Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday July 14th, 2015
4:00PM

AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:

David Asdourian	Chairman
Andrew Tobin	Vice Chairman
Robert Majeska	Commissioner
Norman Higgins	Commissioner
Stephen Gibbs	Commissioner

DISTRICT STAFF:

Paul Christian	General Manager
Ray Giglio	General Counsel
Mariela Montedeoca	District Clerk

MISSION STATEMENT:
"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."

Please mute cell phones

After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

1. Approval of Agenda — *Action*
2. Recognize District Staff

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Minutes of June 16th, 2015 — *Action*

G. OPERATIONS REPORT

H. ADMIN / CUSTOMER SERVICE REPORT

1. Administration Building Progression Timeline
2. Code Enforcement List – July 2015
3. EDU Adjustment of Assessment and Billing – Elks Club — *Action*
4. Doug Stitgen Customer Service Appeal – AK#1680761
5. MCLA Conservation Waiver of Assessment – AK#1624993 — *Action*

   RESOLUTION NO. DRAFT 16-07-15

   A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF ONE TAX PARCEL AS CONSERVATION LAND FROM THE 2008 NON – AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTVE DATE.
6. Draft 2015 Assessment Resolution

   RESOLUTION NO. DRAFT 17-07-15

   A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO SYSTEM DEVELOPMENT CHARGES AND ASSESSMENTS FOR 2015 FOR FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE ANNUAL INTEREST RATE FOR UNPAID ASSESSMENTS FOR 2015; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF ANY PROPOSED SPECIAL ASSESSMENTS; ESTABLISHING THE METHOD OF COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

I. BUDGET AND FINANCE REPORT

1. KLWTD Bank Accounts — *Action*
2. Fiscal Year 2016 Budget and Staffing Plan Calendar

J. LEGAL REPORT

1. Easement – Quitclaim swap

   RESOLUTION NO. DRAFT 18-07-15

   A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE TRANSFER OF A SMALL PORTION OF PROPERTY LOCATED AT 92431 OVERSEAS HIGHWAY IN TAVERNIER, FLORIDA AND MORE COMMONLY KNOWN AS VACUUM STATION J/K IN EXCHANGE FOR AN EASEMENT COVERING PROPERTY UPON WHICH CERTAIN OF THE DISTRICT'S IMPROVEMENTS ENCROACH; AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

   Action

2. Update on Monroe Park Sewer Project

   RESOLUTION NO. DRAFT 19-07-15

   A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT TO CONDITIONALLY PROVIDE WASTEWATER TREATMENT SERVICES TO MONROE PARK AND MANATEE BAY CLUB; AND PROVIDING FOR AN EFFECTIVE DATE

3. Amendment of Section 10.09, 10.13 and Article XIII of the KLWTD Rules and Regulations clarifying the period of KLWTD Non-Ad Valorem Assessments.

K. CONSTRUCTION REPORT

L. ENGINEER'S REPORT

M. GENERAL MANAGER'S REPORT

N. COMMISSIONER'S ITEMS / ROUNDTABLE

O. ADJOURNMENT

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

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

Meeting Date: July 14, 2015

Agenda Item Number: F1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Minutes of June 16th, 2015

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Minutes of June 16th, 2015
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 7/10/15

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Hwy, Key Largo, FL
Tuesday June 16th, 2015

MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on June 16th, 2015. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Robert Majeska and Norman Higgins. Commissioner Andrew Tobin was absent. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, District Clerk Mariela Montedeoca and other appropriate District Staff.

Commissioner Gibbs led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Majeska added an item to discuss the Apprenticeship Program under Legal Report, and an item to discuss an odor complaint under Operation's Report.
- Commissioner Gibbs added an announcement under Commissioner's Roundtable.
- General Manager Paul Christian added an item to discuss the status of the State Budget.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Name and Address	*Subject*
Ray Eubanks	EDU Adjustment of Assessment and Billing – Elks Club
President, Elks Clubs	AK#1101699

Mr. Ray Eubanks asked the Board to consider delaying item H5 to give him more time to review the letter of notification the Elks Club had received while he was in the hospital. He indicated that he would like additional time to review the information before the appeal.

The Board, by general consensus, agreed to review the information from Staff today but to hold action until the July 14th, 2015 Board Meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of May 19th 2015

Motion: **Commissioner Majeska made a motion to approve the Minutes of May 19th, 2015, and Commissioner Higgins seconded the motion. The motion passed without objection.**

Minutes of June 2nd, 2015

Motion: **Commissioner Majeska made a motion to approve the Minutes of June 2nd, 2015, and Commissioner Higgins seconded the motion. The motion passed without objection.**

OPERATIONS REPORT

Keys Contracting Change Order #6

Mr. Daniel Saus asked the Board to approve change order #6 authorizing Keys Contracting Services, Inc. to begin Phase #5 of the grinder pump project. He then informed the Board that phase #4 of the grinder pump project is scheduled to begin in June. Mr. Saus then answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to approve Change Order #6 to the KLWTD Grinder Pump Station Project and Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin			Absent
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passes 4 to 0

Purchase of Replacement Filter Media for Plant Disk Filter

Mr. Daniel Saus requested that the Board approve the purchase of new filter media for the Plant disk filter system. He reported that the chlorine resistant fiber cloth "socks" can get fouled from constant filtering and backwash operations. The total cost is $19,634, which was budgeted. Mr. Saus also answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to approve the purchase of the replacement filter media for the plant disk filter and Commissioner Higgins seconded the motion. The motion passed without objection.**

Odor Complaint

Commissioner Majeska reported receiving an odor complaint from an unreported source and wanted to discuss the District's method of mitigating odor.

Mr. Daniel Saus reported that most odors are caused by bacteria growth on the carbon, not by the Hydrogen Sulfide that the carbon media neutralizes. He informed the Board that the carbon was recently changed, which may have been the cause of the complaint.

ADMIN / CUSTOMER SERICE REPORT

Administration Building Progression

Mr. Rob Bulkiewicz updated the Board on the project timeline for the new administration building and answered questions from the Board.

Commissioner Robert Majeska asked that staff consider environmental impact in the building design and also consider using "green" themes.

Code Compliance List – June 2015

Mr. Rob Bulkiewicz presented a list of parcels to be turned over to Code Compliance in June 2015 and answered questions from the Board.

Doug Stitgen Customer Service Appeal – AK#1680761

Mr. Rob Bulkiewicz presented an appeal from Mr. Doug Stitgen, owner of AK# 1680761. Mr. Stitgen requested that the District grant him an exemption from certain portions of the District's Minimum Design and Construction Standards and Specifications.

Mr. Bulkiewicz reported that after reviewing the request and the applicable rules and regulations, the District had informed Mr. Stitgen that the exemption could not be granted by Staff.

Mr. Stitgen presented his case to the Board.

The Board asked several questions of Mr. Stitgen and Staff.

General Manager Paul Christian, suggested that the Board receive additional information on this matter. He recommended that the District ask Ed Castle with Weiler Engineering to review the case and to deliver an opinion before the Board makes their final decision.

The Board continued the appeal until the additional information has been received.

EDU Adjustment of Assessment and Billing – Papa John's AK# 1103497

Mr. Rob Bulkiewicz presented an EDU Adjustment of Assessment and Billing for Papa John's and recommended an EDU reduction from 1.9 to 1.5 EDU.

Motion: **Commissioner Majeska made a motion to accept the EDU Adjustment for Papa John's AK# 1103497 and Commissioner Higgins seconded the motion. The motion passed without objection.**

Column Removal, 103355 Overseas Highway

Mr. Rob Bulkiewicz reported to the Board that that there were no bids received for the column removal phase of the Administration Building Project. He asked the Board to approve a change order with Marlin Holding, Inc. for the column removal at 103355 Overseas Highway.

Motion: **Commissioner Higgins made a motion to award a change order for the 103355 Overseas Highway Demolition Project to Marlin Holding, Inc., and Commissioner Gibbs seconded the motion. The motion passed without objection.**

BUDGET AND FINANCE

Financial Report for Month of May 2015

Mrs. Connie Fazio presented the monthly financial report and answered questions from the Board.

Amendment # 1 for LP44060 $1,000,000 FDEP Grant

Mrs. Connie Fazio presented a request to include the blower upgrade project in the $1,000,000 FDEP Grant. Mrs. Fazio also answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to authorize the request to include the cost of the blower upgrade in FDEP Grant Agreement No. LP44060 and Commissioner Higgins seconded the motion. The motion passed without objection.**

LEGAL

Update on Status of Monroe Park Sewer Project

Legal Counsel Ray Giglio gave an oral update on Monroe Park, including a background history, and he reminded the Board that the property needs to be brought up to Code.

Mr. Christian referenced a map of the Monroe Park property layout. He informed the Board of the issues concerning the onsite plant system. Mr. Christian stated FDEP's concern over the non-compliance, and expressed interest in having the District be a part of the project.

Mr. Giglio indicated that the District does not have a legal obligation to service Monroe Park.

The Board will bring this item back for discussion at a future meeting.

Apprenticeship

Commissioner Majeska asked about concerns with having a person under the age of 18 working at the Plant.

Mr. Paul Christian informed the Board that the apprentice turns 18 years old in approximately one month; that he will be on light duty until then; and that he will otherwise comply with all the legal requirements of being a minor working at the Plant until his birthday, at which time he will commence normal duty.

CONSTRUCTION REPORT

Update on KLWTD Construction Project

Mr. Daniel Saus presented a list of current and planned construction projects and answered questions from the Board.

GENERAL MANAGER'S REPORT

2014 Form 1

Mr. Paul Christian reminded the Board that the "Statement of Financial Interests" 2014 Form 1 is due on July 1st, 2015.

State Budget Status

Mr. Christian reported on the status of the State budget at this time. He advised the Board that the Mayfield Grant did not receive appropriation.

He further stated that he is very appreciative of all the work Representative Holly Raschein and her staff have done, and that he is hopeful about next year's budget.

Monthly Report

Mr. Christian asked the Board for their opinions on the Monthly Report format and content and reported that the June Monthly report is scheduled to be sent out on July 10th, 2015.

COMMISSIONER'S ROUNDTABLE

Commissioner Gibbs announced that Dr. Jerald Ault, Professor of Fisheries Ecology from the University of Miami, will be speaking at the Keys Restoration Forum at the Murray Nelson Government Center on June 16th at 7 PM.

ADJOURNMENT

The Meeting was adjourned at 6:05PM.

_____

David Asdourian, Chairman

_____

Mariela Montedeoca, Clerk

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

Meeting Date: July 14, 2015

Agenda Item Number: H1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Admin/ Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Administrative Building Progression Timeline

Summary of Discussion:

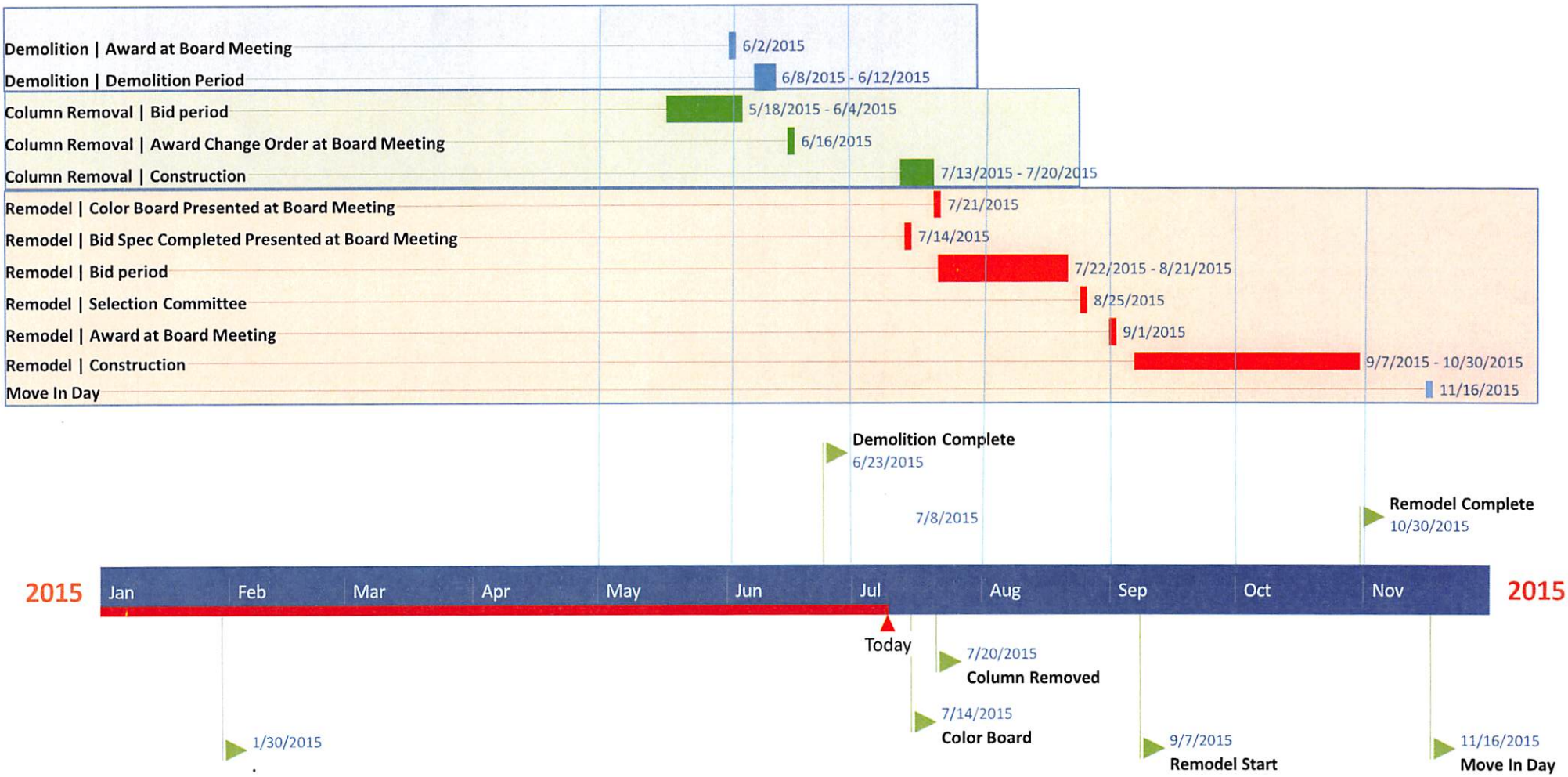
Staff will give an update on our project schedule for the new administration building located at 103355 Overseas Highway

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	A. 103355 Overseas Hwy Project Schedule
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	No	

Approved By: _____ **Date:** 7/10/15

General Manager

103355 Overseas Highway Project Schedule
All dates subject to change



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

Meeting Date: July 14, 2015

Agenda Item Number: H2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Code Compliance List - July 2015

Summary of Discussion:

Rob Bulkiewicz will present a list of files to be turned over to Code Compliance in July 2015.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Code Compliance List
Administration:	[signature]		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: [signature] **Date:** 7/10/15

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

Code Compliance List

July 2015

Parcel 1:

AK#: 1576913	Original Notice to Connect	9/1/2010
OUTLAND PROPERTIES LTD	Second Notice to Connect	4/7/2015
C/O KL RES LLC		
29 SHORELAND DR	Final Notice to Connect	5/22/2015
Service Area C-1		
Homestead: No		

Parcel 2:

AK#: 1096041	Original Notice to Connect	1/18/2011
WACHOVIA BANK NA FL BNK REAL ESTATE	Second Notice to Connect	4/7/2015
C/O REUTERS THOMSON		
100000 OVERSEAS HWY	Final Notice to Connect	5/22/2015
Service Area F-1		
Homestead: No		

Parcel 3:

AK#: 1553051	Original Notice to Connect	9/15/2010
CAPITAL BANK NA	Second Notice to Connect	4/7/2015
C/O THRUSH DONNA M		
99451 OVERSEAS HWY	Final Notice to Connect	5/22/2015
Service Area F-2		
Homestead: No		

Parcel 4:

AK#: 1620271	Original Notice to Connect	9/15/2010
JOHNSON STEVE	Second Notice to Connect	4/7/2015
21 SEAGATE BLVD	Final Notice to Connect	5/22/2015
Service Area F-3		
Homestead: Yes		

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Parcel 5:

AK#: 1621579	Original Notice to Connect	10/15/2010
AGUILA HEBERTO	Second Notice to Connect	4/7/2015
565 OCEAN WAY	Final Notice to Connect	5/22/2015
Service Area F-4		
Homestead: No		

Parcel 6:

AK#: 1594857	Original Notice to Connect	7/15/2011
MANNIX JOHN S	Second Notice to Connect	6/9/2014
95355 OVERSEAS HWY	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

Parcel 7:

AK#: 1594873	Original Notice to Connect	7/15/2011
CASTELLANOS DAISY	Second Notice to Connect	6/9/2014
1027 RED BIRD RD	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

Parcel 8:

AK#: 1595012	Original Notice to Connect	7/15/2011
PINBALL 4 LLC	Second Notice to Connect	6/9/2014
1014 DOVE RD	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

Parcel 9:

AK#: 1595063	Original Notice to Connect	7/15/2011
DE LA SIERRA WILLIAM	Second Notice to Connect	6/9/2014
1004 DOVE RD	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

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Parcel 10:

AK#: 1595551	Original Notice to Connect	7/15/2011
LEVY LINDSAY A	Second Notice to Connect	6/9/2014
1105 HERON RD	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: Yes		

Parcel 11:

AK#: 1595802	Original Notice to Connect	7/15/2011
ORTEGA CARLOS	Second Notice to Connect	6/9/2014
210 HUMPTY DUMPTY DR	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

Parcel 12:

AK#: 1599603	Original Notice to Connect	7/15/2011
GINORY ALFREDO L AND MARIETA	Second Notice to Connect	6/9/2014
1221 MOCKINGBIRD RD	Final Notice to Connect	5/4/2015
Service Area I-5		
Homestead: No		

Parcel 13:

AK#: 1599271	Original Notice to Connect	7/15/2011
EWING DAVID S AND KRISTIN J	Second Notice to Connect	6/9/2014
402 THUMPER THOROUGHFARE	Customer Requested Extension	6/16/2014 - Granted
Service Area I-5	Final Notice to Connect	5/4/2015
Homestead: No		

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

Meeting Date: July 14, 2015

Agenda Item Number: H3

Agenda Item Type: Customer Service

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Assessment / Billing

Subject:

EDU Adjustment of Assessment and Billing - Elks Club - AK#1101699

Summary of Discussion:

Staff recommends an assessment and billing increase from 3.7 to 5.9 EDU.

The initial appeal was initiated by the customer and reduced the EDU assignment from 5.2 to 2.5 EDU. This appeal is the District-initiated, 36-month final review. If approved, assessment balance and billing will be updated to reflect the new EDU assignment.

Reviewed / Approved

Operations: _____

Administration: RB

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 10,030.00

Income Uncollected

Funding Source:

Assessment Revenue

Budgeted:

N/A

Attachments

1. Water Usage Calculations
2. KLWTD Recommended Decision of Wastewater Base Facility Charge Review Letter
3. KLWTD Recommended Decision of Assessment Review Letter
4. Map

Approved By: _____ **Date:** 7/10/15

General Manager

Water Usage Calculations

Alternate Key #	**1101699 / 00089830-000000**
Owner	**Florida Keys Elks Club INC**
Current Tenant	**Florida Keys Elks Club INC**
FKAA Meter #	1834143403
FKAA Location ID	002934
Tenant FKAA Acct #	528644
Property Type Code	77 - CLUBS,LODGES (PC/LIST)
Service Address	92600 OVERSEAS HWY
Service City	Key Largo
NAV Year	2009
RES or Non-RES	Non-Res
Most Current Year in Study	2014
AK EDU Assigned Per NAV	2.5
AK Current EDU	2.5
KLWTD to FKAA EDU	3.7
# Months Studied	36
Calculation Date	3.23.15

RAW	MAX3MO	88,900
	AVG3MO	29,633
	RAW EDU	**5.9**
3 STD	MAX3MO	88,900
	AVG3MO	29,633
	EDU	**5.9**
2 STD	MAX3MO	64,800
	AVG3MO	21,600
	EDU	**4.3**

64 E Calculation	
Total Sq Ft	
Div By # Units	2
Sq Ft Per Unit	
Div By 100	
X 15 / 167	
EDU	**0.0**

Notes/Comments: Per FKAA this account had a leak of 31,800 gallons in November 2013. An adjustment due to the leak would reduce the reading to 23,400 (55,200 - 31,800).

Year	Month	Exemption (Place an X next to the consumption value to be thrown out)	Monthly Consumption (Gal)	Monthly Consumption Removing Exemptions	Monthly Consumption With Mean Substitutions	Monthly Consumption 3 STD DEV Correction	Monthly Consumption 2 STD DEV Correction	3 Consecutive Months	3 Month Consumption (Gal)	3 Month Consumption (Gal) 3 STD DEV	3 Month Consumption (Gal) 2 STD DEV
2014	DEC		10500	10500	10500	10500	10500	DEC-NOV-OCT	48,700	48,700	48,700
	NOV		15200	15200	15200	15200	15200	NOV-OCT-SEPT	48,700	48,700	48,700
	OCT		23000	23000	23000	23000	23000	OCT-SEPT-AUG	42,000	42,000	42,000
	SEPT		10500	10500	10500	10500	10500	SEPT-AUG-JULY	36,300	36,300	36,300
	AUG		8500	8500	8500	8500	8500	AUG-JULY-JUNE	62,900	62,900	40,739
	JULY		17300	17300	17300	17300	17300	JULY-JUNE-MAY	76,000	76,000	53,839
	JUNE		37100	37100	37100	37100	14938.88889	JUNE-MAY-APR	69,500	69,500	47,339
	MAY		21600	21600	21600	21600	21600	MAY-APR-MAR	50,300	50,300	50,300
	APR		10800	10800	10800	10800	10800	APR-MAR-FEB	52,600	52,600	52,600
	MAR		17900	17900	17900	17900	17900	MAR-FEB-JAN	64,800	64,800	64,800
	FEB		23900	23900	23900	23900	23900	FEB-JAN-DEC	59,100	59,100	59,100
	JAN		23000	23000	23000	23000	23000	JAN-DEC-NOV	58,600	58,600	58,600
2013	DEC		12200	12200	12200	12200	12200	DEC-NOV-OCT	44,700	44,700	44,700
	NOV		23400	23400	23400	23400	23400	NOV-OCT-SEPT	55,300	55,300	55,300
	OCT		9100	9100	9100	9100	9100	OCT-SEPT-AUG	70,000	70,000	46,839
	SEPT		22800	22800	22800	22800	22800	SEPT-AUG-JULY	74,400	74,400	51,239
	AUG		38100	38100	38100	38100	14938.88889	AUG-JULY-JUNE	88,900	88,900	43,378
	JULY		13500	13500	13500	13500	13500	JULY-JUNE-MAY	59,400	59,400	37,039
	JUNE		37300	37300	37300	37300	14938.88889	JUNE-MAY-APR	54,800	54,800	32,439
	MAY		8600	8600	8600	8600	8600	MAY-APR-MAR	33,700	33,700	33,700
	APR		8900	8900	8900	8900	8900	APR-MAR-FEB	38,200	38,200	38,200
	MAR		16200	16200	16200	16200	16200	MAR-FEB-JAN	42,100	42,100	42,100
	FEB		13100	13100	13100	13100	13100	FEB-JAN-DEC	31,200	31,200	31,200
	JAN		12800	12800	12800	12800	12800	JAN-DEC-NOV	26,500	26,500	26,500
2012	DEC		5300	5300	5300	5300	5300	DEC-NOV-OCT	19,400	19,400	19,400
	NOV		8400	8400	8400	8400	8400	NOV-OCT-SEPT	19,600	19,600	19,600
	OCT		5700	5700	5700	5700	5700	OCT-SEPT-AUG	15,900	15,900	15,900
	SEPT		5500	5500	5500	5500	5500	SEPT-AUG-JULY	17,800	17,800	17,800
	AUG		4700	4700	4700	4700	4700	AUG-JULY-JUNE	20,300	20,300	20,300
	JULY		7600	7600	7600	7600	7600	JULY-JUNE-MAY	23,800	23,800	23,800
	JUNE		8000	8000	8000	8000	8000	JUNE-MAY-APR	31,900	31,900	31,900
	MAY		8200	8200	8200	8200	8200	MAY-APR-MAR	33,800	33,800	33,800
	APR		15700	15700	15700	15700	15700	APR-MAR-FEB	38,300	38,300	38,300
	MAR		9900	9900	9900	9900	9900	MAR-FEB-JAN	33,400	33,400	33,400
	FEB		12700	12700	12700	12700	12700				
	JAN		10800	10800	10800	10800	10800				

Average	14939	14938.88889	14938.88889	14939	13059
Std Dev	8893.569998	8893.569998	8893.569998	8893.569998	5640.474697

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RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

May 15, 2015

AK: 1101699/ FKAA Acct: 002934- 528644
Florida Keys Elks Club INC
PO Box 255
Tavernier, FL 33070

For Property Located At: 92600 Overseas Hwy, Key Largo

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the adjustment of your Equivalent Dwelling Unit ("EDU") assignment for the above referenced property. A review of water usage for the time period from January 1, 2011 to December 31, 2014 was calculated per Key Largo Wastewater Treatment District's ("KLWTD") Rules and Regulations.

A review of water consumption resulted in the following recommended adjustments:

	Prior to Review*	Adjusted
EDU Assignment	3.7	**5.9**
Monthly Wastewater Base Charge	$124.32	**$198.24**
(On FKAA Bill: EDU Assignment X $33.60)		

**Based on current outstanding assessment balance.*

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval, tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext. 205 or at mariela.montedeoca@klwtd.com. If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext. 210 or diane.bockelman@klwtd.com should you have further questions.

Sincerely,

Diane Bockelman
Assessment Coordinator

Paul Christian
General Manager

CC: KLWTD Commissioners
(Enclosure – KLWTD FI-1)

connecting is an improvement in environmental balance

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

RECOMMENDED DECISION of ASSESSMENT REVIEW

May 15, 2015

AK: 1101699
Florida Keys Elks Club INC
PO Box 255
Tavernier, FL 33070

For Property Located At: 92600 Overseas Hwy, Key Largo

Dear Property Owner,

A KLWTD initiated review of your wastewater assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review, recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The Resolution dictates that your Equivalent Dwelling Unit ("EDU") assignment be based upon:
"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel..."

Using this methodology, a revised study of your water usage was conducted and the following recommendation has been made:

	Prior to Review*	Adjusted
EDU Assignment	3.7	**5.9**

**Based on current outstanding assessment balance*

This recommendation will be presented to the KLWTD Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter. Please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at mariela.montedeoca@klwtd.com. If you agree with the findings of this review, no further action is required. However, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2015 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

Please contact me at (305) 451-4019 ext. 210 or diane.bockelman@klwtd.com should you have further questions.

Sincerely,

Diane Bockelman
Assessment Coordinator

Paul Christian
General Manager

CC: KLWTD Commissioners

connecting is an improvement in environmental balance

FK Elks Club Inc

Printed:Jun 09, 201**AK#1101699 - 92600 Overseas Highway**

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

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

Meeting Date: July 14, 2015

Agenda Item Number: H4

Agenda Item Type: Customer Service

Agenda Item Scope: Customer Hearing

Recommended Action: Discussion

Department: General Manager

Sponsor: Paul Christian

Subject:

Doug Stitgen Customer Service Appeal - AK#1680761

Summary of Discussion:

Mr. Doug Stitgen of 100 Coral Way has requested an appeal before the Board for consideration of an exemption from certain portions of the District's Minimum Design and Construction Standards and Specifications.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	1. Memorandum from Weiler Engineering
Administration:	RS		2. Case File
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 7/10/15

General Manager

WEILER ENGINEERING CORPORATION

WEC xcellence in engineering

201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33950
TEL 941·505·1700 | FAX 941·505·1702 | WWW.WEILERENGINEERING.ORG

6805 OVERSEAS HIGHWAY | MARATHON | FL 33050
TEL (305) 289-4161 | FAX(305) 289-4162

MEMORANDUM

To: Paul Christian

From: Ed Castle, PE

Date: July 6, 2015

Re: 100 Coral Way Lateral

The property located at 100 Coral Way in Key Largo connected to the District's gravity collection system in 2013, having constructed the lateral under Monroe County Permit No. 06301019. The construction was inspected by the County and was accepted, but the District was not notified at the time and did not perform the normal District inspections.

The County did not close out the permit since a certification of inspection by the District has not been provided. Douglas Stitgen has asked that the District provide a certification so that the County permit can be closed out.

The District was not able to inspect the construction prior to the burial, and the design of the on-site lateral does not meet the current minimum standards required by the District. In particular, the lateral is constructed of 3" piping, while the District requires a minimum pipe diameter of 4". The District requires a backflow prevention device on laterals, and none is shown on the plans.

In order to address these issues and to assist the District's customer with his problem, I have reviewed the Plumbing Code and have requested additional inspection and testing to be done by District staff.

The plumbing code allows the use of pipe with a diameter smaller than 4". The District's requirement of a minimum diameter of 4" is based largely upon Airvac's requirement to allow adequate airflow to the vacuum pit. In this case, the customer is connected to a gravity collection system rather than to a vacuum pit, so the smaller diameter pipe will not adversely affect the District's infrastructure.

The District also requires a backflow prevention device to prevent backups of sewage into homes. Most of the District's customers are connected to the vacuum system, which is a sealed system that does not provide an outlet when the system becomes surcharged. However, the home at 100 Coral Way is connected to a gravity system. When a gravity system becomes surcharged, the sewage can overflow at the manhole lids rather than

backing up into the homes. In this case, it is my opinion that a backflow prevention device is not needed to provide such protection.

The District was not able to visually inspect the lateral piping or the connection to the District's cleanout at the time of construction. To address this, the District staff performed a television inspection and static head test on July 1, 2015. The TV inspection did not reveal any defects, and the static head test confirmed that the connection to the District's cleanout was water-tight.

Based on the above information, it is my recommendation that the District grant an exception to the minimum pipe diameter and backflow prevention device requirements for 100 Coral Way. Upon such action by the Board, I will prepare, sign and seal a certification to the Monroe County Building Department sufficient to allow the plumbing permit to be closed.

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

Memo

To: KLWTD Commissioners

From: Rob Bulkiewicz, Chief Information Officer

Date: June 11, 2015

Re: Doug Stitgen 100 Coral Way AK#1680761

Honorable Commissioners,

On March 5, 2012, Mr. Doug Stitgen contacted the District notifying us of his intent to receive a building permit to build a residential property at 100 Coral Way in the Harborage and received a proof of preliminary coordination from Rebecca Orozco, KLWTD Project Manager at the time. District records indicate that the next communication with Mr. Stitgen was on March 27, 2015 when he contacted customer service to request an engineer's letter stating that he has passed the required inspections performed by the District. However, none were obtained during his construction process.

Upon research, it was confirmed that the District did not perform any inspections; therefore, before issuing the letter, we inspected his wastewater lateral connection and found that his connection was not compliant with the District's standards in that the wrong size pipe was used, the wrong type of glue was used and there was no back-flow valve installed.

Staff has offered Mr. Stitgen corrective solutions to bring his connection into compliance but Mr. Stitgen contends that, since we failed to provide him with a connection packet with instructions, he is not responsible for making the corrections. However, since his County-issued permit stated that he was required to obtain approval from the District and we have no record of Mr. Stitgen making any further attempts to contact us and Mr. Stitgen is a State of Florida licensed General Contractor and Professional Engineer, staff found that he should have been aware of the requirements and therefore, should be required to comply with the District's standards.

General Manager, Paul Christian, reviewed the file on April 28, 2015 and upheld Staff's findings and corrective remedies. Mr. Stitgen requested an appeal by the Board on April 16, 2015.

Respectfully,

Rob Bulkiewicz
Chief Information Officer

Case Status Tracker

AK#: 1680761 – 100 CORAL WAY

Review Initiator: Doug Stitgen

Parcel Owner: ESTERLE SANDY AND DOUG STITGEN 608-575-2051

DATE	COMMENTS
3/5/12	Doug Stitgen received a proof of preliminary coordination letter from Rebecca Orozco to begin the permitting process.
3/27/15	Mr. Stitgen, the contractor and owner of 100 Coral Way, called in requesting a PE letter to close the County permit. Upon research there were no KLWTD inspections performed. Dispatched Brandon, Tie-In Inspector, to check for a proper connection.
3/30/15	Brandon and Travis, Inspector, met with Mr. Stitgen at the property at 8:45am. Mr. Stitgen described the layout and the work that had been completed. Brandon identified the corrections that need to be completed in order to become compliant and pass KLWTD inspections.
3/31/15	Brandon went to the property and met with Mr. Stitgen. Brandon supplied Mr. Stitgen with the KLWTD tie-in packet. Mr. Stitgen gave Brandon copies of the permit showing he passed the County inspection and pictures of the sewer lateral.
3/31/15	Brandon met with Mike Dempsey, Collections Supervisor, and filled him in on the situation.
4/1/15	Brandon called Mr. Stitgen with a solution to become compliant. Mr. Stitgen stated that Brandon's solution would not be an option and requested to speak to his boss but would call back for a phone number.
4/3/15	Mr. Stitgen called Brandon after hours for Mike's phone number.
4/6/15	Brandon called Mr. Stitgen back with Mike's phone number.
4/7/15	Mr. Stitgen called Mike and they set up a meeting for 4/8/15 at 9am.
4/8/15	Brandon, Mike, and Dan Saus, Operations Manager, met to discuss the situation. Dan agreed with the proposed solution submitted to Mr. Stitgen per Inspector's notes.
4/8/15	Mike and Brandon met with Mr. Stitgen. Brandon supplied him with a tie-in packet outlining KLWTD's tie in requirements. Mr. Stitgen does not want to comply and requests a higher up.
4/8/15	Rob Bulkiewicz, CIO, Mike and Melissa, Customer Service Coordinator, met to review the situation to date. Mike explained the KLWTD tie in requirements and that he requested Mr. Stitgen put in a backflow valve and where it needs to be placed.
4/8/15	At 10:25am Dan emailed Paul to provide an update, stating Mr. Stitgen did not install a backwater valve, used the wrong size piping and the wrong glue and primer. He did not call for inspections at the time. Dan also stated we offered him a compromise: install a backwater valve and we would waive the piping and the glue.
4/8/15	At 10:58am Paul emailed Dan, Rob, Ray, and Melissa stating that the customer is subject to full inspection and must use KLWTD approved glue, piping and backwater valve.

Case Status Tracker

AK#: 1680761 – 100 CORAL WAY

Review Initiator: Doug Stitgen

Parcel Owner: ESTERLE SANDY AND DOUG STITGEN 608-575-2051

4/8/15	At 12:55pm Mr. Stitgen emailed Mike stating KLI does not carry a 3" backwater valve. He remains willing to install a 4" backwater valve in our 4" lateral within 5' of the existing clean out.
4/8/15	At 2:19pm Mike emailed Mr. Stitgen, Rob, Dan, and Brandon requesting that Mr. Stitgen re-install the lateral according to KLWTD standards which includes the 3" pipe that was installed incorrectly and all the fittings should be installed using purple primer and grey glue as specified.
4/9/15	At 12:04pm Mr. Stitgen emailed Mike stating he did not receive a tie-in package in 2012 when he picked up his letter to proceed, and that Brandon supplied him with a package on 4/1/15. He stated his lateral meets FBC Plumbing requirements. He would like to appeal Mike's decision and asked what the formal procedure is to do this.
4/9/15	At 12:45pm Rob emailed Mike, Dan, Brandon, and Melissa to inform them that he would be responding to Mr. Stitgen today.
4/9/15	At 1:10pm Rob emailed Mr. Stitgen to schedule a meeting. Mr. Stitgen replied and meeting is scheduled for 4/10/15 at 11am.
4/10/15	At 9:06am Brandon emailed Rob, Mike, Dan, and Melissa his notes and a copy of the permit and sewer lateral pictures that were supplied by Mr. Stitgen.
4/10/15	Rob and Brandon met with Mr. Stitgen at 11am.
4/13/15	Rob sent a summary reiterating the KLWTD tie in requirements to Mr. Stitgen by mail and email. Mr. Stitgen responded stating he remembers picking up the letter but did not receive a packet and will call customer service to set up appointment with the General Manager after 4/23.
4/16/15	Customer Service responded by email acknowledging the request for appeal to the General Manager. Mr. Stitgen responded to customer service email with some points he would like included in his file for appeal.
4/28/15	General Manager reviewed file.
5/1/15	General Manager sent a letter to Mr. Stitgen upholding the findings of the KLWTD Staff by certified mail.
5/7/15	Customer service emailed a copy of the letter, since there had not been a response. Mr. Stitgen emailed back and said he did receive the letter and is requesting to go before the Board.
5/13/15	Customer appeal before the Board confirmed for June 16, 2015.
5/31/15	Mr. Stitgen mailed documents to be included in his appeal.

May 31, 2015

Doug Stitgen
100 Coral Way,
Key Largo, FL 33037

To the KLWTD Commissioners,

I am scheduled to appear before you on June 16, 2015 regarding my request for an exemption from a couple KLWTD rules covering the installation of wastewater laterals connected to your sewer. The attached documents describe the unusual circumstances surrounding this situation so I will not reiterate them here. Rather, I am appealing to your good judgment as we consider the facts.

For your consideration, variances to the Monroe County flood plain management requirements state the following:

Generally, where, owing to special conditions, a literal enforcement of the floodplain management provisions of the plan would result in exceptional hardship unique to that property or proposed project, the board of county commissioners may grant variances from the terms of those provisions as will not be contrary to the public interest, will be in harmony with the general purpose and intent of this chapter, and will be the minimum variance that will allow reasonable use of the property.

I am suggesting to the board this is a pretty reasonable description of the conditions that apply to my situation. I know your staff has already declined my request (copies of the letters are attached) and I can appreciate their positions. However, the need to support lower staff recommendations and KLWTD standards has to allow for exceptions. To require me to dig up and replace an operating sewer lateral that has been functioning perfectly for two years and replace it so that scheduled inspections can occur, pipe size revised and an unnecessary back flow preventer installed makes no sense considering the facts.

The lateral has been videoed by your staff and no problems found. The pipes were installed according to FBC standards and inspected and approved by the county. Finally, if the KLWTD has standards or requirements more stringent than FBC, I think the district has an obligation to provide that information to the homeowner before the lateral is installed. This was not the case.

Please consider the facts and allow my functioning lateral to remain. I look forward to meeting you on June 16th.

Douglas D. Stitgen
305-453-9858
dstitgen@safeharbordesignbuild.com

Doug Stitgen

From: Doug Stitgen [dstitgen@safeharbordesignbuild.com]
Sent: Thursday, April 16, 2015 3:02 PM
To: 'Melissa Cornelison'
Cc: 'Sandy Esterle'
Subject: As you probably guessed I got distracted and this was sent prematurely. Sorry.

Good Morning Melissa,

I received your email and appreciate being kept informed regarding the status within your office. I would like to articulate my position again for your general manager's review. Please include this in the file that you forward for his consideration.

- When I picked up my connection letter from your office March 5, 2012, I was not provided any "packet" describing the district's connections procedures.
- I subsequently applied for my building permit with the county and was granted a permit (that included my sewer and water connection) as an owner/ builder.
- When I completed my sewer lines and before the pipes were covered, I called the County, they came out and inspected and signed off.
- I called for my final water and sewer inspection and the County again came out, inspected and signed off. This is the first time I had a hint the District may have some additional involvement? The inspector asked if I had obtained my final letter from the district. I had no idea what he was talking about?
- I checked the only letter I had received from the district and it only referenced permission to connect so I called your office. That's when this whole mess began.
- Brandon came out and described the inspection/connection process. This was the first I was aware of any of it. It was only then he provided me the "packet" I should have received.

More thoughts to consider:

- The sewer as constructed meets all of the FBC Plumbing Sections.
- By Brandon's own admission the 3" line would be fine when I have constructed phase two of the house.
- The 3" line is the preferred pipe size for the number if Fixture Units it is serving.
- Brandon has videoed the 4" line connected to your sewer and it checked out fine.

Regarding the 4" backflow preventer:

- It serves no purpose in this specific situation. The lowest open rim elevation is over 12' above the upstream manhole. If I get sewage to back up in my home we are all in trouble.
- FBC Pluming Section specifically states that sewers shall not discharge through a backflow preventer when the elevation of the lowest rim is above the upstream manhole.

It has been suggested I should have contacted the District to inquire about any installation standards you may have over and above FBC. I find it hard to rationalize how I should have known to ask? I believe the District has a responsibility to inform me that they have standards. If they had this problem would never occurred.

Finally, to require the sewer to be removed and reinstalled per your standards will be very difficult since the sewer has been operational for two years and no interim alternative exists. The sewer meets all FBC and has been inspected by the County and videoed by your inspector.

Considering all of the above I believe this represents a very solid justification for a variance as requested. I would be happy to meet with any appropriate staff to discuss this personally after I return to Key Largo next Thursday.

Sincerely,

Doug Stitgen

Doug Stitgen, P.E.
Safe Harbor Design Build, LLC
100 Coral Way
Key Largo, FL 33037
ph: 305-453-9858 fax: 305-831-8644
cell: 608-575-2051

From: Melissa Cornelison [mailto:melissa.cornelison@klwtd.com]
Sent: Thursday, April 16, 2015 8:44 AM
To: dstitgen@safeharbordesignbuild.com
Subject: Customer Service Appeal - Doug Stitgen 100 Coral Way AK# 1680761

Mr. Stitgen,

Good morning. I received your letter requesting your appeal be forwarded to our General Manager. At this stage in the process, the General Manager will review your case with the employees involved and formally respond in writing shortly thereafter.

To expedite this process for you, I will submit your file to the GM for review now.

Please let me know if you have any further questions I can assist you with.

Sincerely,

Melissa Cornelison

Customer Service Coordinator/Deputy Clerk

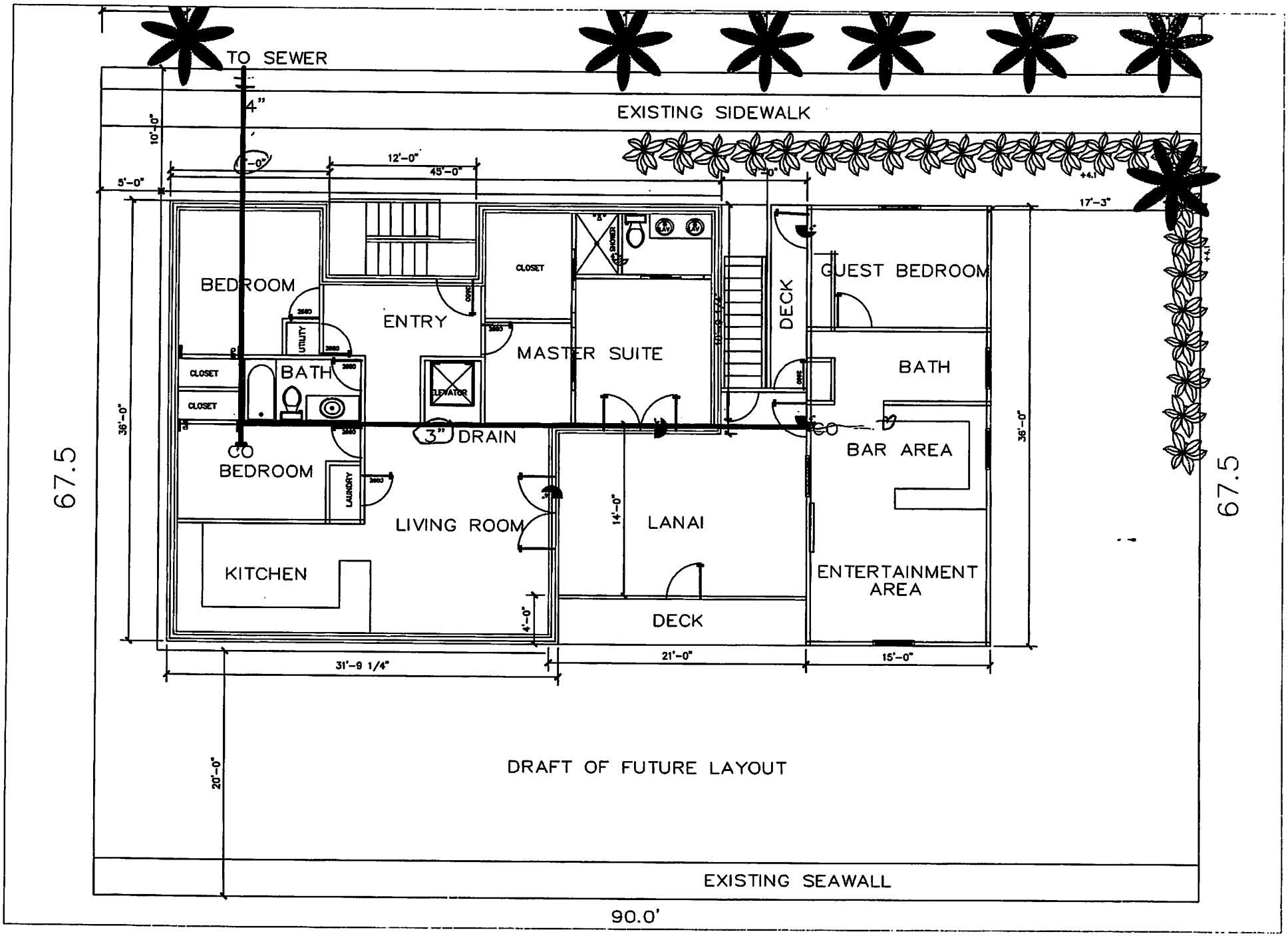
Key Largo Wastewater Treatment District

98880 Overseas Highway

Key Largo, FL 33037

Ph. 305-451-4019 ext. 200

Fax 305-451-5807


TO SEWER
4"
EXISTING SIDEWALK
10'-0"
5'-0"
12'-0"
45'-0"
17'-3"
BEDROOM
ENTRY
CLOSET
MASTER SUITE
DECK
GUEST BEDROOM
BATH
UTILITY
CLOSET
CLOSET
BATH
ELEVATOR
3" DRAIN
BAR AREA
CO
BEDROOM
LAUNDRY
LIVING ROOM
LANAI
KITCHEN
ENTERTAINMENT AREA
DECK
36'-0"
14'-0"
4'-0"
31'-9 1/4"
21'-0"
15'-0"
67.5
67.5
20'-0"
DRAFT OF FUTURE LAYOUT
EXISTING SEAWALL
90.0'

INSPECTION RECORD

BUILDING

	INSPECTOR	DATE
I/		
R		
OR		
S)		
N/		
GMT.		
	Inspector	Date

PLUMBING

Service & Sewer	Inspector	DATE
GROUND ~~[illegible]~~ ROUGH	RJ	9/2/13
TOTAL ROUGH		
SEWER CONNECTION		
WATER SERVICE		
MISC		
	Inspector	Date
FINAL		

MECHANICAL

	Inspector	Date
A/C DUCTWORK		
MISC		
	Inspector	Date
FINAL		

CISTERN

	Inspector	Date
SLAB		
WALL		
MISC		
	Inspector	Date
FINAL (LID)		

ELECTRICAL

	INSPECTOR	DATE
TEMPORARY		
SLAB ROUGH		
SLAB ROUGH		
SLAB ROUGH		
TOTAL ROUGH		
SERVICE		
MISC		
	Inspector	Date
FINAL		

SEAWALL/DOCK

	Inspector	Date
AUGER TIEBACK		
FOOTINGS		
WALL OR CANTILEVER		
DECK		
DAVIT BASES		
MISC		
	Inspector	Date
FINAL		

SEE REVERSE SIDE OF CARD FOR POSTING INSTRUCTIONS

INSPECTION RECORD

BUILDING

	INSPECTOR	DATE
AUGER		
AUGER CAPS		
PILING/ PILE CAPS		
GRADE BEAM/ SLAB		
COLUMNS/ TIE BEAM		
SLAB/ WOOD FLOOR		
STAIRS		
COLUMNS/ TIE BEAM		
SLAB/ WOOD FLOOR		
ROOF TRUSSES / SHEATHING	SA	7-24-14
ROOFING (IN PROCESS)	SA	8-12-14
FINAL ROOFING		
FRAMING		
INSULATION/ DRYWALL		
TIE DOWN	SA	11-17-14
STORM WATER MGMT.		
MISC		
	Inspector	Date
FINAL		

PLUMBING

	Inspector	DATE
GROUND ROUGH		
TOTAL ROUGH		
SEWER CONNECTION		
WATER SERVICE		
MISC		
	Inspector	Date
FINAL		

MECHANICAL

	Inspector	Date
A/C DUCTWORK		
MISC		
	Inspector	Date
FINAL		

CISTERN

	Inspector	Date
SLAB		
WALL		
MISC		
	Inspector	Date
FINAL (LID)		

ELECTRICAL

	INSPECTOR	DATE
TEMPORARY	AK	3/8/11
SLAB ROUGH		
SLAB ROUGH		
SLAB ROUGH		
TOTAL ROUGH		
SERVICE		
MISC		
	Inspector	Date
FINAL		

SEAWALL/DOCK

	Inspector	Date
AUGER TIEBACK		
FOOTINGS		
WALL OR CANTILEVER		
DECK		
DAVIT BASES		
MISC		
	Inspector	Date
FINAL		

SEE REVERSE SIDE OF CARD FOR POSTING INSTRUCTIONS

PLANNING OK [illegible] 3/27/15
Plumbing OK [illegible] 3/27/15

714.4.6 Inspection and testing. The alternative engineered design shall be tested and inspected in accordance with the requirements of Section 312.

SECTION 715
BACKWATER VALVES

715.1 Sewage backflow. Where the flood level rims of plumbing fixtures are below the elevation of the manhole cover of the next upstream manhole in the public sewer, such fixtures shall be protected by a backwater valve installed in the building drain, branch of the building drain or horizontal branch serving such fixtures. Plumbing fixtures having flood level rims above the elevation of the manhole cover of the next upstream manhole in the public sewer shall not discharge through a backwater valve.

715.2 Material. All bearing parts of backwater valves shall be of corrosion-resistant material. Backwater valves shall comply with ASME A112.14.1, CSA B181.1 or CSA B181.2.

715.3 Seal. Backwater valves shall be so constructed as to provide a mechanical seal against backflow.

715.4 Diameter. Backwater valves, when fully opened, shall have a capacity not less than that of the pipes in which they are installed.

715.5 Location. Backwater valves shall be installed so that access is provided to the working parts for service and repair.

KEY LARGO WASTEWATER TREATMENT DISTRICT
POST OFFICE BOX 491; 98880 OVERSEAS HIGHWAY
KEY LARGO, FLORIDA 33037
(305) 451-4019 PHONE & (305) 453-5807 FAX

March 5, 2012

TO: Douglas Stitgen
2660 Stardust Trail
Verona, WI, 53593

RE: The Harborage, Vacant Land
Alternate Key Number(s): 1680761
Real Estate Number(s): 00555011-002800

Dear Mr. Stitgen,

This letter will serve as proof of preliminary coordination of the above-referenced property with the Key Largo Wastewater Treatment District. I have reviewed the information submitted and have no objection to a building permit being issued.

If you have questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Rebecca Orozco, Project Manager

CC: Project File

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

May 1, 2015

AK: 1680761
Mr. Doug Stitgen
100 Coral Way
Key Largo, FL 33037-4032

RE: General Manager Findings - Customer Service Appeal

Dear Mr. Stitgen,

First, I want to thank you for participating in our community's effort to improve the near-shore water quality of the Florida Keys by connecting your home to the central sewer system. I know first-hand the burden involved with connecting and I'm glad you understand its importance not only to our local ecology but also, since we are a community that relies financially on the dollars our pristine waters and abundant marine life generate, to our local economy.

I have reviewed all of the correspondence and information pertaining to your request and, while I commend you on your efforts to dutifully connect, I must uphold the findings of our staff. I hope you can understand that very careful thought has been put into the District's construction standards, and that they were designed to insure that our system functions properly. These construction standards protect the integrity of our collections system on behalf of all our customers, you included. Because of this, I must insist that those standards be adhered to.

Therefore, I respectfully request that you comply with the tie-in requirements set forth and, once completed, contact our office to schedule a re-inspection of your tie-in. I have given special instructions to our staff to expedite your re-inspection request and to assist you in any way they can to make this as painless as possible.

It is my duty at this time to inform you that, should you wish to appeal my findings, you can request a customer service appeal hearing before the Board of Commissioners by contacting the District Clerk at 305-451-4019. She then will schedule this as soon as our agenda and your schedule permit but no sooner than 30 days after you make your request. You will have an opportunity to submit further information and to appear, if you wish, before the Board to make your case and to explain any special circumstances that you feel entitle you to an exemption from this requirement.

Sincerely,

Paul Christian
General Manager

CC: KLWTD Commissioners

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

Customer Service Appeal - Doug Stitgen 100 Coral Way AK# 1680761

Melissa Cornelison <melissa.cornelison@klwtd.com> Thu, Apr 16, 2015 at 8:44 AM
To: dstitgen@safeharbordesignbuild.com
Bcc: Rob Bulkiewicz <rob.bulkiewicz@klwtd.com>

Mr. Stitgen,

Good morning. I received your letter requesting your appeal be forwarded to our General Manager. At this stage in the process, the General Manager will review your case with the employees involved and formally respond in writing shortly thereafter.

To expedite this process for you, I will submit your file to the GM for review now.

Please let me know if you have any further questions I can assist you with.

Sincerely,

Melissa Cornelison

Customer Service Coordinator/Deputy Clerk

Key Largo Wastewater Treatment District

98880 Overseas Highway

Key Largo, FL 33037

Ph. 305-451-4019 ext. 200

Fax 305-451-5807

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

As you probably guessed I got distracted and this was sent prematurely. Sorry.

Doug Stitgen <dstitgen@safeharbordesignbuild.com> Thu, Apr 16, 2015 at 3:01 PM
To: Melissa Cornelison <melissa.cornelison@klwtd.com>
Cc: Sandy Esterle <sandy@safeharbordesignbuild.com>

Good Morning Melissa,

I received your email and appreciate being kept informed regarding the status within your office. I would like to articulate my position again for your general manager's review. Please include this in the file that you forward for his consideration.

- When I picked up my connection letter from your office March 5, 2012, I was not provided any "packet" describing the district's connections procedures.
- I subsequently applied for my building permit with the county and was granted a permit (that included my sewer and water connection) as an owner/ builder.
- When I completed my sewer lines and before the pipes were covered, I called the County, they came out and inspected and signed off.
- I called for my final water and sewer inspection and the County again came out, inspected and signed off. This is the first time I had a hint the District may have some additional involvement? The inspector asked if I had obtained my final letter from the district. I had no idea what he was talking about?
- I checked the only letter I had received from the district and it only referenced permission to connect so I called your office. That's when this whole mess began.
- Brandon came out and described the inspection/connection process. This was the first I was aware of any of it. It was only then he provided me the "packet" I should have received.

More thoughts to consider:

- The sewer as constructed meets all of the FBC Plumbing Sections.
- By Brandon's own admission the 3" line would be fine when I have constructed phase two of the house.
- The 3" line is the preferred pipe size for the number if Fixture Units it is serving.
- Brandon has videoed the 4" line connected to your sewer and it checked out fine.

Regarding the 4" backflow preventer:

- It serves no purpose in this specific situation. The lowest open rim elevation is over 12' above the upstream manhole. If I get sewage to back up in my home we are all in trouble.

- FBC Pluming Section specifically states that sewers shall not discharge through a backflow preventer when the elevation of the lowest rim is above the upstream manhole.

It has been suggested I should have contacted the District to inquire about any installation standards you may have over and above FBC. I find it hard to rationalize how I should have known to ask? I believe the District has a responsibility to inform me that they have standards. If they had this problem would never occurred.

Finally, to require the sewer to be removed and reinstalled per your standards will be very difficult since the sewer has been operational for two years and no interim alternative exists. The sewer meets all FBC and has been inspected by the County and videoed by your inspector.

Considering all of the above I believe this represents a very solid justification for a variance as requested. I would be happy to meet with any appropriate staff to discuss this personally after I return to Key Largo next Thursday.

Sincerely,

Doug Stitgen

Doug Stitgen, P.E.

Safe Harbor Design Build, LLC

100 Coral Way

Key Largo, FL 33037

ph: 305-453-9858 fax: 305-831-8644

cell: 608-575-2051

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

April 13, 2015

Mr. Doug Stitgen
100 Coral Way
Key Largo, FL 33037

Subject: Summary findings of Customer Service Appeal – AK # 1680761

Dear Mr. Stitgen,

Thank you for taking the time to meet with me last Friday April 10th, 2015 to discuss your variance request regarding your tie-in.

As our inspector pointed out to you and I reiterated to you during our meeting, it is imperative to the welfare of our collections system, specifically to the performance of your sewer system, that the correct pipe sizes are used and a back flow valve is installed in the proper location. These requirements are not arbitrary.

I understand the meticulous process you underwent to construct your current system based upon the details you provided in our meeting. I further understand that you do not remember receiving a tie-in package from the District outlining the requirements and therefore feel it is unfair to be required to comply with our Tie-In installation standards.

Notwithstanding and for the best interest of your system's performance and the welfare of the collections system, I am regretfully forced to decline your request for a variance.

Once you have replaced the pipe with the proper sized pipe and installed a back-flow prevention valve, please call our Customer Service Department and schedule an inspection. An additional copy of our Tie-In procedures is provided herein for your reference.

It is your right to appeal this finding to our General Manager for review if you wish. Please call our Customer Service line at 305-451-4019 and tell them you request an appeal to begin that process.

Please let me know if I can further assist you in any way. I remain personally available to you.

Kind Regards,

Rob Bulkiewicz
Chief Information Officer
Key Largo Wastewater Treatment District

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

Doug Stitgen

Brandon Curll <brandon.curll@klwtd.com> Fri, Apr 10, 2015 at 9:06 AM
To: Rob Bulkiewicz <rob.bulkiewicz@klwtd.com>
Cc: Mike Dempsey <miked@klwtd.com>, Dan Saus <dan.saus@klwtd.com>, Melissa Cornelison <melissa.cornelison@klwtd.com>

Her are a list of my involvement in this matter:

* 3/27/15 12:30 pm- I went to the property after receiving a call from Melissa to check a connection. When I went to the property and checked for a connection, I called Doug and left a message to meet with him.

* 3/30/15 8:45 am- Travis and I went to the property to investigate the connection more thoroughly. I called Doug when we arrive at the property and he met us outside. We then walked the property as he explained how it was laid out. It was then we discovered there wasn't a backwater valve installed were the pipe exited the building. We told him at very least, He would need to get a 4" backwater valve and we would need to watch it being installed. He then said that the pipe installed on the first 20 ft of the lateral was 3". He was informed that all pipe installed as a sewer lateral on the exterior of the dwelling had to be 4" per KLWTD standards. He responded with he was never given any instructions (tie-in packet) and the county passed all his inspections. I asked for his permit to see all the passed inspections. He needed some time to get the permit and copies of pictures he took, he said he would call when he got it together.

*3/31/15 8:45 am- I received a call from Doug telling me that he had all the copies of the permit and pictures for me. I went to the property to pick up the copies and I gave Doug a copy of the KLWTD tie-in packet. I then camera'd the line from the street connection back to the wye (all the 4"). There looked to be no issues with the construction of the lateral (from the inside) all the way to the wye. After that point it turns to 3". In the paper work he gave me, he include his layout for his addition that is supposed to take place in the near future. He tried to argue that fact that when the addition is complete, there would be only 4" pipe on the "exterior" of the property and at that point a correct 4" backwater valve would be installed on the outside of the dwelling. I agreed with him, but told him at this point, the addition was not complete, much less even started. I told him for me to sign his current permit he would need to dig up and cut out the wye and all the 3" pipe. Then we could run the correct 4" pipe and install the correct backwater valve, as well I would be able to inspect him doing a connection. He told me that is not going to work. Asked if I could talk to whoever in my office to come up with a different solution or to make an exception. I told him I would, but the rules are the rules and at bare minimum all properties are required to have a backwater valve. He then tried to argue the fact that all his living quarters are constructed on stilts and common sense is if he is getting sewage backing up in his property, then we would be having far more issues with his neighbors properties before his. I told him that common sense can't be an exception for not meeting all the requirements.

*3/31/15 12:15 pm- I met with Mike D. and filled him in on the situation. He told me to do what I thought was right and he would stand behind my decision.

*4/1/15 10:00 am- I called Doug and told him my solution. I told him that I was putting my neck on the line, but if he would go get a 3" backwater valve, I would watch him install it right where the pipe exits the home and that I would sign his permit. And when his addition was complete we would install another backwater valve in the correct location. He told me that where his pipe comes out of the home is 2+ feet under grade and to do that job would be way too much at this point. He said that he would be up for exposing the wye and install a 4" backwater valve on the street side. That would cover his current plumbing and his future addition. I told him that wouldn't work because that would put the valve about 15-20 feet away from the current standing structure. Cutting in a 3" valve right at the house would be the best I could offer. He then asked if there is someone above me that could give him a easier fix. I told him that from what I can tell the only inspection he received was the county hydro. He did not get our inspections, much less the other 2 inspections the county has, and if we start going up the chain of command, he could possibly end up redoing to whole lateral with the correct inspections. He said that wouldn't be an option, he reiterated that we didn't supply him with any requirements, and he was driving so he would call back for my bosses number.

*4/3/15 4:00 pm- Doug called and left a message, after hours, asking for my bosses number.

*4/6/15 10:30 am- I called Doug and gave him Mike D. phone number. He told me that the tie-in packet applied to our vacuum system and that where he lives is all gravity (to lift station). I told him that the same rules applied. I told him that cutting in the 3" backwater valve is going to be his easiest solution and that anything else is going to be opening up a can of worms. Calling my bosses is not going to get them to make his property the only exception here in Key Largo. He stated again the we did not give him a tie-in packet when he got his letter to proceed and we should be responsible for our mistakes.

*4/7/15 2:00 pm- I was told by Mike D. that Doug had called and we had a meeting scheduled for 4/8/15 at 9:00 am.

*4/8/15 8:00 am- Mike and I met with Dan S. and filled him in on the situation. He agreed with the cutting in the 3" backwater valve would be okay. He didn't understand why Doug wouldn't agree with this simple fix and why the county would have passed his final plumbing without it being correct. When Doug came in and met with us, we basically went over everything that has happened to this point with the issue. Mike and I again offered him to cut in a 3" backwater valve and did not agree. The only fix he would agree to is putting a valve in the middle of the yard on the street side of the wye. Would couldn't come to a compromise and we ended the meeting. Later on he emailed Mike and I (email has been forwarded) stating that he went to KLI and they told him that 3" backwater valves are not made. He said all his plumbing met FL plumbing code and we need to figure out a solution, so this wont become more of an irritant to both parties. Mike responded with a request to install the lateral to meet our standards.

*4/9/15 - I was informed of the meeting with Rob B.

Brandon Curll
Collections- Project Inspector
Key Largo Wastewater Treatment District
Cell: (786)298-4684
Email: brandon.curll@klwtd.com
[Quoted text hidden]

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

Re: meeting follow up

2 messages

Rob Bulkiewicz <rob.bulkiewicz@klwtd.com> Thu, Apr 9, 2015 at 1:10 PM
To: Doug Stitgen <dstitgen@safeharbordesignbuild.com>
Cc: Dan Saus <dan.saus@klwtd.com>, Mike Dempsey <miked@klwtd.com>, Melissa Cornelison <melissa.cornelison@klwtd.com>

Mr. Stitgen,

Good afternoon. I have been brought up to speed regarding your concerns. Please allow me to advise you that your case escalated to me for review.

Are you available to meet tomorrow? If so, what times work best for you?

Have a great day.

Rob

Rob Bulkiewicz
Chief Information Officer
Key Largo Wastewater Treatment District
98880 Overseas Hwy | PO Box 491 | Key Largo, FL 33037
o. 305.451.4019 x305 c. 305.395.9795 f. 866.291.5960

On Thu, Apr 9, 2015 at 12:04 PM, Doug Stitgen <dstitgen@safeharbordesignbuild.com> wrote:

Mike,

Of course I am disappointed in your response. Let's not forget the "tie-in package given" to me was provided by Brandon on April 1, 2015. As you indicated it should have been provided on March 5, 2012 when I picked my letter allowing issuance of my permit. Clearly if it had been provided at that time we would not be having this discussion. I don't dispute that you can impose regulations more stringent than Florida Plumbing codes, but I do believe the district has an obligation and responsibility to communicate those regulations before the system has been installed and inspected and approved by Monroe County. The lateral, as constructed, meets all of FBC Plumbing requirements.

I intend to appeal your decision. Can you tell me if the district has a formal procedure for this or do I contact the Operations manager, Mr. Saus, the District General Manager or Board of Commissioner directly? Your guidance here would be greatly appreciated.

Doug

Doug Stitgen, P.E.

Safe Harbor Design Build, LLC

100 Coral Way

Key Largo, FL 33037

ph: 305-453-9858 fax: 305-831-8644

cell: 608-575-2051

From: Mike Dempsey [mailto:mike.dempsey@klwtd.com]
Sent: Wednesday, April 08, 2015 2:19 PM
To: Doug Stitgen; Rob Bulkiewicz; Dan Saus; Brandon Curll
Subject: Re: meeting follow up

Doug ,

Thank you for getting back to me , I am requesting that you re-install the lateral according to Key Largo Wastewaters residential tye-in packet that was given to you . That includes the 3 inch pipe that was installed incorrectly, and all fittings should be installed using purple primer and grey glue as specified. Please call for inspections before connections are made. If you have any questions please don't hesitate to give me a call.

On Wed, Apr 8, 2015 at 12:55 PM, Doug Stitgen <dstitgen@safeharbordesignbuild.com> wrote:

Good Afternoon Mike,

First, thank you for taking the time to meet with me and Brandon this morning.

After our meeting I went to KLI and checked on 3" backflow prevention valves. Unfortunately they do not make them in 3".

I would like to keep this a little irritant, and as such, I remain willing to install a 4" backflow preventer in your 4" lateral within 5' of the existing clean out. Considering all the circumstances surrounding this matter, I believe this is the best compromise that meets the objectives of the Florid Building Code, Plumbing Section as well as the more specific KLWTD standards. Please let me know if we can keep this from becoming a bigger irritant for all of us.

Thanks for your time and attention to this matter.

Doug

Doug Stitgen, P.E.

Safe Harbor Design Build, LLC

100 Coral Way

Key Largo, FL 33037

ph: 305-453-9858 fax: 305-831-8644

cell: 608-575-2051

Doug Stitgen <dstitgen@safeharbordesignbuild.com> Thu, Apr 9, 2015 at 1:29 PM
To: Rob Bulkiewicz <rob.bulkiewicz@klwtd.com>
Cc: Dan Saus <dan.saus@klwtd.com>, Mike Dempsey <miked@klwtd.com>, Melissa Cornelison <melissa.cornelison@klwtd.com>

Good Afternoon Rob,

I can be available tomorrow, anytime that is convenient for you. Just let me know when and where.

Doug

From: Rob Bulkiewicz [mailto:rob.bulkiewicz@klwtd.com]
Sent: Thursday, April 09, 2015 1:11 PM
To: Doug Stitgen
Cc: Dan Saus; Mike Dempsey; Melissa Cornelison

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[Quoted text hidden]

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

Doug Stitgen

1 message

Rob Bulkiewicz <rob.bulkiewicz@klwtd.com> Thu, Apr 9, 2015 at 12:45 PM
To: Mike Dempsey <miked@klwtd.com>, Dan Saus <dan.saus@klwtd.com>, Brandon Curll <brandon.curll@klwtd.com>
Cc: Melissa Cornelison <melissa.cornelison@klwtd.com>

Mike, Dan and Brandon,

Good afternoon. I will be responding to Mr. Stitgen today to inform him that he will indeed need to follow all of KLWTD Rules and Standards in order for us to inspect and approve his installation.

Please send Melissa your notes including any dates, times and details of conversations so she can include in his appeal packet.

I assume he will appeal this all the way to the Board.

Thank you,

Rob

Rob Bulkiewicz
Chief Information Officer
Key Largo Wastewater Treatment District
98880 Overseas Hwy | PO Box 491 | Key Largo, FL 33037
o. 305.451.4019 x305 c. 305.395.9795 f. 866.291.5960

Key Largo Wastewater Treatment District

Melissa Cornelison <melissa.cornelison@klwtd.com>

Re: Two Items

1 message

Paul Christian <paul.christian@klwtd.com> Wed, Apr 8, 2015 at 10:58 AM
To: Dan Saus <dan.saus@klwtd.com>, Ray Giglio <ray.giglio@klwtd.com>, Rob Bulkiewicz <rob.bulkiewicz@klwtd.com>, Melissa Cornelison <melissa.cornelison@klwtd.com>

Sent premature:

2) A customer's failure to call for required inspections DOES NOT burden us to provide concessions. Provided we have proof that he was notified of the inspection requirements, he is subject to full inspection (including but not limited to camera inspection - not optional). The requirement to use a particular type of glue and pipe I assume were not made arbitrarily and therefore, I cannot support an arbitrary "exception" to that requirement

If he has to go through additional expense to dig up the line and replace it with the proper pipe and glue and install a back-flow valve to get the inspection then so beit.

Paul Christian
General Manager
Key Largo Wastewater Treatment District
Office: 305-451-4019
Fax: 888-480-3572

On Wed, Apr 8, 2015 at 10:53 AM, Paul Christian <paul.christian@klwtd.com> wrote:

1) Bring over at your leisure

Paul Christian
General Manager
Key Largo Wastewater Treatment District
Office: 305-451-4019
Fax: 888-480-3572

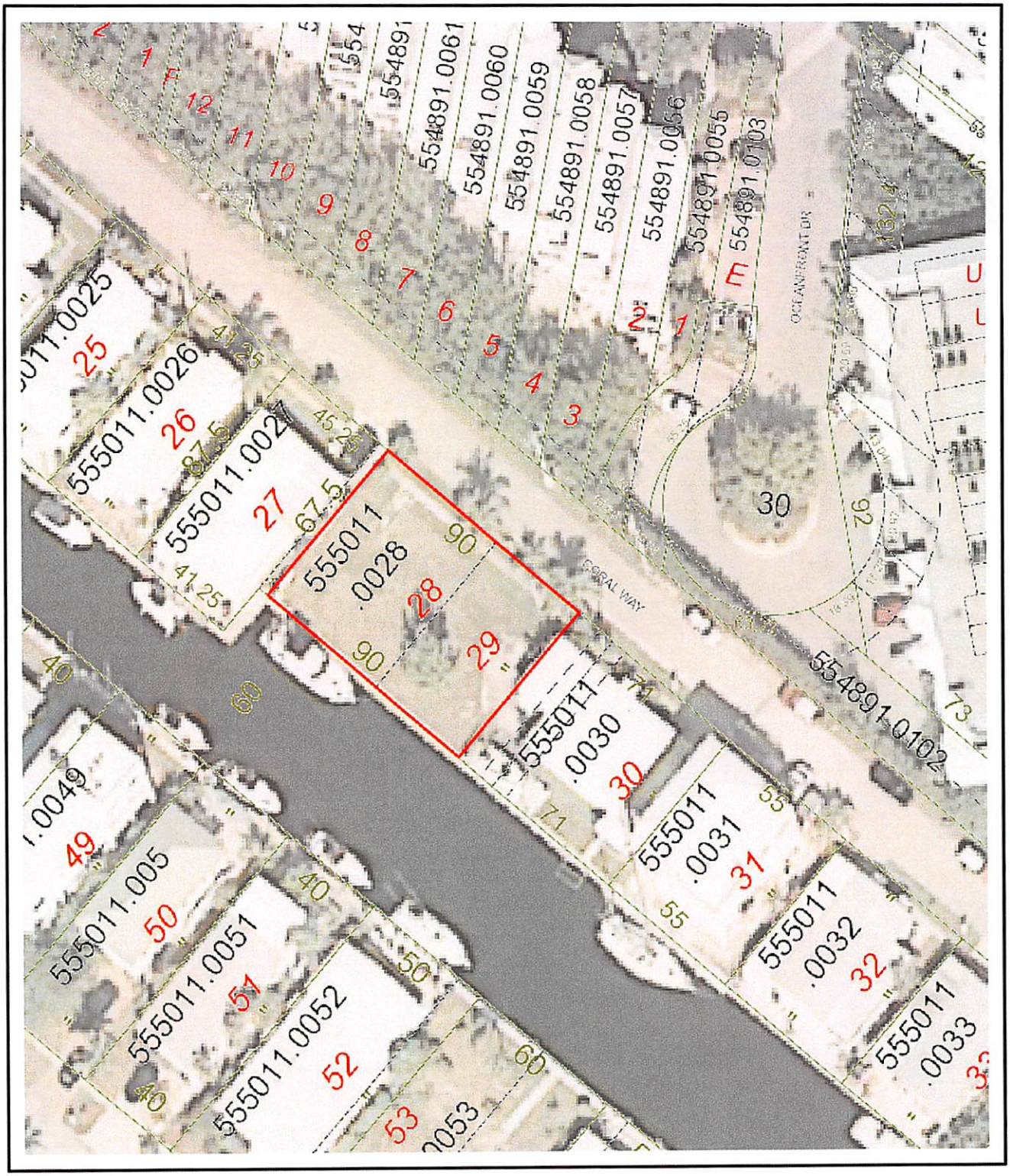
On Wed, Apr 8, 2015 at 10:25 AM, Dan Saus <dan.saus@klwtd.com> wrote:

Paul,

1) I have another certification for use DEP permit for Islamorada that needs your signature. Let me know when you have a minute and I'll come over.

2) FYI: We have customer at 100 Coral Way, Doug Stitgeo (sp?), that connected three years ago. He did receive a letter to proceed at that time which implies he received a tie-in package. He did not install a back flow valve, he used the wrong size piping and the wrong glue and primer. He did not call for an inspection at the time. Recently he is trying to close the permit at the County and they require our sign off. Brandon won't sign off because he does not comply. We offered him a compromise: install a backwater valve and we would waive the piping and the glue. He refused. He is trying to bully us into signing off on his permit and we will not comply. He has spoken to Melissa but I think you are the next step.

Thanks,
Daniel Saus



STITGEN

Printed:Jun 08, 2015

100 CORAL WAY AK:1680761

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarante its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

CERTIFIED FLORIDA APPRAISERS CFA

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

***Phase 1*:** Expose the KLWTD connection pipe near the cleanout box and the existing lateral between the home and the septic tank. Your lateral must run downhill from your home to the KLWTD pipe at a minimum slope of a minimum of 1 inch X 8 feet) The location and elevation of your existing pipe and any landscaping features will determine the design route and the amount of material you will need to construct your lateral. KLWTD requires laterals to be 4" PVC SDR21. There shall be a clean out and backwater (check) valve within 5 feet of the home. The KLWTD pipe is 6" and will require you to provide an adapter down to 4" pipe provided. No turn should be greater than 45 degrees. Best practice is to use as few terms as possible and use all of the fall available. Use purple primer and gray PVC cement.

1. Turn the KLWTD connection details in this packet. Review the photo on our website. Measure, plan, obtain materials, measure again, then dig the ditch and build the lateral. Make sure to provide for dewatering ditch if necessary so the pipe will stay clean and dry until it can be capped. Dewatering maybe required. **Disposal of run-off from your lot requires a permit. *DO NOT TIE IN AT EITHER END!!***

2. After the lateral is complete and temporarily capped or plugged (water tight) on ends, but **not backfilled**, call for inspections.
    a) Monroe County hydro test is a check of the lateral pipe full of water to make sure there are no leaks. They also check that construction meets code. They can be contacted at 305-453-8725
    b) KLWTD must inspect the lateral and may use a camera to see inside. We want the pipe to be properly constructed and clean. Rocks will punch holes in a vacuum system. If Monroe County has performed their hydro test, you may proceed with Phase 2. KLWTD will perform both Phase 1 & Phase 2 inspections at the same time.

Owners who fail to have KLWTD perform open ditch Phase 1 & 2 Inspections will be charged $500 by KLWTD to clean the pit by vacuum truck and for inspection of the entire system.

Phase 2: After you have passed the inspection, Monroe County will sign your building permit, you may tie in your lateral to the KLWTD pipe under the clean out box, as we observe. When you are ready to proceed **Call KLWTD inspection dispatch at 305-942-1794 (48 hours in advance please)**. We want to make sure the pipe is properly constructed and clean. Make sure to always protect the lateral from damage. Your KLWTD inspector may have more instruction for you while onsite.

Phase 3: After you complete your Phase 2 inspection to the street you may contact KLWTD for the final inspection. We need to be present, while you make your final tie in to your house, to ensure that the pipes are property constructed and clean. After the tie in is complete, but **not backfilled**, call the Monroe County Building Department for your final connection inspection. After Monroe County has signed the building permit, backfill the balance of the lateral. You may replant your landscaping as you wish. Our engineer will provide a signed and sealed completion letter directly to the County.

Key Largo Wastewater General Rules and Regulations

Section 3.07 Inspection of Customer Installation.

(a)All installations of Wastewater Facilities or changes therein are subject to inspection by the District to ensure that piping, equipment and other facilities have been installed in accordance with the District's Minimum Design and Construction Standards and Specifications.

(b)The District has the right, but not the duty, to inspect the Customer's installation prior to rendering Service and from time to time thereafter to ascertain the Owner's/Customer's compliance with District rules and regulations, but the District assumes no responsibility whatsoever for any defects that are not detected by any such inspection.

Monroe County eGovPLUS: DOWNTIME NOTICE: This application will not be available from Friday, June 12th 9 pm thru Saturday, June 13th, due to maintenance. We apologize for the inconvenience.

PERMIT INFORMATION

PLEASE NOTE: FEES LISTED ARE ESTIMATES ONLY. BEFORE WRITING ANY CHECKS, PLEASE CALL THE BUILDING DEPARTMENT TO CONFIRM.

Permit Number	06301019	RE	00555011002800
Permit Type	07-MOD	Balance Due	$0.00
Property Address	100 CORAL WAY	Status	Open

Permit | Plan Reviews | Inspections | Fees | Contractors | All

PERMIT

PERMIT INFORMATION

Application Date	02-13-2006	Operator	harleyb
Issued Date	03-06-2012	Operator	mcgilvrl
Master Number		Project Number	
C.O. Number		Operator	
C.O. Issued			
C-404 Type	101	Usage Class	RES
Applied Value	130000	Units	1512
Calculated Value	0	Contractor ID	OWNER

PROPERTY ON PERMIT

RE	00555011002800
Unit	
Address	100 CORAL WAY
City/State/Zip	KEY LARGO, FL 33037

OWNER ON PERMIT

Name	STITGEN DOUGLAS D
Address	2660 STARDUST TRAIL
City/State/Zip	VERONA, WI 53593
Type	Private

APPLICANT

No Applicant Information on file for this permit

MISCELLANEOUS INFORMATION / NOTES

100 CORAL WAY- THE HARBORAGE
SINGLE FAMILY RESIDENCE - ROGO
**HB 503 2-YEAR EXT GOOD THRU 9/8/14
NOTICE OF COMMENCEMENT REQUIRED

****

1. PLANNING APPROVAL FOR 1512 SQ FT ROGO SINGLE FAMILY RESIDENCE AS SHOWN ON PLANS.
MODULAR SINGLE FAMILY RESIDENCE, 26'8" X 48' WITH 26'8" X 8' PORCH ON ELEVATED, ENGINEERED FOUNDATION SYSTEM WITH ENTRY STAIRS AS PER APPROVED PLAN.
FLOOD ZONE AE9.
FINISHED FLOOR ELEVATION TO BE AT 16.29 FEET AS PER APPVOVED PLANS.
ELEVATION CERTIFICATE REQUIRED WITHIN 21 DAYS OF ESTABLISHING FINISHED FLOOR ELEVATION.
ENCLOSURE MAY AFFECT HOME OWNERS INSURANCE.
HEIGHT NOT TO EXCEED 35 FEET FROM EXISTING 4.13 GRADE BEFORE FILL.
CERTIFICATION OF OVERALL STRUCTURE HEIGHT REQUIRED.
1) NOTE: THERE IS A FEDERAL INJUCNTION PROHIBITING THE ISSUANCE OF FLOOD INSURANCE FOR NEW BUILDINGS ON MANY PARCELS IN THE FLORIDA KEYS.
****
RATE OF GROWTH ORDINANCE POINT REQUIREMENTS:
PERMIT ISSUED UNDER THE TIER SYSTEM OF THE DWELLLING ALLOCATION SYSTEM (YEAR 20, QUARTER 1)
1)TIER 3 (+30 POINTS)
2)LOT AGGREGATION (+0 POINTS)
3)PERSERVERANCE POINTS (+6 POINTS)
4)CENTRAL WATEWATER CONNECTION (+4 POINTS)
****

2)YOUR ROGO ALLOCATION WILL EXPIRE IF YOU LET YOUR BUILDING PERMIT EXPIRE. IF YOUR ROGO ALLOCATION EXPIRES YOU CANNOT RENEW YOUR BUILDING PERMIT AND YOU WILL HAVE TO ENTER THE ROGO PROCESS AGAIN AND WAIT FOR AN ALLOCATION AGAIN.
BIOLOGIST APPROVED 2/28/06 WITH CONDITIONS:
1. STORMWATER TO BE RETAINED ON SITE, SWALES REQUIRED AS SHOWN.
2. NO LANDCLEAR THIS PERMIT.
3. NO FILL THIS PERMIT, NONE WAS REQUESTED.
4. OPEN SPACE TO BE MAINTAINED.
5. REQUIRES A CLASS "B" BUFFER IN THE FRONT SETBACK. REQUIREMENTS OF 2 CANOPY AT 12FT, 1 UNDERSTORY MINIMUM OF 5FT, AND 8 SHRUBS.
ALL PLANTS MUST BE MULCHED AND TREES NOT PLANTED UNDER ANY POWER LINES.
MUST SUBMIT TRUSS DRAWINGS/ENGINEERING FOR APPROVAL PRIOR TO TIE-BEAM INSPECTION.
FLA DEPT OF HEALTH APPROVAL/PERMIT #44-SI-00690
FOR NON-DEVELOPMENT/DEO PERMITS: THERE ARE STATUTORY RIGHTS OF APPEAL PROVIDED TO ALL CITIZENS IN THE STATE OF FLORIDA FOR ALL DEVELOPMENT ORDERS, INCLUDING BUILDING PERMITS, WHICH MAY OR MAY NOT APPLY. THERE MAY BE OTHER CLAIMS BY UNKNOWN PARTIES WHICH CANNOT BE DETERMINED AT THIS TIME.

MUST HAVE: SWALE BERM & MEET ALL CONDITIONS OF
ORDINANCE 30-1992, FINAL HEALTH DEPT APPROVAL/KEY
LARGO WASTEWATER TREATMENT DISTRICT APPROVAL,
INSTALLATION OF APPROVED HURRICANE SHUTTERS OR
IMPACT WINDOWS,CERTIFICATION OF TERMITE SOIL
TREATMENT AND FINISHED CONSTRUCTION ELEVATION
CERTIFICATE REQUIRED PRIOR TO ISSUANCE OF
CERTIFICATE OF OCCUPANCY.
NO OTHER WORK THIS PERMIT.
ANY DEVIATION FROM APPROVED PLANS REQUIRES A
PERMIT REVISION.
ALL DEBRIS TO BE REMOVED TO AN APPROVED DUMPSITE.
DEEMED NON-DEVELOPMENT. DEO EXEMPT.
****
8/24/12 RECEIVED REQUEST FOR HB 503 2-YEAR
EXTENSION. NEXT INSPECTION DUE ON OR BEFORE
9/8/14. INSPECTION REQUESTED PRIOR TO THAT DATE
WILL RE-ACTIVATE THE PERMIT - REQUIRING AN
APPROVED INSPECTION EVERY 180 DAYS. CS
****
REVISION A
PLANNING APPROVAL REV A FOR A SINGLE FAMILY
RESIDENCE ACCORDING TO APPROVED PLANS.
MUST MAINTAIN REQUIRED SETBACKS ACCORDING TO
MONROE COUNTY CODE.
PERMIT APPROVAL FOR REVISION A 15' X 36' FOOT
MODULAR SINGLE FAMILY RESIDENCE WITH A 17'3" X 21'
FT COVERED DECK, AND A 299 SQUARE FOOT A ZONE
ENCLOSURE FOR LIMITED STORAGE, PARKING OR ENTRY
ONLY. NO HABITATION, FINISHES, PLUMBING,
MECHANICAL, UTILITIES ALLOWED. MINIMUM ELECTRIC
ONLY. WALLS MUST BE VENTED IN ACCORDANCE WITH
MONROE COUNTY FLOODPLAIN ORDINANCE WITH A NET
OPENING OF 1 SQUARE INCH FOR EVERY SQUARE FOOT OF
ENCLOSED SPACE, AS PER APPROVED PLANS.
MEETS 2010 FLORIDA BUILDING CODE.
ELEVATION CERTIFICATE REQUIRED WITHIN 21 DAYS OF
ESTABLISHING FINISHED FLOOR ELEVATION.
HEIGHT NOT TO EXCEED 35 FEET FROM EXISTING 4.3
GRADE
BEFORE FILL.
MUST HAVE: SWALE BERM & MEET ALL CONDITIONS OF
ORDINANCE 30-1992, TERMITE CERTIFICATION AND
FINISHED CONSTRUCTION ELEVATION CERTIFICATE
REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE OF
OCCUPANCY.
BIOLOGIST APPROVAL 5-10-13 TD FOR REVISION "A"
WITH CONDITIONS:
1. REVISION FOR CHANGES SHOWN ON APPROVED PLANS
ONLY, NO OTHER WORK, NO OTHER CHANGES
2. ALL PREVIOUS BIOLOGICAL CONDITIONS APPLY
ALL PREVIOUS CONDITIONS APPLY THIS REVISION.
NO OTHER WORK THIS REVISION.
REVISION A ISSUED ON: 6/17/13
****
REVISION B
PERMIT APPROVAL FOR REVISION B FOR STAIRS AND HAND
RAIL DETAILS AS PER APPROVED PLANS.
ALL PREVIOUS CONDITIONS APPLY THIS REVISION.
NO OTHER WORK THIS REVISION.
REVISION B ISSUED ON: 12/19/2013

****

12/19/2013-RECEIVED ELEVATION CERTIFICATE.LM
****

2/4/14-RECEIVED FINAL ELEVATION CERTIFICATE.LM
****
ALLOCATION AWARD EXPIRED BECAUSE THE BUILDING
PERMIT EXPIRED. (BUILDING DEPARTMENT CONFIRMED THE
PERMIT EXPIRED).
****
* 04/14/14 PERMIT REOPENED TO GO INTO ROGO PER
DIRECTIVE OF BUILDING OFFICIAL JERRY SMITH. ADW
****
* HB7023 2-YR EXTENSION GRANTED ON 07/01/2014.
PERMIT IS VALID THRU 02/02/16. - CG
****
* RECIEVED FINAL EL CERT. AB 02/13/15
****
* 4/30/15-PERMIT STATUS CHANGED TO HOLD PER WESLEY
C MALTBY. OWNERSHIP HAS CHANGED. PERMIT WAS OWNER
BUILDER. BEFORE STATUS CAN BE CHANGED, NEED
APPROVAL OF BUILDING OFFICIAL AND APPROPRIATE
APPLICATION,CONTRACTORS AND FEES PAID.LRM
****
**
5/6/15:TEMPORARY CERTIFICATE OF OCCUPANCY HAS BEEN
ISSUED PER WES MALTBY. CERTIFICATE #06301019
SHALL EXPIRE ON 06/06/15. REGULAR CERTIFICATE OF
OCCUPANCY WILL BE ISSUED WHEN FINAL BIOLOGICAL
INSPECTION AND FINAL KLWTD INSPECTIONS HAVE
PASSED.LRM
****

REVISION C
PERMIT APPROVAL FOR REVISION C TO CHANGE
STORMWATER MANAGEMENT, AS PER APPROVED PLANS.
BIOLOGIST APPROVAL CE 05/13/15 WITH CONDITIONS:
1. PERMIT FOR REVISION C TO CHANGE STORMWATER
MANAGEMENT PLAN AS SHOWN ON APPROVED PLANS ONLY,
NO OTHER WORK, NO OTHER STRUCTURES AUTHORIZED.
2. RETAINING BERM MUST BE COMPACTED TO PREVENT
RUNOFF FROM ENTERING NEIGHBORING PROPERTY AND
CANAL.
3. ALL PREVIOUS BIO CONDITIONS APPLY.
ALL PREVIOUS CONDITIONS APPLY THIS REVISION.
NO OTHER WORK THIS REVISION.
REVISION C ISSUED ON: 05/18/15 AB

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9:55:45 AM 6/12/2015

Licensee Details

Licensee Information

Name:	**STITGEN, DOUGLAS DAVID (Primary Name)**
	SAFE HARBOR DESIGN/BUILD LLC (DBA Name)
Main Address:	**100 CORAL WAY** **KEY LARGO Florida 33037**
County:	**MONROE**
License Mailing:	
LicenseLocation:	**100 CORAL WAY** **KEY LARGO FL 33037**
County:	**MONROE**

License Information

License Type:	**Certified General Contractor**
Rank:	**Cert General**
License Number:	**CGC1514062**
Status:	**Current,Active**
Licensure Date:	**08/14/2007**
Expires:	**08/31/2016**

Special Qualifications	**Qualification Effective**
Construction Business	**08/14/2007**

Alternate Names

View Related License Information

View License Complaint

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9:55:03 AM 6/12/2015

Licensee Details

Licensee Information

Name:	**STITGEN, DOUGLAS DAVID (Primary Name)**
Main Address:	**100 CORAL WAY** **KEY LARGO Florida 33037**
County:	**MONROE**
License Mailing:	**100 CORAL WAY** **KEY LARGO FL 33037**
County:	**MONROE**
LicenseLocation:	

License Information

License Type:	**Professional Engineer**
Rank:	**Prof Engineer**
License Number:	**64531**
Status:	**Current With Probation,Active**
Licensure Date:	**06/09/2006**
Expires:	**02/28/2017**

Special Qualifications	Qualification Effective
Civil	**06/09/2006**

Alternate Names

View Related License Information

View License Complaint

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

Meeting Date: July 14, 2015

Agenda Item Number: H5

Agenda Item Type: Resolution

Agenda Item Scope: Customer Service

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Assessment / Billing

Subject:

MCLA Conservation Waiver of Assessment - AK#1624993

Summary of Discussion:

Monroe County Land Authority requested the waiver of wastewater service and assessment for one parcel (AK#1624993) to be used as conservation.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 0.00 Refunded

$ 3,380.00 Uncollected

Funding Source: Assessment Revenue

Budgeted: N/A

Attachments

1. Resolution No. DRAFT 16-07-15
2. Request for waiver
3. Map

Approved By: _____ **Date:** 7/10/15

General Manager

RESOLUTION NO. DRAFT 16-07-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF ONE TAX PARCEL AS CONSERVATION LAND FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

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

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

WHEREAS, Monroe County Land Authority has made an application for a waiver of all future assessments of the Key Largo Wastewater Treatment District's System Development Charge, and has certified that if they later desire wastewater service to the tax parcel, they agree to pay the full direct and indirect District costs of providing the same; and

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

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

The lot designated in Section 1 below be and is excluded from the Key Largo Wastewater Treatment District 2008 Non Ad-Valorem Assessment.

Section 1.

PARCEL ID:	00507160-000000
AK NO.	1624993
PARCEL DESCRIPTION:	BK LT 6 BURLINGTON SCHOOL SUBD KEY LARGO PB4-67 OR 220-192 OR341-297 OR1387-2042/44PR

Section 2. APPLICABILITY AND EFFECTIVE DATE. This Resolution shall take effect upon adoption by the Board of Commissioners.

Section 3. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 14th DAY OF JULY 2015

The foregoing RESOLUTION was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Asdourian	____	____
Commissioner Gibbs	____	____
Commissioner Higgins	____	____
Commissioner Majeska	____	____
Commissioner Tobin	____	____

The Chairman thereupon declared this Resolution duly passed and adopted the 14th day of July, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Chairman Asdourian

ATTEST:

_____
Mariela Montedeoca, Clerk

Approved to as to form and legal sufficiency

_____
Ray Giglio, General Counsel

SEAL

MONROE COUNTY LAND AUTHORITY
1200 Truman Avenue, Suite 207, Key West, FL 33040
Phone: (305) 295-5180 Fax: (305) 295-5181

June 24, 2015

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

Re: Request to Remove Property from KLWTD Assessment Roll for Pending Acquisition of Conservation Land
AK# 1624993 / Davidson

Dear Ms. Bockelman:

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

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

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

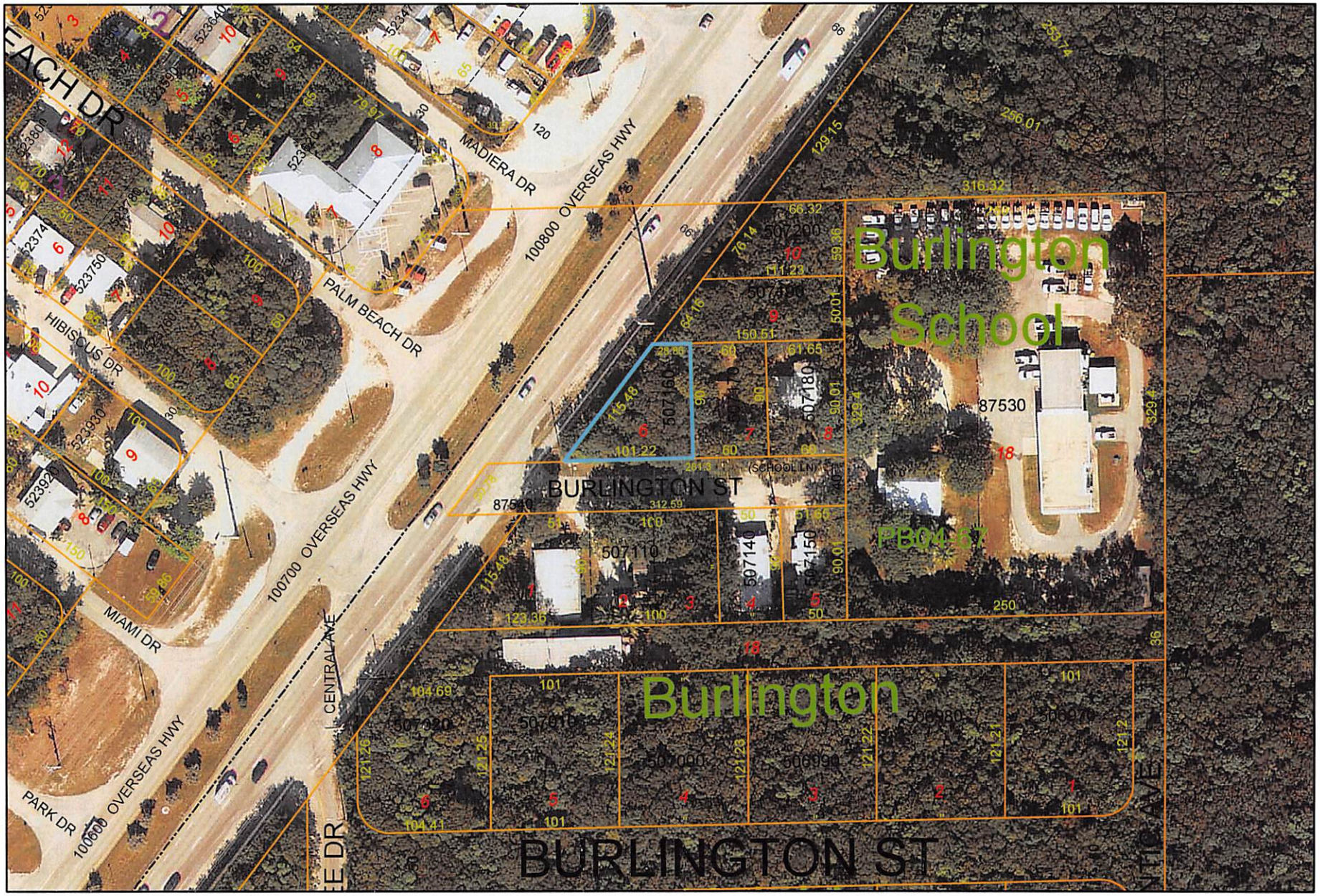
Sincerely,

Mark J. Rosch
Executive Director

AK#1624993

MCLA Conservation - Tier I

MONROE COUNTY PROPERTY APPRAISER OFFICE



THIS PROPERTY LOCATION MAP HAS BEEN COMPILED FOR INTERNAL OFFICE USE AS AN AID IN THE PREPARATION OF THE MONROE COUNTY TAX ROLL. IT IS NOT A SURVEY AND THE OWNERSHIP INFORMATION DEPICTED THEREON SHOULD NOT BE RELIED UPON FOR TITLE PURPOSES. NEITHER MONROE COUNTY NOR THE OFFICE OF THE PROPERTY APPRAISER ASSUMES RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS.

1:1,384

Date: 7/7/2015

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

Meeting Date: July 14, 2015

Agenda Item Number: H6

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Assessment Coordinator

Subject:

Draft 2015 Assessment Resolution

Summary of Discussion:

Attached is a draft of the 2015 Assessment Resolution for Board review and discussion.

Reviewed / Approved

Operations: _____

Administration: CS

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Income

Funding Source:

Assessment Revenue

Budgeted:

No

Attachments

Resolution No. Draft 17-07-15
2015 Assessment Resolution

Approved By: _____ **Date:** 7/10/15

General Manager

RESOLUTION NUMBER NO. DRAFT 17-07-15

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO SYSTEM DEVELOPMENT CHARGES AND ASSESSMENTS FOR 2015 FOR FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE ANNUAL INTEREST RATE FOR UNPAID ASSESSMENTS FOR 2015; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF ANY PROPOSED SPECIAL ASSESSMENTS; ESTABLISHING THE METHOD OF COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION MAY BE REFERRED TO AS THE 2015 ASSESSMENT RESOLUTION.

ARTICLE I

DEFINITIONS AND INTERPRETATION

SECTION 1.01. DEFINITIONS. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

"Annual Debt Service Component" means the amount computed for each Tax Parcel pursuant to KLWTD Rules and Regulations Section 10.13(b).

"**Assessment**" means a charge imposed by the District against real property within the Assessment Area to fund the Capital Cost of Utility Improvements or the Operating Cost of Related Services, as provided for in the District Assessment resolutions. The Assessment may represent a portion of the total System Development Charge as calculated herein and in accordance with the Uniform Assessment Collections Act or may represent the entire System Development Charge where applicable.

"Assessment Roll" means a roll of Non-Ad Valorem charges prepared by the District and certified to the Monroe County Tax Collector for collection.

"**Assessment Area**" means the proposed initial Wastewater Assessment Area described in Section 4.01 hereof.

"Board" means the Board of Commissioners of the Key Largo Wastewater Treatment District.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities,

and imposition of the Assessment under generally accepted accounting principles; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

"Collection Cost" means the estimated cost to be incurred by the District during any Fiscal Year in connection with the collection of Assessments including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

"District" means the Key Largo Wastewater Treatment District.

"District Obligation" means an Original Obligation secured by proceeds of the Assessments.

"Dwelling Unit" means a single unit designated or intended for one-family occupancy (a household of one or more Persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit building or a multiple-unit building), or one mobile home or recreational vehicle space not regulated under Chapter 513, F.S. An Employee Housing Unit that is part of a Commercial Accommodation facility is not a Dwelling Unit.

"Equivalent Dwelling Unit" or **"EDU"** means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage. This figure is computed in the manner described in Section 4.02 hereof. "Equivalent Dwelling Unit" or "EDU" means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per Day of potable water usage.

"Excluded Parcel" means a Tax Parcel, as determined by the District, that will not receive a special benefit from construction of the District Wastewater Management Facilities and accordingly, not be included in the District's Tax Roll. To be designated as an Excluded Parcel, the Tax Parcel must not be improved with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities.

"Government Property" means a Tax Parcel owned by the United States of America, the State of Florida, a county, a special district, a municipal corporation, or any of their respective agencies or political subdivisions.

"**Initial Prepayment Amount**" means the amount required to pay in full the System Development Charge for a particular Tax Parcel prior to being included in the Annual Assessment Roll as set forth in the applicable Assessment Resolution.

"**KLWTD Rules and Regulations**" means the Key Largo Wastewater Treatment District General Rules and Regulations as may from time to time be amended.

"**Laundromat**" means a stand-alone laundry business that provides self-Service and non-self-Service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing dryers, in any combination. "Laundromat" does not include laundry facilities that are located in or otherwise associated with a Commercial Accommodation

"Mixed-Use Tax Parcel" means a Tax Parcel improved with a structure or group of structures, comprising one or more Dwelling Units, and one or more units that are not a Dwelling Unit, or a Laundromat.

"Multi-Family, Unique Residential Parcel" means a Unique Residential Parcel intended for more than one Dwelling Unit and less than seven Dwelling Units.

"Non-Residential Tax Parcel" means an improved Tax Parcel classified by the Property Appraiser as other than "residential".

"Property Appraiser" means the Monroe County Property Appraiser.

"Residential Tax Parcel" means a Tax Parcel improved with a structure or structures that are comprised exclusively of Dwelling Units and their appurtenances, such as garages, sheds, swimming pools, and boat docks.

"Single-Family, Unique Residential Parcel" means a Unique Residential Parcel intended for a single Dwelling Unit.

"State" means the State of Florida.

"System Development Charge" or **"SDC"** means the District's charge to each owner of property. The SDC is expected to recover approximately 40% of the Capital Costs related to the construction of the Wastewater Management Facilities attributable to the Tax Parcels covered by this Resolution.

"Tax Collector" means the Monroe County Tax Collector.

"Tax Parcel" means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

"Tax Roll" means the real property ad valorem tax assessment roll maintained by the Monroe County Tax Collector for the purposes of the levy and collection of ad valorem taxes.

"Uniform Assessment Collection Act" means the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes.

"Unique Residential Parcel" means a residential Tax Parcel which can only deliver wastewater to the main collection system by means of a pumping mechanism and by connecting either to a low pressure collection system or to a transmission main. A Unique Residential Parcel does not include a residential multi-family Tax Parcel consisting of more than six Dwelling Units or a Tax Parcel for which the District has provided a connection point capable of receiving wastewater by gravity, such as a gravity collection system or a vacuum pit.

"Vacant Parcel" means a Tax Parcel that is unimproved with any structures or facilities such as quick-connect fixtures for recreational vehicles that might generate Wastewater, but does not include a Tax Parcel for which permits have been issued for construction.

"Wastewater Management Facilities" means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting, transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder," and similar terms refer to this Resolution; the term "hereafter" means after the effective date of this Resolution; the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

ARTICLE II

FINDINGS

SECTION 2.01. FINDINGS. It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes), as amended, and the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District;
4. Assess and impose non-ad valorem assessments upon the lands in the District, as provided by the Key Largo Wastewater Treatment District Act and the Uniform Assessment Collection Act; and
5. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

B. On or about February 10, 2015, the Board adopted a resolution expressing its intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.

C. The District has entered into written agreements with the Property Appraiser and the Tax Collector in connection with the assessment and collection of non-ad valorem assessments.

D. The District has entered into contracts for the design and construction of Wastewater Management Facilities to serve the District, including the portion of the District described in this Resolution as the Assessment Area, and these Wastewater Management Facilities will be designed and constructed.

E. Construction and operation of the Wastewater Management Facilities will provide a special benefit to real property located within the Assessment Area by providing access to the sewer system, eliminating the present need for onsite sewage treatment and disposal

facilities on the real property located within the Assessment Area, eliminating existing illegal and inadequate onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, and preventing further pollution of the ground water and surface waters under, on, and adjacent to the real property within the Assessment Area.

F. The Assessment established by this Resolution has been the subject of considerable research into the projected needs of the District for capital funding using the various possible methods of determining the amount of System Development Charges ("SDCs") for the apportionment of Capital Costs among the properties to be assessed. Among other things, the Board contracted with Public Resources Management Group, Inc. ("PRMG") to conduct a study and make recommendations as to wastewater rates and SDC's. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled "Financial Forecast and Wastewater Rate Analysis." The Board held a public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates and SDC's.

G. As a result of these efforts, on July 20, 2005, the Board accepted the PRMG recommendations, and adopted a method of calculation of SDC's to be imposed against real property located within the Assessment Area. The amounts to be collected as SDC's total about 40% of the Capital Cost of District Wastewater Management Facilities constructed, and to be constructed, by the District and allocated to the Tax Parcels covered by this Resolution.

H. At that time, the Board established a special classification for Laundromats for the purpose of calculating SDC's. The District determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board's finding that the vast majority of Laundromat customers are either residents of the District or guests at hotels, motels, and other guest accommodations within the District and that the SDC's to be paid on account of those residences and guest accommodations will be sufficient to provide capacity for sewage generated by Laundromats.

I. The District has designed the Wastewater Management Facilities in a way that is most economical and cost-effective for the District, as a whole. Although the District has provided the vast majority of residential Tax Parcels with connection points capable of receiving wastewater by gravity, the District has not provided gravity connection points

for Unique Residential Parcels. The Board finds that it is fair and reasonable to provide low pressure wastewater transmission equipment, commonly referred to as grinder pumps, to the Unique Residential Parcels. Further, the Board finds that is in the best interests of the District for the District to install the low pressure equipment and associated piping needed to connect the Unique Residential Parcels to the Wastewater Management Facilities, to maintain the low pressure equipment and associated piping installed by the District as described herein.

J. The Board hereby reaffirms its findings and determinations as described above. In addition, District Staff has conducted research and inspections of properties within the Assessment Area, and has developed classifications of service for the purpose of setting monthly rates. The Board adopts classifications of service for the purpose of SDC's and Assessments, as further described below. Further, the Board has determined that it is appropriate to increase the amounts of SDC's in order to take into account inflation since the 2005 Final Assessment Resolution.

K. The method for calculating SDC's described below is a fair and reasonable apportionment of costs among the properties to be assessed under this Resolution.

L. The use of the Uniform Assessment Collection Act is a convenient and secure method to ensure collection of all SDC's to be collected by the District. Use of this method will enhance the ability of the District to borrow funds at reasonable rates in order to further develop and expand the Wastewater Management Facilities.

M. The Assessment established by this Resolution is imposed by the District, and not Monroe County. Any activity of the Property Appraiser or Tax Collector in connection with this Resolution and the non-ad valorem assessment shall be solely ministerial.

ARTICLE III
ASSESSMENT ROLL

SECTION 3.01. ASSESSMENT ROLL. No Tax Parcels are initially assessed in this Resolution.

SECTION 3.02. PUBLIC HEARING. The Board will conduct a public hearing pursuant to FSS 197.3632(4)(a) at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 4, 2015, at the District Office located at 98880 Overseas Highway, Key Largo, Florida, to consider:

A. Any non-ad valorem assessment levied for the first time;

B. Any non-ad valorem assessment increased beyond the maximum rate authorized by law or judicial decree at the time of initial imposition;

C. Any boundary changes, unless all newly affected property owners have provided written consent for such assessment to the local governing board;

D. Any change in the purpose of any assessment or in the use of the revenue generated by such assessments

SECTION 3.03. NOTICE BY PUBLICATION AND BY MAIL. The District Clerk shall publish and mail notices of the public hearing in the manner required by the Uniform Assessment Collection Act on or before 20 days prior to the public hearing stated in Section 3.02 above.

ARTICLE IV

GENERAL PROVISIONS WITH RESPECT TO ASSESSMENTS

SECTION 4.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA.

A. The District's Service area includes the territory consisting of the island of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with the exception of:
   1. All areas north of Summerland Road on US-1, and
   2. All areas north of Charlemagne Blvd on State Road 905 including Ocean Reef.

SECTION 4.02. INITIAL PREPAYMENT AMOUNT. The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the System Development Charge ("SDC") calculated for that Tax Parcel. SDCs and System Impact Charges ("SICs") are calculated according to the Tax Parcel's classification as follows:

A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:
   1. $2,060 per Dwelling Unit for wastewater treatment plant capacity, plus
   2. $1,210 per Dwelling Unit for force main – pipe capacity, plus
   3. $2,500 per connection for connection to the wastewater system.

B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:
   1. $2,060 per EDU for wastewater treatment plant capacity;
   2. $1,210 per EDU for force main – pipe capacity; plus
   3. $2,500 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
   4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.

C. Laundromats. For purposes of calculating SDC's, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.

D. Mixed-Use Tax Parcels. For mixed-use wastewater service, the SDC is the sum of:
   1. $2,060 per EDU for wastewater treatment plant capacity;
   2. $1,210 per EDU for force main – pipe capacity; plus

3. $2,500 per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
4. EDUs shall be calculated using the methodology indicated in the KLWTD Rules and Regulations.

E. Unique Residential Parcel. For a Unique Residential Parcel, the SDC is the sum of:
1. $2,060 per Dwelling Unit for wastewater treatment plant capacity, plus
2. $1,210 per Dwelling Unit for force main – pipe capacity, plus
3. $2,500 per connection for connection to the wastewater system; plus
4. $3,400 per connection for low pressure equipment.

F. Vacant Parcel. The initial SDC for a Vacant Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit. Upon development of the parcel, the District may revise the SDC to reflect actual or permitted construction.

SECTION 4.03. Provisions regarding the computation method, initial prepayment option, excluded parcels, subdivided and combined tax parcels, incorrectly assessed parcels, request for review of assessment and optional and mandatory prepayments are outlined in the KLWTD Rules and Regulations Article X.

SECTION 4.04. ANNUAL NON-AD VALOREM ASSESSMENT ROLL.

A. The Annual Non-Ad Valorem Assessment Roll is the list of Tax Parcels participating in the annual payment program with an outstanding Assessment obligation.
B. This list consists of Tax Parcels identification information and the annual amount to be assessed as a Non-Ad Valorem Assessment on that parcel's Tax Bill.
C. Non-Ad Valorem Assessments shall be computed pursuant to the KLWTD Rules and Regulations and Article IV.
D. The Assessments will be imposed for Tax Year 2015 and each succeeding Tax Year in which any portion of the Assessment obligation remains outstanding.
E. This Non-Ad valorem assessment roll shall be certified to the tax collector for collection in the manner authorized by the Uniform Assessment Collection Act.
F. The annual interest rate applicable to the Annual Debt Service Component calculation for Non-Ad Valorem Assessments levied in 2015 shall be 2.632% of the Adjusted Prepayment

Amount. The annual interest rate applicable to each succeeding Tax Year shall be published prior to the certification of each annual non-ad valorem assessment roll.

ARTICLE V

GENERAL PROVISIONS

SECTION 5.01. METHOD OF COLLECTION. The Assessments shall be collected pursuant to Chapter 197.3632, Florida Statutes, The Uniform Assessment Collection Act.

SECTION 5.02. SEVERABILITY. If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 5.03. CONFLICT. In the event that any portion of this Resolution, or application thereof, conflicts with any State or Federal law, such State or Federal law shall prevail.

EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption by the District.

The foregoing RESOLUTION was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Chairman David Asdourian	____	____
Commissioner Stephen Gibbs	____	____
Commissioner Norman Higgins	____	____
Commissioner Robert Majeska	____	____
Commissioner Andrew Tobin	____	____

The Chairman thereupon declared this Resolution duly passed and adopted the 14th day of July, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
Chairman David Asdourian

ATTEST:

_____
Mariela Montedeoca, Clerk

Approved to as to form and legal sufficiency

_____
Raymond Giglio, District Counsel

SEAL

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

Meeting Date: July 14, 2015

Agenda Item Number: I1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor:

Subject:

KLWTD Bank Account Analysis

Summary of Discussion:

Connie Fazio will present a review, analysis and recommendation of KLWTD bank accounts.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: CFazio

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Expense

Funding Source:

Budgeted:

No

Attachments

Recommended KLWTD Banking Changes document

Approved By: _____ **Date:** 7/10/15

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

July 10, 2015

To: KLWTD Board
From: Connie Fazio
CC: Paul Christian

Subject: District Bank Account Analysis and Recommendations

At the request of the board, an analysis was completed of the District's bank accounts to determine if a consolidation of accounts was practical.

KLWTD currently has eleven bank accounts, six accounts with BB&T (for specific purposes such as payroll, assessment, savings, debt service and general operations), and five accounts with other banks.

Attached is an analysis of current bank accounts and our recommendation for consolidation of accounts.

Respectfully submitted,

Connie Fazio

Connie Fazio
Senior Finance Manager

ANALYSIS AND RECOMMENDATIONS FOR KLWTD BANKING CHANGES - JULY 2015:

	BB&T General Operating 9549	BB&T Payroll 9665	BB&T Assessment 9657	BB&T Wind Renewal 9681	BB&T Interest Bearing Savings 5806	BB&T Debt Svc. 9673	First State Assessment 3292 (Sweep)	Community General Operating 3606	Community Assessment 3609	Capital Assessment 4806	Capital General Operating 9006	Total Monthly Balance: All Bank Accts:
Annual Percentage Yield Earned:	0	0	0	0.15%	0.15%	0	0.30%	0.01	0.18%	0.05%	0	
Monthly Interest Earned (at June 2015)	N/A	N/A	N/A	$145.44	$504.19	N/A	$780.53	$0.08	$199.78	$0.05	N/A	
Type of Acct:	Gen Op	Payroll	Assessment	R&R	Savings	Debt Svc	Sweep/Public Acct	Assessment	High Performance	Assessment	Gen Op	
Oct-14	$4,493,947.93	$284,609.02	$16,078.11	$693,935.00	$4,002,456.23	$2,649,326.53	$2,368,214.24	$9,506.79	$1,364,244.16	$1,171.79	$230,593.67	$16,114,083.47
Nov-14	$4,855,996.58	$110,724.30	$651,854.21	$693,935.00	$4,002,949.71	$3,115,513.81	$2,368,992.95	$9,506.86	$1,364,443.00	$1,171.84	$230,593.67	$17,405,681.93
Dec-14	$4,845,648.15	$312,360.07	$2,174,869.25	$693,935.00	$4,003,459.71	$3,581,701.09	$2,369,797.89	$9,506.95	$1,364,677.39	$1,171.89	$230,593.67	$19,587,721.06
Jan-15	$4,710,921.72	$346,353.02	$1,931,485.88	$693,935.00	$4,003,969.77	$1,751,870.78	$2,370,603.10	$9,507.03	$1,364,890.50	$1,171.94	$230,593.67	$17,415,302.41
Feb-15	$3,735,360.67	$356,178.10	$1,659,943.90	$693,935.00	$4,004,430.53	$2,145,008.97	$2,371,330.61	$9,507.10	$1,365,089.44	$1,171.98	$230,593.67	$16,572,549.97
Mar-15	$3,404,000.30	$349,643.06	$1,369,944.68	$1,105,794.00	$4,004,940.71	$2,611,196.25	$2,372,136.33	$9,507.18	$1,365,316.83	$1,172.03	$230,593.67	$16,824,245.04
Apr-15	$2,616,107.43	$189,205.58	$1,312,377.91	$1,105,849.75	$4,005,434.50	$2,649,326.51	$2,372,916.33	$9,507.26	$1,365,530.04	$1,172.08	$230,593.67	$15,858,021.06
May-15	$2,531,521.27	$210,951.25	$982,592.76	$1,105,849.75	$4,005,944.81	$3,115,513.79	$2,373,722.62	$9,507.34	$1,365,729.82	$1,172.13	$230,593.67	$15,933,099.21
Jun-15	$2,531,521.27	$194,504.51	$982,592.76	$1,105,995.19	$4,506,449.00	$3,581,701.07	$2,374,503.15	$9,507.42	$1,365,945.34	$1,172.18	$230,513.67	$16,884,405.56
Average Monthly Balance:	**$2,778,437.13**	**$261,614.32**	**$1,231,304.38**	**$877,018.19**	**$4,060,003.89**	**$2,800,128.76**	**$2,371,357.47**	**$9,507.10**	**$1,365,096.28**	**$1,171.98**	**$230,584.78**	
Recommendations:	No changes	No changes	No changes	No changes	No changes	No changes	No changes	Close account, and move funds to Community Acct #3609	Keep open, add funds, and safe deposit box	Close account, move funds to Community Bank	Close account and safe deposit box, move funds to Community Bank	

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

Meeting Date: July 14, 2015

Agenda Item Number: I2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor:

Subject:

Fiscal Year 2016 Budget and Staffing Plan Calendar

Summary of Discussion:

Connie Fazio will present the calendar for the Fiscal Year 2016 budget process.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	FY16 Budget Calendar
Administration:	_____	Expense	
Finance:	CFazio	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	Yes	

Approved By: _____ **Date:** 7/11/15

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • Fax (305) 453-5807 • www.klwtd.com

KLWTD Fiscal Year 2016 Budget Planning Calendar

2015 Board Meetings with Budget Related Agenda Items

Tuesday August 4th	Presentation of Fiscal Year 2015/16 staffing plan
Tuesday August 18th	Presentation of preliminary FY2015/16 budget for discussion
Tuesday September 1st	Presentation of proposed FY2015/16 budget and budget resolution for discussion, and possible adoption at the Board's discretion
Tuesday September 8th	Alternate adoption date for FY2015/16 budget
Tuesday September 15th	Last day for adoption of FY2015/16 budget

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

Meeting Date: July 14, 2015

Agenda Item Number: J1

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Easement-Quitclaim swap

Summary of Discussion:

The District installed a vacuum pit and lateral at the CEMEX plant in Tavernier. A portion of those improvements encroach onto property owned by Chris Sante. Moving them would be very costly. Mr. Sante also owns property adjacent to Vac J/K and has asked the District to transfer a small (538.67 sq. ft) strip of land at Vac J/K to him in exchange for an easement at his Tavernier property. Staff has determined that transferring that small strip of land to Mr. Sante would not impact operations at Vac J/K and would save the District the cost of moving the improvements at the CEMEX plant.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Expense

Funding Source:

Assessment Revenue

Budgeted:

N/A

Attachments

Resolution No. Draft 18-07-15
Easement Agreement
Quitclaim Deed
Cemex Survey
Vac J-K Survey
3 images of flags at J-K
David Massey Statement

Approved By: _____ **Date:** 7/11/15

General Manager

RESOLUTION NO. DRAFT 18-07-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE TRANSFER OF A SMALL PORTION OF PROPERTY LOCATED AT 92431 OVERSEAS HIGHWAY IN TAVERNIER, FLORIDA AND MORE COMMONLY KNOWN AS VACUUM STATION J/K IN EXCHANGE FOR AN EASEMENT COVERING PROPERTY UPON WHICH CERTAIN OF THE DISTRICT'S IMPROVEMENTS ENCROACH; AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Key Largo Wastewater Treatment District ("District") installed, operates, and maintains a vacuum pit and lateral ("Improvements") in an area referred to as a plat of survey of Ellis Property located south of the main gate of the property located at 92501 Overseas Highway, Tavernier, Florida; and

WHEREAS, a portion of the Improvements encroach onto a certain vacant parcel of real property referred to as a plat of survey of Ellis Property, which is currently owned by Chris Sante ("Sante") and is identified as RE 00490230-000000; AK 1605662 ("AK 1605662"); and

WHEREAS, District staff have determined that moving the Improvements to eliminate the encroachment onto AK 1605662 would cost the District many thousands of dollars; and

WHEREAS, the District has requested that Sante grant the District a non-exclusive permanent utility easement granting the District access to the Improvements that encroach onto AK 1605662, so that the District can continue to operate and maintain them; and

WHEREAS, the District owns a parcel located at 92431 Overseas Highway, Key Largo, FL ("Vac J/K") for the purpose of operating a Vacuum Station; and

WHEREAS, Sante has requested that the District transfer to him a small strip of land located along the south edge of Vac J/K, which area totals 538.67 square feet; and

WHEREAS, District staff have determined that transferring this small portion of the property at Vac J/K to Sante would have no impact on the District's operations at that location; and

WHEREAS, District staff and Sante have determined and agreed that it would be in the mutual best interest of all parties concerned for the District to transfer to Sante the small strip of land at Vac J/K in consideration for Sante granting to the District a non-exclusive permanent utility easement over that portion of AK 1605662 upon which the District's Improvements encroach.

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

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

Section 2. Approval of exchange of Easement for Quitclaim. The Key Largo Wastewater Treatment District has determined that it would be in the best interest of the District to, and hereby agrees to, transfer to Chris Sante the property described in the Quitclaim Deed attached hereto as "Exhibit A" for and in consideration of the non-exclusive permanent utility easement granted to the District by Chris Sante in the Easement Grant attached hereto as "Exhibit B".

Section 3. Execution of Quitclaim Deed. The General Manager is authorized to execute the Quitclaim Deed attached hereto as "Exhibit A," and to cause same to be duly filed with the County Clerk.

Section 4. Acceptance of Easement Agreement. The General Manager is authorized to execute the Certificate of Acceptance on the original of the Easement Grant attached hereto as "Exhibit B," and to cause same to be duly filed with the County Clerk.

Section 5. Authorization of District Officials. The General Manager and/or his designee and the General Counsel are authorized to take all actions necessary to implement the terms and conditions of this resolution.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 2nd DAY OF JUNE, 2015

The foregoing RESOLUTION was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote, the result was as follows:

	AYE	NAY
Chairman Asdourian	____	____
Commissioner Gibbs	____	____
Commissioner Higgins	____	____
Commissioner Majeska	____	____
Commissioner Tobin	____	____

The Chairman thereupon declared Resolution No. -07-15 duly passed and adopted the 14th day of July, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____

Chairman David Asdourian

ATTEST:

Approved to as to form and legal sufficiency

_____

Mariela Montedeoca, District Clerk

_____

Ray Giglio, General Counsel

SEAL

Exhibit "B"

After recording, please return to:

Name:	Key Largo Wastewater Treatment District
Address:	P.O. Box 491
City, State, Zip:	Key Largo, FL 33037-0491
Phone:	305-451-4019

This instrument prepared by, or under the direction of,
Raymond Giglio, Esq., Florida Bar No. 0157340
General Counsel, KLWTD
P.O. Box 491, Key Largo, FL 33037-0491

---Above This Line Reserved For Official Use Only---

Property Appraiser Parcel Identification Numbers =

EASEMENT GRANT

FOR good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **Chris Sante ("Grantor")**, whose mailing address is: P.O. Box 373006, Key Largo, Fl. 33037, hereby grants and conveys to the **Key Largo Wastewater Treatment District ("Grantee" or "District")**, whose mailing address is: PO Box 491, Key Largo, FL 33037, a non-exclusive Permanent Utility Easement over, in, across, and under certain real property ("Easement Area"), owned by the Grantor, which is located in Monroe County, Florida and which Easement Area is more particularly described as follows:

> That portion of the parcel south of the main gate at 92501 Overseas Highway, Tavernier, Fl., being the Plat of Survey of Ellis Property on Key Largo, as recorded in Plat Book 2, Page 99 of the Public Records of Monroe County, Florida, being the Easterly right of way of Old State Road 4-A starting at survey pin number LB#7882 north along fence line for 76 ft. 8 in. to the fenced-in, 5 ft. 4 in. by 5 ft. 2 in Easement Are, which Easement Area contains a District vacuum pit and lateral.

1. Grantor hereby grants the District a non-exclusive Permanent Utility Easement ("Easement") granting the District access to the Easement Area described above for the purpose of constructing, operating, and maintaining a District vacuum pit and lateral ("Improvements") within that said Easement Area.

2. Pursuant to this Easement, the District agrees to assume sole responsibility for the construction, operation, and maintenance of said Improvements within the Easement Area. The District agrees to repair any damage to Grantor's property or improvements resulting from Grantee's construction, operation, or maintenance of said Improvements.

3. Grantor grants the District only such rights as are necessary for construction, operation, and maintenance of the Improvements. Grantor reserves the right to use the property in any manner and for any purpose not inconsistent with this Easement Grant. Grantor shall have the right to relocate the Improvements at Grantor's sole cost and expense, provided that Grantor obtains the prior written consent of the District and that any such relocation be done under District supervision and in accordance with all applicable District construction standards.

4. Grantee agrees to defend, indemnify and hold harmless Grantor, its officers, agents and employees, from and against all claims, demands, judgments, costs and expenses (including reasonable attorney's fees) which may arise by reason of injury to any person or damage to any property attributable to the negligence of Grantee, Grantee's officers, agents and employees, in connection with Grantee's construction, operation and maintenance of said Improvements and its use of or presence on the property.

5. This Easement shall commence on the date of this Easement Grant, shall run with the land in perpetuity, and shall continue in full force and effect unless and until terminated by mutual consent of the parties in writing or unless it is abandoned by the District. This Easement shall be deemed to have been abandoned by the District if the Improvements are and continue to be unused and inoperative thirty (30) days after the District has received notification from the Grantor, in writing via certified mail, return receipt requested, that the Improvements have been unused and inoperative for six (6) consecutive months.

6. All notices referred to in this Easement Agreement shall be sent to the respective parties at the address shown above.

7. The rights granted to and duties assumed by Grantee under this Easement Agreement may not be assigned or delegated by Grantee without the prior written consent of Grantor. Any attempted assignment or delegation by Grantee without the prior written consent of the Grantor shall be void.

8. This Easement Agreement may be amended from time to time, as may be necessary, by mutual consent of both parties; provided, however, that no amendment to the Easement Agreement shall be effective unless in writing and signed by both parties.

9. Both parties agree that time is of the essence and that time specifications contained herein shall be strictly construed.

10. Both parties represent and warrant that they have the authority to execute this Easement Agreement. Grantor agrees to provide notice, in writing, of the conditions of this Easement Grant to any and all persons who claim or may have an interest in the Parcel, to any and all persons who may be tenants, occupants or users of the Parcel, and to all other persons or entities entitled to use of the Parcel, including but not limited to realtors, developers, builders and contractors

11. Whenever used herein, the plural nouns or pronouns shall include the singular, and the singular shall include the plural.

IN WITNESS WHEREOF, the Grantor has duly authorized and caused this Indenture to be executed in its name as of this 2 day of June, 20 15.

GRANTOR:

By: _____

Print Name Chris Sante

GRANTOR:

By: _____

Print Name _____

Signed, Sealed and Delivered in the presence of:

WITNESS:

By: _____

Print Name Ann C. DeRue.

WITNESS:

By: _____

Print Name _____

COUNTY OF MONROE
STATE OF FLORIDA

I HEREBY CERTIFY that on this 2 day of June 2015, before me , an officer duly authorized to take acknowledgments, personally appeared Chris Sante _____, known to me to be the person(s) named in the foregoing instrument, who acknowledged executing same in the presence of two subscribing witnesses and who is/are personally known to me or produced _____ as identification and who did/did not take an oath.

_____ (Notary Seal)
Notary Public

Michael A Stanley
Printed Name of Notary
My Commission Expires:

MICHAEL STANLEY
MY COMMISSION # EE 153137
EXPIRES: April 14, 2016
Bonded Thru Notary Public Underwriters

CERTIFICATE OF ACCEPTANCE

THIS IS TO CERTIFY that the **Key Largo Wastewater Treatment District**, Grantee herein, acting by and through its General Manager, hereby accepts for utility purposes the real property, or interest therein, described in this instrument and consents to the recordation thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

Key Largo Wastewater Treatment District:

_____
Paul Christian, General Manager

Approved as to Form and Legal Sufficiency:

_____
Ray Giglio, District Counsel

Exhibit "A"

Parcel Identification No: 00490240-000000

This Instrument Prepared By
and Return to:
Chris Sante
P.O. Box 373006
Key Largo, Fl. 33037

QUITCLAIM DEED

This Quitclaim Deed, made on this date of _____, 2015, between KEY LARGO WASTEWATER TREATMENT DISTRICT, an independent special district of the State of Florida, whose address is P.O. Box 370491, Key Largo, Fl. 33037, Grantor, and Chris Sante a married man , whose address is P.O. Box 373006, Key Largo, Fl. 33037 , Grantee.

Witnesseth, that the Grantor, for and in consideration of the sum of ----------TEN & NO/100 ($10.00)---------- ----DOLLARS, and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt of which is hereby acknowledged, has granted, bargained and quitclaimed to the said Grantee and Grantee' heirs and assigns forever, the following described land, situate, lying and being in the County of MONROE, State of Florida, to-wit:

DESCRIPTION:
A Portion of Tract 2, as shown on the PLAT OF THE ELLIS PROPERTY, in the Northeast 1/4 of the Southeast 1/4 of Section 27, Township 62 South, Range 38 East, Key Largo Florida, as Recorded in Plat Book 2, Page 99 of the Public Records of Monroe County, Florida, and being more particularly described as Follows:

BEGINNING at the intersection of the Southeasterly right of way line of OVERSEAS HIGHWAY, (U.S. HIGHWAY NO. 1) at a point 120.00 Feet Northerly of and parallel to the South line of said Tract 2, said point located on a curve concave to the Northwest and bearing S.72°50'23'E. from the center of said curve; thence run N.87°54'52'E. along a line 120.00 feet Northerly of and parallel to the said South line of Tract 2 for a distance of 105.61 Feet to a point on the Northwesterly right of way line of OLD STATE ROAD 4 - A, said point located on a curve concave to the Northwest and having for its elements a Radius of 2060.08', said point bearing S.73°48'26'E. from the center of curve; thence run in a Northeasterly direction along the arc of said curve for a distance of 0.91', delta angle of 00°01'31' to a point that bears S.73°50'00'E. from the center of said curve, thence run N.87°22'01' W. for a distance of 103.01 feet to a point on the Southeasterly right of way line of Overseas Highway, (U.S. Highway No. 1), said point being on a curve concave to the Northwest and bearing S.73°07'43'E. from the center of curve, thence run in a Southwesterly direction along the arc of said curve having for its elements a radius of 1960.08' and a delta angle of 00'17'20' for a distance of 9.88' back to the POINT OF BEGINNING. Containing 538.67 square Feet.

To Have and to Hold the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of Grantor, either in law or equity, for the use, benefit and profit of the said Grantee forever.

In Witness Whereof, the Grantor has hereunto set he/she hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

_____
Witness #1 Signature

_____
Witness #1 Printed Name

_____
Key Largo Wastewater Treatement District
By: Paul Christian, General Manager

STATE OF FLORIDA
COUNTY OF MONROE

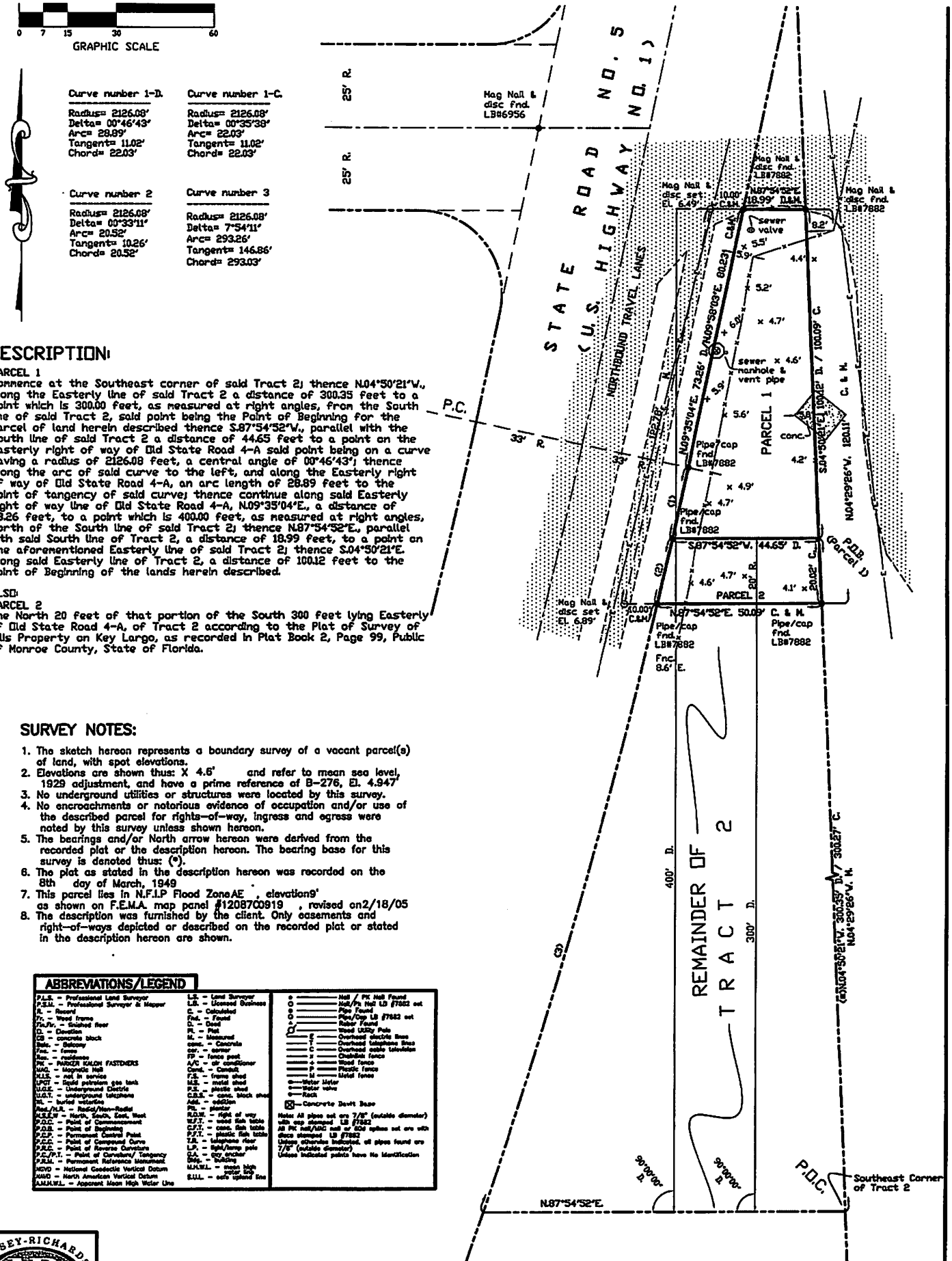
The foregoing instrument was acknowledged before me this date of _____, 2015, by Paul Christain, who is personally known to me.

SEAL

_____
Notary Signature

_____
Printed Notary Signature

My Commission Expires:



DESCRIPTION:

PARCEL 1
Commence at the Southeast corner of said Tract 2; thence N.04°50'21"W., along the Easterly line of said Tract 2 a distance of 300.35 feet to a point which is 300.00 feet, as measured at right angles, from the South line of said Tract 2, said point being the Point of Beginning for the parcel of land herein described thence S.87°54'52"W., parallel with the South line of said Tract 2 a distance of 44.65 feet to a point on the Easterly right of way of Old State Road 4-A said point being on a curve having a radius of 2126.08 feet, a central angle of 00°46'43"; thence along the arc of said curve to the left, and along the Easterly right of way of Old State Road 4-A, an arc length of 28.89 feet to the point of tangency of said curve; thence continue along said Easterly right of way line of Old State Road 4-A, N.09°35'04"E., a distance of 73.26 feet, to a point which is 400.00 feet, as measured at right angles, North of the South line of said Tract 2; thence N.87°54'52"E., parallel with said South line of Tract 2, a distance of 18.99 feet, to a point on the aforementioned Easterly line of said Tract 2; thence S.04°50'21"E. along said Easterly line of Tract 2, a distance of 100.12 feet to the Point of Beginning of the lands herein described.

ALSO:
PARCEL 2
The North 20 feet of that portion of the South 300 feet lying Easterly of Old State Road 4-A, of Tract 2 according to the Plat of Survey of Ellis Property on Key Largo, as recorded in Plat Book 2, Page 99, Public of Monroe County, State of Florida.

SURVEY NOTES:

1. The sketch hereon represents a boundary survey of a vacant parcel(s) of land, with spot elevations.
2. Elevations are shown thus: X 4.6' and refer to mean sea level, 1929 adjustment, and have a prime reference of B-276, El. 4.947'
3. No underground utilities or structures were located by this survey.
4. No encroachments or notorious evidence of occupation and/or use of the described parcel for rights-of-way, ingress and egress were noted by this survey unless shown hereon.
5. The bearings and/or North arrow hereon were derived from the recorded plat or the description hereon. The bearing base for this survey is denoted thus: (°).
6. The plat as stated in the description hereon was recorded on the 8th day of March, 1949
7. This parcel lies in N.F.I.P Flood Zone AE , elevation 9' as shown on F.E.M.A. map panel #12087C0919 , revised on 2/18/05
8. The description was furnished by the client. Only easements and right-of-ways depicted or described on the recorded plat or stated in the description hereon are shown.

ABBREVIATIONS/LEGEND

P.L.S. – Professional Land Surveyor
P.S.M. – Professional Surveyor & Mapper
R. – Record
Fr. – Wood frame
Fin./Flr. – finished floor
El. – Elevation
CB – concrete block
Bale. – Balcony
Form. – Forms
Res. – residence
PK – PARKER KALON FASTENERS
M.M. – Magnetic Nail
N.I.S. – not in service
L.P.G.T. – liquid petroleum gas tank
U.G.E. – Underground Electric
U.G.T. – underground telephone
BL – buried telephone
Rad./R.R. – Radial/Non-Radial
N.S.E.W. – North, South, East, West
P.O.C. – Point of Commencement
P.O.B. – Point of Beginning
P.C.P. – Permanent Control Point
P.C.C. – Point of Compound Curve
P.R.C. – Point of Reverse Curvature
P.C./P.T. – Point of Curvature/ Tangency
P.R.M. – Permanent Reference Monument
NGVD – National Geodectic Vertical Datum
NAVD – North American Vertical Datum
A.M.H.W.L. – Apparent Mean High Water Line
L.S. – Land Surveyor
L.B. – Licensed Business
C. – Calculated
Fnd. – Found
D. – Deed
Pl. – Plat
M. – Measured
conc. – Concrete
corr. – corner
FP – fence post
A/C – air conditioner
Cond. – Condo's
F.S. – frame shed
M.S. – metal shed
P.S. – plastic shed
C.B.S. – conc. block shed
Add. – addition
Pkl. – planter
R.O.W. – right of way
W.F.T. – wood fish table
C.F.T. – conc. fish table
P.F.T. – plastic fish table
T.B. – telephone riser
L.P. – light/lamp pole
A.A. – guy anchor
Bldg. – building
M.H.W.L. – mean high water line
E.U.L. – edge upland line

o ——— Nail / PK Nail Found
O ——— Nail/PK Nail LB #7882 set
o ——— Pipe Found
O ——— Pipe/Cap LB #7882 set
• ——— Rebar Found
——— Wood Utility Pole
——— Overhead electric lines
——— Overhead telephone lines
——— Overhead cable television
——— Chainlink fence
——— Wood fence
——— Plastic fence
——— Metal fence
——— Water Meter
——— Water valve
——— Rock
⊠ — Concrete Devit Base

Notes: All pipes set are 3/8" (outside diameter) with cap stamped LB #7882
All PK nail/AMC nail or 5/8 spikes set are with discs stamped LB #7882
Unless otherwise indicated, all pipes found are 3/8" (outside diameter)
Unless indicated points have No Identification

MASSEY-RICHARDS SURVEYING & MAPPING, LLC
Phone: (305)853-0066 / Fax: (305)853-0233
88888 Overseas Highway / P.O. Box 619, Tavernier, Fl. 33070

Client: Sante

Section 27 Township 62 South, Range 38 East

Key Largo Monroe County, Florida

Florida Certificate of Authorization No. LB #7882

I hereby certify that the survey hereon was performed under my direct supervision and is true and correct to the best of my knowledge and belief.

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY OF A PORTION OF PARCEL 2, OF THE ELLIS PROPERTY LYING IN SECTION 27, TOWNSHIP 62 SOUTH, RANGE 38 EAST, MONROE COUNTY, FLORIDA

5/8" REBAR – NO IDENTIFICATION
1/2" REBAR AND CAP – "LS 5283"
4" REBAR AND CAP – "D&W LB 6896"
3/4" IRON PIPE – NO IDENTIFICATION
1/2" IRON PIPE AND CAP – LB 3925
TED DATA
ESCRIPTION DATA
ASURED DATA
PLAT DATA
ILITY POLE
HOR
GROUND SPOT ELEVATION

CURVE TABLE					
CURVE	DELTA (M)	RADIUS (M)	ARC (M)	CHORD BEARING (M)	CHORD (M)
C1	1°11'13"	2060.08'	42.68'	N09°38'20"E	42.67'
C2	101°31'00"	25.00'	44.30'	N41°34'51"W	38.72'
C3	78°16'21"	25.00'	34.15'	S48°32'24"W	31.56'
C4	7°19'35"	1960.08'	250.63'	N12°42'15"E	250.46'
C5	6°22'26"	2060.08'	229.18'	N12°13'42"E	229.06'
C6	0°35'02"	2060.08'	21.00'	N15°44'30"E	21.00'
C7	0°37'08"	1960.08'	21.17'	N16°39'46"E	21.17'
C8	0°47'31"	2126.08'	29.38'	N09°46'53"E	29.38'

CURVE	DELTA (M)	RADIUS (M)	ARC (M)	CHORD BEARING (M)	CHORD (M)
C1	1°11'02"	2060.08'	42.57'	N10°09'55"E	42.57'
C2	101°40'12"	25.00'	44.36'	N41°15'02"W	38.77'
C3	78°19'48"	25.00'	34.18'	S48°44'58"W	31.58'
C4	7°20'05"	1960.08'	250.92'	N13°14'24"E	250.74'
C5	6°22'46"	2060.08'	229.37'	N12°45'47"E	229.25'
C6	0°35'10"	2060.08'	21.07'	N16°14'45"E	21.07'
C7	0°37'10"	1960.08'	21.19'	N17°13'01"E	21.19'
C8	0°46'43"	2126.08'	28.90'	N09°57'46"E	28.90'

'S NOTES

SHOWN HEREON ARE GRID BEARINGS BASED UPON THE NORTH AMERICAN DATUM OF 1983, 1990 ADJUSTMENT ORIDA EAST ZONE. DISTANCES SHOWN ARE GROUND DISTANCES MEASURED IN FEET. COORDINATES SHOWN ARE NTES. DATUM BASED UPON TIES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION RTK GPS NETWORK.

IGROUND IMPROVEMENTS OR FOUNDATIONS WERE LOCATED UNDER THE SCOPE OF THIS SURVEY.

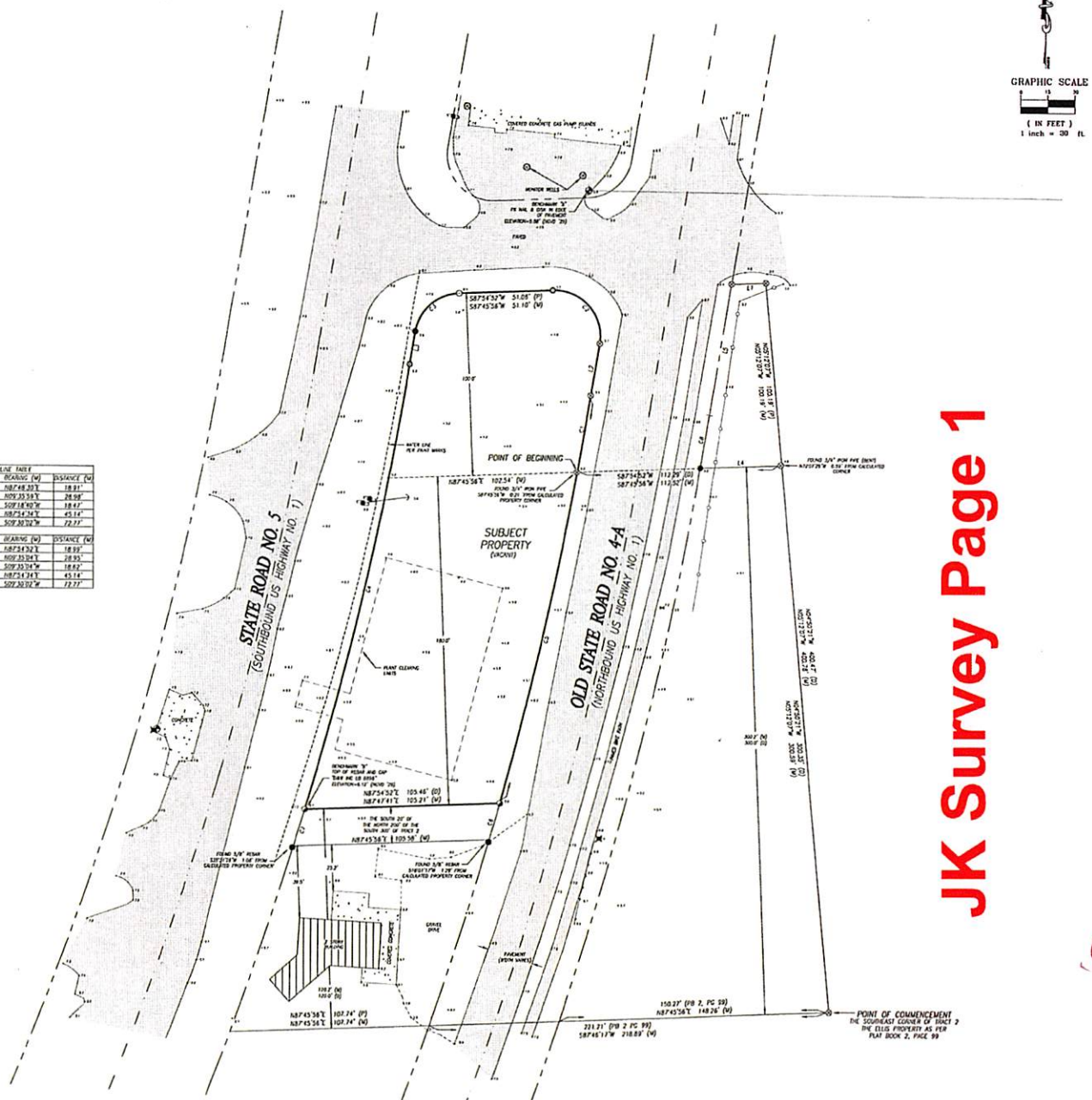
EL LIES IN FLOOD ZONE "AE" AS SHOWN ON FEMA F.I.R.M. MAP PANEL 12087C0919K, DATED FEBRUARY 18, RCEL HAS A BASE FLOOD ELEVATION OF 9.0' REFERENCING THE NATIONAL GEODETIC VERTICAL DATUM OF 1929

NFORMATION SHOWN HEREON IS BASED UPON THE RECORD PLAT AND LEGAL DESCRIPTION PROVIDED. NO E PUBLIC RECORD WAS PERFORMED BY THIS SURVEYOR. THERE MAY BE OTHER SETBACKS AND/OR EASEMENTS) THIS SURVEYOR.

S SHOWN HEREON ARE REFERENCED TO THE NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD '29). E BASED UPON TIES TO BENCHMARKS SUPPLIED BY ENGINEER AND ALSO BENCHMARK "B 276" HAVING A TION OF 4.95' (NGVD '29) AS GIVEN IN THE NATIONAL GEOSETIC SURVEY (NGS) CONTROL POINT DATABASE.

LINE TABLE		
LINE	BEARING (M)	DISTANCE (M)
L1	N87°48'33"E	18.91'
L2	N09°35'59"E	28.98'
L3	S09°18'40"W	18.47'
L4	N87°54'32"E	45.14'
L5	S09°30'02"W	72.77'

LINE	BEARING (M)	DISTANCE (M)
L1	N87°54'32"E	18.91'
L2	N09°35'04"E	28.95'
L3	S09°35'04"W	18.62'
L4	N87°54'32"E	45.14'
L5	S09°30'02"W	72.77'



SCRIPTION

TRACT 2, AS SHOWN ON THE PLAT OF THE ELLIS PROPERTY, IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 27, TOWNSHIP 62 SOUTH, T, KEY LARGO FLORIDA, AS RECORDED IN PLAT BOOK 2, PAGE 99 OF THE PUBLIC RECORDS OF MONROE COUNTY FLORIDA; SAID PARCEL BEING MORE DESCRIBED AS FOLLOWS:

T THE SOUTHEAST CORNER OF SAID TRACT 2; THENCE NORTH 04°50'21" WEST, ALONG THE EAST LINE OF SAID TRACT 2, 300.35 FEET TO A POINT WHICH T, AS MEASURED AT RIGHT ANGLES, NORTH OF THE SOUTH LINE OF SAID TRACT 2; THENCE SOUTH 87°54'32" WEST, PARALLEL WITH THE SOUTH LINE OF 112.29 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF OLD STATE ROAD 4-A AND THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED; EASTERLY 42.57 FEET ALONG SAID WESTERLY RIGHT-OF-WAY LINE BEING THE ARC OF A NON-TANGENT CIRCULAR CURVE TO THE LEFT HAVING A CENTRAL 11'02", A RADIUS OF 2060.08 FEET, AND BEING SUBTENDED BY A CHORD WHICH BEARS NORTH 10°09'55" EAST 42.57 FEET TO THE POINT OF TANGENCY; 09°35'04" EAST, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 28.95 FEET TO THE POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE HENCE 44.36 FEET ALONG THE ARC OF SAID CURVE HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 101°40'12", AND BEING SUBTENDED BY A BEARS NORTH 41°15'02" WEST 38.77 FEET TO A POINT WHICH LIES 400.00 FEET, AS MEASURED AT RIGHT ANGLES, NORTH OF THE SOUTH LINE OF SAID CE SOUTH 87°54'52" WEST, PARALLEL WITH SAID SOUTH LINE OF TRACT 2, 51.06 FEET TO THE POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO T; THENCE 34.18 FEET ALONG THE ARC OF SAID CURVE HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 78°19'48", AND BEING SUBTENDED BY A BEARS SOUTH 48°44'58" WEST 31.58 FEET TO A POINT WHICH LIES ON THE EASTERLY RIGHT-OF-WAY LINE OF STATE ROAD NO. 5; THENCE SOUTH T, ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 18.62 FEET TO THE POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE NORTHWEST; THENCE LONG SAID CURVE HAVING A RADIUS OF 1960.08 FEET, A CENTRAL ANGLE OF 0°20'05", AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 250.74 FEET TO A POINT WHICH LIES 120.00 FEET, AS MEASURED AT RIGHT ANGLES, NORTH OF THE SOUTH LINE OF SAID TRACT 2; THENCE NORTH ; PARALLEL WITH SAID SOUTH LINE OF TRACT 2, 105.46 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF SAID OLD STATE ROAD NO. 4-A; THENCE 229.37 FEET ALONG SAID WESTERLY RIGHT-OF-WAY LINE BEING THE ARC OF A NON-TANGENT CIRCULAR CURVE CONCAVE TO THE NORTHWEST HAVING A 0.08 FEET, A CENTRAL ANGLE OF 06°22'46", AND BEING SUBTENDED BY A CHORD WHICH BEARS NORTH 12°45'47" EAST 229.25 FEET TO THE POINT OF

ONTAINING 28,613 SQ. FT (0.657 ACRES) MORE OR LESS.

SEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

D UPON BEARINGS GIVEN IN THE LEGAL DESCRIPTION RECORDED IN OFFICIAL RECORDS BOOK 2086, PAGE 1508 OF THE PUBLIC RECORDS OF MONROE A.

JK Survey Page 1

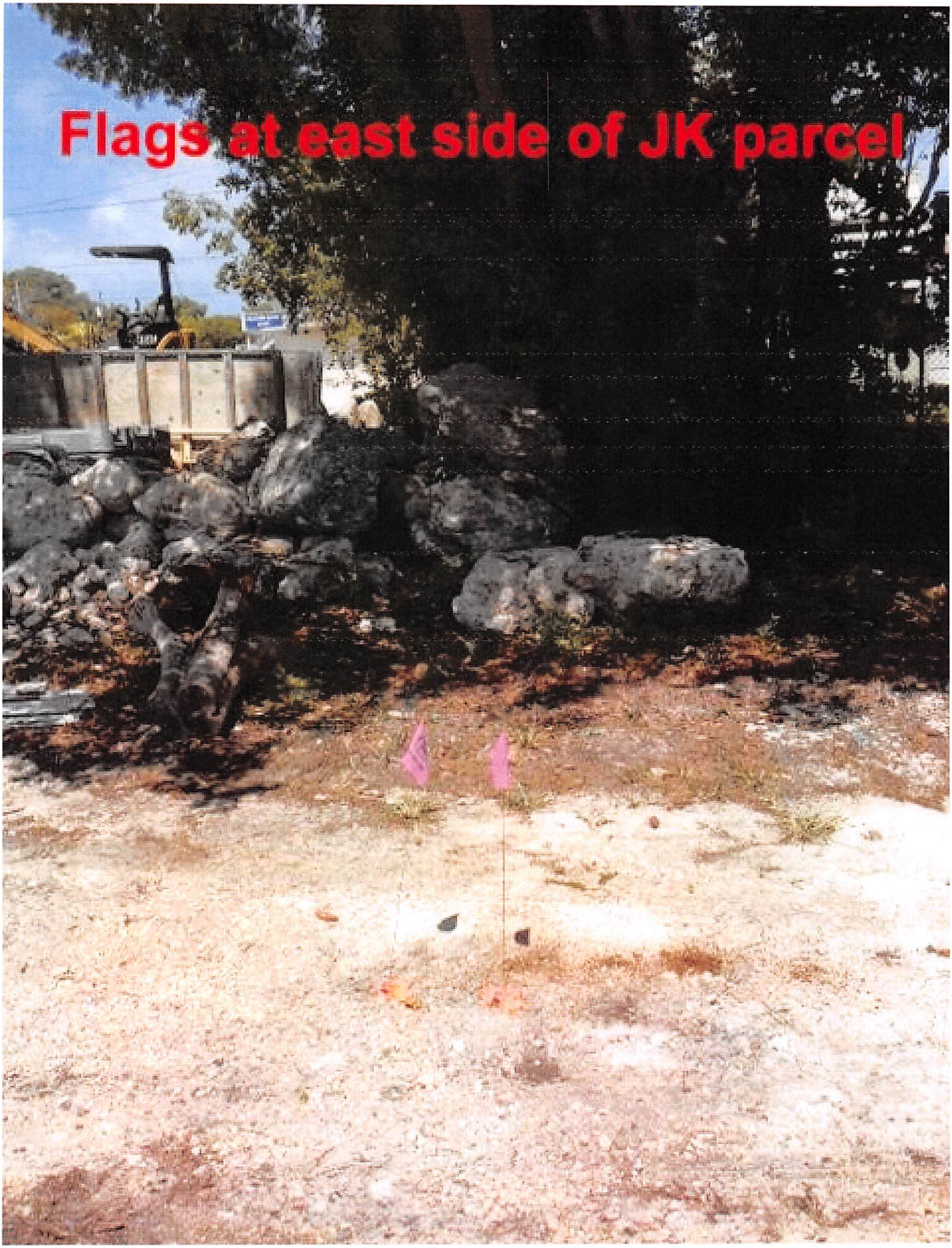
JOB NO. 10012

CERTIFIED TO: WEILER ENGINEERING CORP.

D&W DAGOSTINO & WOOD, INC. Professional Surveying & Mapping

This map prepared by: DAVID S. WOOD, PSM

CERTIFICATE OF AUTHORIZATION NO. LB 6896


Flags at east side of JK parcel

Flag at NW corner of JK parcel

Flag at SW corner of JK parcel

Massey-Richards Surveying Mapping, LLC
88888 Overseas Hwy
Tavernier, Florida 33070
Phone (305) 853-0066

Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037

ATT: Paul Christian, General Manager

RE: Placement of "flags" at KLWTD Vac Station JK

Dear Mr. Christian,

In May of 2015, the undersigned caused certain "flags" or "pins" to be installed at the Key Largo Wastewater Treatment District's Vac Station JK, located at 92431 Overseas Highway, Key Largo, Florida 33037.

I hereby state and represent that these said "flags" or "pins" were installed based upon and in accordance with the DESCRIPTION below and that their placement accurately reflects and depicts said DESCRIPTION.

DESCRIPTION:
A Portion of Tract 2, as shown on the PLAT OF THE ELLIS PROPERTY, in the Northeast 1/4 of the Southeast 1/4 of Section 27, Township 62 South, Range 38 East, Key Largo Florida, as Recorded in Plat Book 2, Page 99 of the Public Records of Monroe County, Florida, and being more particularly described as Follows:

BEGINNING at the intersection of the Southeasterly right of way line of OVERSEAS HIGHWAY, (U.S. HIGHWAY NO. 1) at a point 120.00 Feet Northerly of and parallel to the South line of said Tract 2, said point located on a curve concave to the Northwest and bearing S.72°50'23'E. from the center of said curve; thence run N.87°54'52'E. along a line 120.00 feet Northerly of and parallel to the said South line of Tract 2 for a distance of 105.61 Feet to a point on the Northwesterly right of way line of OLD STATE ROAD 4 - A, said point located on a curve concave to the Northwest and having for its elements a Radius of 2060.08', said point bearing S.73°48'26'E. from the center of curve; thence run in a Northeasterly direction along the arc of said curve for a distance of 0.91', delta angle of 00°01'31' to a point that bears S.73°50'00'E. from the center of said curve, thence run N.87°22'01' W. for a distance of 103.01 feet to a point on the Southeasterly right of way line of Overseas Highway, (U.S. Highway No. 1), said point being on a curve concave to the Northwest and bearing S.73°07'43'E. from the center of curve, thence run in a Southwesterly direction along the arc of said curve having for its elements a radius of 1960.08' and a delta angle of 00'17'20' for a distance of 9.88' back to the POINT OF BEGINNING. Containing 538.67 square Feet.

I make this statement and representation to you with the full knowledge that the Key Largo Wastewater Treatment District will rely thereon to its prejudice.

Very truly yours,

David Massey

COUNTY OF MONROE
STATE OF FLORIDA

I HEREBY CERTIFY that on this 25 day of June 2015, before me , an officer duly authorized to take acknowledgments, personally appeared David Massey _____, known to me to be the person(s) named in the foregoing instrument, ~~who acknowledged~~ executing same in the presence of two subscribing witnesses and who is/are personally known to ~~me~~ or produced _____ as identification and who did/did not take an oath.

_____ (Notary Seal)
Notary Public

Amie Owens
Printed Name of Notary
My Commission Expires:

AMIE OWENS
MY COMMISSION # EE 154249
EXPIRES: April 19, 2016
Bonded Thru Notary Public Underwriters

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

Meeting Date: July 14, 2015

Agenda Item Number: J2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Legal

Sponsor: Ray Giglio

Subject:

Update on status of Monroe Park Sewer Project

Summary of Discussion:

Monroe Park and the Manatee Bay Club are communities at mm 112 that are outside the District' s current service area. There are privately-owned sewage treatment facilities there, but they are in disrepair and would be expensive to bring into DEP compliance. The District has determined that it would be willing to consider extending its service area to include these communities, on the condition that it can acquire the existing facility without cost and that the parcel owners in those communities pay assessments and charges commensurate with those paid by other ratepayers and be bound the same rules and regulations as other ratepayers in the District.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Resolution No Draft 19-07-05
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____	Rate Revenue	
District Clerk:	_____	Budgeted:	
Engineering:	_____	No	

Approved By: _____ **Date:** 7/10/15

General Manager

RESOLUTION NO. DRAFT 19-07-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT TO CONDITIONALLY PROVIDE WASTEWATER TREATMENT SERVICES TO MONROE PARK AND MANATEE BAY CLUB; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Chapter 2002-337 of the Laws of Florida, as amended, created the Key Largo Wastewater Treatment District ("District") and became the District's Charter ("Charter"); and

WHEREAS, Section 3 of the Charter grants the District exclusive jurisdiction over the acquisition, development, operation, and management of a wastewater management system within the District boundaries; and

WHEREAS, accordingly, the District has the authority and the discretion to determine which areas within district boundaries will be serviced by the District's central sewer system; and

WHEREAS, the District's discretion in determining the areas that will be serviced is subject to Florida Statutes Section 403.086 (10)(b), which requires the District to complete the wastewater collection, treatment, and disposal facilities within its jurisdiction that were designated as hot spots in the Monroe County Sanitary Master Wastewater Plan, dated June 2000, and were specifically listed in Exhibits 6-1 through 6-3 of Chapter 6 of the plan and appendix F-1-G; and

WHEREAS, at the present time, the District service area includes the territory consisting of the island of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo, and Cross Key, all in Monroe County, Florida, with the exception of all areas north of Summerland Road on US-1 and all areas north of Charlemagne Blvd. on State Road 905 including Ocean Reef; and

WHEREAS, Monroe Park and the Manatee Bay Club are communities located at approximately mile marker 112, are outside of the District's current service area, and have not been designated as hot spots; and

WHEREAS, there exist privately-owned sewage treatment facilities located in or near Monroe Park and the Manatee Bay Club that could provide sewage treatment services to the parcel owners; and

WHEREAS, these privately-owned sewage treatment facilities are currently in various states of disrepair; and

WHEREAS, in 2013, a Florida Department of Environmental Protection (FDEP), Wastewater Compliance Inspection Report, indicated that the wastewater treatment plant located at 100 Morris Lane, Key Largo ("Morris Lane Facility"), Florida was out-of-compliance; and

WHEREAS, in March of 2015, FDEP instituted a civil action against the then owner of the Morris Lane Facility, alleging, *inter alia*, that "[d]ue to ... maintenance failures" the facility "...has been continually leaking untreated or partially treated wastewater from the surge tank or other containment vessels" into the environment; and

WHEREAS, it could be extremely expensive for the parcel owners in the area to become compliant; and

WHEREAS, Monroe Park and the Manatee Bay Club are in an environmentally sensitive area that should be provided with the highest level of wastewater treatment; and

WHEREAS, subject to the conditions listed in Section 2 below, the District would be willing to give further consideration to extending its wastewater service area to include Monroe Park and the Manatee Bay Club.

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

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

Section 2. The District will give further consideration to extending its wastewater service area to include Monroe Park and the Manatee Bay Club under the condition that:

a) A suitable site can be acquired by the District without additional expense or acquisition cost to the remaining ratepayers of the District.

b) The parcel owners, tenants, and residents in Monroe Park and the Manatee Bay Club receiving the benefit of such wastewater services:

   i. Pay fair and reasonable assessments and service charges, commensurate with those paid by other ratepayers in the District.

   ii. Be bound by all District rules, regulations, and resolutions applicable to other ratepayers in the District.

Section 3. Effective Date. This Resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 14th DAY OF JULY, 2015

The foregoing RESOLUTION was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote, the result was as follows:

	AYE	NAY
Chairman Asdourian	____	____
Commissioner Gibbs	____	____
Commissioner Higgins	____	____
Commissioner Majeska	____	____
Commissioner Tobin	____	____

The Chairman thereupon declared this Resolution duly passed and adopted the 14th day of July, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____

Chairman David Asdourian

ATTEST:

_____

Mariela Montedeoca, District Clerk

Approved to as to form and legal sufficiency

_____

Ray Giglio, General Counsel

SEAL

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

Meeting Date: July 14, 2015

Agenda Item Number: J3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Legal

Sponsor: Ray Giglio

Subject:

Amendment of Section 10.09, 10.13 and Article XIII of the KLWTD Rules and Regulations clarifying the period of KLWTD Non-Ad Valorem Assessments.

Summary of Discussion:

Staff will present to the Board for discussion the attached proposed amendments of the KLWTD Rules and Regulations.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Excerpts from KLWTD Rules and Regulations:
Administration:	_____		Section 10.09
Finance:	_____	Funding Source:	Section 10.13
District Counsel:	_____	Assessment Revenue	Article XIII
District Clerk:	_____	Budgeted:	
Engineering:	_____	No	

Approved By: _____ **Date:** 7/11/15

General Manager

(ii) The District's Assessment Coordinator will review the request for relief and exercise due diligence to issue a recommended decision to the Board within fourteen (14) Business Days after receipt of a completed request for review.

1) Prior to issuing the recommended decision, the Assessment Coordinator may conduct one or more informal discussions with the Owner, and may request additional information and documentation.

2) If requested by the Owner, the Assessment Coordinator may extend the time for issuance of a recommended decision in order to consider additional information and documentation.

3) The District Clerk or designee will mail the recommended decision to the Owner and deliver a copy of the recommended decision to the Board.

(iii) Board Review.

1) Upon issuance of the recommended decision, the District Clerk will place the recommended decision on the Board agenda for a meeting not less than thirty (30) Days after issuance of the recommended decision.

2) Within fifteen (15) Days after mailing of the recommended decision, the Owner may request that the Board hold a public hearing on the request for review, specifying any disputed facts that the Owner considers to be material to the decision.

3) At the meeting at which the Board is scheduled to consider the request for review, the Board may decide to accept or modify the recommended decision, or, if the Board concludes that there are disputed issues of material fact, the Board may schedule a public hearing on the request for review.

4) The Board's decision to accept or modify the recommended decision, or the Board's decision on the request for review after a public hearing, shall be the final District action on the request for review.

(iv) Effective Date: Any adjustments to the EDU assignment incidental to the decision of the Board shall be effective on the later of either

1) the date of the Board Review as listed in Section 10.08(f)(iii) above or

2) the date of any Public Hearing resulting from such review.

(v) Any adjustment to the Initial Prepayment Amount incidental to the decision of the Board shall be applied to the next Annual Tax Roll after the later of (a) the Board Review or (b) the Public Hearing if such review or hearing was completed on or before August 31 or on the following year's Annual Tax Roll if completed after August 31.

(vi) Should the adjustment to the Initial Prepayment Amount be an increase and such increase is effective later than twenty (20) years after the date of Initial Assessment, the amount equal to the increase of the Initial Prepayment Amount shall be due in full immediately upon the effective date.

Section 10.09 Imposition of Assessments.

(a) Assessments shall be imposed for each ~~Fiscal~~ year in which any portion of the Adjusted Prepayment Amount remains outstanding, the amount of which shall be computed in accordance with Section 10.13(e) below.

(b) Upon the adoption of the Final Annual Assessment Resolution for each ~~Fiscal~~ year, Assessments to be collected by means of the Uniform Assessment Collection Act shall constitute a lien upon the assessed parcels, equal in rank and dignity with the liens of all State, County, district, or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until the ~~ad valorem~~tax bill for such year is otherwise paid in full pursuant to the Uniform Assessment Collection Act.

(c) The lien shall be deemed perfected upon adoption by the District of the Annual Assessment Resolution and shall attach to the real property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

Section 10.10 Initial Prepayment Amount.

(a) Upon adoption of the Final Assessment Resolution, the Initial Prepayment Amount for each Tax Parcel will become due.

(b) The Initial Prepayment Amount for each Tax Parcel shall be calculated in accordance with Section 10.01.

Section 10.11 Initial Prepayment Option.

(a) Prior to close of business on the last regular Business Day of August of any year, the Owner of a Tax Parcel subject to a System Development Charge ("SDC") shall be entitled to prepay any amount of the SDC up to the remaining balance in full, by remitting such payment to the District.

(b) The amount of all prepayments made pursuant to this Section shall be final. The District shall not be required to refund any portion of a prepayment.

(c) After August 31 of any tax year, any outstanding portion of the SDC shall be subject to an Annual Assessment calculated in accordance with Section 10.13(e) below.

Section 10.12 Adjusted Prepayment Amount.

The Adjusted Prepayment Amount for each Tax Parcel shall be an amount equal to the Initial Prepayment amount minus the sum of all calculated principle payments due (as defined in Section 10.13(b)(ii) below) as certified annually on the preceding years' Tax Rolls or pre-paid by or on behalf of the Owner of a particular Tax Parcel directly to the District.

Section 10.13 Computation Method: Annual Non-Ad Valorem Assessment Roll.

(a) Assessments will be imposed for the applicable Tax Year and each succeeding Tax Year following the Final Assessment Resolution applicable to the Tax Parcel in which any portion of the Adjustment Prepayment Amount remains outstanding and will be collected through the Non-Ad valorem assessment roll certified to the Tax Collector for collection in the manner authorized by the Uniform Assessment Collection Act. The annual interest rate applicable to the Annual Debt Service Component calculation for each Non-Ad valorem Assessments Roll shall be published in the Final Annual Assessment Resolution.

(b) The **Annual Debt Service Component** shall be calculated for each ~~Fiscal~~ calendar year in which the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable) of the Tax Parcel is outstanding as follows:

(i) The District shall first calculate an annual interest rate equal to the lesser of the District Borrowing Rate or eight percent (8%).

(ii) The District shall next calculate the amount of principal due for the Tax Parcel by dividing the Tax Parcel's Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable) by the number of remaining years the Assessment is payable, which shall initially be for a period of twenty (20) years.

(iii) The District shall then determine the interest due by multiplying the annual interest rate computed in Paragraph (1) above by the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable.)

(iv) The Annual Debt Service Component is then calculated as the sum of the amounts determined in (2) and (3) above.

(c) The **Collection Cost Component** represents the proportional share of the total charge levied by the Monroe County Tax Collector to collect all assessment for the given tax year, which is estimated at 0.2% of the total annual assessment.

(d) The **Statutory Discount Amount** shall be computed for each Tax Parcel as the amount allowed by law as the maximum discount for early payment of ad valorem taxes and non-ad valorem assessments. Such amount will be calculated by deducting the sum of the Annual Debt Service Component and the Collection Cost Component, from the quotient of the sum of the Annual Debt Service Component and the Collection Cost Component divided by 96%.

(e) The **Annual Assessment** for each Tax Parcel shall be computed as the sum of the Annual Debt Service Component from Section 10.13(b), the Collection Cost Component from Section 10.13(c) and the Statutory Discount Amount from Section 10.13(d).

Section 10.14 Optional Prepayment.

(a) The Owner of each Tax Parcel subject to the Assessments shall be deemed to have prepaid all future unpaid Assessments upon payment of an amount equal to the sum of the most recently calculated Adjusted Prepayment Amount for such Tax Parcel minus the principle portion of the current year's Annual Assessment.

(b) The District shall not be required to refund any portion of a prepayment.

Section 10.15 Mandatory Prepayment.

(a) The Owner of a Tax Parcel subject to the Assessment shall immediately prepay the Adjusted Prepayment Amount for such Tax Parcel minus the principle portion of the current year's Annual Assessment, if a tax certificate has been issued and remains outstanding in respect of the Tax Parcel, and the District at its sole option elects to accelerate the Assessment.

(b) The Owner of a non-residential Tax Parcel subject to the Assessment shall immediately prepay the Adjusted Prepayment Amount for such Tax Parcel minus the principle portion of the current year's Annual Assessment prior to sale or transfer of that Tax Parcel.

(i) Mandatory Prepayment under this provision may be waived by the District at its sole option if the receiving Owner of the Non-Residential Tax Parcel agrees to and assumes the Assessment.

(ii) Such Tax Parcels are not eligible for waivers under the provisions of Section 10.04, Section 10.05 or Section 10.06 above.

(iii) Such Tax Parcels shall not be eligible for an adjustment of their System Development Charge under any of the provisions of Section 10.08(c)(iii) above.

(c) The District shall not be required to refund any portion of a prepayment.

Development Charge as calculated herein and in accordance with the Uniform Assessment Collections Act or may represent the entire System Development Charge where applicable.

"**Biological Oxygen Demand**" or "**BOD**" means the quantity of oxygen used in the biochemical oxidation of organic matter at a specified time, at a specified temperature, and under specified conditions. It also means a standard test for assessing Wastewater strength expressed in the demand for oxygen for a five-Day period as specified in Chapter 62-160, FAC.[5]

"**Board**" means the Board of Commissioners of the Key Largo Wastewater Treatment District.

"**Business Day**" means the period of each Day from 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding the District's Official Holidays.

"**Capital Cost**" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities, and imposition of the Assessment under generally accepted accounting principles; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

"**Collection Cost Component**" means the amount computed for each Tax Parcel pursuant to Section 10.13(c) hereof.

"**Collection Cost**" means the estimated cost to be incurred by the District ~~during any Fiscal Year~~ in connection with the collection of Assessments for a particular tax year including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

"Contiguous Vacant Parcel" means a Vacant Parcel immediately adjacent to a Tax Parcel served by the District and connected to the Districts central Wastewater Collections System.

"**County**" means Monroe County, a political subdivision of the State of Florida.

"**Cross-Connection**" means any physical arrangement whereby a water supply is connected, directly or indirectly, with any other system capable of imparting contamination to the supply as the result of backflow.

"**Customer**" means any Person that accepts or receives Wastewater Service.

"**Day**" means one (1) twenty-four (24) hour period.

"**Delinquent Account Charge**" means the charge billed Customers when all or part of the payment on their account has become delinquent. The Delinquent Account Charge is based on the outstanding balance as shown in Section 11.05.

"**Delinquent Account**" or "**Delinquency**" means that for the Active Account, payments for satisfaction of some or all past and current fees and charges are past due by at least two bill payment cycles of said Active Account, but Service has not yet been discontinued.

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[5] Definition added by Rule Change #16 on August 26, 2006.