

April 20th

2005

**KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF
COMMISSIONERS MEETING**

AGENDA

Wednesday, April 20, 2005 at 5:00 PM

**Key Largo Civic Club, 209 Ocean Bay Drive
Key Largo, FL**

**Charles Brooks
Gary Bauman
Andrew Tobin
Glenn Patton
Claude Bullock**

**Chairman
Vice Chairman
Secretary-Treasure
Commissioner
Commissioner**

.....
**Charles F. Fishburn
Thomas Dillon
Carol Simpkins**

**General Manager
District Counsel
Board Clerk**

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 Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS

E. CONSENT AGENDA

F. APPROVAL OF MINUTES

1. March 16, March 30, and April 6, 2005

(Action) TAB 1

G. PUBLIC COMMENT

H. COMMISSIONER ITEMS

2. Board Discussion "What's Next" Chairman Brooks

TAB 2

I. FINANCIAL OFFICER'S REPORT

3. Pending Payments List (Action) TAB 3

J. LEGAL COUNSEL REPORT

4. Financial Advisor RFQ TAB 4

K. ENGINEERS REPORT

5. Monthly Status Report TAB 5

6. On-site Pilot Project TAB 6

L. GENERAL MANAGER'S REPORT

7. Late CDBG application (Action) TAB 7

8. Septic Tank Abandonment Permits TAB 8

ITEMS OF ONGOING CONCERN

1. Procedures
2. Agency Coordination

M. ADJOURNMENT



"Excellence in Engineering"

6630 Front Street, Stock Island
Key West, Florida 33040
(305) 295-3301 ph
(305) 295-0143 fax

MEMORANDUM

To: Chuck Fishburn
From: Ed Castle, P.E.
Date: April 19, 2005
Re: Calusa Camp Options

It is my opinion that connecting Calusa Camp via Alternative 1 is in the District's best interest. This alternative consists of vacuum mains and vacuum pits located in the existing streets. Each lot is to have a new lateral run from street to the residence. This will ensure that all the underground piping is new, ensuring that the District is protected from I&I.

A vacuum line down Lauderdale Dr. and Harbor Dr. has been included in the Key Largo Park design to allow for connection of the Calusa Camp flows. Calusa Camp is a condominium with wastewater flows in excess of 1000 gallons per day. The vacuum line to be provided at the Calusa Camp property line at the end of Harbor Dr. will make connection to the KLWTD system available as defined in the Monroe County ordinance. Connection will therefore be mandatory.

With the connection available, the District can consider designing, permitting and installing the vacuum system using public funds in an easement granted by Calusa Camp. Cleanouts would be provided at the edge of the easement for residential connections. Each property owner would then be required to install a new lateral up to the connection point on the residual structure. The vacuum system to be installed must be permitted by the FDEP. This requires the services of a Professional Engineer registered in Florida. All work, including testing, would be inspected by a District representative to ensure that all applicable codes and standards are met. The District would own, operate and maintain the vacuum mains, pits and piping up to the edge of the easement.

Alternatively, the District can consider requiring Calusa Camp to contract for the same system described above to be designed, permitted and constructed. All work, including testing, would be inspected by a District representative to ensure that all applicable codes and standards are met. After installation, the District should offer to accept ownership of the system and assume all responsibilities for operation, maintenance and repair of the system up to the customer cleanouts, generally at no additional cost to the customer. An easement would be needed to allow access for District maintenance staff.

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. /

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of March 16, March 30, and April 6, 2005 Board Meeting

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 4-14-05



Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of 3.16.05 meeting
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>COF</u> <input type="checkbox"/> Finance _____	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input checked="" type="checkbox"/> Clerk <u>PS</u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES

Key Largo Wastewater Treatment District (KLWTD)

Board of Commisisoners Meeting

March 16, 2005
Key Largo Civic Club, 209 Ocean Bay Drive

The KLWTD Board of Commissioners met for a regular meeting on March 16, 2005 at 5:00 PM. Present were Chairman Charles Brooks, Commissioners, Claude Bullock, Gary Bauman, Andrew Tobin, and Glenn Patton. Also present were General Manager Charles Fishburn, Board Clerk Carol Simpkins, District Counsel Thomas Dillon, and all other appropriate District staff.

Commissioner Patton led the Pledge of Allegiance.

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Tom Dillon requested that the Tax Collector Agreement be added to Tab 6. Chairman Brooks requested that Item 12 be moved to the front of the agenda.

Motion: Commissioner Tobin made a motion to approve the agenda as amended. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

APPROVAL OF MINUTES

Motion: Commissioner Bauman made a motion to approve the minutes of the March 2, 2005 minutes. The motion was seconded by Commissioner Claude.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: None

COMMISSIONER'S ITEMS

Chairman Brooks gave a report on the Water Quality Protection Program Steering Committee Meeting. He told the KLWTD Board that the District now has a seat on the Board as of the meeting on March 4, 2005. During the morning workshop portion of the March 4, 2005 meeting there was open discussion on wastewater funding, State and Federal. There was an unanimous consensus by the Board which included Marathon, Islamorada, Key Largo Wastewater, Key Colony Beach, and the County represented by Mayor Spehar that the Project Development Team would continue to be used to decide disbursement of State and Federal Funds and that the formula of 30-30-30-10 (30 for Islamorada, 30 for Marathon, 30 for Key Largo and 10 for Key West) would be used. Out of the authorized 100 million dollars five million has been appropriated. The group concluded that the Project Development Team would consist of one elected official from each entity in Monroe County along with back up staff. The resolution that was adopted was passed unanimously at the public meeting held in the afternoon (see exhibit A).

Commissioner Bauman asked how Chairman Brooks could explain the memos from Commissioner Nelson and Mayor Spehar that stated that the split should not be done by a simple formula, more thought needs to be put into the process and local politicians should be making the decisions on a case by case base. Chairman Brooks stated that it was not his job to explain Mayor Spehar or Commissioner Nelson's thoughts after the meeting. Mayor Spehar participated in discussion in the morning workshop but was not present at the vote in the afternoon. Chairman Brooks explained that she represented herself as being very interested in who makes the decisions on funding. She felt that it should be done by elected officials.

Commissioner Bauman explained to the Board that he was concerned with the resolution because there was no mention of the Monroe County Master Plan in it. There is equal weight (one vote each) for Key Largo Wastewater Treatment District and Layton which also gets one vote. Also, there is no sense in the resolution of looking at each installation of money that becomes available and seeing how it should be applied under the Master

Plan. Commissioner Bauman stated that he feels that only the areas of the Keys of the most critical concern and the largest (Islamorada, Marathon, and Key Largo Wastewater Treatment District) should have a vote with the County Staff overseeing the organization and coordinating it. He feels that stating that there is consensus in the Keys on Wastewater is stepping over the bounds.

Chairman Brooks stated that the Project Management Plan, and the fact that the District is in it is because we have projects that are part of and prioritized in the Master Wastewater Plan, should be used. The resolution is like us making one resolution to handle a segment of an overall issue. Chairman Brooks explained that the resolution is only covering one issue, how to fund the money to support the Master Wastewater Plan.

Chairman Brooks feels that the State has a certain interest in carrying out this resolution at this point. It could change politically in the future but at this time he feels that this is how it would materialize now.

Discussion of options in finding new rational ways to divide Federal grant monies among Keys Governments.

RESOLUTION 03-03-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, SUPPORTING A STRATEGIC APPROACH TO ALLOCATION OF FUNDS FOR WASTEWATER TREATMENT PROJECTS

Commissioner Bauman stated that the District needs to be aggressive with this resolution and not wait six months. The District should take the lead with the County's backing and go to Islamorada and Marathon and build consensus and then take it to the Steering Committee.

Commissioner Tobin suggested that the other entities be listed in the resolution.

Commissioner Bullock asked if any monies would currently be jeopardized by approving the resolution. Commissioner Bauman answered that the current monies would not be jeopardized and the District has already ratified the agreement concerning current monies. Chairman Brooks stated that the agreement has not been signed yet and he is concerned over putting hurdles in the way.

Chairman Brooks stated that the priority list is split up into three regions; the Lower Keys, Middle Keys and Upper Keys and each of these regions each have their priorities. The resolution does not state that Key Largo is the number one priority overall.

Commissioner Bauman explained that the resolution says that the people will get together and debate where the most needs are and where the most bang for the buck will be gotten. There is an overall rank for the Keys.

Motion: Commissioner Bauman made a motion to approve Resolution No. 03-03-04. Commissioner Tobin seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks		X	

Motion passed 4 to 1

FINANCIAL OFFICER'S REPORT

Pending Payments List

Financial Officer Martin Waits presented the pending payment list for March 16, 2005.

Motion: Commissioner Tobin made a motion to approve the pending payments list for March 16, 2005 subject to the availability of funds. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

Operating Budget Report

Financial Officer Martin Waits presented a report on the Operating Budget.

LEGAL COUNSEL REPORT

Agreements with the Property Appraiser and Tax Collector for Monroe County.

Motion: Commissioner Tobin made a motion to approve the Non-Ad Valorem Agreements with the Monroe County Property Appraiser and Tax Collector. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

Public Hearing

RESOLUTION 04-03-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REPEALING SECTION 48-101.003 OF THE DISTRICT'S INTERIM WASTEWATER POLICIES

Chairman Brooks declared the Public Hearing opened and called for any comments from the public. There were no comments from the public. Chairman Brooks closed the public hearing.

Motion: **Commissioner Tobin made a motion to approve Resolution No. 04-03-05. Commissioner Patton seconded the motion.**

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

Report on use of Bond Counsel and Financial Advisor

District Counsel Thomas Dillon reviewed the memo that was in the agenda package and told the Board that it was a primer for them in regards to procedure and vocabulary.

Commissioner Tobin said that he would like the District Counsel to follow up with checking resumes for Financial Advisors. He would like to have an advisor that would have enough skills so that he would be able to evaluate bonding versus special assessments versus borrowing money and he would also be able to give us his experience working with other municipalities as to what direction is best.

System Development Charge Limits

The Board directed the District Counsel not to do anything further on amending the FONSI.

ENGINEERS REPORT

Ed Castle, District Engineer, reviewed his report on the Key Largo Trailer Village. Collection System Vacuum Pits are being set in the Village.

Commissioner Patton requested that cost figures on cold patching the streets be provided to the Board.

Mr. Castle said that Airvac is finishing up the re-profiling the Key Largo Park Project design for Airvac and the plans will be ready to go when the District is ready to proceed with ADB.

GENERAL MANAGER'S REPORT

Sexton Cove / Lake Surprise Engineer Selection

General Manager Charles Fishburn presented the review of the seven Engineering Firms which were done by him and Ed Castle.

Ed Castle of Weiler Engineering stated that Weiler Engineering works for the District under a Work Authorization and is not the General Engineer under contract.

The Board had the firm's present give a five minute presentation. The following were present and made a presentation: Douglas Eckmann for Boyle Engineering, Patrick Mullenn (of MWH) representing Arcadus and Terry Zaudtke & Gerald Cox from CPH.

Motion: Commissioner Tobin made a motion to table the item of Lake Surprise/Sexton Cove Engineering Firm to the April 6, 2005 meeting and that the Staff is to split the project into two parts, one part being the collection system and transmission lines and the second part the Treatment Plant and Deep Wells and to bring back the top three rankings of the engineering firms for each part. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner			

Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

New Position – Project Development Engineer

General Manager Charles Fishburn explained to the Board that the District has benefited greatly from employing local professionals. He would like to add an experienced registered professional engineer to the District Staff.

Mr. Fishburn stated that he is planning to pay the Project Development Engineer a salary of \$60,000 a year with an anticipated increase of 15% after a six month review.

Discuss among the Board Member followed and Ms. Blank (proposed Project Development Engineer) answered questions from the Board.

Motion: Commissioner Patton made a motion to approve the new position of Project Development Engineer. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin		X	
Chairman Charles Brooks	X		

Motion passed 4 to 1

District Counsel Thomas Dillon clarified for the record that there are now two engineering projects, one for the Collection System and Transmission Lines and one for the Treatment Plant and Deep Well Injection. The Engineer and the General Manager are going to do their rankings as they did before but they are going to name the top three selections for each of the two projects. The Board also has available to them the revised statements to their qualifications and can make any decision that they want to at the next regular meeting. Mr. Dillon recommended that the Board limit their discussion as to the

details of why one firm is being chosen over another, unless someone feels that it is important to have that discussion. He will recommend a motion for protocol.

Special Call Meeting

General Manager Charles Fishburn requested that the Board set a Special Call Meeting on March 30, 2005 to Discuss System Development Charges, have a SRF Funding presentation and action on the purchase of a District truck.

Motion: Commissioner Tobin made a motion to call a Special Call meeting on March 30, 2005. Commissioner Bullock made the second.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

NOTE: Commissioner Bauman stated that he would like to apologize to Chairman Brooks for interrupting him during discussion and that he should have stopped talking when the Chairman requested him to. He met no disrespect to Chairman Brooks.

ADJOURNMENT

After a motion to adjourn by Commissioner Patton and a second by Commissioner Bullock the Board adjourned the meeting at 8:39 PM.

The KLWTD meeting minutes of March 16, 2005 were approved on April 20, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

MINUTES

Key Largo Wastewater Treatment District (KLWTD)

Board of Commisisoners Special Call Meeting

March 30, 2005
Key Largo Civic Club, 209 Ocean Bay Drive

The KLWTD Board of Commissioners met for a regular meeting on March 30, 2005 at 5:10 PM. Present were Chairman Charles Brooks, Commissioners, Claude Bullock, Gary Bauman, and Andrew Tobin arriving at 5:21 PM. Also present were General Manager Charles Fishburn, Board Clerk Carol Simpkins, District Counsel Thomas Dillon, and all other appropriate District staff.

Chairman Brooks led the Pledge of Allegiance.

PUBLIC COMMENT: The following persons addressed the Commission: Steve Gibbs, Key Largo, asked if the District has looked into to seeing if the 2010 mandate has been altered. The District responded that they have not.

General Manager's Report

Purchase of District Vehicle

General Manager Charles Fishburn explained the District need for a vehicle for the Inspectors use on the construction site and to carry District inspection equipment.

After discussion the Board directed staff to do more research in the purchase option and the lease option and bring it back to the next meeting.

System Development Charges Presentation

Tony Hairston from PRGM gave a presentation (see exhibit "A").

SRF Funding Presentation

Robert Holmden from the State Revolving Fund gave a presentation to the Board.

Discussion among the Board followed.

Motion: Commissioner Bauman made a motion to submit a Request for Inclusion for the SRF. Commissioner Bullock made the second.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		

Commissioner Glenn Patton			Absent
Commissioner Andrew Tobin	X		
Chairman Charles Brooks		X	

Motion passed 3 to 1

Video Camera

General Manager Charles Fishburn explained the benefits of having a video camera for pipeline inspections. The cost of the camera would be charged to a grant. The Board directed staff to bring the item back with more information.

ADJOURNMENT

After a motion to adjourn by Commissioner Bullock and a second by Commissioner Tobin the Board adjourned the meeting at 8:39 PM.

The KLWTD meeting minutes of March 30, 2005 were approved on April 20, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

MINUTES

Key Largo Wastewater Treatment District (KLWTD)

Board of Commisisoners Meeting

April 6, 2005
Key Largo Civic Club, 209 Ocean Bay Drive

The KLWTD Board of Commissioners met for a regular meeting on April 6, 2005 at 5:00 PM. Present were Chairman Charles Brooks, Commissioners, Claude Bullock, Gary Bauman, and Glenn Patton. Also present were General Manager Charles Fishburn, Board Clerk Carol Simpkins, District Counsel Thomas Dillon, and all other appropriate District staff. Commissioner Andrew Tobin arrived at 5:09 PM>

Chairman Brooks led the Pledge of Allegiance.

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Chairman Brooks added two items, a report on the Key Largo Trailer Village Association meeting, and a report on a 3.8 million dollar grant opportunity. General Manager Charles Fishburn requested that the Funding Status Report be removed since it had not changed since the last meeting. Items eight and nine were moved to the front of the agenda.

APPROVAL OF MINUTES

The Board by consensus tabled the minutes of March 16, 2005.

PUBLIC COMMENT: The following persons addressed the Commission:
John Cacciatore, President of the Key Largo Trailer Village Association. He had four questions.

1. Are all of the streets going to be paved? *Only 2 are scheduled to be paved by the County the other streets will be patched by the contractor.*
2. He was concerned with the location of the laterals. *The District is doing the best they can but are restricted by certain constraints and can not accommodate everyone.*
3. The dust issue. What is being done? *The streets were watered down every night but then there were complaints about the mud. Dust is also stirred up by residents driving fast through the construction area.*
4. What is the estimated date for the required tie-ins? *When the lateral is run to the property line the permits can be pulled and a line can be run out to the connection.*

Beverly Radditz, 186 2nd Court. Please see exhibit "A".

COMMISSIONER'S ITEMS

None

FINANCIAL OFFICER'S REPORT

Pending Payments List

Financial Officer Martin Waits presented the pending payment list for April 6, 2005.

Motion: Commissioner Tobin made a motion to approve the pending payments list for April 6, 2005 subject to the availability of funds. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

Funding Status Report

Report was removed from agenda.

SRF Request for Inclusion

Financial Officer Martin Waits introduced the Request for Inclusion to be put on the list to be accepted by the State Revolving Fund. After the District is accepted by the SRF then an application for a loan can be made.

Motion: Commissioner Tobin made a motion to approve the submission of the Request for Inclusion. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

LEGAL COUNSEL REPORT

Bond Counsel and Financial Advisor.

District Counsel Thomas Dillon recommended that the Board retain a Financial Advisor. He suggested that the Board direct him to look into Public Financial Management, Southeastern Securities, and RBC Raucher and bring back a recommendation to them

By consensus the Board directed Mr. Dillon to review the Financial Advisors and bring back a recommendation.

Trauner Meeting

District Counsel Thomas Dillon requested that the Board read the memo that he had distributed to them. He reported that he has met with Trauner.

ENGINEERS REPORT

Ed Castle, District Engineer, reviewed his monthly status report.

GENERAL MANAGER'S REPORT

Sexton Cove / Lake Surprise Engineer Selection

General Manager Charles Fishburn presented his recommendation for the top three Engineering firms.

Motion: Commissioner Patton made a motion to accept the General Manager's recommendation of CPH as first choice and Metcalf & Eddie and second choice as engineers for the Sexton Cove / Lake Surprise Project Collection System and Force Main Task. Commissioner Bullock seconded the motion.

District Counsel Thomas Dillon pointed out that under the CCNA there should be three top firms selected not just two. He recommended that the motion be amended to include the third selection.

Mr. Fishburn selected PBS&J as the third selection, Commissioner Patton amended his motion to include PBS&J as the third selection, and Commissioner Bullock accepted the amended to his second.

Commissioner Patton withdrew his amended motion and Commissioner Bullock withdrew his amended second.

General Manager Charles Fishburn explained that he had taken Ed Castle's rankings into consideration and that is why he ranked Metcalf & Eddie number two.

Ed Castle, Weiler Engineering, clarified that he ranked the firms on technical points based solely on a review of their statements of qualifications; he did not make a recommendation. He feels that any of the seven firms is qualified to do the job the District needs. Mr. Castle stands by his technical rankings as the information available; the most qualified firm based on their experience is Metcalf & Eddie.

Discussion among the Board and Staff ensued.

Motion: Commissioner Patton made a motion to accept the recommendation of General Manager Charles Fishburn as to the ranking of the Engineering firms for the Sexton Cove / Lake Surprise Project Collection System and Force Main Task with CPH as first choice, Metcalf & Eddie and second and PBS&J as the third choice. Commissioner Bullock seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

Treatment Plant Engineering Selection

General Manager Charles Fishburn presented his recommendation for the Treatment Plant Project Engineer as First Arcadis / MWH, Second Metcalf & Eddie, and for Third Mr. Fishburn added CPH.

Commissioner Tobin expressed concern over the number two and three selections on the Sexton Cove / Lake Surprise Project and the Treatment Plant Project being the same firm. Mr. Fishburn stated that in the unlikely event that the District is unable to conclude negotiations with the number one firm the resulting negotiations would still yield two separate firms engineering the two projects.

Chairman Brooks pointed out the problems that the District has had with working with a contractor has more than one firm working for them and is concerned over problems with Arcadis / MWH. District Counsel Thomas Dillon explained that the contract would hold Arcadis responsible to administer the contract properly.

Discussion among Staff and the Board ensued.

Motion: Commissioner Bauman made a motion to accept General Manager Charles Fishburn recommendation as to the rankings of the following firms as Engineer for the Treatment Plant as follows: First Arcadis / MWH, Second Metcalf & Eddie and Third CPH. Commission Patton seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks		X	

Motion passed 4 to 0

Key Largo Park Status

General Manager Charles Fishburn stated that the payment and performance bonds had been received and the contracts went out Tuesday to be signed. Some Airvac drawings for the Key Largo Park will be done in two weeks.

Calusa Campground Status

General Manager Charles Fishburn requested direction from the Board as to the approach to take to Calusa Campground on sewerage the campground.

The Board stated that they have already directed Staff to include Calusa Campground in the Key Largo Park Project. They requested that Staff update the conceptual report on Calusa Campground and bring it back to them.

District Vehicle

General Manager Charles Fishburn stated that the vehicle will have to be leased not purchased. He request authorization to lease a vehicle at the cost of up to \$250 a month.

Commissioner Tobin said that he is philosophically opposed to purchasing a vehicle at this time. Chairman Brooks agreed with Commissioner Tobin.

Motion: Commissioner Bauman made a motion to give the General Manager the authority to lease a vehicle for up to \$250 a month; with District Counsel Thomas Dillon approval of the lease. Commissioner Patton seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		

Commissioner Glenn Patton	X		
Commissioner Andrew Tobin		X	
Chairman Charles Brooks		X	

Motion passed 3 to 2

3.8 Million Dollar Grant

Chairman Brooks reported that there is Federal Grant money in the amount of 3.8 million dollars for a project to do "Cold Spots" in Monroe County. The Key Largo Wastewater Treatment District has some areas that would qualify.

Ed Castle, Weiler Engineering, would like to see the District submit a plan for the project.

General Manager Charles Fishburn stated that he does not want to participate in the 3.8 million dollar grant because of the time that the Staff would have to devote to the project.

Margaret Blank and Ed Castle will work on a project to submit for the grant.

KLTV Meeting

General Manager Charles Fishburn reported that the Key Largo Trailer Village Association meeting went quite well. There were no negative comments for the District.

ADJOURNMENT

After a motion to adjourn by Commissioner Patton and a second by Commissioner Bullock the Board adjourned the meeting at 9:20 PM.

The KLWTD meeting minutes of April 6, 2005 were approved on April 20, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: What's Next

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 4-14-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 3

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Pending Payments list for April 20, 2005

RECOMMENDED MOTION/ACTION: Motion to approve pending payments list for April 20, 2005 contingent upon available funds.

Approved by General Manager

Date: 4-14-05

Originating Department: Finance	Costs: \$ Funding Source: Acct. #	Attachments: Pending payments list of April 20, 2005
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>C.F.R.</u> <input checked="" type="checkbox"/> Finance <u>W</u>	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Key Largo Wastewater Treatment District

Payments Pending 04/20/05

Prepared 04/14/05

CONSOLIDATED CASH BALANCE FORWARD

\$ 1,256,105.02

Administration & Operations

Cash Balance A&O Account Forward \$ 107,375.72

Plus: No Receipts

Less: FedEx - Deliveries	15.01
BellSouth - Office Line and Board Mtg. Phone	237.60
FKEC - Office Electric	88.00
FKEC - New Office Phone Battery Back-up	216.89
Sprint - Cell Phones	169.70
Citizens Conferencing - PRMG Conference Call	91.52
Carol Simpkins - NIMC Annual Dues	125.00
Maroone Nissan - Truck Lease Downpayment	2,295.00
Maroone Nissan - Truck Lease Monthly Payment	219.00
George Scott - Rent (May)	825.00
Cooke Communications - Legal Advertisements	172.88
	<u>4,455.60</u>

\$ (4,455.60)

Cash Balance A&O Account If All Paid \$ 102,920.12

Memo: MSTU Draw #8 Submitted 2/17/05 \$70,082

MSTU Draw #9 Submitted 4/05/05 \$66,945

Key Largo Park

Cash Balance KLP Account Forward \$ (74,736.00)

Plus: No Receipts

Less: No Invoices

0.00

Cash Balance KLP Account If All Paid \$ (74,736.00)

Memo: MC 148 Final Draw Submitted 2/23/05 \$13,029

Key Largo Trailer Village

Cash Balance KLTV Account Forward \$1,223,465.30

Plus: FEMA II Draw #5 677,941.00

Less: Haskell - March 533,583.68

Sub-total Invoices 533,583.68

144,357.32

Cash Balance KLTV Account If All Paid \$1,367,822.62

CONSOLIDATED CASH BALANCE IF ALL PAID

\$ 1,396,006.74

Approved for payment:

Charles Brooks, Chairman

Andrew Tobin, Secretary

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 4

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA


☐ Other:

SUBJECT: Financial Advisor RFQ

RECOMMENDED MOTION/ACTION: Discussion item

Approved by General Manager 

Date: 4-15-05

Originating Department: Legal	Costs: \$ Funding Source: Acct. #	Attachments: RFQ Email sent April 12 to Richard Wagner
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Carol Simpkins

From: lawtmd@bellsouth.net
Sent: Thursday, April 14, 2005 3:23 PM
To: Carol Simpkins
Subject: Fw: Key Largo Wastewater - Financial Advisor RFQ

Carol, please place this email and the attachment in the agenda book as a discussion item. I will forward another email, as well.

Tom

----- Original Message -----

From: lawtmd@bellsouth.net
To: Richard Wagner
Sent: Monday, April 11, 2005 1:55 PM
Subject: Key Largo Wastewater - Financial Advisor RFQ

The Key Largo Wastewater Treatment District has authorized me to issue a request for qualifications/proposals to the firms that have expressed an interest in providing financial advisor services to the District.

I am attaching the Financial Advisor RFQ, and would appreciate your firm's response.

Thank you,
Thomas M. Dillon
District Counsel

4/15/2005

Carol Simpkins

From: lawtmd@bellsouth.net
Sent: Thursday, April 14, 2005 3:23 PM
To: Carol Simpkins
Subject: Fw: KLWTD Financial Advisor RFQ

Also for agenda item. Tom

----- Original Message -----

From: lawtmd@bellsouth.net
To: Richard Wagner
Sent: Tuesday, April 12, 2005 7:04 AM
Subject: KLWTD Financial Advisor RFQ

In response to questions from recipients of the RFQ:

There is no Number 6 in the "Information Required for Proposal" Section. Please use the numbers shown in the RFQ.

The RFQ has been sent to three firms: Public Financial Management; RBC Dain Rauscher, and Southeastern Investment Securities.

Thomas M. Dillon

**Key Largo Wastewater Treatment District
Request for Qualifications
Financial Advisor**

April 11, 2005

INTRODUCTION

The Key Largo Wastewater Treatment District (the "District") is an independent special district formed pursuant Section 189, Florida Statutes, with the powers to plan, acquire, develop, operate, and maintain a wastewater management system serving the Island of Key Largo, Monroe County, Florida. The District was established by the Legislature under Ch. 2002-337, Florida Statutes. As a special district, the District is not subject to regulation of its rates and policies.

The District is in the process of developing connection policies, rates, and charges with the assistance of Public Resources Management Group of Maitland, Florida, and has taken initial steps necessary to impose non-ad valorem assessments in 2005.

The District has received approximately \$12 million in state and federal grants to date, which funds have been committed to current construction.

The District and anticipates receiving Monroe County funds in the amount of approximately \$20 million for the next phase of development, which will include a sewage treatment facility of sufficient capacity to serve the Island of Key Largo, a force main serving the northern portion of the island, and collection systems serving designated neighborhoods. The District anticipates the need for an additional \$15 million to complete this phase of phase of development. This funding may come from District revenue bonds to be issued or from the Florida Department of Environmental Protection State Revolving Fund Program ("SRF")

The District requests proposals from financial advisor with experience in utility financing to serve as financial advisor to the District in connection with matters relating to financing of expansion of District wastewater facilities. Proposals to act as Financial Advisor to the District should illustrate how the firm can offer complete services to meet the District's needs in future financing, including selection of appropriate sources of financings and re-financings, including grants. The services solicited through this request for proposals are intended initially to assist in financing of currently-planned facilities expansion. If service is satisfactory, the District may wish to extend the contract to include services in connection with further financing and refinancing. The District Financial Advisor must have a thorough understanding of financing options, including bonding, SRF, and other options. The District Financial Advisor will make recommendations to the Board as to the appropriate vehicles for wastewater facility financing and financing methods, and may be involved in selection of counsel and investment banking firms to complete financing.

GENERAL INFORMATION

1. District Counsel and the District Finance Officer will review proposals and provide recommendations to the District Board of Commissioners (the "Board.") At the Board's request, the proposers may also have the opportunity to meet with individual Commissioners and to make a brief presentation to the Board at a public meeting. The District Finance Officer and District Counsel will negotiate a contract, including fees, with the firm selected, and will present the contract proposal to the Board for its consideration.

2. In order to be considered as Financial Advisor to the District, a firm must be listed in the most recent edition of the **Bond Buyer's Municipal Marketplace** (the "Red Book"). The firm must be available to meet with and advise District staff, District retained consultants and the Board at Key Largo on a continuous and emergency basis. The firm must also be available to appear at meetings of the Board in Key Largo on a regular and emergency basis, as needed. At present, the District meets on the first and third Wednesday evening of each month, but this schedule is subject to change.

3. The firm must possess demonstrated ability, knowledge, and expertise to provide Financial Advisor services to the District. It is important that your firm have sufficient depth of talent and experience in utility financing to be able to allot sufficient time to meet the sometimes great demand that the District will place upon its Financial Advisor and be in a position to respond quickly and efficiently.

4. The firm must have experience with, and knowledge of, SRF and procedures used by that fund.

5. The firm must submit a proposal complying with this request for qualifications (RFQ), and the information, documents, and materials submitted in the proposal must be complete and accurate in all material respects.

6. A firm which has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal to provide legal services to a public entity or be awarded or perform work as a subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Additionally, a conviction of a Public Entity Crime independently of being placed upon the convicted vendor list may cause the rejection of a proposer as being non-responsive.

The District may make inquiries regarding alleged convictions of Public Entity Crimes. The unreasonable failure of a proposer to promptly supply information in connection with an inquiry may be grounds for a proposer being deemed non-responsive.

7. During the term of any awarded contract arising from this RFQ, the firm shall not maintain employment with another client if in its judgment or in the judgment of District Counsel the exercise of the firm's independent judgment on behalf of the District on any matter

directly related to the services described in this RFQ will or is likely to be adversely affected. During the term of any awarded contract, the firm shall have a continuing obligation to report any potential conflicts to District Counsel. The successful firm will not be eligible to act in any capacity other than Financial Advisor to the District with respect to any financing for which the Financial Advisor provides financial advice.

8. No joint ventures should be submitted.
9. No successful proposer may make any assignment of the resulting contractual agreement between the parties.
10. The District will not reimburse proposers for any costs associated with preparing or submitting any proposal.
11. The firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, handicap, or marital status. The firm will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, age, handicap or marital status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The firm agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

PROPOSAL REQUIREMENTS

In order to be considered for selection, proposers must submit a complete response to this RFQ. An authorized principal of the firm must sign the proposal.

As applies to this present proposal matter, the proposer is hereby directed to cause delivery of **one original and nine (9) copies** of the proposal to the attention of:

Thomas M. Dillon
P.O. Box 370736
Key Largo, Florida 33037-0736

Or

94220 Overseas Highway, #2B
Tavernier, Florida 33070-3005,

Prior to the proposal opening time: **April 22, 2005 at 2:00 p.m.**

The delivery of said proposal prior to the time and date stated in the preceding sentence is solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays resulting in the proposal not being received prior to the opening day and time. All proposals must be marked:

Except as described in the next sentence, any contact by the proposer or its agents with a member of the Board, District Finance Officer, or District Counsel regarding this proposal shall

be considered inappropriate and is discouraged. Questions not answered in the Request for Qualifications may be directed in writing to Thomas M. Dillon, Fax (305) 853-2693, or email tmdlaw@bellsouth.net. Questions must be received at least seven (7) days prior to proposal opening date. Questions will be answered in writing to all firms who have received a copy of this Request for Qualifications from the District.

INFORMATION REQUIRED FOR PROPOSAL

Your proposal should contain the following information, which will serve as the basis for the evaluation. Please be complete and clear in all responses to all required items. Respond to each item separately beginning each response with the question asked.

1. State the full legal name and organizational structure of the firm. List and profile all personnel with your firm who have experience with the issuance of tax-exempt bonds or notes, or SRF funding, for Florida utilities. Responses to this section should include information as to the length of time that your firm has provided these services.

2. Submit resumes of partners, principals, and senior staff who will be assigned to the District account. This information should describe the qualifications, educational and professional background, and special training of each person and indicate the experience each person possesses relevant to the position of Financial Advisor.

3. Submit resumes of other staff that you anticipate assigning to the District account, and explain their roles, how they are supervised, and how their work product is reviewed by the partner/principal assigned. Also, explain what percentage of the services will be provided by associates as compared to senior staff.

4. Submit a statement of the firm's local availability in terms of location of staff to be assigned to the District and degree of accessibility to the District.

5. List specific utility financings within the last five (5) years for which your firm has served as financial advisor, emphasizing services provided special districts. A response to this section should include information that is representative of the type and kind of bond issues, debt financings, and other financing methods with which the firm has been involved. Please include information as to whether litigation has resulted arising out of these opinions and provide details.

When providing answers to the questions contained in this section, please include the following information:

- a. Purpose of financing and your firm's specific role in the financing;
- b. Type of issue (general obligation, advanced refunding, revenue, commercial paper, certificates of participation, or SRF);
- c. Size of issue and term of financing;
- d. Manner in which bonds were sold (competitive bid or negotiated);
- e. Use of derivative products and type of products;

- f. Name of utility obtaining financing;
 - g. Name of person in your firm responsible for providing financial advice in connection with the financing.
7. Describe the general capabilities of the firm including information relating to total size and staffing, research capability, professional staff and clerical support.
8. Make an affirmative statement to the effect that, to your knowledge the retention of the firm would not result in a conflict of interest with any party. Alternatively, should any potential conflict exist, specify the party with which there might be a conflict, the nature of the potential conflict, and the means proposed to resolve such conflict.
9. List all governmental entities in Florida with which you have a current contractual relationship.
10. Describe any disciplinary action, administrative proceeding, malpractice claim or other like proceeding against your firm or any of its personnel, whether current or pending, as well as any such action, proceeding or claim occurring during the past five years.
11. Describe the nature and magnitude of any litigation or proceeding whereby, during the past five (5) years, a court or any administrative agency has ruled against your firm in any manner related to the professional activities of the firm. Similar information should be provided for current or pending litigation.
12. Describe any financing for which your firm or personnel proposed to be assigned to the District's work, have rendered any advice which has resulted in the loss of tax exemptions on bonds issued by clients.
13. List at least three (3) Florida governmental clients the District can contact as references with respect to your firm's work performance. For each reference, include name of client, contact person, title of contact person, phone number, and describe your role with this agency and the par value of the bond issues for which you were engaged.
14. Summarize your firm's ability and qualification to serve as Financial Advisor to the District. This response should emphasize the strength of the firm in any relevant areas that you feel the District should weigh in its selection.
15. Submit any additional information that you believe would be pertinent to the District in the selection of your firm as Financial Advisor.
16. Provide a schedule of rates and charges your firm would expect to charge for Financial Advisor services to be provided on a time and materials basis, and a budget-level estimate of the rates and charges likely to be incurred in connection with a revenue bond financing of \$15 million.

EVALUATION CRITERIA

Criteria upon which the proposals will be evaluated are as follows:

1. Technical ability of the firm to perform the required services.
2. Technical ability of the personnel assigned to the engagement.
3. Responsiveness of the proposal in clearly demonstrating an understanding of the work to be performed.
4. Particular emphasis in the selection process will be placed on the background, qualifications, experience, and service of the firm's staff.
5. Accessibility and/or availability to District Staff for consultation and support.
6. Anticipated cost to the District.

The District reserves the right to reject any or all proposals submitted.

TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 5

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Verbal KLTW Progress Report

RECOMMENDED MOTION/ACTION: No action required.

Approved by General Manager

Date: 4-14-05

Originating Department: Engineer	Costs: \$ Funding Source: Acct. #	Attachments: Current Construction map
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

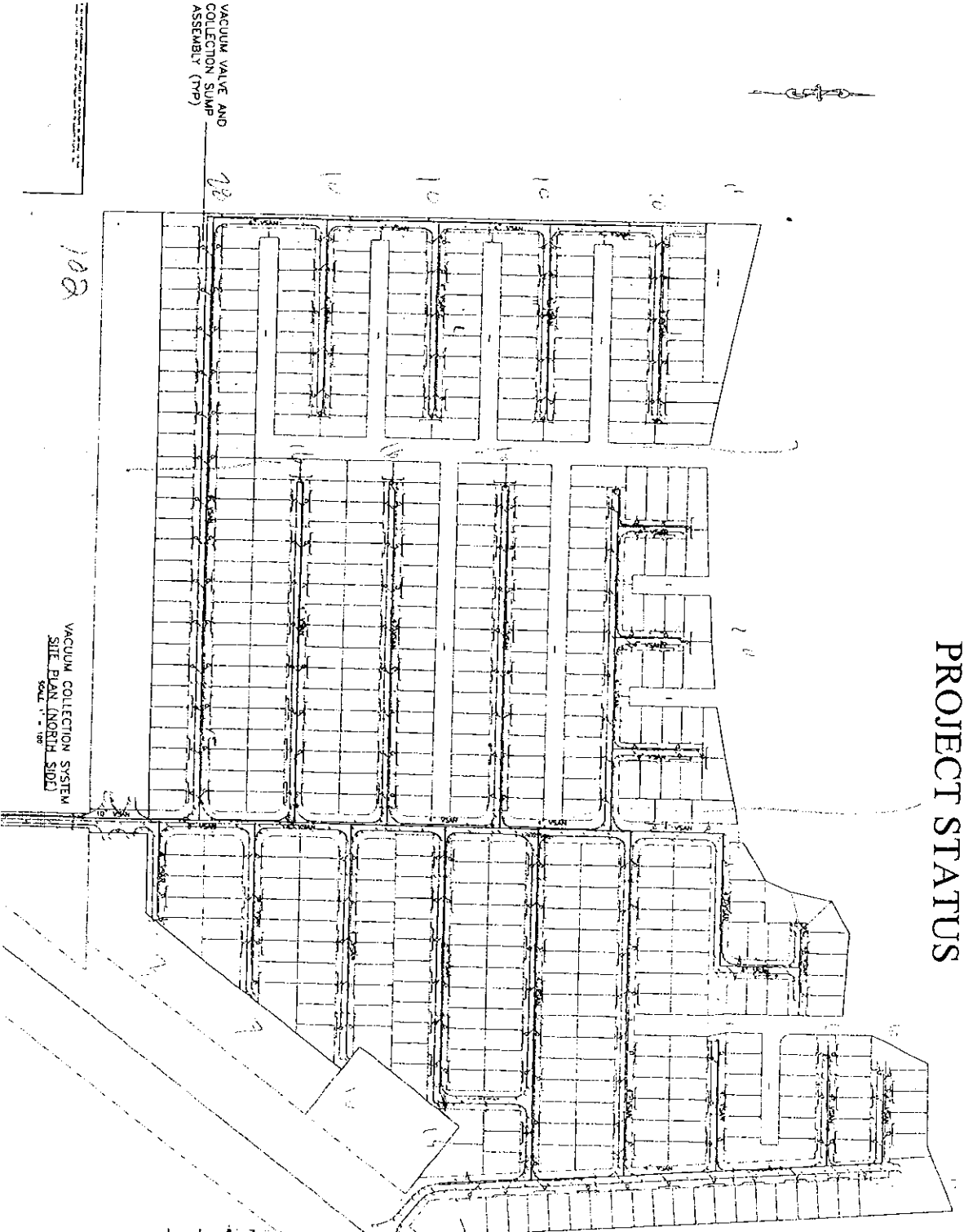
KEY LARGO TRAILER VILLAGE

PROJECT STATUS

Progress Chart + Date

- ① 2/4/05
- ② 4/1/05
- ③ 4/18/05

Pipe Installed
Pit/Vac. Chambers
Streets Completed



TAB 6

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 6

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: On Site Pilot Project

RECOMMENDED MOTION/ACTION: No action required.

Approved by General Manager

Date: 4-14-05



Originating Department: Engineer	Costs: \$ Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>C.F.Z.</u> <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>MB</u> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

TAB 7

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005


Agenda Item No. 7

- | | |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|---|--|

SUBJECT: Acceptance of a late CDBG Grant Application

RECOMMENDED MOTION/ACTION: Motion to accept the application.

Approved by General Manager 
Date: 4-14-05

Originating Department: General Manager	Costs: \$ _____ Funding Source: _____ Acct. # _____	Attachments:
Department Review: <input type="checkbox"/> District Counsel _____ <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: One application has been received after the March 31 deadline. If it is accepted the application would be processed after all of the on time ones have been processed and then only if money was still left in the fund. The Special Programs Office is looking for the Boards direction.

Resulting Board Action:

☐ Approved
 ☐ Tabled
 ☐ Disapproved
 ☐ Recommendation Revised

TAB 8

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 20, 2005

Agenda Item No. 8

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

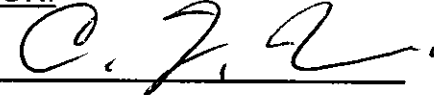
☐ Other:


SUBJECT: Septic Tank Abandonment Permits

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date:

4-14-05 

Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The District will be conducting the Septic Tank Abandonment and Inspection Process. Staff recommends maintaining and collecting the same \$40 permit fee that the Department of Health now collects.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

1. Vehicles used for servicing portable toilets, privies and holding tanks shall be provided with a dual compartment tank. One tank shall be used for receiving and removing wastes and shall be equipped with a suction hose having a cut-off valve not more than 36 inches from the intake end. The second tank shall be used for clean water storage and shall have adequate capacity to allow proper cleaning of each serviced unit.

2. Standby portable toilet service equipment shall be available for use during breakdowns or emergencies. If equipment from another approved service is to be used for stand-by purposes, a written agreement between the services must be provided to the county health department.

3. The waste storage compartment of a tank truck shall be maintained as necessary to prevent the creation of sanitary nuisance conditions.

(t) When a permit is issued, the number of said permit along with the name of the company, its phone number, and the gallon capacity of the truck shall be prominently and permanently displayed on the service truck in contrasting colors with 3 inch or larger letters. Use of removable magnetic signs shall not be considered permanent display of vehicle identification information.

(u) A servicing permit shall be suspended, revoked, or denied by the department in accordance with Chapter 120, FS, for failure to comply with the requirements of this chapter.

(v) Holding tank, portable toilet, and portable hand sink wastes shall be disposed of into a septage treatment and disposal facility approved by the department or into a treatment facility approved or permitted for such disposal by the Department of Environmental Protection. These wastes shall be land applied under provisions of Rule 64E-6.010(7) provided an approved DEP treatment facility is not available. Companies which service holding tanks or portable toilets which use quaternary ammonium sanitizing and deodorizing compounds are prohibited from having the wastes treated or disposed of at lime stabilization facilities.

(w) When disposed of in a department approved lime stabilization facility, the portable toilet, portable hand washing and holding tank wastes shall be blended with domestic septage at a rate of no less than 3 parts septage to 1 part holding tank, portable toilet or portable hand washing facility waste prior to lime stabilization. Treatment and disposal shall comply with the provisions of Rule 64E-6.010(7)(a)-(u).

(x) Contents of portable toilets and holding tanks shall be removed in their entirety when pumped.

(11) All materials incorporated herein may be obtained by contacting the department.

Specific Authority 154.06, 381.0011, 381.006, 381.0065, 489.553, 489.557, FS. Law Implemented 154.01, 381.001, 381.0011, 381.0012, 381.0025, 381.006, 381.0061, 381.0065, 381.00655, 381.0066, 381.0067, 386.041, FS. History—New 12-22-82, Amended 2-5-85, Formerly 10D-6.52, Amended 3-17-92, 1-3-95, 5-14-96, Formerly 10D-6.052, Amended 3-22-00.

64E-6.011 ABANDONMENT OF SYSTEMS

(1) Whenever the use of an onsite sewage treatment and disposal system is discontinued following connection to a sanitary sewer, following condemnation or demolition or removal or destruction, of a building or property, or discontinuing the use of a septic tank and replacement with another septic tank, the system shall be abandoned within 90 days and any further use of the system for any purpose shall be prohibited. However, if the Department of Environmental Protection or its designee approves the use of the retention tank where the tank is to become an integral part of a sanitary sewer system or stormwater management system, the septic tank need not be abandoned.

(2) The following actions shall be taken, in the order listed, to abandon an onsite sewage treatment and disposal system:

(a) Property owner or agent shall apply for a permit from the department to abandon the existing onsite sewage system and submit the require fee. Upon receiving a permit:

(b) The tank shall be pumped out.

(c) The bottom of the tank shall be opened or ruptured, or the entire tank collapsed so as to prevent the tank from retaining water, and

(d) The tank shall be filled with clean sand or other suitable material, and completely covered with soil.

(e) An inspection of the system abandonment shall be conducted by the department or by the local utility or plumbing authority performing the system abandonment.

(3) The permitting provisions of Rule 64E-6.011(2)(a) are not required if a local utility or local plumbing authority performs a system abandonment program which requires the completion of those steps listed in Rule 64E-6.011(2)(b), (c), (d), and (e). If the system abandonment is performed by a local utility or local plumbing authority, the local utility or local plumbing authority performing the abandonment program shall maintain a log of all inspections performed and shall forward the log to the County Health Department on a monthly basis.

Specific Authority 154.06, 381.0011, 381.006, 381.0065, 489.553, 489.557, FS. Law Implemented 154.01, 381.001, 381.0011, 381.0012, 381.0025, 381.006, 381.0061, 381.0065, 381.00655, 381.0066, 381.0067, Part 1 386, FS. History—New 12-22-82, Amended 2-5-85, Formerly 10D-6.53, Amended 3-17-92, 1-3-95, 06-18-03.

64E-6.012 STANDARDS FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF AEROBIC TREATMENT UNITS

When aerobic treatment units are used for treating domestic and commercial sewage waste, each unit shall be installed, operated and maintained in conformance with the following provisions:

(1) Aerobic systems designed to treat up to 1500 gallons of sewage waste per day shall be listed by a third party certifying program approved by the State Health Office. Aerobic treatment units shall be in compliance with standards for Class I systems as defined by ANSI/NSF International Standard Number 40, revised July 1990, hereby incorporated by reference. An approved third party certifying program shall comply with the following provisions in order for units which it has certified to be approved for use in Florida:

(a) be accredited by the American National Standards Institute.

(b) have established procedures which send representatives to distributors in Florida on a recurring basis to conduct evaluations to assure that distributors of certified aerobic units are providing proper maintenance, have sufficient replacement parts available, and are maintaining service records.

(c) notify the department State Health Office of the results of monitoring visits to manufacturers and distributors within 60 days of the conclusion of the monitoring. Approved distributors must be reported by the manufacturer to the certifying agency.

(d) submit completion reports on testing for review by the State Health Office.

(e) provide a registered certification mark or seal which must be affixed in a conspicuous location on the units it has certified. This mark or seal will alert persons evaluating or maintaining the unit that the unit is in compliance with ANSI/NSF Standard 40.

(2) The following additional requirements shall also apply to the construction, design, and operation of aerobic treatment units treating 1500 gallons per day or less:

(a) An appropriate mechanism shall be provided to make access ports vandal, tamper, and child resistant. Acceptable protection of openings shall consist of one or more of the following methods as specified by the tank manufacturer:

1. A padlock.

2. An "O" ring with twist lock cover requiring special tools for removal.

3. Covers weighing 65 pounds or more, net weight.

MONTH ENDING _____, 2004

[illegible]



STATE OF FLORIDA
DEPARTMENT OF HEALTH

APPLICATION FOR ONSITE SEWAGE DISPOSAL SYSTEM CONSTRUCTION PERMIT

Permit Application Number _____

----- PART II - SITE PLAN -----

Scale: Each block represents 5 feet and 1 inch = 50 feet.

Blank grid area for the site plan.

Notes: _____

Site Plan submitted by: _____
Plan Approved _____ Signature _____ Title _____
Not Approved _____ Date _____
By _____ County Health Department

ALL CHANGES MUST BE APPROVED BY THE COUNTY HEALTH DEPARTMENT



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE DISPOSAL SYSTEM
APPLICATION FOR CONSTRUCTION PERMIT

PERMIT NO. _____
DATE PAID: _____
FEE PAID: _____
RECEIPT #: _____

APPLICATION FOR:

[] New System [] Existing System [] Holding Tank [] Innovative
[] Repair [] Abandonment [] Temporary [] _____

APPLICANT: _____

AGENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

=====

TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3)(M) OR 489.552, FLORIDA STATUTES.

=====

PROPERTY INFORMATION

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PLATTED: _____

PROPERTY ID #: _____ ZONING: _____ I/M OR EQUIVALENT: [Y / N]

PROPERTY SIZE: _____ ACRES WATER SUPPLY: [] PRIVATE PUBLIC [] <=2000GPD [] >2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [Y / N] DISTANCE TO SEWER: _____ FT

PROPERTY ADDRESS: _____

DIRECTIONS TO PROPERTY: _____

BUILDING INFORMATION

[] RESIDENTIAL

[] COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table 1, Chapter 64E-6, FAC
1				
2				
3				
4				

[] Floor/Equipment Drains [] Other (Specify) _____

SIGNATURE: _____ DATE: _____



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
CONSTRUCTION INSPECTION AND FINAL APPROVAL

PERMIT NO. _____
DATE PAID: _____
FEE PAID: _____
RECEIPT #: _____

APPLICANT: _____

AGENT: _____

PROPERTY ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PROPERTY ID #: _____

=====

CHECKED [X] ITEMS ARE NOT IN COMPLIANCE WITH STATUTE OR RULE AND MUST BE CORRECTED.

=====

TANK INSTALLATION		SETBACKS	
[]	[01] TANK SIZE [1] _____ [2] _____	[]	[27] SURFACE WATER _____ FT
[]	[02] TANK MATERIAL _____	[]	[28] DITCHES _____ FT
[]	[03] OUTLET DEVICE _____	[]	[29] PRIVATE WELLS _____ FT
[]	[04] MULTI-CHAMBERED [Y / N] _____	[]	[30] PUBLIC WELLS _____ FT
[]	[05] OUTLET FILTER _____	[]	[31] IRRIGATION WELLS _____ FT
[]	[06] LEGEND _____	[]	[32] POTABLE WATER LINES _____ FT
[]	[07] WATERTIGHT _____	[]	[33] BUILDING FOUNDATION _____ FT
[]	[08] LEVEL _____	[]	[34] PROPERTY LINES _____ FT
[]	[09] DEPTH TO LID _____	[]	[35] OTHER _____ FT

DRAINFIELD INSTALLATION		FILLED / MOUND SYSTEM	
[]	[10] AREA [1] _____ [2] _____ SQFT	[]	[36] DRAINFIELD COVER
[]	[11] DISTRIBUTION BOX _____ HEADER _____	[]	[37] SHOULDERS
[]	[12] NUMBER OF DRAINLINES _____	[]	[38] SLOPES
[]	[13] DRAINLINE SEPARATION _____	[]	[39] STABILIZATION _____
[]	[14] DRAINLINE SLOPE _____		
[]	[15] DEPTH OF COVER _____		
[]	[16] ELEVATION [ABOVE/BELOW] BM _____		
[]	[17] SYSTEM LOCATION _____		
[]	[18] DOSING PUMPS _____		
[]	[19] AGGREGATE SIZE _____		
[]	[20] AGGREGATE EXCESSIVE FINES _____		
[]	[21] AGGREGATE DEPTH _____		

FILL / EXCAVATION MATERIAL		ADDITIONAL INFORMATION	
[]	[22] FILL AMOUNT _____	[]	[40] UNOBSTRUCTED AREA
[]	[23] FILL TEXTURE _____	[]	[41] STORMWATER RUNOFF
[]	[24] EXCAVATION DEPTH _____	[]	[42] ALARMS
[]	[25] AREA REPLACED _____	[]	[43] MAINTENANCE AGREEMENT
[]	[26] REPLACEMENT MATERIAL _____	[]	[44] BUILDING AREA
		[]	[45] LOCATION CONFORMS WITH SITE PLAN
		[]	[46] FINAL SITE GRADING
		[]	[47] CONTRACTOR _____
		[]	[48] OTHER _____

ABANDONMENT	
[]	[49] TANK PUMPED ____/____/____
[]	[50] TANK CRUSHED & FILLED ____/____/____

EXPLANATION OF VIOLATIONS / REMARKS:

[] _____
[] _____
[] _____
[] _____

CONSTRUCTION [APPROVED/DISAPPROVED]: _____ CHD DATE: _____

FINAL SYSTEM [APPROVED/DISAPPROVED]: _____ CHD DATE: _____



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ON-SITE SEWAGE DISPOSAL SYSTEM
CONSTRUCTION PERMIT
Authority: Chapter 381, FS & Chapter 10D-6, FAC

PERMIT # _____
DATE PAID _____
FEE PAID \$ _____
RECEIPT # _____

CONSTRUCTION PERMIT FOR:
[] New System [] Existing System [] Holding Tank [] Temporary/Experimental
[] Repair [] Abandonment [] Other (Specify) _____

APPLICANT: _____ AGENT: _____

PROPERTY STREET ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY ID #: _____ [SECTION/TOWNSHIP/RANGE/PARCEL NUMBER]
[OR TAX ID NUMBER]

=====

SYSTEM MUST BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF CHAPTER 10D-6, FAC. REPAIR PERMITS AND HOLDING TANK PERMITS EXPIRE 90 DAYS FROM THE DATE OF ISSUE. ALL OTHER PERMITS EXPIRE ONE YEAR FROM THE DATE OF ISSUE. DEPARTMENT OF HEALTH APPROVAL OF SYSTEM DOES NOT GUARANTEE SATISFACTORY PERFORMANCE FOR ANY SPECIFIC PERIOD OF TIME. ANY CHANGE IN MATERIAL FACTS WHICH SERVED AS A BASIS FOR ISSUANCE OF THIS PERMIT REQUIRE THE APPLICANT TO MODIFY THE PERMIT APPLICATION. SUCH MODIFICATIONS MAY RESULT IN THIS PERMIT BEING MADE NULL AND VOID.

=====

SYSTEM DESIGN AND SPECIFICATIONS

T [] [GALLONS / GPD] SEPTIC TANK/AEROBIC UNIT CAPACITY MULTI-CHAMBERED/IN SERIES: []
A [] [GALLONS / GPD] _____ CAPACITY MULTI-CHAMBERED/IN SERIES: []
N [] GALLONS GREASE INTERCEPTOR CAPACITY [MAXIMUM CAPACITY SINGLE TANK: 1250 GALLONS]
K [] GALLONS PER DOSE DOSING TANK CAPACITY DOSE RATE [] PER 24 HRS NO. OF PUMPS: []

D [] SQUARE FEET PRIMARY DRAINFIELD SYSTEM
R [] SQUARE FEET _____ SYSTEM

A TYPE SYSTEM: [] STANDARD [] FILLED [] MOUND [] _____
I CONFIGURATION: [] TRENCH [] BED [] _____
N _____
F LOCATION OF BENCHMARK: _____
I ELEVATION OF PROPOSED SYSTEM SITE [] [INCHES/FT] [ABOVE/BELOW] BENCHMARK/REFERENCE POINT
E BOTTOM OF DRAINFIELD TO BE [] [INCHES/FT] [ABOVE/BELOW] BENCHMARK/REFERENCE POINT
L _____
D FILL REQUIRED: [] INCHES EXCAVATION REQUIRED: [] INCHES

O _____
T _____
H _____
E _____
R _____

SPECIFICATIONS BY: _____ TITLE: _____
APPROVED BY: _____ TITLE: _____ CHD
DATE ISSUED: _____ EXPIRATION DATE: _____

Monroe County Health Department
P.O. Box 6193
Key West Florida 33041-6193

Date: _____

ATTN: Environmental Health, Onsite Sewage Treatment and Disposal System Program

I am the owner of the following described property:

Real Estate Number: _____

Lot: _____ Block: _____ Subdivision: _____

Monroe County Health Department Letter of Review Number (TLR,MLR,KLR): _____

I am currently pursuing a Rate of Growth Ordinance (ROGO) allocation for a building permit from (Monroe County, Village of Islamorada, City of Marathon) local planning agency under the building permit number _____ in the _____ ROGO quarter.

The cesspool located on the following described property is in the (Monroe County, Village of Islamorada, City of Marathon) ROGO area and is being replaced.

Real Estate Number: _____

Health Department Permit Number: _____

Lot: _____ Block: _____ Subdivision: _____

Street Address: _____

Owners Name: (please print): _____

Owners Phone Number: _____

I request that the Nutrient credit be reserved for my use in obtaining a new building permit and an onsite sewage treatment and disposal permit for the above property. I understand that this form must be submitted to the Monroe County Health Department before final inspection of the onsite sewage treatment system replacing the cesspit(s) is requested. I further understand that the Nutrient Credit is not available until such time as the Health Department has made an approved final inspection of the onsite sewage system replacing the cesspool.

ROGO Applicant: _____
(Signature) (print name) Date

ACKNOWLEDGED AND AGREED TO

I am the owner of the cesspool being replaced under permit number _____ and agree that the cesspool credit (Nutrient Credit) generated from this property is to be used by the applicant to obtain a building permit on the above property. (Real Estate Number: _____)

Cesspool Owner: _____
(Signature) (print name) (Date)

Notary Public: _____
(Signature) (print name) (Date)

My commission expires: _____

Approved by the Monroe County Health Department

(Signature of Env. Health Department) (Date)



STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
EXISTING SYSTEM AND SYSTEM REPAIR EVALUATION

PERMIT # _____

APPLICANT: _____

CONTRACTOR / AGENT: _____

LOT: _____ BLOCK: _____ SUBDIV: _____ ID#: _____

=====

TO BE COMPLETED BY FLORIDA REGISTERED ENGINEER, DEPARTMENT EMPLOYEE, SEPTIC TANK CONTRACTOR OR OTHER CERTIFIED PERSON. SIGN AND SEAL ALL SUBMITTED DOCUMENTS. COMPLETE ALL APPLICABLE ITEMS. COMPLETE TANK CERTIFICATION BELOW OR ATTACH LETTER FROM A PERMITTED SEPTAGE DISPOSAL SERVICE.

=====

EXISTING TANK INFORMATION

[] GALLONS SEPTIC TANK/GPD ATU LEGEND: _____ MATERIAL: _____ BAFFLED: [Y / N]
[] GALLONS SEPTIC TANK/GPD ATU LEGEND: _____ MATERIAL: _____ BAFFLED: [Y / N]
[] GALLONS GREASE INTERCEPTOR LEGEND: _____ MATERIAL: _____
[] GALLONS DOSING TANK LEGEND: _____ MATERIAL: _____ # PUMPS: []

=====

I CERTIFY THAT THE ABOVE NOTED TANKS WERE PUMPED ON ____/____/____, HAVE THE VOLUMES SPECIFIED, ARE STRUCTURALLY SOUND, AND HAVE A [SOLIDS DEFLECTION DEVICE / OUTLET FILTER DEVICE] INSTALLED.

SIGNATURE OF LICENSED CONTRACTOR BUSINESS NAME DATE

=====

EXISTING DRAINFIELD INFORMATION

[] SQUARE FEET PRIMARY DRAINFIELD SYSTEM NO. OF TRENCHES [] DIMENSIONS: _____ X _____
[] SQUARE FEET _____ SYSTEM NO. OF TRENCHES [] DIMENSIONS: _____ X _____
TYPE OF SYSTEM: [] STANDARD [] FILLED [] MOUND []
CONFIGURATION: [] TRENCH [] BED []
DESIGN: [] HEADER [] D-BOX [] GRAVITY SYSTEM [] DOSED SYSTEM
ELEVATION OF BOTTOM OF DRAINFIELD IN RELATION TO EXISTING GRADE _____ INCHES [ABOVE / BELOW]

SYSTEM FAILURE AND REPAIR INFORMATION

[] SYSTEM INSTALLATION DATE TYPE OF WASTE [] DOMESTIC [] COMMERCIAL
[] GPD ESTIMATED SEWAGE FLOW BASED ON [] METERED WATER [] TABLE 1, 64E-6, FAC
SITE [] DRAINAGE STRUCTURES [] POOL [] PATIO / DECK [] PARKING
CONDITIONS: [] SLOPING PROPERTY []
NATURE OF [] HYDRAULIC OVERLOAD [] SOILS [] MAINTENANCE [] SYSTEM DAMAGE
FAILURE: [] DRAINAGE / RUN OFF [] ROOTS [] WATER TABLE []
FAILURE [] SEWAGE ON GROUND [] TANK [] D BOX/HEADER [] DRAINFIELD
SYMPTOM: [] PLUMBING BACKUP []

REMARKS/ADDITIONAL CRITERIA _____

SUBMITTED BY: _____ TITLE/LICENSE _____ DATE: _____