2010 KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
AGENDA

Tuesday March 2, 2010 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Norman Higgins	**Chair**
Robert Majeska	**Vice Chair**
Susan Hammaker	**Secretary-Treasurer**
Andrew Tobin	**Commissioner**
Charles Brooks	**Commissioner**

Charles F. Fishburn	**General Manager**
Thomas Dillon	**District Counsel**
Carol Walker	**District 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 District Clerk at 30-43-804 at least 48 hours in advance to request accommodations.

4:00 **A. CALL TO ORDER - PLEASE MUTE CELL PHONES**

4:01 **B. PLEDGE OF ALLEGIANCE**

4:02 **C. ROLL CALL**

4:03 **D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES**

4:05 **E. PUBLIC COMMENT**

4:15

F. GENERAL MANAGER'S REPORT **TAB 1**

1. Construction Administrative Services — Action
2. Vacuum Station I Change Order — Action

4:40

G. COMMISSIONER'S ITEMS **TAB 2**

3. Time Certain Agenda Items (Commissioner Brooks) — Action
4. Update of Federal Funds Issues with Fred Hicks (Commissioner Hammaker)
5. Pat Mitchell Contract (Commissioner Hammaker)
6. Office Sanitation Issues (Commissioner Hammaker)

5:30

H. BULK ITEMS — Action **TAB 3**

7. Pending Payments for March 2, 2009
8. Minutes Feb. 16, 2010

5:35

I. STATUS REPORTS **TAB 4**

9. Package Plant Status Report
10. Customer Service Status Report — Action
11. Tie In Status Report

6:00

J. OPERATIONS MANAGER **TAB 5**

12. Status Report
13. Operator Pay Progression — Action
14. IT Update

6:30

K. ENGINEER'S REPORT **TAB 6**

15. Status Report & Maps
16. Paradise Point Work Authorization — Action

6:45

L. FINANCIAL REPORT

6:50

M. LEGAL COUNSEL REPORT

7:00

N. COMMISSIONERS ROUNDTABLE

7:15

O. ADJOURNMENT

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2. 2010 Agenda Item No. I

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Construction Administrative Services.

RECOMMENDED MOTION/ACTION: Approval of Amendment No. 5 increasing the annual maximum fees for FY 2010 in Work Authorization 06-02 to the not-to-exceed amount of $1,140,000, an increase of $640,000.

Approved by General Manager C.J.L

Date: 2-25-10

Originating Department: General Manager	Costs: Not to exceed an additional $640,000 Funding Source:	**Attachments:** Amendment No. 5 to WEC WA No. 06-02
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L [ ] Finance _____	[X] Engineering EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] 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 pace of construction has increased, thereby increasing the level of effort for construction phase engineering services needed. The additional not-to-exceed amount will allow the services to continue.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

THE WEILER ENGINEERING CORPORATION

"Excellence in Engineering"

6805 Overseas Highway
Marathon, Florida 33050
(305) 289-4161 ph
(305) 289-4162 fax

MEMORANDUM

To: Chuck Fishburn

From: Ed Castle, PE

Date: February 24, 2010

Re: Construction Administration

On August 28, 2009, the District executed Amendment No. 4 to Weiler Engineering's Work Authorization 06-02. Amendment No. 4 increased the authorized not-to-exceed amount for Fiscal Year 2009 to $650,000 and set the annual not-to-exceed amount for future fiscal years at $500,000. This occurred after the District rejected the $830,000 proposal from ARCADIS, the Design Engineer for the WWTP, to perform certain portions of the scope currently being performed by Weiler Engineering for construction phase services at the WWTP.

The increased construction phase amounts were needed to provide typical construction phase engineering services and to produce record drawings from contractor-provided red line drawings. The amount for construction services at the WWTP was further augmented to address the numerous Requests for Additional Information and Change Orders associated with that project.

As of the end of January 2010, Weiler Engineering has invoiced $475,692.50 toward the not-to-exceed amount of $500,000 for Fiscal Year 2010. In that same period, the District has paid $16,024,128 toward the construction of the wastewater collection systems, vacuum pump stations and wastewater treatment plant. Weiler Engineering's construction inspection and administration fees are just under 3% of the construction cost. Typically, Construction Engineering Inspection and Construction Administration ranges from 5% to 7% of construction costs for Utility work (Class FF).

Construction Inspection consists of daily observation of the projects for compliance with the design and technical specifications, completion of daily reports, witnessing of required testing and documenting the progress of the work. The District provides inspectors to assist Weiler Engineering in administration of the construction projects, but Weiler Engineering also provides inspection, particularly at the WWTP and vacuum stations.

Construction Administration services typically include shop drawing reviews, responses to RFIs, processing of pay applications, negotiation of change orders and certifications associated with construction. In addition to these typical services, Weiler Engineering is

providing code compliance review and inspections and is producing record drawings from contractor-provided redline drawings.

The pace of construction at the District has increased significantly over the past year. There are currently 4 underground contactors with multiple crews working on the collection systems and 2 contractors and their subs working on the WWTP and vacuum stations. Due to this increased pace, there are insufficient funds remaining to provide construction administration services for the remainder of the year. Assuming an average monthly expenditure of $4,000,000 in construction work, the associated construction administration expenditure based on the current 2.96% rate would be $118,400 per month. However, we believe that the bulk of the major issues at the WWTP have now been addressed and expect that less effort will be required for the remainder of the WWTP project. Reducing the estimate to 2.00%, the monthly cost of construction engineering services is estimated to be $80,000. To provide for this level of effort, the fiscal year 2009-10 budget for Work Authorization 06-02 would need to be increased by $640,000.

Proposed amendment No. 5 to Work Authorization 06-02 increases the annual not-to-exceed amount for fiscal year 2009-10 from $500,000 to $1,140,000.

AMENDMENT No. 5

to

WORK AUTHORIZATION NUMBER 06-02

Under

Key Largo Wastewater Treatment District Consulting Agreement

With

Weiler Engineering Corporation

THIS AMENDMENT No. 5 to WORK AUTHORIZATION NUMBER 06-02 is issued under and pursuant to that certain consulting agreement by and between the Key Largo Wastewater Treatment District ("District") and Weiler Engineering Corporation ("Weiler Engineering"), dated December 9, 2003.

WHEREAS, the District and Weiler Engineering entered into a master consulting agreement dated December 9, 2003 ("Consulting Agreement"), and Work Authorization No. 06-02 in August 2006;

WHEREAS, the District and Weiler Engineering have negotiated this Amendment No. 5 to Work Authorization No. 06-02 to the Consulting Agreement at compensation that Weiler Engineering represents, and the District believes, to be fair, competitive, and reasonable after analysis of the cost of the professional services required as well as their scope and complexity;

WHEREAS, the District has requested that Weiler Engineering provide professional services that were previously assigned to another Engineer, thereby increasing the scope of work that the District is requesting Weiler Engineering to provide;

NOW THEREFORE, in consideration of the premises and in further consideration of the promises below, the District does hereby approve Amendment No. 5 as described herein and directs Weiler Engineering to continue with the work as outlined in Work Authorization No. 06-02 subject to the following terms and conditions:

1. The work shall be conducted under and in accordance with the consulting agreement dated December 9, 2003, as the same has been amended, except as expressly provided herein.
2. The not-to-exceed amount for Work Authorization 06-02 is increased from $500,000 annually to $1,140,000 annually for the remainder of the District's Fiscal Year 2010 Thereafter, the not-to-exceed amount will be reduced to $500,000 annually.
3. The basis of compensation for the work shall be the unit rates provided in Amendment No. 2 to Work Authorization 06-02 subject to the revised not-to-exceed amounts of $1,140,000 annually for Fiscal Year 2009 and $500,000 annually thereafter.
4. Weiler Engineering certifies that wage rates and other factual unit costs supporting the revised rates and added professional positions in Exhibit A of Amendment No. 2 to Work Authorization 06-02 are accurate, complete, and current as of the date of this amendment. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such

contract adjustments must be made within 1 year following the completion of the work carried out under Work Authorization 06-02.

IN WITNESS WHEREOF, the parties have executed this amendment to Work Authorization No. 06-02 on the dates opposite their names.

Weiler Engineering Corporation

By: _____ Date: _____

Name: Edward R. Castle, PE
Its: Vice President

Key Largo Wastewater Treatment District

By: _____ Date: _____

Name: Susan Hammaker
Its: Chairman

By: _____
Name: Charles Brooks
Its: Secretary

Attest

By: _____
Name: Carol Walker
Its: District Clerk

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 2

[ ] PUBLIC HEARING [ ] RESOLUTION

[ ] DISCUSSION [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Vacuum Station I Change Order

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager C.J.L.

Date: 2-25-10

Originating Department: General Manager	Costs: Approximately $200,000 Funding Source: Acct.	**Attachments:** Scope of Work
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L. [ ] Finance _____	[X] Engineering EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Vacuum Station I was awarded to Overholt Construction based on their low bid for Vacuum Station D. Additional dewatering and structural requirements at Vacuum Station "I" requires an additional change order

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

SCOPE OF WORK / Sequence of Construction:

Sheet pile/Augercast/ Tremie slab method

	COST
Key stone block removal	$0.00
Additional excavation for tremie slab & gravel base 154 c.y. x $ 26.51 per cost breakdown for basin "A"	$4,082.54
Backfill excavated area with fine aggregate to bottom of excavation to allow for sheet pile installation and ease of excavation around augercast pile. KLWTD to supply fill from withing the Key Largo Area, we will load at receiving end and transport to the site. Apprx 48 loads (Estimate - May be reduced if KLWTD deposits at the site using their trucks for hauling and dumping. This also would include removal of soils if needed.)	$16,800.00
Augercast piling - 16 pcs at 30'0 deep & 18 pcs at 8'0 deep (Not part of dewatering costs - This is upgrade to foundation)	$28,000.00
Sheet piling	$46,250.00
Excavate loose soils around auger pile and inside sheet pile cofferdam to bottom tremie gravel bed 20 hrs of excavator @ 140	$2,800.00
Labor to set grades for excavation and clean around pile and sheets with jet pump 2 men 40 hrs	$1,800.00
Jet pump rental for clean out	$2,150.00
Diver to check for silts during jet pump proocedure and prior to pour	$960.00
Prep tremie base with ballast rock	$5,465.00
Hauling of sludge and silts	$1,250.00
Tremie slab 3'0 thick	$33,000.00
Silt clean-up on top of tremie slab - labor and equipment	$2,874.00
Gravel bed on top of tremie slab	$2,950.00
Abandon well at completion of work - with concrete	$1,200.00
Dewatering pumps	$600.00
Additonal wall height from basin-D to basin - I - concrete, steel , forming, etc (This is not part of dewatering)	$18,500.00
Sub-total	$168,681.54
DA Builders 15% Overhead and Profit	$25,302.23
Total Proposal from DA Builders	$193,983.77
Overholt to provide well for de-watering - ALLOWANCE (1) Well 18" diameter X 40 Ft. (May be a savings here)	$6,500.00
CEC Engineered Plans and calculations for 4 stations @ $3,500 each divided by 4 = $875.00/each	$875.00
Overholt's Credit for dewatering figured in Vac Station D	($7,100.00)
Sub-Total	$194,258.77
Overholt 7% Supervision & Administration on DA's work prior to their Overhead & Profit	$11,807.71
Overholt 5% Profit	$9,712.94
TOTAL PROPOSAL	$215,779.42

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 3

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Discussion on Time Certain agenda items.

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. L

Date: 2-23-10

Originating Department: Commissioner Brooks	Costs: Approximately $ Funding Source:	**Attachments:** Sample front agenda page
Department Review: [ ] District Counsel _____ [X] General Manager C. J. L [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: During our board proceedings we have had one Commissioner raised the issue about the timelines published on the agenda. He has rightly so raised the issue of public expectoration of those agenda items which have timeline would be heard at the time indicated on the agenda. History with all public boards have its historical history of requiring large amounts of waiting time by the public in order to be heard before the respective boards. Many boards try to tackle the problem of scheduling public input by indicating **time certain and** attempting to hear the items and receive the input as close to the time published as possible under the time certain indicator.

I am proposing the addition of two short paragraphs to the agenda template. Perhaps this addition to the public notice will forewarn the public to little more detail about our historical proceedings. Perhaps this additional information will make our proceedings more client friendly.

I understand a lot of people review our agendas on the webpage and may be setting their schedule according to the timeline column on the agenda. This may give them advance notice that the timelines may not be schedule friendly.

It also gives the public a cue card regarding filling out a Speaker's Card

Respectfully Submitted For Board Approval
Charles Brooks, KLWTD Commissioner

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

2009 KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
AGENDA

2010 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Norman Higgins	**Chair**
Robert Majeska	**Vice Chair**
Susan Hammaker	**Secretary-Treasurer**
Andrew Tobin	**Commissioner**
Charles Brooks	**Commissioner**

Charles F. Fishburn	**General Manager**
Thomas Dillon	**District Counsel**
Carol Walker	**District Clerk**

add to agenda Template

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 30-43-804 at least 48 hours in advance to request accommodations.

PROCEEDINGS NOTICE the agenda is subject to change at the beginning of the board meeting. The times indicated on the agenda are "only time approximate " unless indicated by the term "time certain". Time certain may also be subject to change. The board meetings are subject to, the weight of the issues, the timeliness of the issues and the amount of public input. Time certain will be maintained closely as possible

To help minimize the possible wait time necessary to speak before the board **We Request You Fill Out: A SPEAKER'S CARD.**

4:00 **A. CALL TO ORDER - PLEASE MUTE CELL PHONES**

4:01 **B. PLEDGE OF ALLEGIANCE**

4:02 **C. ROLL CALL**

4:03 **D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES**

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 4

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Update of Federal Funds Issues with Fred Hicks

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. 2
Date: 2-25-10

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C.J.H [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 5

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Pat Mitchell Contract

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.H

Date: 2-25-10

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source:	**Attachments:** Letter, Chart
Department Review: [ ] District Counsel _____ [X] General Manager C.J.H [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

KEY LARGO WASTEWATER TREATMENT DISTRICT

98880 OVERSEAS HWY, KEY LARGO, FL 33037
POST OFFICE BOX 491; KEY LARGO, FLORIDA 33037
PHONE (305) 453-5804 FAX (305) 453-5807

WWW.KLWTD.COM

Date: February 23, 2010

Commissioner Susan Hammaker

RE: Proposed Employment Contract

Dear Susan,

This letter follows your request at the February 10, 2010 Transition meeting for my thoughts on my upcoming employment contract renewal May 1, 2010. KLWTD will transition from a large construction company to a small utility this year. The major focus is and has been Construction. More focus on Utility Management is required to make the transition successful. I want the path from Construction Management to Utility Management to be clear.

To accomplish this transfer from construction to Utility Management I suggest the attached modified KLWTD organizational chart as a vehicle to manage the transition. Each department: Engineering, Construction Management, Operations, and Finance can manage their individual transition issues from construction to utility as they occur. KLWTD currently operates with an independent contractor engineer and legal council. Many utility boards operate with independent finance and construction management. I believe the reorganization of the reporting lines of the existing management is the smoothest way to transition KLWTD from a construction company to a utility.

The transition can occur in parallel with Construction but requires Utility Management have a small independent spending authority, sole control over all existing hourly tech personnel and all new hires, and manage the construction dollars allocated to training and startup. Also required is for the Utility Management team to lead future small construction design projects as they will be required to integrate with and occur in and around a working utility. The existing engineering and construction teams may manage the future design and construction contracts if they and the board desire.

I am not looking for a raise at this time but would like some reward in the future for overtime required to transition and startup the new wastewater treatment plant and sewer system.

Sincerely,

William P. (Pat) Mitchell
Operations Manager

Key Largo Wastewater Treatment District

Commissioner
Susan Hammaker

Commissioner
Robby Majeska

Chairperson
Norman Higgins

Commissioner
Andrew Tobin

Commissioner
Charles Brooks

District Engineer
Margaret Blank

Construction Manager
Chuck Fishburn

Chf Finance Officer
Martin Waits

Operations Manager
Pat Mitchell

Legal Counsel
Thomas Dillon

GIS Techs
Ryan Dempsey
Dave Mollinedo

Project Engineer
Rich Crow

Intern Engr
Bequi Orozco

Package Plnt Engineering Review Engr
Jim Brush

MOT Techs
David Mollinedo
Brenda Young
Paul Hunter

Pkg Plant/ Unique Prop Coordinator
Greg Matthews

Construction Assistant
Ellen Checkoff

Inspectors
Chuck Grubb
Mike Dempsey
Ted Beighy
Tim Bricker
Tom Gould

Construction Assistant
Ellen Checkoff

WWTP Project Mgr
Jim Brush

Expeditor
Bill Midlling

Construction Purchasing/ Vac Station Project Mgr
Mark Weis

Expeditor
Tim Bricker

District Clerk
Carol Walker

Sr Financial Analyst
Synthia Lankford

Customer Service
Carie Bilyeu

Operations Personnel
Jered Primicierio
Chris Wright
Ryan Dempsey
Mike Pravata
Nate Roberts
Brad Shank
Jesse Lewanski
Paul Hunter
David Mollinedo
Brenda Young
Tom Gould
Mike Dempsey
Bill Midling
Jim Brush

H R Mgr
Greg Matthews

IT Manager

Asset Mgt
Chris Wright

Key Largo Wastewater Treatment District
98880 Overseas Hwy
P.O. Box 491
Key Largo, FL 33037

Phone: 305-451-4019
Fax: 305-453-5807
Web Site: www.klwtd.com

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 6

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Office sanitation issues

RECOMMENDED MOTION/ACTION:

Approved by General Manager CJ, 2

Date: 2-25-10

Originating Department: Commissioner Hammaker	Costs: Approximately $ Funding Source:	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager CJ, 2 [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 7

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Pending Payments Schedule

RECOMMENDED MOTION/ACTION: Approve Pending Payments schedule contingent upon availability of funds.

Approved by General Manager C.J.L

Date: 2-26-10

Originating Department: Finance	Costs: Funding Source: Acct. #	**Attachments:** Pending Payments Schedule
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L [ ] Finance SR	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] 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:

Pending Payments schedule for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

Key Largo Wastewater Treatment District

Payments Pending 03/02/2010

Prepared by: S. T. Lankford Date: 02/25/2010

CONSOLIDATED CASH BALANCE FORWARD **($6,929,959.33)**

Administration & Operations

Cash Balance A&O Account Forward	($168,591.46)	
Plus: Service Charges	11,162.70	
Line of Credit	80,000.00	
Wastewater Service Revenue	46,494.97	
Total Revenue	137,657.67	
Less: Administration		
Key Breeze Engraving - Nameplate Mitchell	14.50	
TIB Bank of the Keys - Loan interest	2,555.55	
AT&T - Telephone service	101.71	
Creative Services - Business cards	100.00	
A-Able Locksmiths - Change of locks	230.00	
American Stamp Works - KLWTD Date stamp	7.00	
State of Florida - Phones	40.55	
Cooke Communications - Legal Ads	1,264.36	
Eric Julien - Expenses - Travel for interview	323.00	
Benham Protective Services - Alarm montoring	73.00	
Comcast - Internet services	295.60	
Toshiba Business Solutions - Copier fee	693.86	
Sante Acquistions - Rent	2,611.25	
FKEC - Electric	372.12	
Thomas M. Dillon, P.A. - Legal Fees	6,500.00	
Weiler Engineering - Engineering and Consulting services	4,311.25	
Less: Shared Expenses		
UniFirst - Staff uniforms	428.70	
Federal Express - Shipping fees	151.46	
Office Depot - Supplies - Software, Camera, Paper, Ink	1,020.20	
VISA Chase Card - Flocculant, Postage, Travel, Supplies	6,831.31	
Preferred Government Ins. Trust - Liability, Property, Auto	19,792.25	
Less: Operations		
Sweetwater Environmental - Sludge Hauling	3,300.00	
Sanders Laboratories, Inc. - Lab testing	504.00	
Nissan Motor Acceptance - Truck lease	219.00	
Shell Fleet Plus - Fuel expense	730.53	
Cotrrell Welding - Repair trailer	180.00	
F.K.A.A. - Water	168.55	
Mike Pravata - Expense report - Mileage	20.35	
Sub-total Invoices	52,840.10	
		84,817.57
Cash Balance A&O Account If All Paid	(83,773.89)	

South Components

Cash Balance KLSC Account Forward	$ (4,579,939.32)	
Plus: No Receipts	-	
Sub-total Receipts	-	
Less: FKEC - Electric	146.63	
Enos Mitchell - Pump out Mini Vac Station G	1,000.00	
Hamker Enterprises - Unload Vac Station Equipment	720.00	
FDEP - Permitting fees - Collection system J-K	500.00	
Weiler Engineering - Engineering and Consulting services	11,757.50	
AirVac - Equipment Vac Station G	352,300.00	
Thomas M. Dillon - Legal fees	975.00	
U.S. Foundry And Manufacturing - Rings and covers	34,415.30	
Sub-total Invoices	401,814.43	
		(401,814.43)
Cash Balance KLSC If All Paid	$ (4,981,753.75)	
MC $20M Grant Draw #18 Submitted 12/21/09 $ 683,669		
ACOE Grant Draw # 9 Submitted 02/17/09 $ 651,461		

North Components

Cash Balance KLNC Account Forward	$ (2,181,428.55)	
Plus: No receipts	-	
Sub-total Receipts	-	
Less:		
F.K.A.A. - Water - Vac Station D	21.17	
Ted Beighey - Expense report - Mileage	416.50	
Hugh Grubb - Expense report - Mileage	357.50	
Mike Dempsey - Expense report - Mileage	432.50	
Thomas M. Dillon - Legal fees	825.00	
Tim Bricker - Expense report - Mileage	162.50	
Meridian of the Keys - Network support	1,650.00	
All Southern Trucking - Lateral 351 Ryan/Replace isolation valves	9,195.00	
HD Supply and Waterworks - Spare parts for collection system	10,043.71	
GPServ, Inc. - Upgrade Trimble GIS unit	6,776.00	
Aqua-Aerobic Systems - SBR Equipment	81,087.82	
Weiler Engineering - Engineering and Consulting services	116,825.05	
Sub-total Invoices	227,792.75	
		(227,792.75)
Cash Balance KLNC Account If All Paid	$ (2,409,221.30)	
MC $20M Grant Draw #18 Submitted 12/21/09 $ 387,161		
SRF Loan Draw #19 Submitted 01/10/10 $ 2,273,051		
ACOE Grant Draw #9 Submitted 02/17/09 $ 1,718,576		

CONSOLIDATED CASH BALANCE IF ALL PAID **$ (7,474,748.94)**

NOTE: A TOTAL OF $ 5,713,918 REQUESTED FOR REIMBURSEMENT IS OUTSTANDING

Approved for payment:

Norman Higgins, Chairman

Susan Hammaker, Treasurer

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 8

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Minutes of Feb. 16, 2010

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.2
Date: 2-24-10

Originating Department: District Clerk	Costs: Funding Source:	**Attachments:** Minutes
Department Review: [ ] District Counsel TO [X] General Manager CJR [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Board of Commissioners Board Meeting

February 16, 2010
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting at 4:00 PM. Present were Chairman Norman Higgins, Commissioners Andrew Tobin, Charles Brooks, Robert Majeska, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, Thomas Dillon, District Counsel, Carol Walker, District Clerk, and other appropriate District Staff.

Chairman Higgins led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Brooks added a letter to Islamorada and requested at status report on the meeting with the General Manager and the Operations Manager. Commissioner Hammaker added an item on the One Cent Sales Tax. Chairman Higgins added an item to have Pat Mitchell, Operations Manager, talk on the IT Plan also. Martin Waits, Chief Financial Officer, pulled the Pending Payments off of Bulk Items.

Motion: **Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	**X**		
Chairman Higgins	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska	**X**		

Motion passed 5 to 0

PUBLIC COMMENT
Burke Cannon, Hammer Point, thanked General Manager, Charles Fishburn, Chairman Higgins, and Commissioner Brooks for attending the Hammer Point Homeowners Association Meeting on January 9, 2010.

GENERAL MANAGER'S REPORT
Bid for Two Phases in Basin J/K

Motion: **Commissioner Hammaker made a motion to approve going out to bid for two phases in Basin J/K. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	**X**		
Chairman Higgins	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska	**X**		

Motion passed 5 to 0

IT Plan
Paul Christian, Tavernier, FL said that he would be happy to answer and question the Board had of him about the IT.

Steve Freidman, District IT, reported on the current system and what should be done.

The Board appointed Commissioner Brooks as point person with IT.

Pat Mitchell reviewed the previous system and the current system.

Status Report of Meeting with General Manager and Operations Manager
Mr. Fishburn recommended that Mr. Mitchell concentrate on Operations, running the plant and collection system.

Mr. Mitchell reported that Mr. Fishburn was accurate in reporting the meeting.

Motion: **Commissioner Hammaker made a motion to make Pat Mitchell, Operations Manager, in charge of the IT Department and report directly to the Board. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	**X**		
Chairman Higgins	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Majeska	**X**		

Motion passed 5 to 0

It was the direction of the Board that Mr. Mitchell reports back to the Board in a month and keeps Mr. Fishburn informed of IT action.

COMMISSIONER'S ITEM
Letter to Islamorada

Motion: **Commissioner Brooks made a motion to adopt the submitted proposed letter of conclusion (Exhibit "A") with the amendment that "at this time" follow "and staff will not" in the second to last paragraph. Commissioner Hammaker seconded the motion.**

Board discussion followed.

Motion: **Commissioner Hammaker made a motion to table the item. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		
Chairman Higgins	X		
Commissioner Tobin		X	
Commissioner Brooks	X		
Commissioner Majeska		X	

Motion passed 3 to 2

One Cent Sales Tax
Commissioner Hammaker reported that Monroe County Commissioner Nugent wanted the KLWTD Board to know that his One Cent Sales Tax is going to be part of Bill 2018.

BULK ITEMS
Minutes of January 29, 2010 and February 2, 2010
RESOLUTION NO. 05-02-10
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF DAVID & TERRY HANN FOR REMOVAL OF ONE TAX PARCEL FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.
RESOLUTION NO. 06-02-10
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF WILLIAM M. SHAHANE FOR REMOVAL OF ONE TAX PARCEL FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: **Commissioner Brooks made a motion to approve Bulk Items. Commissioner Robbie seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		
Chairman Higgins	X		
Commissioner Tobin			Absent

Commissioner Brooks	**X**		
Commissioner Majeska	**X**		

Motion passed 4 to 0

Pending Payments
Mr. Waits added an invoice from Weiler Engineering for the Design of Basins I, J, and K.

Motion: Commissioner Majeska made a motion to approve the Amended Pending Payments of February 16, 2010 contingent upon the availability of funds. Commissioner Brooks seconded the motion.

Vote on Motion

Member	**Yes**	**No**	**Other**
Commissioner Hammaker	**X**		
Chairman Higgins	**X**		
Commissioner Tobin			**Absent**
Commissioner Brooks	**X**		
Commissioner Majeska	**X**		

Motion passed 4 to 0

OPERATIONS MANAGER

Status Report
Pat Mitchell gave a verb report. He presented an Operator Pay Progression chart for review.

ENGINEER'S REPORT

Status Report
Ed Castle, Weiler Engineering, gave a verbal report.

Paradise Point Work Authorization
This item **w**ill be brought back to the next meeting.

Mr. Castle was asked to report to the Board a recommendation as to how to handle Calusa Campground system.

FINANCIAL REPORT

Mr. Waits reviewed his Financial Analysis of Wastewater Service Operations.

LEGAL COUNSEL REPORT

30 Day Notice to Proceed for Low Income and Unique Properties
Mr. Dillon, District Counsel, reviewed proposals on low income and unique properties.

COMMISSIONER ROUNDTABLE

Commissioner Brooks noted during the meeting break Gen Mgr & CFO approached Commissioner Hammaker to apparently lobby her vote on the issue at hand. Commissioner Brooks also noted this action was unethical inappropriate and at one point the CFO was highly emotionally emphatic towards Commissioner Hammaker.

Commissioner Brooks suggested making a policy "no breaks during deliberations"

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 8:03 PM.

The KLWTD meeting minutes of Feb. 16, 2010 were approved on March 2, 2010.

_____
Chairman Higgins

_____
Carol Walker, CMC
District Clerk

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 9

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Package Plant

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.R

Date: 2-25-10

Originating Department:	Costs: Approximately Funding Source: Acct.	**Attachments:**
Department Review: [ ] District Counsel _____ [X] General Manager C.J.R [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____ Greg Matthews	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Monthly progress of 71 package plant facilities

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

BUSINESS NAME	ENGINEER	DESIGN	PERMIT	CONSTR.	CONNECT
Key Largo Harbor Marina	KeysEng.	X			
Senor Frijoles	McCain	X	X	X	X
Paradise Point Mobile Home Park	Glen Boe	X	X	X	
Paradise Pub	none				
Fish House Restaurant	Cangianelli	X	X		
Coastal Waterway Trailer Park Condo	Glen Boe	X			
Driftwood Trailer Park	Glen Boe	X	X		
Holiday by the Sea Condo	US Water	X			
Waffle House	McCoig	X	X	X	X
Ocean Divers	none				
Lake Surprise II Condo	Weiler	X			
American Legion	none				
Coral Sands Trailer Park	none				
Murray Nelson Community Center	Wilingham	X	X	X	X
Winn-Dixie Key Largo	Glen Boe	X	X	X	
Anchor Condo	Bluewater	X			
Sanctuary at Key Largo Condo	Glen Boe	X	X		
Key Largo Wastewater Plant	Arcadis	X	X	X	X
Performance Marine	McCain	X			
Florida Bay Club	none				
Harbour 92 Condo	McCain	X			
Tradewind Hammocks	none				
Pennecamp	C3TS	X	X	X	
Café Largo	Glen Boe	X			
Lakeview Gardens		X			
Harborage Condo	Glen Boe	X	X	X	
Koblick Marine Resources Foundation	none				
Pilot House Restaurant	none				
Sunset Acres Mobil Home Park	US Water	X			
Tamarind Bay Club	Lamberson	X			
Waldorf Plaza	none				
Key West Inn	Lamberson	X	X	X	
Campers Cove	US Water	X	X	X	
Largo 103					
Key Largo Yacht Club Condo	HRC	X			
Mariner's Hospital	CMB	X			
Pink Plaza	Bluewater	X			
Rock Harbor Club	McCain	X	X	X	
Sunset Hammock Condo	Glen Boe	X	X	X	
Big Chill	McCain	X	X	X	X
El Caribe Plaza		X	X	X	X
Tradewind Plaza	Bohler	X	X	X	
Largo RV Park	Glen Boe	X			
Moon Bay Condo	McCain	X	X	X	
Newport Village Apartments	DAL TECH	X			
Key Largo Elementary School	self?	X			

BUSINESS NAME	ENGINEER	DESIGN	PERMIT	CONST.	CONNECT	
Holiday Inn Key Largo	self OPL	X				
Key Largo Kampground	Lamberson	X	X	X		
Mariner's Club Resort	Lamberson	X				
Ramada Resort and Marina	self OPL	X				
Hampton Inn Manatee Bay	none					
Bayside Inn	Weiler	X				
Blue Water Trailer Village	Glen Boe	X				
Calusa Campground	McCain	X	X	X		
Landings of Largo Condo	Lamberson	X				
Marina Del Mar Hotel	self OPL	X				
Tavernier Towne Center	US Water	X	X			
Ocean Pointe Condo	McCain	X	X	X		
Key Largo Ocean Resort	Milelli	X	X			
Marriott Key Largo	self OPL	X				
Kawama Yacht Club	McCain	X	X	X		
Key Largo Grande Hilton	Lamberson	X				
Silver Shores Mobile Home Park	Glen Boe	X				
Buttonwood Bay Condo	Lamberson	X	X			
Kings Kamp	Glen Boe	X				
Captain Jax	Glen Boe	X	X	X		ju
Tarpon Basin Villas	McCain	X	X	X		
Marine Mammal Conservancy	Bluewater	X				
Port Largo Villas	self OPL	X				
Mahogany Bay	US Water	X				
FKEC	Henz	X				

MONTH	ENG	PERMIT	CONST	CONNECT
FEB, 2010	61	29	22	6
JAN, 2010	60	26	11	6
DEC, 2009	54	21	10	6
NOV, 2009	39	16	4	6

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 10

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[X] Other:

SUBJECT: Customer Service Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.2
Date: 2-25-10

Originating Department: Finance	Costs: Approximately Funding Source: Acct.	**Attachments:** Report
Department Review: [ ] District Counsel _____ [X] General Manager C.J.2 [ ] Finance SR	[ ] Engineering_____ [ ] Clerk_____	

Summary Explanation/Background: Does the Board want to continue the daily report or just weekly reports.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

Monthly KLWTD Customer Service Report

January 2010
(ending 02/25/2010)

Active Construction Areas:

F-1	Ctr: Redland	Insp:	Mike	I-4	Ctr: Fountain	Insp:	Ted
E-2	Ctr: Redland	Insp:	Mike	F-4	Ctr: Redland	Insp:	Mike
C-3	Ctr: Fountain	Insp:	Chuck	F-2	Ctr: LaRocco	Insp:	Mike
C-4	Ctr: Metro	Insp:	Chuck	F-3	Ctr: Metro	Insp:	Ted
STM	Ctr: Metro	Insp:	Chuck	F-5	Ctr: Redland	Insp:	Mike
I-2	Ctr: LaRocco	Insp:	Mike	I-3	Ctr: LaRocco	Insp:	Mike

Customer Contacts:	Calls	In-Office
General:	141	65
Lateral Locator:	2	41
Tie-In Info:	23	54
Assessment Info:	15	28
Grants:	8	8
Complaint:	19	14
Total Month-to-date:	208	210

Letters to Proceed:	Requested:	147	Issued:	105

General Monthly Summary:

CONSTRUCTION

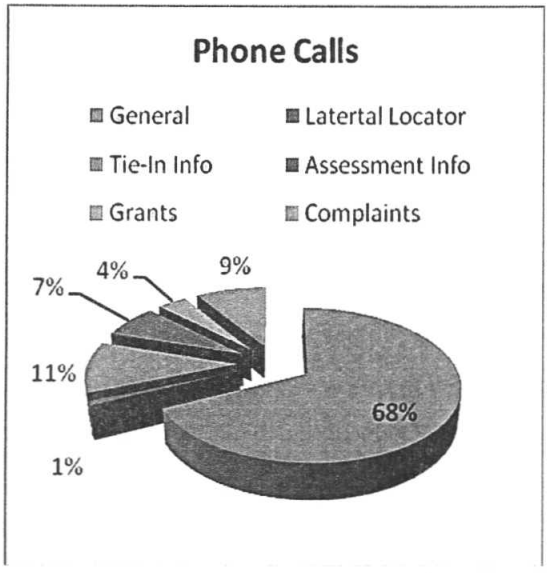
- Approval to Proceed letters may be issued for all of Basins A, B, D, C1 & 2 and E1.
- C3 is nearing completion. Awaiting a successful 4 hour test and completion of final restoration / punch list.
- Construction in progress in Basin F Phase 4.
- Construction has started in Basin I, Phase 4.
- Construction continues in C4, E2, F2 & 3 and the South Transmission Main.
- We are eagerly awaiting the arrival of drawings for Basins G. Designs for J & K arrived just in time for the Town Hall Meeting.

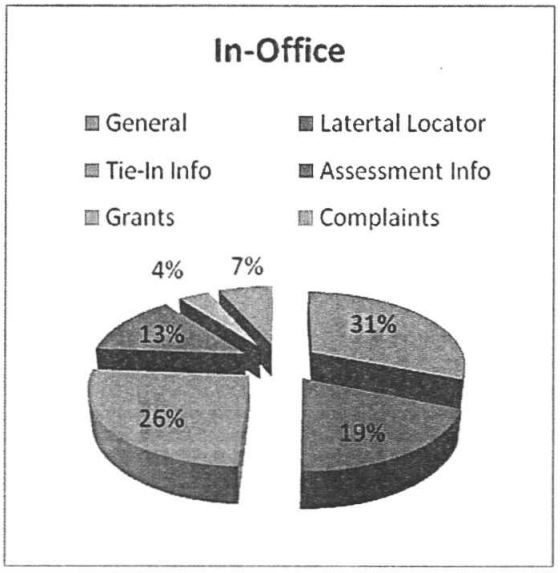
CUSTOMER SRVC / COMPLAINTS

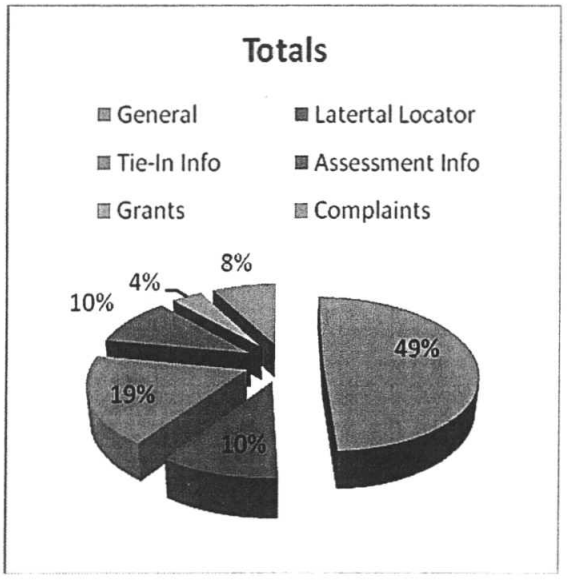
- There were a variety of complaints throughout the month. Most have been resolved. Those remaining are pending or in final restoration stages.
- Traffic was slow initially on US 1 near MM 97 due to work on STM. Seems to be almost back to normal at this point.
- There were 4-5 calls from the A-frame signs, requesting appointments to view lateral locations.
- Dust and then mud were issues in a few neighborhoods. Contractors have been instructed to make sure to clean up work areas as best as possible.

TOWN HALL MTG-TIE-IN WORKSHOP

- Town Hall Meeting: There was a large turnout for both scheduled sessions. Approximately 105-115 people total.
- Tie-In Workshop: Good turnout for these meetings as well. Questions and answer sessions seemed to be highly beneficial to customers.







KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 11

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Tie In Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.L
Date: 2-25-10

Originating Department: Finance	Costs: Approximately Funding Source: Acct.	**Attachments:** Report
Department Review: [ ] District Counsel ____ [X] General Manager C.J.L [X] Finance	[ ] Engineering ____ [X] Clerk CW	

Summary Explanation/Background: The Tie In report shows the connections that are ready to complete their final connection when the "30 Day Notice" is sent.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

FROM JANUARY 1, 2006 TO JANUARY 28, 2010

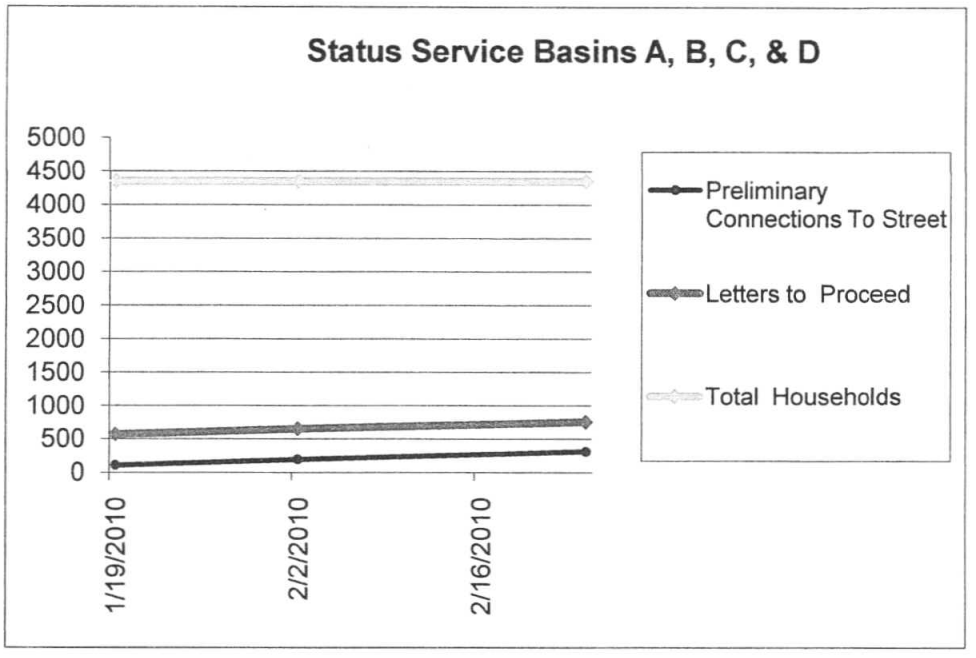
Basin	Phase	Number of Homes	Letter to Proceed	Connection to Street
A	1	149	64	38
	2	116	57	32
	3	218	80	42
	4	98	35	17
	5	222	53	27
Subtotal		***803***	***289***	***156***
B	1	214	77	49
	2	219	38	14
	3	210	30	9
	4	254	55	11
	5	209	25	12
	6	52	5	1
Subtotal		***1158***	***230***	***95***
C	1	218	50	5
	2	150	41	13
	3*	285	2	0
	4*	488	2	0
Subtotal		***1141***	***95***	***18***

FROM JANUARY 1, 2006 TO JANUARY 13, 2010

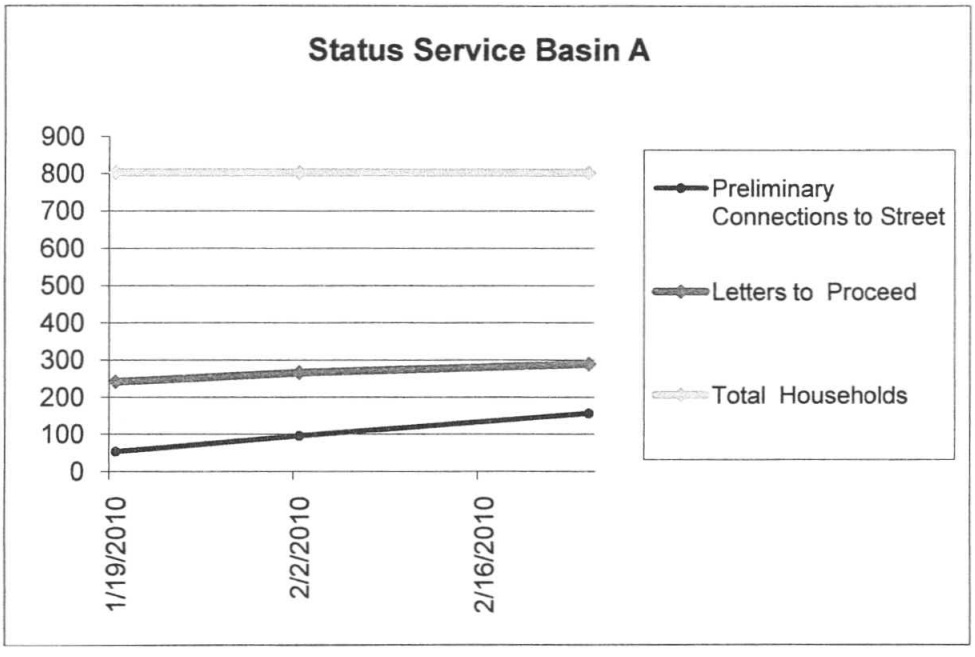
Basin	Phase	No. of Homes	Letter to Proceed	Connection to Street
D	1	650	58	14
	2	307	47	17
	3	214	23	10
	4	78	1	1
Subtotal		*1249*	*129*	*42*
TOTALS		**4351**	**651**	**311**

* These Phases have not been released yet to allow Letters to Proceed to be issued.

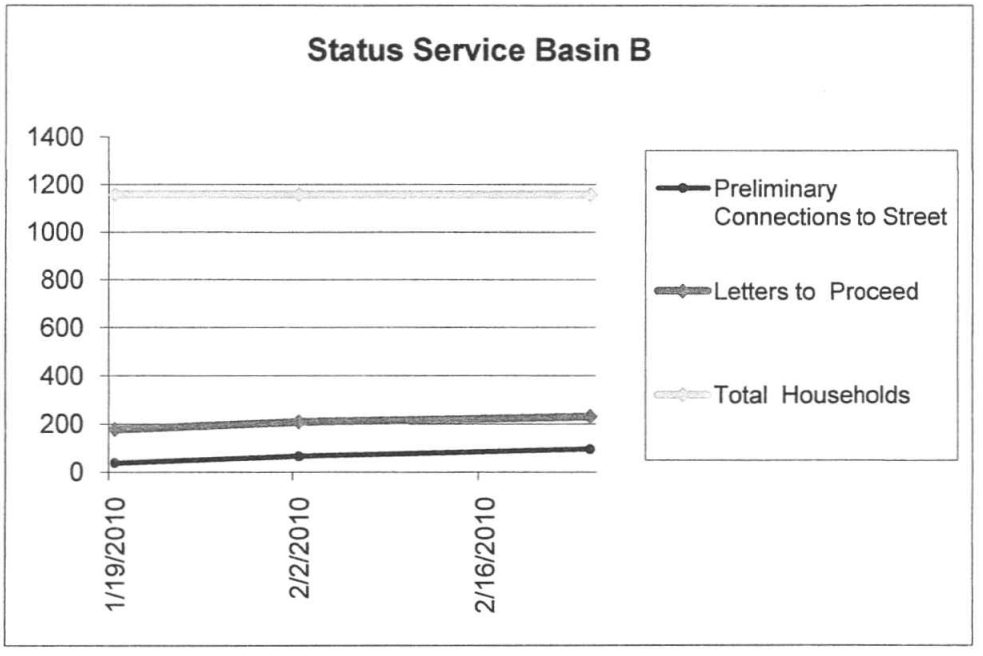
	Preliminary Connections To Street	Letters to Proceed	Total Households
1/19/2010	103	564	4351
2/2/2010	194	651	4351
2/24/2010	311	753	4351



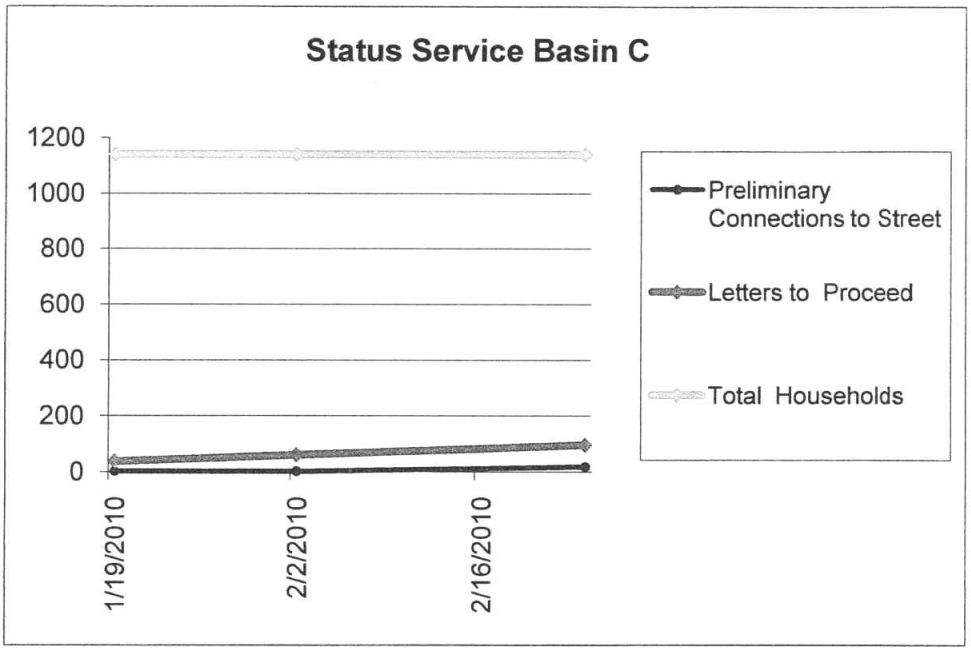
	Preliminary Connections to Street	Letters to Proceed	Total Households
1/19/2010	53	241	803
2/2/2010	96	266	803
2/24/2010	156	289	803



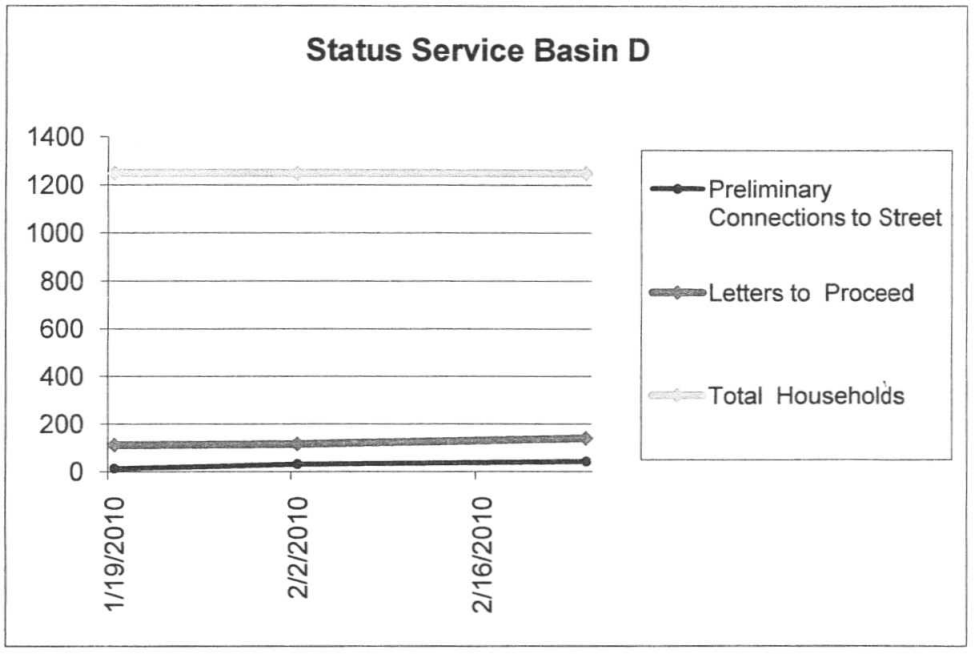
	Preliminary Connections to Street	Letters to Proceed	Total Households
1/19/2010	37	177	1158
2/2/2010	66	209	1158
2/24/2010	95	230	1158



	Preliminary Connections to Street	Letters to Proceed	Total Households
1/19/2010	1	36	1141
2/2/2010	1	60	1141
2/24/2010	18	95	1141



	Preliminary Connections to Street	Letters to Proceed	Total Households
1/19/2010	12	110	1249
2/2/2010	31	116	1249
2/24/2010	42	139	1249



TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Mar 2, 2010 Agenda Item No. 12

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[X]	DISCUSSION	[ ]	BID/RFP AWARD
[ ]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Status Report

RECOMMENDED MOTION/ACTION:

Approved by General Manager C. J. 2

Date: 2-25-10

Originating Department: Operations Manager	Costs: Approximately Funding Source: Acct.	**Attachments:** Process Control Spreadsheet, Permits
Department Review: [ ] District Counsel _____ [X] General Manager C.J.2 [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Mr. Mitchell will give a verbal report.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

	Day	1	2	3	4	5	6	7	8	9	10
Enter	average BOD mg/l										
Enter	gallons per day flow										
	gallons per cycle	8800	8800	8800	8800	8800	8800	8800	8800	8800	8800
	lbs per cycle entering plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	#cycles per day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Modify	Target F/M ratio	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04
	target mass lbs	0	0	0	0	0	0	0	0	0	0
	gallons in aeration tank	50800	50800	50800	50800	50800	50800	50800	50800	50800	50800
	target mixed liquor concentration	0	0	0	0	0	0	0	0	0	0
	gpd alum pump	44	44	44	44	44	44	44	44	44	44
	gpm alum per pump	0.031	0.031	0.031	0.031	0.031	0.031	0.031	0.031	0.031	0.031
Enter	minutes alum run time/cycle										
Modify	# alum pumps running	2	2	2	2	2	2	2	2	2	2
	alum	47%	47%	47%	47%	47%	47%	47%	47%	47%	47%
	lbs fed/cycle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Note	total # add per cycle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	gallons aeration	32929	32929	32929	32929	32929	32929	32929	32929	32929	32929
	ppm mixed liquor increase due to alum	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	gpm waste pump	74	74	74	74	74	74	74	74	74	74
Enter	Waste seconds time on per cycle										
Modify	waste sludge mixed liquor concentration mg/l	0.85%	0.85%	0.85%	0.85%	0.85%	0.85%	0.85%	0.85%	0.85%	0.85%
Modify	effluent ss mg/l	5	2	2	2	2	2	2	2	2	2
Note	# sludge in effluent	0.37									
Note	total lbs wasted/cycle	0.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alarm	Sludge Rate	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*	*Losing!*
	15-30 for denitrifiers MCRT days	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	target mass lbs	0	0	0	0	0	0	0	0	0	0
	lbs alum/day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	lbs alum in aeration basin at MCRT	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	% alum	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	total lbs mass	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	gallons in aeration tank	32929	32929	32929	32929	32929	32929	32929	32929	32929	32929
	target mixed liquor concentration	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Florida Department of Environmental Protection

Twin Towers Office Bldg., 2600 Blair Stone Road, Tallahassee, Florida 32399-2400

REQUEST FOR APPROVAL TO PLACE A DOMESTIC WASTEWATER COLLECTION/TRANSMISSION SYSTEM INTO OPERATION

PART I - INSTRUCTIONS

(1) This form shall be completed and submitted to the appropriate DEP district office or delegated local program for all collection/transmission system projects required to obtain a construction permit in accordance with Chapter 62-604, F.A.C.

(2) Newly constructed or modified collection/transmission facilities shall not be placed into service until the Department has cleared the project for use.

(3) All information shall be typed or printed in ink, and all blanks must be filled.

PART II – PROJECT DOCUMENTATION

(1) Collection/Transmission System Permittee

Name	Charles Fishburn		Title	General Manager	
Company Name	Key Largo Wastewater Treatment District				
Address	98880 Overseas Highway				
City	Key Largo		State	Florida	Zip 33037
Telephone	305-451-4019	Fax 305-453-5807	Email	cffishburn@aol.com	

(2) General Project Information

Project Name: Key Largo Wastewater Treatment District Basin D Vacuum Station

Construction Permit No. 281237-006-DWC/VCM Dated 26 March 2008

Is the entire project included under the collection/transmission system permit substantially complete? ☒ Yes ☐ No (If approval is being requested to place a portion of the project into operation, attach a copy of the site plan or sketch that was submitted with the application showing the portion of the project which is substantially complete and for which approval is being requested.)

Description of Portion of Project for Which Approval is Being Requested (including pipe length, total number of manholes and total number of pump stations) *One vacuum pump station and 380 lf of 8" force main*

Expected Date of Connection to Existing System or Treatment Plant: February 2010

(3) Treatment Plant Serving Collection/Transmission System

Name of Treatment Plant Serving Project	Key Largo Wastewater Treatment Plant		
County	Monroe	City	Key Largo
DEP permit number		Expiration Date	21 April 2010

RECEIVED
FEB 24 2010
D.E.P. South District

For Department Use Only
Date 3/24/10
By J. Ingram
CLEARED FOR USE

160 Governmental Center
Pensacola, Florida 32502-5794
850-595-8300

Northeast District
7825 Baymeadows Way
Suite 200B
Jacksonville, Florida 32256-7590
904-807-3300

Central District
3319 Maguire Blvd
Suite 232
Orlando, Florida 32803-3767
407-894-7555

Tampa, Florida 33619-8318
813-744-6100

South District
2295 Victoria Ave
Suite 364
Fort Myers, Florida 33902-2549
239-332-6975

Southeast District
400 North Congress Ave
Suite 200

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Mar 2, 2010 Agenda Item No. 13

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Operators Pay Progression

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.R
Date: 2-25-10

Originating Department: Operations Manager	Costs: Approximately Funding Source: Acct.	**Attachments:** Chart
Department Review: [ ] District Counsel _____ [X] General Manager C.J.R [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When completed, mail this report to: Department of Environmental Protection, 2796 Overseas Highway, Suite 221, Marathon Florida 33050

PERMITTEE NAME: Key Largo Wastewater Treatment District
MAILING ADDRESS: PO Box 491

Key Largo, Florida 33037

FACILITY: **Key Largo Trailer Village Area WWTP**
LOCATION: 100300 o/s hwy.
Key Largo, Florida 33037
COUNTY: Monroe

PERMIT NUMBER FLA370967
MONITORING PERIOD
From:10\01\01 T0:10\01\31

LIMIT: *Final* REPORT: Monthly
CLASS SIZE: N/A GROUP: Domestic

MONITORING GROUP NUMBER: U-001

NO DISCHARGE FROM SITE: ☐

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
BOD, Carbonaceous 5 day, 20C	Sample Measurement				**14**	**9**	**2**				
PARM Code 80082 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Solids, Total Suspended	Sample Measurement				**15**	**7.2**	**1.7**				
PARM Code 00530 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen,Total (as N)	Sample Measurement				**3.01**	**2.23**	**1.90**				
PARM Code 00600 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen, Ammonia	Sample Measurement				**0.57**	**0.23**	**0.04**				
PARM Code 00610 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen, TKN	Sample Measurement				**2.04**	**1.80**	**1.48**				
PARM Code 00625 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen, Nitrite	Sample Measurement				**.2**	**0.07**	**0.01**				
PARM Code 00615 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen, Nitrate	Sample Measurement				**.26**	**0.1**	**0.01**				
PARM Code 00620 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite
Nitrogen, Organic	Sample Measurement				**1.81**	**1.57**	**1.44**				
PARM Code 00605 Mon. Site No. EFA-001	Permit Requirement				MAX	AVG	MIN	MG/L		Every two weeks	8 hr Flow Composite

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (YY/MM/DD)
JERED PRIMICERIO/ LEAD OPERATOR A-13814		**305-942-6191**	**10\02\25**

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Mar 2, 2010 Agenda Item No. 14

[ ] PUBLIC HEARING [ ] RESOLUTION

[X] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: IT Update

RECOMMENDED MOTION/ACTION:

Approved by General Manager C.J.L

Date: 2-25-10

Originating Department: Operations Manager	Costs: Approximately Funding Source: Acct.	**Attachments:** Agenda from IT Meeting
Department Review: [ ] District Counsel _____ [X] General Manager C.J.L [ ] Finance _____	[ ] Engineering_____ [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: Mr. Mitchell will give a verbal report.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6

Operator Pay Progression

2/25/2010

STARTING PAY	THREE MONTHS	BOOK 1	C TEST MIN	C LICENSE MIN
$12.50	$13.75	$14.20	$17.00	$20.00
$15.00	NA	$15.45	$17.00	$20.00

Pay increases for the successful completion of the above-mentioned accomplishments do not require Board approval.

Passing the C Test and obtaining a C License will each result in a $2 per hour raise or being raised to the minimum pay for that classification, whichever is greater.

Agenda

Staff KLWTD Information Technology 2/24/2010

Current Status/Problems roundtable :

1. Phones
2. Database
3. Backups
4. File access
5. Internet access
6. GIS
7. Asset management
8. Email
9. Antivirus
10. Other???

Discussion of options to move forward

1. Email from Zarafa to employees choice of client software
   a. Retain Zarafa for web access
   b. Or not
2. Full time IT Employee vs Professional Services Contracts
3. GIS/Asset Mgt. timeline
4. Purchasing Procedures/Contracts
5. Other???

Immediate needs to be placed on Board Agenda Tomorrow 2/25/10

1. Email
2. Backups
3. Antivirus
4. IT Labor
5. Other???

Short term needs to be placed on the following Board Agenda package due 3/4/10

1. Weiler GIS/Asset management recommendation with backup
2. Staff GIS asset Management recommendation
3. Formal KLWTD Employee IT Policy
   a. internet access
   b. personal use
   c. modification of programs
   d. downloading files
   e. installation of programs
4. Other???

Next meeting time/date 3/3/10 at 1:30??? Adjourn

TAB 6

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2009 Agenda Item No. 15

[ ] PUBLIC HEARING [ ] RESOLUTION

[x] DISCUSSION [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Monthly Projects Status Report

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager CJ.2

Date: 2-25-10

Originating Department: Weiler Engineering	Costs: $ Funding Source:	**Attachments:** Report & Maps
Department Review: [ ] District Counsel _____ [X] General Manager CJ2 [ ] Finance _____	[X] Engineering EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background: A representative from Weiler Engineering will answer questions on the written monthly status report.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

THE WEILER ENGINEERING CORPORATION

"Excellence in Engineering"

20020 Veterans Boulevard., Suite 7
Port Charlotte, FL 33954
(941) 764-6447 ph
(941) 764-8915 fax

Key Largo Wastewater Treatment District
Engineering Status Report
Period Ending 02/24/10

KLTV Treatment Plant

To be provided by the Operations Manager.

Collection System Design

Basin E & F Design

Design and permitting of the remote vacuum station has been completed. The 90% design of the modifications to the existing vacuum pump station at the WWTP were received and reviewed with comments submitted to Eckler. We are awaiting the 100% submittal.

The design of an extension of the Basin F vacuum collection system to serve Ocean Cay was awarded to Eckler as a Change Order. Since Eckler is familiar with the District's design standards and since the Ocean Cay subdivision is small, it was deemed unnecessary to review 30% and 60% submittals. Eckler will submit the 90% design drawings for review when ready.

Basin G & H Design

The 100% plans for the vacuum station in Basin G were reviewed and comments provided. A resubmittal of the 100% design was requested. We are awaiting submittal of the revised 100% design for final review. The application for the FDEP construction permit for the vacuum staion was received by the District the week of February 22nd and will be signed and sent back to McCain.

An RAI for the FDOT access permit applicaton for the vacuum station entrance was received by McCain in December of 2009. As of the time of this report, we have not seen a response to the RAI although it may have been submitted without our review. The FDOT access permit has not been received.

An extensive RAI for the ERP permit for storm drainage system for the vacuum station site was received from FDEP on January 21st. McCain drafted a response dated February 17th and submitted it for review by the District and Weiler Engineering. We provided more advice to McCain regarding the criteria that the Fort Myers FDEP is looking for in the ERP but did not have a copy of the attachments referenced in McCain's response to the RAI. We requested and received the attachments and are performing a review of the response at this time. The delay in issuance of the ERP will prevent the start of work on the Basin G vacuum station site regardless of the status of the other required permits.

The FDOT permit for the vacuum main piping in the US 1 corridor has been received. The District has not yet received the FDEP application for G-3 or G-4. The permits for all other phases have been received.

Basin I, J & K Design

The 100% drawings for all phases of Basin I have been submitted to the District for final review. The FDOT permit application has been submitted and is under review. The FDEP collection system permit has been issued for all phases of Basin I and for the vacuum pump station. The ERP application was deemed complete shortly before Christmas and sent to the local office for issuance of the permit. FDEP has a maximum of 60 days to issue the permit and we expect the ERP to be issued at any time. The signed sealed construction sets for the vacuum pump station have been delivered to the District. Construction should be able to begin in February.

The design of the Basin J and K collection system is nearing completion. Comments recently received from the District are being incorporated into the 100% design drawings. When completed, the 100% drawings for all of J and K will be submitted for final review and approval prior to issuance of the construction sets.

The Basin J/K vacuum station site layout is still under consideration. A meeting was held on January 25th at the WEC office. Phil Frank attended in person with Chuck Fishburn and Tom Dillon attending by telephone. Various options for layout were discussed as were the setback and vegetative buffer required for Scenic Highway sites. The requirements and possible stumbling blocks for the FDOT access permit were also discussed. WEC is drafting alternative site layouts and will review these with District staff during the first week of February.

South Transmission Main Construction

Metro has begun construction of the South Transmission Main and has completed approximately 2500 linear feet of 16" main on US 1. They have also installed highway crossings using horizontal directional drilling for connections to the larger commercial properties along US 1 from Ocean Bay to Mile Marker 97. The 8" force main at Ocean Bay has also been installed.

WWTP Expansion

Headworks – The headworks is nearing completion with the installation of the screening and grit removal equipment. Electrical conduits have been run and control panels have been placed.

Control/Mechanical Building – Wharton Smith has been concentrating on the Control/Mechanical Building recently, setting the third floor column forms and tying steel. The columns were scheduled to be poured the week of February 22nd. The second floor hollow core planks were placed on February 15th.

SBRs – Wharton Smith continued hanging the 14" stainless steel air header piping on each of the three tanks, reaching approximately 80% completion of this task. The influent stilling baffles have been installed, but some problems with the geometry of the bosses were encountered. The bosses are not quite level, making for an improperly fitted joint between the baffles and the concrete. Precon is to evaluate the bosses and propose a solution. Most likely gaskets and shims will correct the problem.

Benson has installed all of the conduit up the sides of the tanks and has completed the supports for the electrical outlets and instrumentation, including the Hach SC1000.

Booster Pump Station – The structure has been set by Wharton Smith. The electrical subcontractor, Benson, has installed the conduit and is working on installing the pump disconnects on the east side of the structure.

Plant Pump Station - Wharton Smith has completed installation of the grating supports and has installed the grating over the sump area. The wet well interior has been coated with Xypex sealant and the pumps have been installed. The piping and headers in the sump area are nearing completion.

Disc Filters – The Aqua-Aerobics disc filter units have been placed. The grating supports and grating have been installed. The piping header is nearing completion but a few spool pieces are needed to complete the installation. Benson has installed the main terminal box and has run conduit and installed the control panels on each unit.

Disinfection Basin – Universal Painting, working as a subcontractor to Wharton Smith, has completed all the interior coatings. The exterior coatings were completed by Wharton Smith. The Water Champ chlorine flash mixers have been installed. All slide gates have been installed. Benson is currently working on the installation of the control panels.

Injection Wells – Wharton Smith has formed and poured the Deep Injection Well pad. The monitoring well pad has been formed with the pour scheduled for the near future.

Yard Piping – Wharton Smith has been concentrating on installation of the 12" ductile iron plant drain piping and the 8" ductile iron force main from the Plant Pump Station. Domus, a

subcontractor to Wharton Smith, pre-trenched for the 18" influent line to the headworks. Benson has completed the conduits and the installation of the termination panels between the SBRs.

Basin A Construction.
Basin A collection system construction in all phases is completed. Record drawings for Basin A, Phases 2 through 5 have been completed.

Overholt has completed the tremmie pours of the floor and walls needed to make dewatering possible for the vacuum pump station. They have completed tying the reinforcing steel mats and have poured the floor and walls. They intend to set the vacuum tank into place in the pit during the week of February 22nd. Excavation of footers for the vacuum pump station building is taking place as well.

Basin B Construction

All pipeline work in Basin B is completed. Restoration is completed in all phases. Only punch list items remain to be completed in B-3, B-5 and B-6.

Please see the Construction Progress Maps for details

Basin C Construction
Phase C-1 has been completed with only punch list items remaining. C-2 and C-3 restoration is complete with the final walkthrough yet to be completed. Metro continues working in C-4 with about 60% of the work completed.

Please see the Construction Progress Maps for details

Basin D Construction
Work on the collection sytem in Basin D is complete.

Work on the Basin C/D vacuum pump station by Overholt is complete. The District has accepted the station. Weiler Engineering has filed the appropriate certifications to FDEP and the District has received the Approval for Use. The pumps and equipment are being inspected and exercised by District Staff to keep everything in good shape until connections begin.

Please see the Construction Progress Maps for details

Basin E Construction

Redland has completed E-1 and has only punchlist items remaining. Redland is also working in E-2 where they are 90% complete and have been awarded E-3 but have not begun installation yet.

Please see the Construction Progress Maps for details

Basin F Construction

Redland has begun laying pipe in three phases. F-1 is 5% complete, F-4 is 30% completre and F-5 is 50% complete. LaRocco is approximately 90% complete with pipe work in F-2. Metro has completed approximately 90% of F-3.

The construction of the remote vacuum station at Dolphins Plus in Basin F is under way. The underground work and setting of the two structures is approximately 50% complete.

Please see the Construction Progress Maps for details

Basin G Construction

Metro has begun construction of the vacuum sewer system in G-1, installing approximately 2000 feet of vacuum main in the US 1 ROW. The placed 2000 feet of South Transmission Main concurrently with the vacuum pipe installation.

No other collection system work has started in Basin G.

The Basin G vacuum pump station work has not begun. Permits have yet to be obtained.

Please see the Construction Progress Maps for details

Basin H Construction

Construction has not started. Metro has been awarded the Basin H work based on estimated quantities, but is awaiting delivery of final plans to begin construction.

Basin I Construction

Fountain has begun construction on I-4 with approximately 15% of the work completed.

The permits for the Basin I vacuum pump station have been received. Overholt has met with Weiler Engineering in Marathon and visited three different construction sites to observe different methods of dewatering and installation of the main pit for the vacuum tank. We are awaiting submittal of their dewatering plan. Preliminary excavation is scheduled to being the week of February 22nd.

Please see the Construction Progress Maps for details

GPS/GIS
Work on the GPS/GIS project continues.

C-905
Currently on hold.

Unique Properties

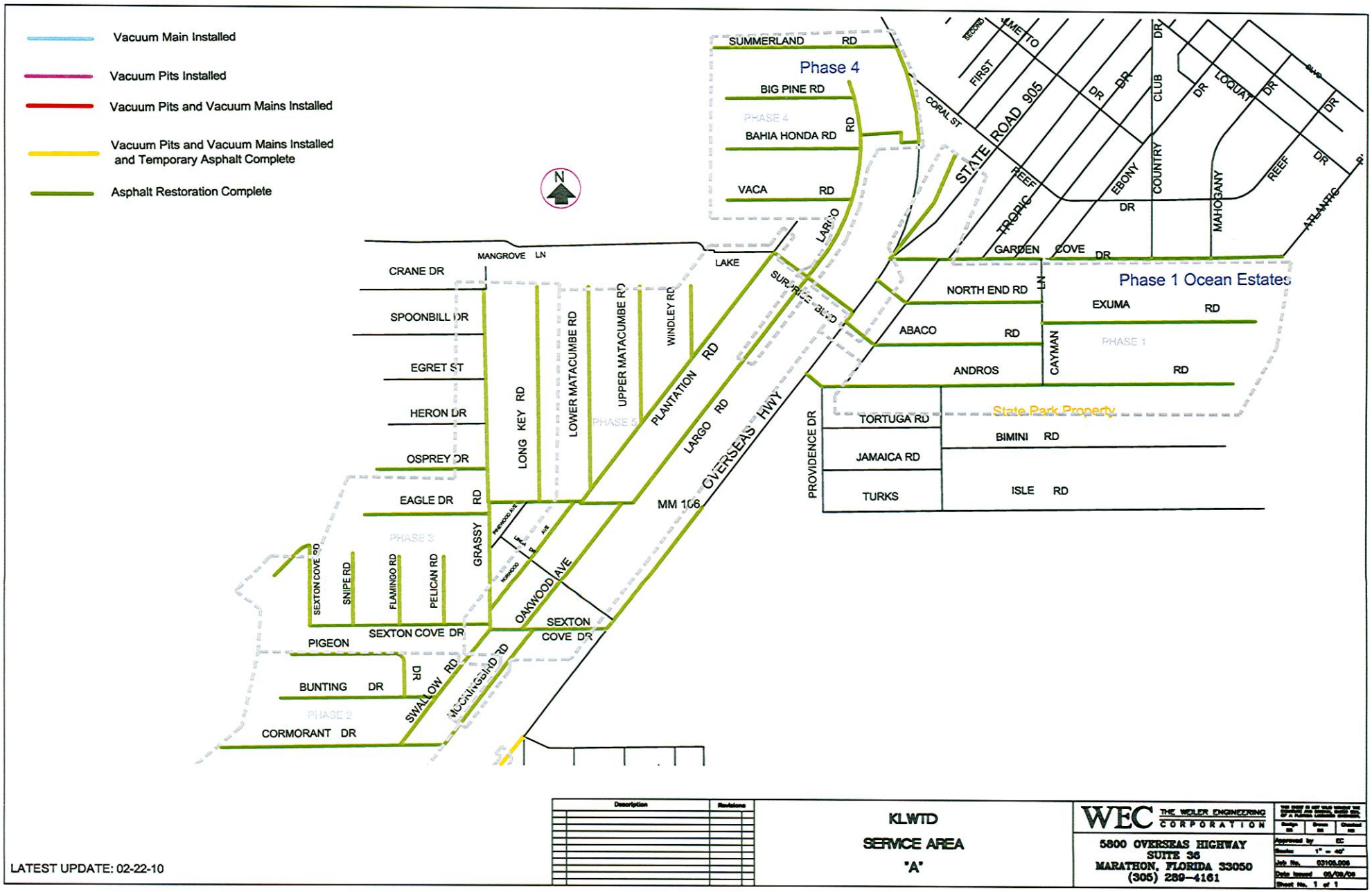
The design of the vacuum collection system for Seven Acres has reached 100% and is under review by District staff. Tom Dillon has been working on obtaining the necessary easements.

A comparison of options for serving Sunset Acres was presented to the Board at the December 1st Board meeting. A work authorization for the design by Weiler Engineering was approved. Preliminary design has begun, but a television inspection of the existing gravity system is needed in order to design the vacuum extension into the neighborhood without disrupting the existing sewer system. District has scheduled the cleaning and televising of the system for March 3rd.

The comparison of connection options for Paradise Point (Lake Surprise 2) was presented to the Board at the December 14th meeting. The recommended alternative was to upgrade the existing gravity collection system and tie it in to a buffer tank to be located near the existing pump station. The Board tabled the item at two previous meetings, desiring to have additional public input. Work Authorization No. 10-02 for the design of the recommended option is to be presented again at the March 2nd Board meeting.

Glossary of Terms

- ***AWT*** – Advanced Wastewater Treatment. This is the level of treatment required by the year 2010 for all WWTPs in the Keys with capacities of 0.100 MGD or greater. This corresponds to levels of 5 mg/l CBOD, 5 mg/l TSS, 3 mg/l TN and 1 mg/l TP
- ***BAT*** – Best Achievable Treatment. This is the level of treatment required by the year 2010 for all wastewater treatment systems in the Keys with capacities of less than 0.100 MGD, including on-site treatment units. This corresponds to levels of 10 mg/l CBOD, 10 mg/l TSS, 10 mg/l TN and 1 mg/l TP
- ***CBOD*** – Carbonaceous Biochemical Oxygen Demand. This is a measurement of the level of organic pollutants (food) in wastewater
- ***CMMS*** – Computerized Maintenance Management System. This is a program that schedules and tracks preventive and corrective maintenance tasks and tracks inventory and costs.
- ***FDEP*** – Florida Department of Environmental Protection
- ***FKAA*** – Florida Keys Aqueduct Authority
- ***GPD*** – Gallons Per Day
- ***I&I*** – Inflow & Infiltration. Inflow is non-sewage water, typically rain water, that enters a sanitary sewer system through lids on structures such as manholes. Infiltration is non-sewage water, typically groundwater or rain water that has soaked into the ground, that enters a sanitary sewer system through cracks and joints in buried pipes and structures.
- ***MGD*** – Million Gallons per Day
- ***mg/l*** – milligrams per liter (same as parts per million). This is the unit of measurement typically used to report the concentration of pollutants in wastewater
- ***ROW*** – *Publicly owned Right of Way*
- ***SSOCOF*** – Sunshine State One Call of Florida, the state agency that coordinates underground utility construction. Anyone who intends to dig must call SSOCOF to request locates. SSOCOF then relays the construction information to all members in the construction area with instructions to mark the location of their underground utilities in the work area prior to the start of construction.
- ***SRF*** – State Revolving Fund. A source of low-interest loans for utility planning and construction
- ***TN*** – Total Nitrogen. This is a measurement of the level of nitrogenous pollutants in wastewater
- ***TP*** – Total Phosphorus. This is a measurement of the level of phosphate and organic phosphorus pollutants in wastewater
- ***TSS*** – Total Suspended Solids. This is a measurement of the level of particulate matters in suspension in wastewater
- ***WWTP*** – Wastewater Treatment Plant



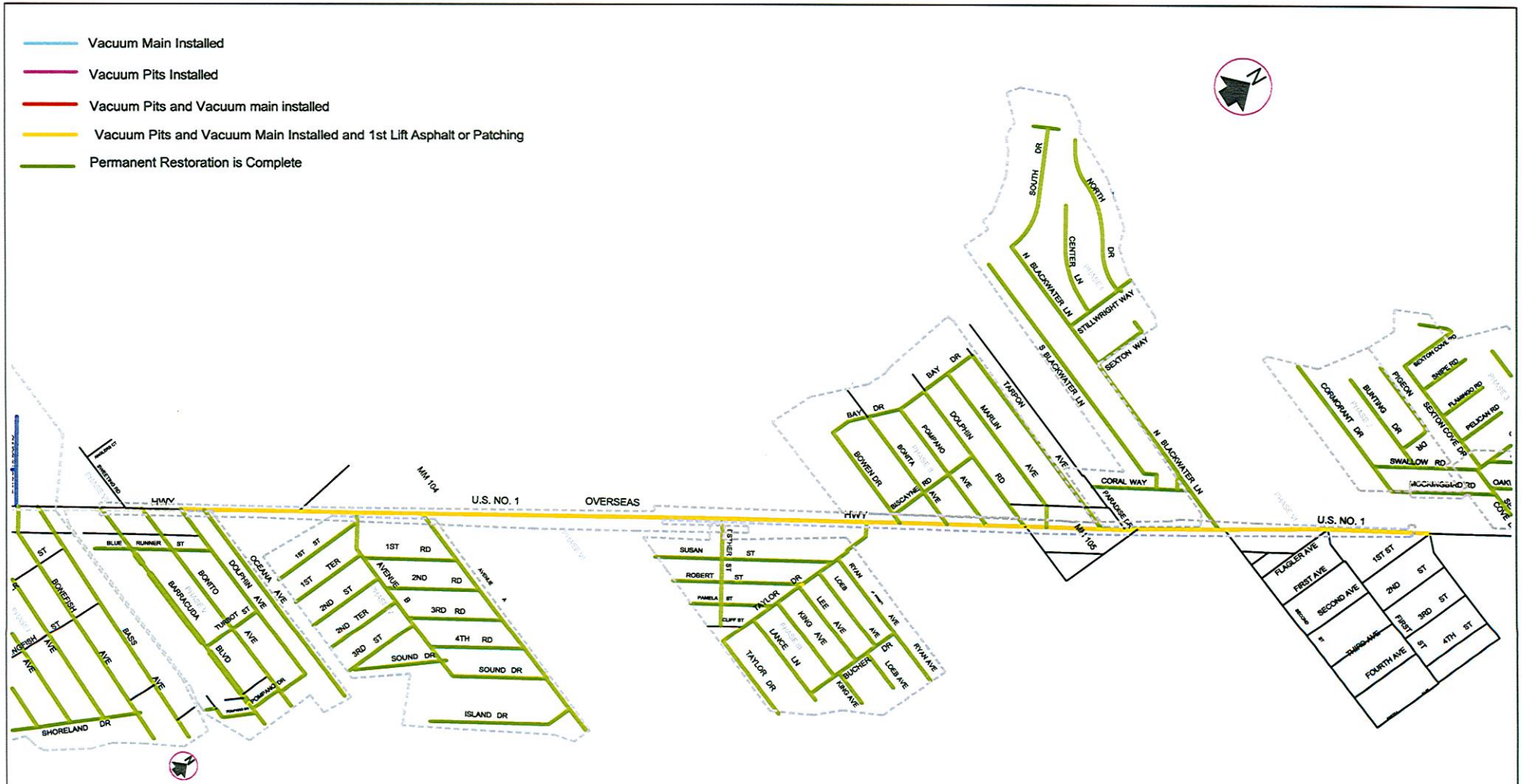
Description	Revisions

KLWTD
SERVICE AREA
"A"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	
Drawn	
Checked	
Approved by	EC
Scales	1" = 400'
Job No.	03109.009
Date Issued	05/09/09
Sheet No.	1 of 1

LATEST UPDATE: 02-22-10



Description	Revisions

KLWTD
SERVICE AREA
"B"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Approved by	EC
Scale	1" = 40'
Job No.	03109.006
Date Issued	05/09/09
Sheet No.	1 of 1

LATEST UPDATE: 02-22-10

Description	Revisions

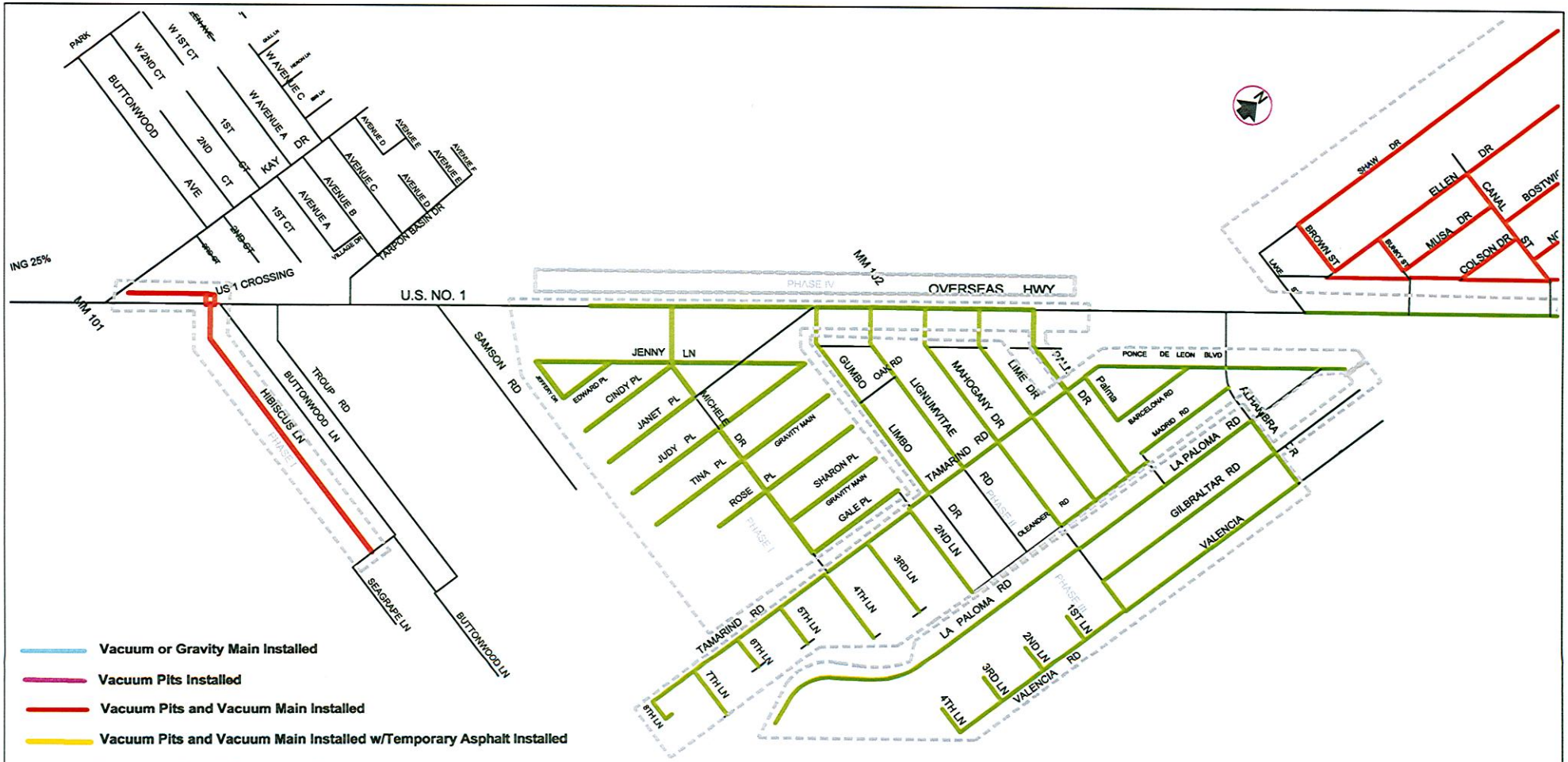
KLWTD

SERVICE AREA

"C"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	
Drawn	
Checked	
Approved by	EC
Scales	1" = 40'
Job No.	03109.006
Date Issued	05/08/09
Sheet No.	1 of 1



- Vacuum or Gravity Main Installed
- Vacuum Pits Installed
- Vacuum Pits and Vacuum Main Installed
- Vacuum Pits and Vacuum Main Installed w/Temporary Asphalt Installed
- Permanent Asphalt Restoration Complete
- Pretrenching in Progress

LATEST UPDATE: 02-22-10

Description	Revisions

KLWTD

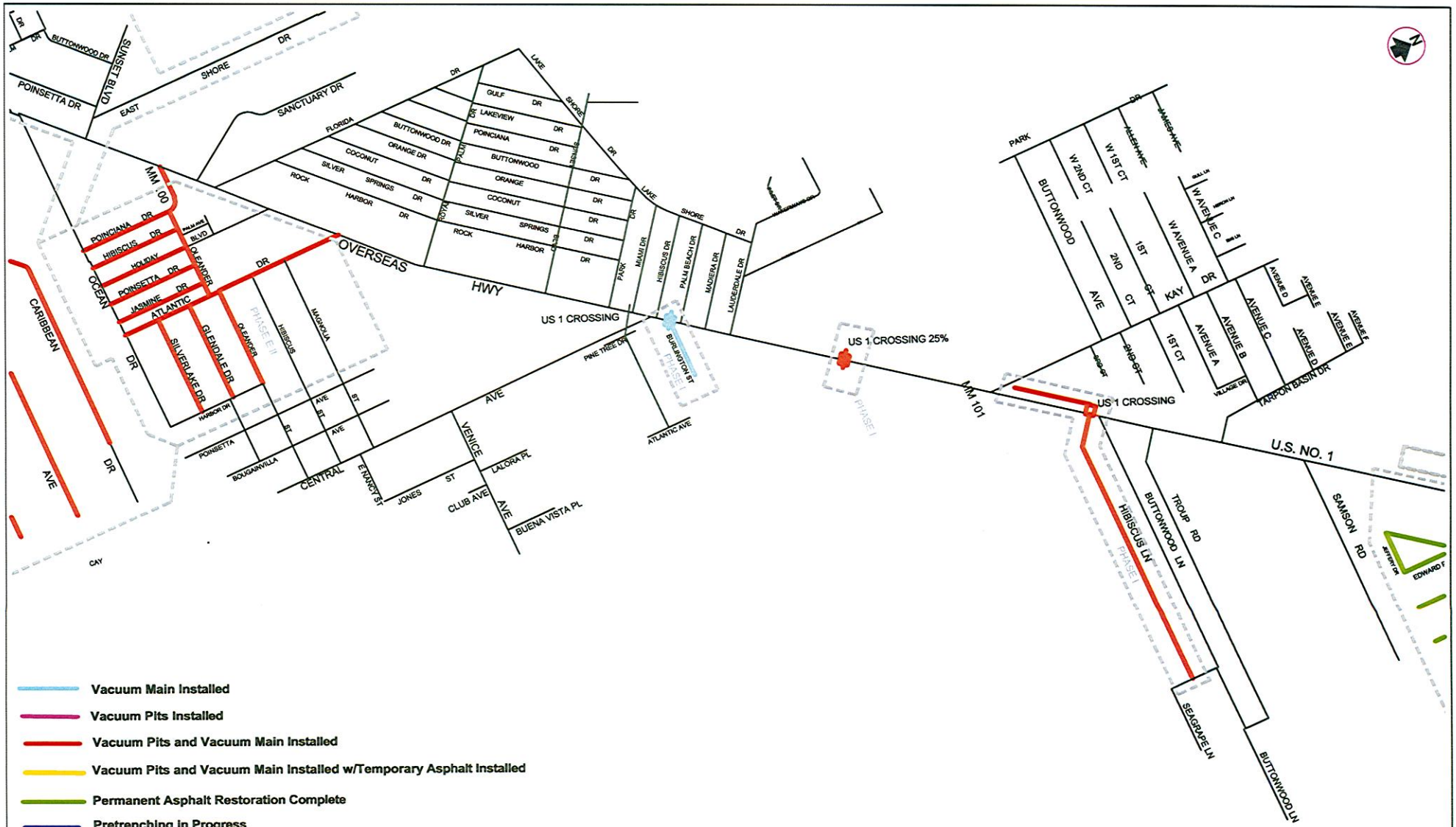
SERVICE AREA

"D"

WEC THE WEILER ENGINEERING CORPORATION

5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Approved by	EC
Scales	1" = 40'
Job No.	03105.006
Date Issued	05/09/06
Sheet No.	1 of 1



LATEST UPDATE: 02-22-10

Description	Revisions

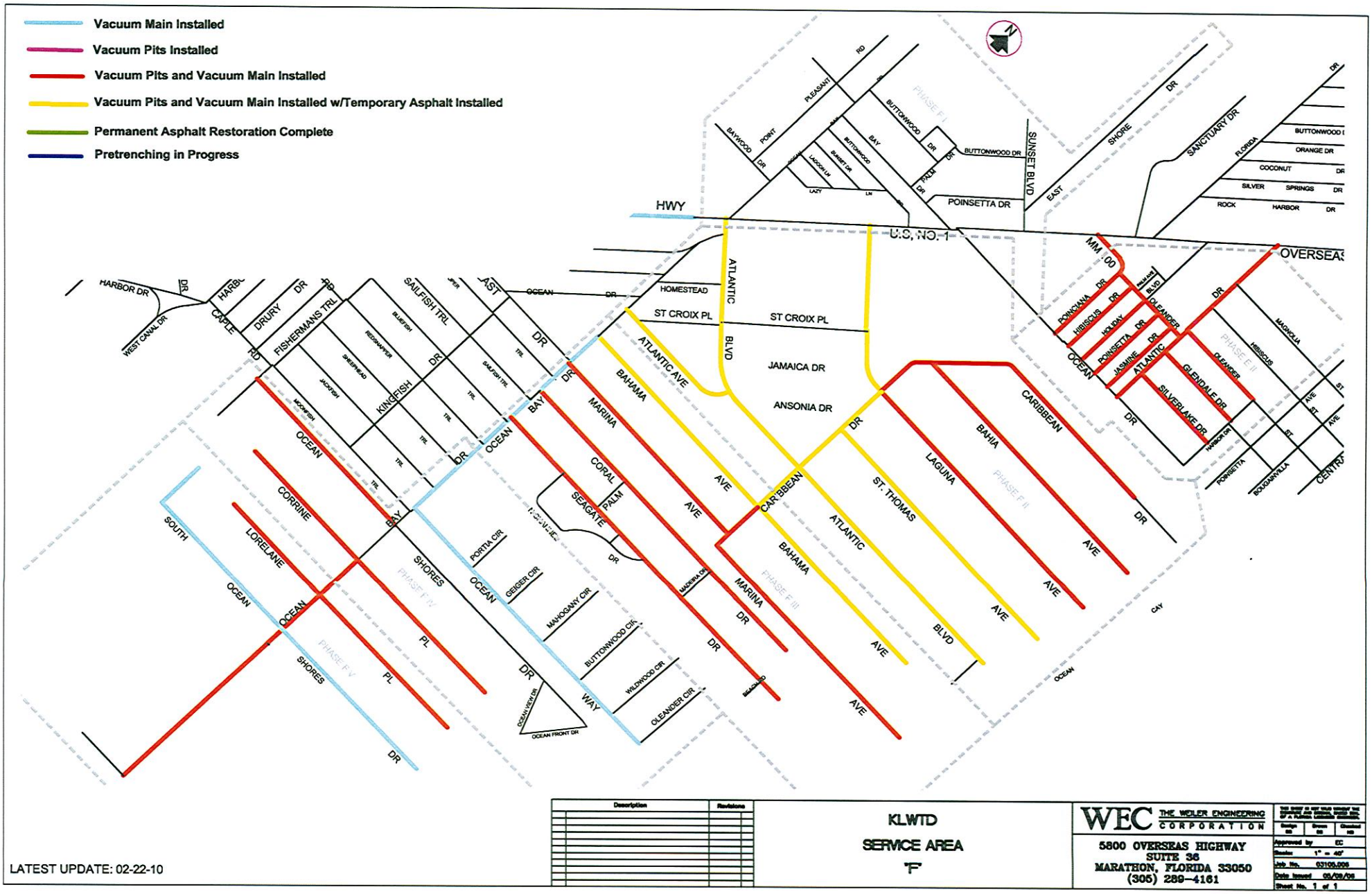
KLWTD

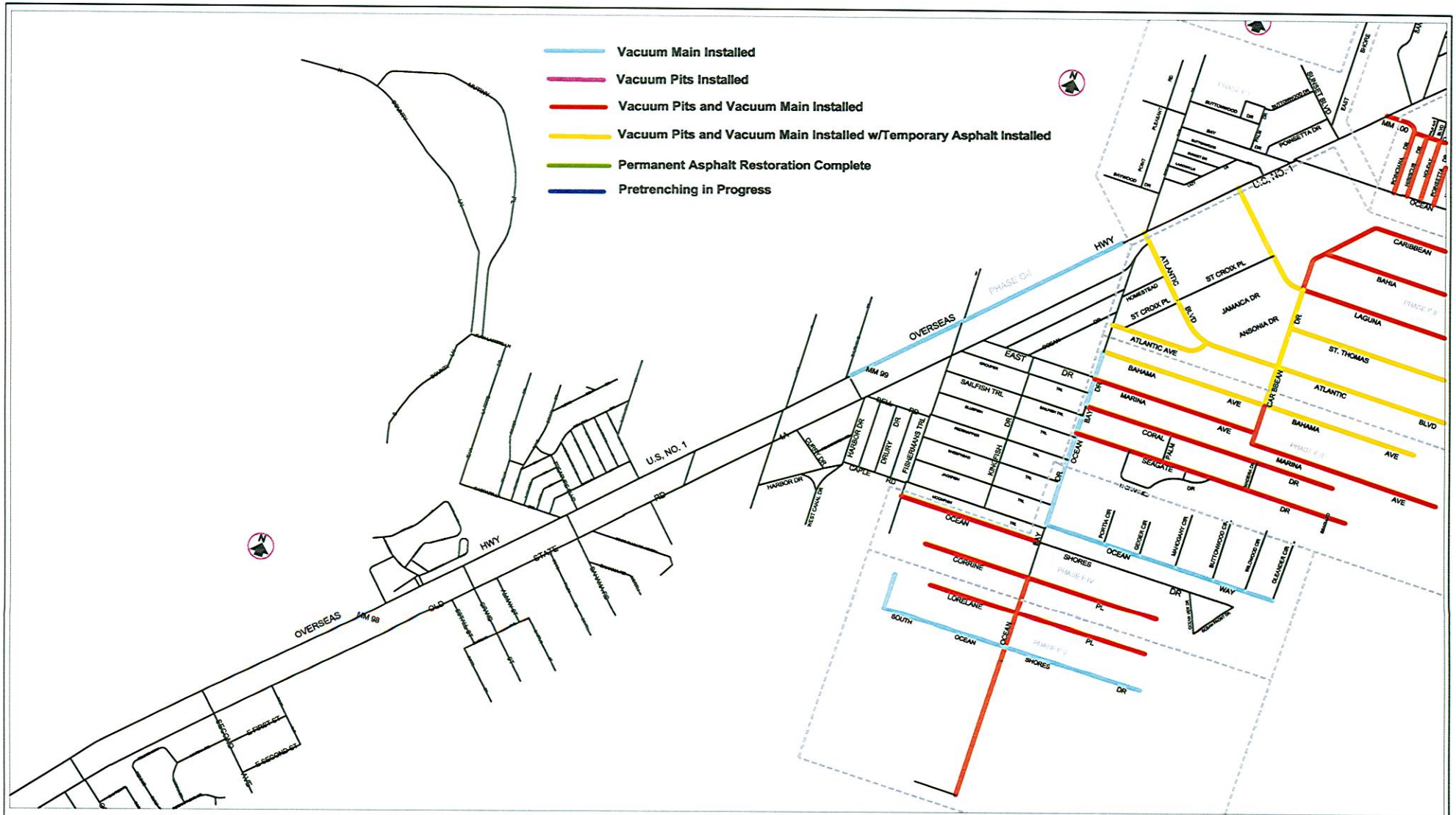
SERVICE AREA

"E"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Approved by	EC
Scale	1" = 40'
Job No.	03105.006
Date Issued	05/09/09
Sheet No.	1 of 1


Vacuum Main Installed
Vacuum Pits Installed
Vacuum Pits and Vacuum Main Installed
Vacuum Pits and Vacuum Main Installed w/Temporary Asphalt Installed
Permanent Asphalt Restoration Complete
Pretrenching in Progress
HWY
U.S. NO. 1
OVERSEAS
MM 100
OCEAN
BAY
ATLANTIC
GULF
HARBOR DR
WEST CANAL DR
CAPLE RD
DRURY RD
FISHERMANS TRL
SAILFISH TRL
KINGFISH TRL
BLUEFISH
REDSNAPPER
SHEEPSHEAD
JACKFISH
MACKEREL
HOMESTEAD
ST CROIX PL
ATLANTIC BLVD
ATLANTIC AVE
JAMAICA DR
ANSONIA DR
BAHAMA
MARINA
CORAL
PALM
SEAGATE
CARIBBEAN
ST. THOMAS
LAGUNA
BAHIA
CORRINE
LORELANE
SOUTH
SHORES
PORTIA CIR
GEIGER CIR
MAHOGANY CIR
BUTTONWOOD CIR
WILDWOOD CIR
OLEANDER CIR
MADEIRA DR
SEAGRAPE
OCEAN VIEW DR
OCEAN FRONT DR
PLEASANT RD
BAYWOOD POINT DR
BUTTONWOOD DR
LAGOON LN
SUNSET DR
LAZY LN
PALM DR
SUNSET BLVD
POINSETTA DR
EAST SHORE DR
SANCTUARY DR
FLORIDA
BUTTONWOOD
ORANGE DR
COCONUT DR
SILVER SPRINGS DR
ROCK HARBOR DR
POINCIANA DR
HIBISCUS DR
HOLIDAY DR
POINSETTA DR
JASMINE DR
ATLANTIC DR
OLEANDER DR
MAGNOLIA
GLENDALE DR
SILVERLAKE DR
HARBOR DR
POINSETTA
BOUGAINVILLA
CENTRAL
PHASE F I
PHASE F II
PHASE F III
PHASE F IV
PHASE F V
KLWTD
SERVICE AREA
"F"
LATEST UPDATE: 02-22-10
Description
Revisions
WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161
Approved by EC
Scale: 1" = 40'
Job No. 03105.005
Date Issued 05/09/06
Sheet No. 1 of 1


Vacuum Main Installed
Vacuum Pits Installed
Vacuum Pits and Vacuum Main Installed
Vacuum Pits and Vacuum Main Installed w/Temporary Asphalt Installed
Permanent Asphalt Restoration Complete
Pretrenching in Progress
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OVERSEAS HWY
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MM 98
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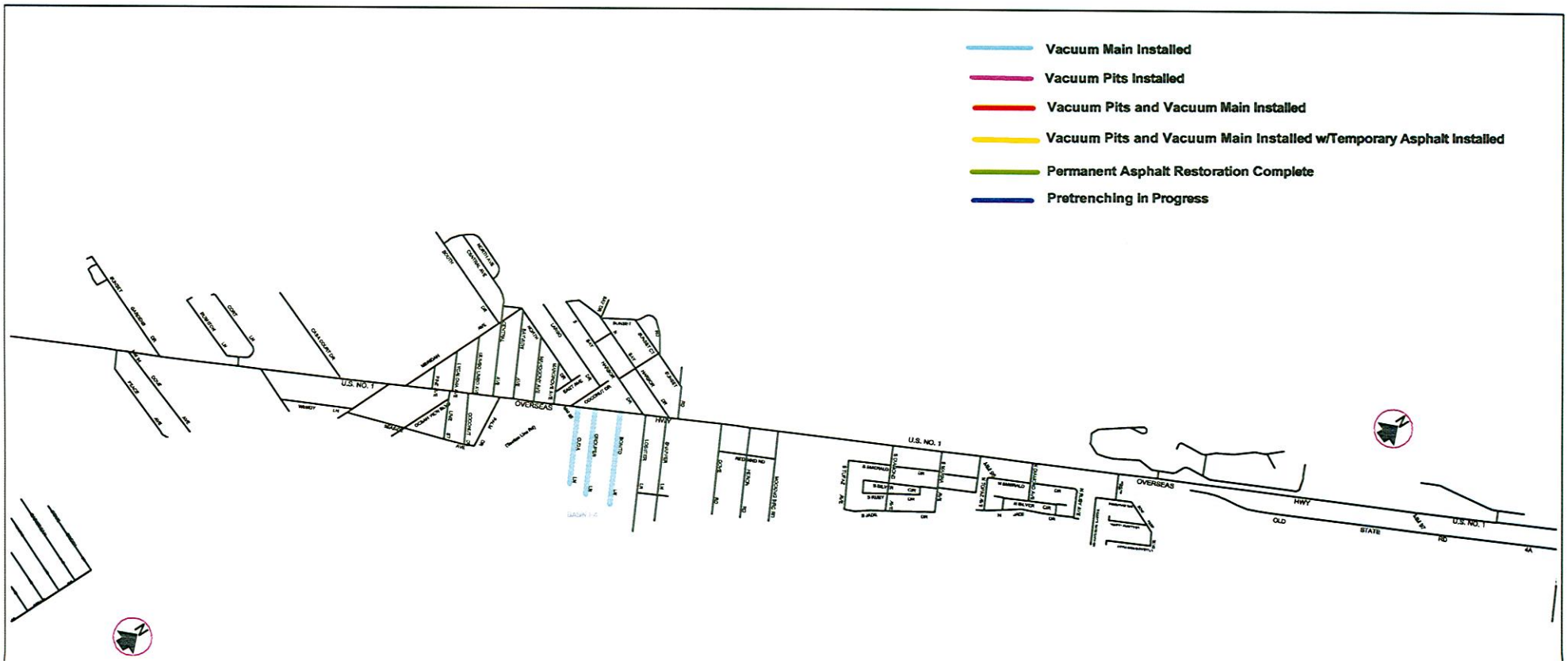


LATEST UPDATE: 02-22-10

Description	Revisions

KLWTD

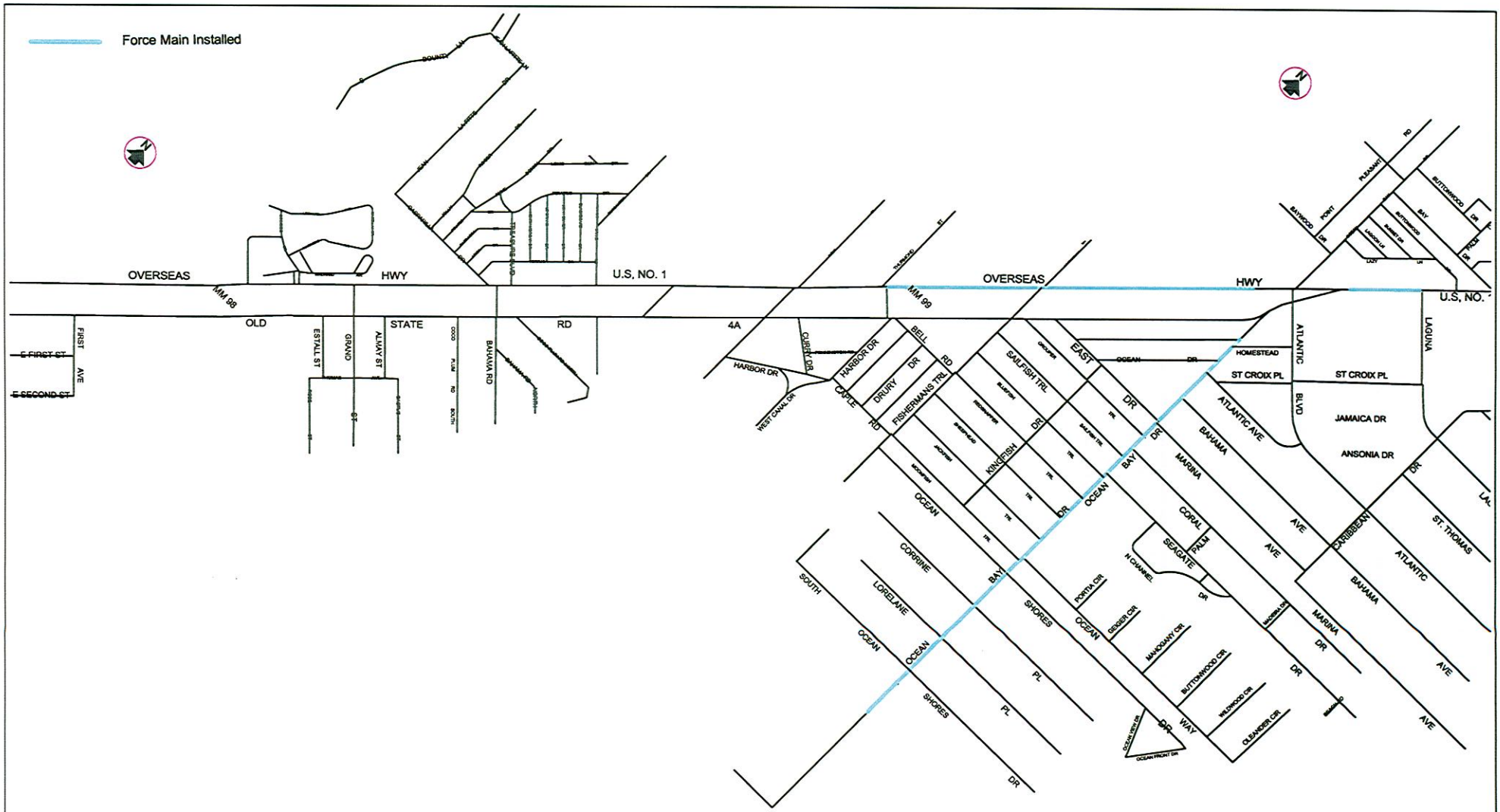
SERVICE AREA

"I"

WEC THE WEILER ENGINEERING CORPORATION
5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked

Approved by EC
Scale 1" = 40'
Job No. 03100.008
Date Issued 05/09/08
Sheet No. 1 of 1



LATEST UPDATE: 02-22-10

Description	Revisions

KLWTD

SOUTHERN TRANSMISSION MAIN

WEC THE WEILER ENGINEERING CORPORATION

5800 OVERSEAS HIGHWAY
SUITE 36
MARATHON, FLORIDA 33050
(305) 289-4161

Design	Drawn	Checked

Approved by EC
Scale 1" = 40'
Job No. 03105.006
Date Issued 05/06/09
Sheet No. 1 of 1

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 2, 2010 Agenda Item No. 16

[ ]	PUBLIC HEARING	[ ]	RESOLUTION
[ ]	DISCUSSION	[ ]	BID/RFP AWARD
[X]	GENERAL APPROVAL OF ITEM	[ ]	CONSENT AGENDA
[ ]	Other:		

SUBJECT: Paradise Point

RECOMMENDED MOTION/ACTION: Approval of Work Authorization No. 10-02 for design services for the Paradise Point buffer tank connection and gravity collection system evaluation and upgrade design

Approved by General Manager C.J.W

Date: 2-23-10

Originating Department: Weiler Engineering	Costs: $40,515 Funding Source:	**Attachments:** Work Authorization 10-02 and pricing details
Department Review: [ ] District Counsel _____ [X] General Manager C.J.W [ ] Finance _____	[X] Engineering EC [ ] Clerk_____	**Advertised:** Date: _____ Paper: _____ [X] Not Required

Summary Explanation/Background:

Paradise Point will be served by a buffer tank connection located at the existing pump station site. WEC will provide design and permitting for the vacuum line and buffer tank. WEC will also provide the scope of work for evaluation of the existing gravity system and the upgrades to the gravity system needed to bring the system up to current District standards.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

WORH AUTHORIZATION WEC 10-02

Design of Vacuum Collection System to Paradise Point

This Task Order, made as of this _____ day of _____, 2010, will be a supplement to and made a part of, the Agreement for Professional Services, dated December 9, 2003, between the KEY LARGO WASTEWATER TREATMENT DISTRICT (DISTRICT), and THE WEILER ENINEERING CORPORATION (ENGINEER / WEC).

ARTICLE 1 - SCOPE OF SERVICES

WEC will provide the DISTRICT with professional engineering services for the design a buffer tank connection to serve the Paradise Point subdivision as outlined in this Scope of Services. This will be referred to as the PROJECT to which this Agreement applies. These services will include serving as the DISTRICT'S professional engineering representative for the PROJECT, providing professional engineering consultation and advice in furnishing customary engineering services.

A. Project Description

The DISTRICT has determined that there is a need to provide sewer service to Paradise Point. WEC will provide the necessary engineering services to design and permit an extension of the DISTRICT's vacuum sewer main into the private street of the residential area known as Paradise Point, including the design of a buffer tank to accept flow from the existing gravity collection system. Repairs or modifications to the existing gravity collection system, if needed to comply with the District's requirements, will be included in the PROJECT.

B. Scope of Services

WEC will design an extension of the DISTRICT's vacuum sewer collection system and placement of a buffer tank to serve the existing developed properties in the Paradise Point residential area. The area consists of approximately 1900 lineal feet of roadway on Mangrove Lane providing access to 32 parcels. The design will include capacity for the future development of the two vacant lots. An Engineers Opinion of Probable Cost will be provided at the 30%, 60% and 100% design stages. Plans will be produced at a scale of 1"=20'.

1. Preliminary Coordination: WEC will order survey and geotechnical investigations will obtain record drawings of existing utilities where available. A privately owned gravity collection system currently collects wastewater from the developed parcels, and it is assumed that the potable water system is also privately owned. WEC will attempt to locate record drawings for the systems, but failing that, television inspection will be needed to determine the sewer system layout and exploratory digging may be needed to locate the water lines. Property ownership data will be obtained from the Monroe County Tax Appraisers Office

   WEC, with assistance from District staff, will have hydrostatic testing of the gravity sewer system performed and will have the system cleaned and televised. The locations of all lateral connections and manholes will be determined, and the sources of any leakage found during the hydrostatic testing will be located.

2. Preliminary and 30% Design: In the preliminary design phase, WEC will determine existing and future EDUs to be served. The location of existing utilities and the planned location of the vacuum main and buffer tank will be drawn in Autocad in plan view. The design of the vacuum main and buffer tank system will allow for the existing gravity collection system to remain in service during

construction. The 30% plans will be submitted to the District for review. If requested by the District, a design review meeting will be held to address comments by the District. Input from the District will be used to adjust the design as appropriate.

3. 60% Design: In this phase, WEC will provide the location of existing utilities and planned vacuum sewer components in both plan and profile views. This set will reflect District input from the 30% design review as appropriate. The locations and proposed modifications or repairs needed for the existing gravity system will be identified in this phase. It is assumed that this area will not be constructed as part of one of the larger construction contracts, so separate bid documents and technical specifications will be required.

4. 100% Design: WEC will finalize the design, incorporating any District comments as appropriate and will include all general notes and standard details as required.

ARTICLE 2 - METHOD OF PAYMENT

As consideration for providing the services enumerated in Article 1, the DISTRICT shall pay the WEC fees as described below:

1. Compensation will be hourly not to exceed $ $21,465.00 plus reimbursable expenses including survey, geotechnical investigation, utility locates, and television inspection not to exceed $ 19,050.00 payable in monthly progress payments based on percentage of completion of the work.

ARTICLE 3 - TIME OF COMPLETION

Unless otherwise directed by the District, the design of the Paradise Point buffer tank connection will be completed started on execution of this work authorization. The project will be completed within 180 calendar days. The duration will be shorter if it is determined that reliable record drawings of the existing underground utilities are available.

ARTICLE 5 – AUTHORIZATION

In WITNESS WHEREOF, the parties herewith subscribe the same in duplicate,

The Weiler Engineering Corporation

BY:_____

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

KEY LARGO WASTEWATER TREATMENT DISTRICT INC

BY: _____

Charles Fishburn
General Manager

ATTEST

BY: _____

District Clerk

Effective Date: day of , 2010.

APPROVED AS TO FORM:

_____

District Counsel