Reinstatement of Application

<table>
<thead>
<tr>
<th>Financial Management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Order .NET</td>
<td>$950</td>
</tr>
</tbody>
</table>

Implementation and Training

- $850/day
- Days quoted are estimates; you are billed for actual days used

<table>
<thead>
<tr>
<th></th>
<th>Days:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Setup</td>
<td>3</td>
<td>$3,000</td>
</tr>
<tr>
<td>Financial Management Applications</td>
<td>3</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>6</td>
</tr>
</tbody>
</table>
Cost Totals

Not including Annual Service Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Reinstatement</td>
<td>$950</td>
</tr>
<tr>
<td>Implementation and Training</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total Proposed</strong></td>
<td><strong>$6,950</strong></td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>$3,310</td>
</tr>
</tbody>
</table>

Payment Schedule

1st Payment: $950 to be invoiced at start of training.
2nd Payment: $9,310 to be invoiced upon completion of training.
Annual Service Fees

Service and support during are included in your reinstatement price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

<table>
<thead>
<tr>
<th>Financial Management</th>
<th>Work Order .NET</th>
<th>$950</th>
</tr>
</thead>
</table>
Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality’s needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.
Acceptance

**Signature constitutes...**

1. An order for products and services as quoted
   *Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A’s hardware recommendations required to efficiently run the .NET applications

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

**Returning Accepted Proposal to BS&A**

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

- **Mail:** BS&A Software  
  14965 Abbey Lane  
  Bath, MI 48808
- **Fax:** (517) 641-8960
- **Email:** srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.
Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name_________________________________________ Title__________________________________________________

Phone/Fax______________________________________ Email______________________________________________

Mailing Address______________________________________________________________________________________

City, State, Zip_____________________________________________________________________________________

IT Contact

Name_________________________________________ Title__________________________________________________

Phone/Fax______________________________________ Email______________________________________________

Mailing Address______________________________________________________________________________________

City, State, Zip_____________________________________________________________________________________
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Cost Summary

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### Applications

<table>
<thead>
<tr>
<th>Financial Management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Billing .NET</td>
<td>$14,400</td>
</tr>
<tr>
<td>9,600 accounts</td>
<td></td>
</tr>
</tbody>
</table>

### Data Conversions

<table>
<thead>
<tr>
<th>Convert existing Excel data to BS&amp;A format:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Billing (Account Information)</td>
<td>$5,760</td>
</tr>
<tr>
<td>Utility Billing (Work Order Notes)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$7,760</td>
</tr>
</tbody>
</table>

### Customizations

| Import payments from Excel to Utility Billing (Importing from the Applied Payments Tab only) | $3,500 |
| Import billing/read information from Excel to Utility Billing (Price is estimation. Firm pricing dependent on a review of the file specification.) | $10,000 |
| Subtotal                                    | $13,500 |

### Project Management and Implementation Planning

**Services include:**
- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer’s existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer’s project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).
Implementation and Training

- $1,000/day
- Days listed are estimates; you are billed for actual days used

**Services include:**

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

<table>
<thead>
<tr>
<th>Software Setup</th>
<th>Days: 1</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Billing</td>
<td>Days: 20</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>21</strong></td>
<td><strong>$21,000</strong></td>
</tr>
</tbody>
</table>

**Contingency**

Significant efforts are made by both parties to ensure that the scope of a project such as this is well-defined. Occasionally, unforeseen situations occur, such as customization requests for non-standard functionality, reporting or integration with a third-party system, or the need for additional training due to process changes, staff changes, etc. In order to easily accommodate these situations during your project, BS&A recommends the establishment of a Contingency budget. The Contingency budget allows for unexpected situations to be addressed efficiently, without the need for additional council approval.

$10,000
Cost Totals

Not including Annual Service Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>$14,400</td>
</tr>
<tr>
<td>Data Conversions</td>
<td>$7,760</td>
</tr>
<tr>
<td>Import</td>
<td>$13,500</td>
</tr>
<tr>
<td>Project Management and Implementation Planning</td>
<td>$9,250</td>
</tr>
<tr>
<td>Implementation and Training</td>
<td>$21,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**Total Estimated** $75,910

Travel Expenses $13,280

Payment Schedule

1st Payment: **$17,010** to be invoiced upon execution of this agreement.
2nd Payment: **$14,400** to be invoiced at start of training.
3rd Payment: **$57,780** to be invoiced upon completion of training.
Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

<table>
<thead>
<tr>
<th>Financial Management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Billing .NET</td>
<td>$2,880</td>
</tr>
</tbody>
</table>
Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality’s needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.
Budgetary Estimate for Software and Services, Presented to...
Key Largo Wastewater Treatment District, FL
June 11, 2019
Quoted by: Steve Rennell

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Cost Summary

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### Applications

<table>
<thead>
<tr>
<th>Application</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td></td>
</tr>
<tr>
<td>Special Assessment .NET</td>
<td>$5,545</td>
</tr>
<tr>
<td>BS&amp;A Online</td>
<td></td>
</tr>
<tr>
<td>Public Records Search + Online Bill Pay</td>
<td>$2,500</td>
</tr>
<tr>
<td>With use of integrated Credit Card Processor</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$8,045</td>
</tr>
</tbody>
</table>

### Data Conversions/Database Setup

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convert existing Access data to BS&amp;A format:</td>
<td></td>
</tr>
<tr>
<td>Special Assessment</td>
<td>$4,715</td>
</tr>
<tr>
<td><em>The sample data did not seem to have assessment balances. We assume this can be included in an export. We will need assessment balances in order to convert them. Without that, only parcel and owner information will be converted.</em></td>
<td></td>
</tr>
<tr>
<td>Conversion of Assessment Comments</td>
<td>$800</td>
</tr>
<tr>
<td><em>All comments will be merged together into one comment on the assessment.</em></td>
<td></td>
</tr>
<tr>
<td>Conversion of Assessment Attachments</td>
<td>$2,500</td>
</tr>
<tr>
<td><em>BS&amp;A did not receive a fully qualified path or filename for the attachments in the sample conversion data. This conversion assumes that full filename and path will be provided.</em></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$8,015</td>
</tr>
</tbody>
</table>

### Customizations

<table>
<thead>
<tr>
<th>Customization</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export of Assessments to County</td>
<td>$4,000</td>
</tr>
<tr>
<td>(Price is for estimation purposes. Firm price dependent on a review of the file specifications)</td>
<td></td>
</tr>
<tr>
<td>Custom Annual Assessment Calculation</td>
<td>$5,000</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$9,000</td>
</tr>
</tbody>
</table>
Project Management and Implementation Planning

**Services include:**
- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer’s existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer’s project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

$500

Implementation and Training

- $1,000/day
- Days listed are estimates; you are billed for actual days used

**Services include:**
- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

<table>
<thead>
<tr>
<th>Software Setup and Training</th>
<th>Days:</th>
<th>$2,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
### Cost Totals

*Not including Annual Service Fees*

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>$8,045</td>
</tr>
<tr>
<td>Data Conversions</td>
<td>$8,015</td>
</tr>
<tr>
<td>Customizations</td>
<td>$9,000</td>
</tr>
<tr>
<td>Project Management and Implementation Planning</td>
<td>$500</td>
</tr>
<tr>
<td>Implementation and Training</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Estimated</strong></td>
<td><strong>$27,560</strong></td>
</tr>
</tbody>
</table>

*Travel Expenses*  
$1,365

### Payment Schedule

1. **1st Payment:** $8,515 to be invoiced upon execution of this agreement.
2. **2nd Payment:** $8,045 to be invoiced at start of training.
3. **3rd Payment:** $12,365 to be invoiced upon completion of training.
### Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

<table>
<thead>
<tr>
<th>Property</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Assessment .NET</td>
<td>$1,110</td>
</tr>
<tr>
<td>BS&amp;A Online</td>
<td></td>
</tr>
<tr>
<td>Public Records Search</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

| Total Annual Service Fees    | $2,610 |
Additional Information

Program Customization

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- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

BS&A Online

Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A’s approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.
Meeting Date: June 18, 2019

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

Department: Commissioner’s Item
Sponsor: Board of Commissioners

Subject: Board of Commissioners Seat

Summary of Discussion:
The Board to discuss the vacant Board of Commissioners seat.

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

Approved By: ___________________________ Date: 6-13-19
General Manager