AGENDA

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

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL

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

DISTRICT STAFF:
Paul Christian  General Manager
Ray Giglio      General Counsel
Katherine Jackson District Clerk

MISSION STATEMENT:
"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of October 6, 2015

G. CONSTRUCTION REPORT

H. OPERATIONS REPORT

I. ENGINEER’S REPORT

J. ADMIN / CUSTOMER SERVICE REPORT
   1. Administration Building Progression Timeline
   2. Authorization of the General Manager to Negotiate and Execute a Contract with Vogt-Spear Corporation, Not to Exceed $337,500
   3. Assessment Timeline Presentation
   4. MCLA Conservation Waiver of Assessment – AK#1575691

K. COMMISSIONER'S ITEMS
   1. Independent Legal Counsel Opinion (Commissioner Tobin)
   2. Whether the General Manager’s $10,000 Spending Cap was Intended to Apply to Routine and Ordinary Expenditures, i.e. Repairs, Supplies, etc. (Commissioner Tobin)
   3. Commissioner’s Duties (Commissioner Tobin)
   4. Whether to Allow Severn Trent Services to Make a Presentation (Commissioner Tobin)

L. GENERAL MANAGER'S REPORT

M. LEGAL REPORT
   1. Monroe Park Sewer Project

N. BUDGET AND FINANCE REPORT
O. ROUNDTABLE DISCUSSION

P. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the 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:** October 13, 2015  
**Agenda Item Number:** F-1

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<tr>
<th>Agenda Item Type:</th>
<th>Agenda Item Scope:</th>
<th>Recommended Action:</th>
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<tr>
<td>Information / Presentation</td>
<td>Review / Discussion</td>
<td>Action</td>
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<th>Sponsor:</th>
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<tr>
<td>District Clerk</td>
<td>Katherine Jackson</td>
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**Subject:**  
**Minutes of October 6, 2015**

**Summary of Discussion:**

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<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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**Approved By:** General Manager  
**Date:** 10/13/15
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on October 6, 2015. Present were Chairman David Asdourian, Commissioner Andrew Tobin, Commissioner Robert Majeska, Commissioner Stephen Gibbs, and Commissioner Norman Higgins. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Chuck Adams, Ed Castle with Weiler Engineering, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Tom Gould led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Majeska added an item to Commissioner's Items to discuss on-site systems and health department rules.
- Commissioner Tobin added to Commissioner's Items: 1) less costly alternatives for delivering service and 2) request for an independent legal opinion.
- Commissioner Gibbs added an item to Operations Report to discuss Islamorada's Salinity.
- Chairman Asdourian requested the discussion of on-site systems and health department rules be moved after Public Comment.
- Mr. Paul Christian added an item to General Manager's Report to discuss a trip to Tallahassee.

APPROVAL OF AGENDA

Motion: Commissioner Tobin made a motion to approve the agenda as amended, and Commissioner Higgins seconded the motion.
Vote on Motion

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<tr>
<th>Member</th>
<th>Yes</th>
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<td>Chairman Asdourian</td>
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Motion passed 5 to 0

RECOGNIZE DISTRICT EMPLOYEE

Danny Watson: Successful Completion of "C" License

Plant Operator Trainee, Danny Watson, was recognized for his successful completion of his Class "C" Operator's License.

Employee of the Month

Construction Inspector Tom Gould was recognized as Employee of the Month for September 2015.

PUBLIC COMMENT

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
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<td>Sue Heim</td>
<td>General comments on KLWTD</td>
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<td>Key Largo</td>
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<tr>
<td>Howard Gelbman</td>
<td>On-site Systems and Health Department Rules</td>
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<td>799 Hazel Street</td>
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Ms. Sue Heim expressed her opinion regarding the public's perception of the District.

COMMISSIONER’S ITEMS

On-site Systems and Health Department Rules

Public Comment: Mr. Howard Gelbman appeared before the Board to request that the District write a letter to the Monroe County Health Department regarding the future of District cold spots.

Commissioner Majeska stated his concerns over the need for the Monroe County Health Department to make a decision on which on-site systems they are willing to accept as compliant. Commissioner Tobin suggested the residents of cold spot areas...
file for a variance for 1-5 years until the requirements for on-site systems are agreed upon.

Commissioner Majeska suggested that staff provide the information for residents to apply for a variance with the Monroe County Health Department. Commissioner Tobin stated that he would like information on what the District can do to help sponsor a rule change with the state to mend this problem.

The Board requested that Mr. Ray Giglio contact the Monroe County Health Department to gather information and to revisit Resolution Draft No. 19-07-15 regarding wastewater services to Monroe Park and Manatee Bay Club.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of September 15, 2015

Motion: Commissioner Gibbs made a motion to approve the Minutes of September 15, 2015 as amended, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

CONSTRUCTION REPORT

Monthly Construction Update

Mr. Chuck Adams presented the Monthly Construction Update. Mr. Adams informed the Board that this information will be supplemented in the Monthly Report for September 2015, and answered questions from the Board.

Changes to SCADA Upgrade Work Order

Mr. Paul Christian gave a history of the original Supervisory Control And Data Acquisition (SCADA) system, and a background of the original SCADA Upgrade work order. Mr. Christian informed the Board that the changes to the SCADA work order will
allow the plant to be properly integrated into the SCADA system. Mr. Christian also stated that the new system will be usable by the Collections Department.

Mr. Jered Primicerio, Wastewater Treatment Plant Supervisor addressed the Board regarding the current problems at the plant, and explained how a new SCADA system could impact productivity.

Staff answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the changes to the SCADA upgrade work order on condition that staff negotiates a price not to exceed $108,000.00, and Commissioner Tobin seconded the motion.

Vote on Motion

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Motion passed 5 to 0

Recommendation of Intent to Award for Blower Upgrade Project

Mr. Chuck Adams presented Wharton-Smith as the lowest responsive, responsible Proposer for the Blower Upgrade Project. Mr. Ed Castle explained to the Board that the current blowers the plant uses are not sufficient for the increased flow from Islamorada. Mr. Castle explained that the proposals returned were higher than the estimate, but that there is the possibility that a lower price can be negotiated through the application of value engineering.

Staff answered questions from the Board.

Motion: Commissioner Tobin made a motion to issue an Intent to Award to Wharton-Smith for the Blower Upgrade Project on the condition that staff negotiate and bring the final dollar amount before the Board and the Board has the right to reject the contract amount, and Commissioner Higgins seconded the motion.
Vote on Motion

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Motion passed 5 to 0

OPERATIONS REPORT

Contract with Nationwide Plumbing, Inc. for Job # 2015-09 & 2015-10 (Installation of Two Vacuum Pits)

Mr. Chuck Adams introduced two contracts for Nationwide Plumbing, Inc. to install two new vacuum pits in the Key Largo Park area. Mr. Adams stated that seven contractors were contacted and Nationwide Plumbing, Inc. was the only responsive company, and answered questions from the Board.

Motion: Commissioner Higgins made a motion to award the contract to Nationwide Plumbing, Inc. for the installation of two new vacuum pits, and Commissioner Majeska seconded the motion

Vote on Motion

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Motion passed 5 to 0

5 MIN BREAK: 5:50 PM

EXTENSION: 6:00PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.
**Islamorada Salinity**

Commissioner Gibbs asked Mr. Chuck Adams to provide an update regarding salinity readings for Islamorada over the weekend. Mr. Adams informed the Board that the salinity readings were as high as 9, but have since been lower. Mr. Adams attributed this spike to the unusually high tides.

Staff answered questions from the Board.

**ADMIN/CUSTOMER SERVICE REPORT**

**Administration Building Progression Timeline**

Mr. Rob Bulkiewicz reported that phase II will be completed soon. As of meeting time, the concrete footers for the new columns have approximately 4 more days to cure before the existing column can be removed.

Mr. Bulkiewicz stated that the selection committee for the Administration Building Remodel is calling references, and answered questions from the Board.

**MCLA Conservation Waiver of Assessment – AK#8667400**

Mr. Rob Bulkiewicz introduced the MCLA Conservation Waiver of Assessment, and answered questions from the Board.

**Motion:** Commissioner Gibbs made a motion to approve the MCLA Waiver of Assessment – AK#8667400, and Commissioner Higgins seconded the motion

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Motion passed 5 to 0
COMMISSIONER'S ITEMS

General Counsel's Expenditures (Commissioner Tobin)

Commissioner Tobin led a discussion regarding an expense account for Mr. Ray Giglio. Mr. Giglio stated that he was authorized to make expenditures on outside counsel if necessary, but he did not have an expense account.

Motion: Commissioner Tobin made a motion to approve an expense account for the General Counsel to spend up to $1,500 per year without authorization, and Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

Less Costly Alternative for Delivering Service (Commissioner Tobin)

Commissioner Tobin stated his opinion that the District has the responsibility to residents to look into lower cost alternatives for providing wastewater services. Commissioner Tobin suggested getting a proposal from Severn Trent Services for the provision of District wastewater management services. Commissioner Higgins stated his opinion that the District should be run without contract services, referencing past presentations to the Board. Commissioner Majeska suggested that the District can request a presentation, and possibly use the suggested ideas to look into areas that have the potential to save money. Chairman Asdourian shared his opinion that as the District is serving the residents well and is still finishing construction projects, he did not feel any consideration of this topic is necessary.

Commissioner Tobin requested this item be brought back at a future meeting.

EXTENSION: 6:30PM

Motion: Commissioner Tobin made a motion to extend the meeting 30 minutes. The motion passed without objection.
Independent Legal Opinion

Commissioner Tobin requested an independent legal opinion on the extent of the Board’s power regarding its ability to use discretion to amend documents compiled by staff. Mr. Ray Giglio referenced the purposes set forth in the District’s Charter and applicable law pertaining to the need for the Board to maintain uniform decisions.

Commissioner Tobin requested this item be brought back at a future meeting.

GENERAL MANAGER’S REPORT

Joint Participation in Service Agreement with Bascom Communications and Consulting, LLC for Preparation of Communications Campaign for FKESB

Mr. Paul Christian informed the Board that Monroe County contacted all entities that are participating in the Florida Keys Environmental Stewardship Bill to request that they equally fund a public relations project. Mr. Christian stated that the District’s share will be $6,000, and that this project will produce a video, handouts, and other informative materials to enhance lobbying efforts. Commissioner Tobin stated his concerns regarding the General Manager’s $10,000 spending cap, and would like to discuss this item at a future meeting.

Mr. Christian answered questions from the Board.

EXTENSION: 7:00PM

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

Trip to Tallahassee

Mr. Paul Christian informed the Board that lobbying for the Florida Keys Environmental Stewardship Bill will begin with a preliminary meeting on Thursday, October 8, 2015 in Tallahassee. Mr. Christian stated that the preliminary meeting will be followed by meetings with influential legislators in early November.

Mr. Christian answered questions from the Board.

COMMISSIONER’S ITEMS/ROUNDTABLE

Roundtable Discussion

Commissioner Tobin handed out “Commissioner’s Duties” for discussion at a future meeting.
Chairman Asdourian read a letter he composed regarding e-mails that Commissioner Tobin sent prior to this meeting. Chairman Asdourian requested that a copy of his letter be attached to these minutes and are so attached as "Attachment A."

**ADJOURNMENT**

The Meeting was adjourned at 7:10 PM.

__________________________
David Asdourian, Chairman

__________________________
Katherine Jackson, Clerk
"For the past several years, I have been thinking about and working on a notebook which I have named “A Handbook of Duties, Procedures, and Protocol” that will cover the duties of the Commissioners, the Manager, Senior Staff, independent consultants, the attorney and various other matters”.

1. You show us one section which is Commissioners Duties with 17 subsections that have titles but no information.

2. Then you state that, “it is a work in progress” for which you want the Board’s comments, amendments, and adoption. You at least want to “give everyone time to think about their preferences”, but do not expect that we will be ready for a vote for at least a month. This, once again, reminds me of that famous quote by Clara Peller—you all know her—she’s the one who said “where’s the beef”. So Commissioner Tobin once again another email with not enough information to do any good and you copy the District’s employees. Since when do Commissioners copy the employees?

10/3
“Ray’s lack of knowledge and experience in Florida Administrative Law is a serious drawback to his ability to give us competent legal advice. Well, it looks like we need to replace Ray because if the Board follows Ray’s view, we’ll be on a “slippery slope” of losing our independence and authority to manage the District to which Commissioner Tobin wrote “finally, I am concerned that some may delight in that thought”.

1. Well, I don’t know about anyone else, but I did not understand what the last statement was until I received the next email from Commissioner Tobin on Sunday, October 4th at 9:55am asking Katherine to add an item for discussion to the agenda dealing with dissolving the KLWTD. Once again, I question who was copied and why? Roman Gastesi? As a Commissioner of the KLWTD, I expect the common courtesy of being able to discuss items in an open meeting as a Board before any one individual Commissioner decides to take a unilateral stance of notifying others.

So now I guess my question for comm. Tobin is “what do you want”??? work on the notebook or dissolve the KLWTD?
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 13, 2015

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, including construction cost estimates.

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

Financial Impact

Attachments
103355 Overseas Hwy Project Schedule

Approved By: General Manager
Date: 10/16
# 103355 Overseas Highway Project Schedule

All dates subject to change

<table>
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<td>Demolition Award at Board Meeting</td>
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<td>5/18/2015 - 6/4/2015</td>
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<td>Column Removal Award Change Order at Board Meeting</td>
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<td>Column Removal Construction</td>
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Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: October 13, 2015

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

Department: Customer Service
Sponsor: Rob Bulkiewicz
Subject: Authorization of the General Manager to Negotiate and Execute a Contract with Vogt-Spear Corporation, Not to Exceed $337,500

Summary of Discussion:
After thorough review of the 5 submitted proposals, Staff recommends acceptance and requests the Board authorize the General Manager to negotiate and execute a contract with Vogt-Spear Construction for the KLWTD Administration Building Remodel project for an amount not to exceed $337,500.

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

Financial Impact
$ 337,500.00 Expense
Funding Source: Assessment Revenue
Budgeted: Partially

Attachments
1. Memo from Dave Boerner
2. Memo from Rob Bulkiewicz
3. Memo from Mike Dempsey
4. Vogt-Spear, Corporation Project Proposal

Approved By: General Manager  
Date: 10/9/15
As a member of the contractor selection committee for the KLWTD HQ Building Remodel Project I had the opportunity to review the five bids received for this work. The two low bidders were from KD Construction with a base bid of $220,407 and Voight-Spear Construction with a base bid of $268,500. I have reviewed the bids from both companies as well as their references and supporting documentation. Both companies appear to be qualified to perform the work; however KD Construction has requested that they be released from their bid due to their finding a clerical error on their bid in the amount of $27,000 on the electrical sub-bid.

Accordingly it is my recommendation that the contract be awarded to Voight-Spear as the lowest qualified bid available for this project.

Dave Boerner

Dave Boerner, Architect, P.A.
Islamorada, Florida
(305) 852-5674
Boerner-Architect.com
Admin Building Suggestion | Selection Committee

Rob Bulkiewicz <rob.bulkiewicz@klwtd.com>
To: Paul Christian <Paul.Christian@klwtd.com>

Tue, Oct 6, 2015 at 9:04 AM

Please see my original contractor scoring sheet attached for our new Admin building.

With cost, driving 60% of this score, KD Construction and Vogt-Spear both came in within 2 points of each other (88 points for Vogt-Spear and 90 for KD Construction). This is not apples to apples, as KD Construction's original bid came in with all Add/AIternates included and Vogt-Spear had only 2 included.

I was also able to contact references from KD and Vogt-Spear and all were mostly favorable, with Vogt-Spear slightly ahead in quality and timing.

After reviewing Ray's email yesterday, in which KD Construction has asked to remove themselves from consideration, I recommend we choose Vogt-Spear Construction as our contractor.

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

Rob-

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

Admin Remodel Scoring Sheet RB.pdf
69K
Main office remodel

Mike Dempsey <mike.dempsey@klwtd.com>  
To: paul.christian@klwtd.com

Wed, Oct 7, 2015 at 10:56 AM

Paul, after reviewing the bids for the remodel of the main office and the email from Ray I am going with Vogue Spears as the contractor I am choosing as my choice for the job.

Mike Dempsey  
Collections/Maintenance Supervisor  
Key Largo Wastewater Treatment District  
Office: 305-451-4019  
Fax: 305-453-5807  
Cell: 305-522-6771
VOGT - SPEAR, CORP.
99353 OVERSEAS HWY, Suite 11
KEY LARGO, FL 33037
PHONE (305) 451-7111
evogtspear@att.net

"HEADQUARTERS BUILDING REMODEL"
Vogt-Spear Corporation
A second generation construction company

The Company:

Vogt-Spear Corp. is a custom building and renovation firm, specializing in one-of-a-kind solutions. Since its formation in 1993, the company’s reputation as a quality contractor has grown steadily, with repeat business and glowing customer endorsements driving the firm’s development. Today, Vogt-Spear, now under second generation management, is considered one of the premier builders in the Florida Keys.

With a focus on achieving 100% customer satisfaction through excellence, be rest assured that when you bring your project to Vogt-Spear, you will be treated in a courteous and professional manner and your finished product will exceed your expectations. We strive for excellence in taking your dream and turning it into a reality.

Services Provided:

Vogt-Spear Corp. aims to serve all, our services include:

- New Home Construction,
- Residential remodeling and additions.
- All home maintenance and repairs.
- Dock & seawall installation & repair
- Sewer connections.
- Commercial construction,
- Commercial renovations as well as maintenance and repairs.
- Residential & commercial exterior/interior painting.
- Residential & commercial consulting.
- Residential as well as commercial general contract administration.

Projects:

Vogt-Spears projects range from localized remodeling jobs, through full interior renovations, to complete residential construction. Regardless of scope, thorough preparation, cost-efficient planning, quality construction, impeccable craftsmanship, and timely delivery always mark Vogt-Spear jobs.
Similar Projects:

Shawn Tolley
(305)852-9898
Stolley@tolleyandhillcpa.com

Scope of work:
Complete demo and remodel 2,900 sq ft of commercial space.
Reconfigure storefront entrance
Installation of new flooring, lighting, drop ceiling, and painting.

Shawn Tolley
(305)852-9898
Stolley@tolleyandhillcpa.com

Scope of work:
Complete demo and remodel of 3,000 sq ft of commercial space.
Installation of new flooring, lighting, painting and installation of 1 new a/c unit
## Customer References:

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Contact Information</th>
<th>Job Location</th>
<th>Job Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rick Betancourt</td>
<td>(305)807-8759</td>
<td>8445 Sw 182nd Terr. Miami, FL 33157</td>
<td>General administration</td>
</tr>
<tr>
<td>2. Sandra Blouin</td>
<td>(305)509-2735</td>
<td>19 Oceana Ave Key Largo, FL 33037</td>
<td>Home Remodel</td>
</tr>
<tr>
<td>3. Diane Cecily</td>
<td>(412)915-0804</td>
<td>202 Sanctuary Drive Key Largo, FL 33037</td>
<td>Kitchen Remodel</td>
</tr>
<tr>
<td>4. Erika Fernadez</td>
<td>(786)247-5969</td>
<td>87465 Old Hwy #208 Islamorada, FL 33036</td>
<td>Condominium Renovation</td>
</tr>
<tr>
<td>5. David DeYoung</td>
<td>(305)293-6807</td>
<td>*179 Venetian Way Islamorada, FL 33036</td>
<td>Home Renovation</td>
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<tr>
<td></td>
<td></td>
<td>*97670 Overseas Hwy Key Largo, FL 33037</td>
<td>Commercial Renovation</td>
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<tr>
<td>6. Joanne Ganus</td>
<td>(305)852-2759</td>
<td>87851 Old Hwy #P3 Islamorada, FL 33036</td>
<td>Bathroom Renovation</td>
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<tr>
<td>7. Alfred Grieshaber</td>
<td>(305)858-6431</td>
<td>914 Lobster Lane Tavernier, FL 33070</td>
<td>Spalling Repair</td>
</tr>
<tr>
<td>8. Joe Molinero</td>
<td>(305)393-2316</td>
<td>237 Ocean Drive Tavernier, FL 33070</td>
<td>Landscaping</td>
</tr>
<tr>
<td>9. Sandal Factory Outlet</td>
<td>(305)453-9144</td>
<td>*102411 Overseas Hwy Key Largo, FL 33037</td>
<td>Commercial Renovation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*408 Duval Street Key West, FL 33040</td>
<td>Commercial Remodel</td>
</tr>
</tbody>
</table>
Vogt-Spear Corporation
A second generation construction company

*4801 Overseas Hwy
Marathon, FL 33050

10.Shawn Tolley
(305)852-9898

9472 Sw 124th Terr.
Miami, FL 33176

Commercial Renovation
Residential Renovation
Our Approach:

* We first intend to do rough electrical scope of work, plumbing and HVAC work as per plans
* Then framing, drywall and rough carpentry.
* Once drywall is complete we will then do all necessary painting
* Flooring will then be complete as per plans
* Then we will begin bathroom and kitchen work
* Once complete we will then work on finish carpentry and millwork, hanging of all doors and installation of desks and countertops
* We will work on the Exterior at the same time of rough carpentry, doing plaster work and shutters

We intend to work at a steady but fast pace to ensure that work is complete within the 105 day period.
List of Personnel:

Chris Vogt-President of Vogt-Spear Corp.
Anthony Gibson- Site Superintendant
Michael Gibson-Carpenter Helper
Nicholas Gibson- General Laborer
Todd Lindberg-Carpenter

Subcontractors:

*Benson Electric

*Seaside Plumbing

*Keys A/C
# Detail by Entity Name

**Florida Profit Corporation**

**VOGT-SPEAR CORPORATION**

## Filing Information

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<tr>
<th>Document Number</th>
<th>FEI/EIN Number</th>
<th>Date Filed</th>
<th>State</th>
<th>Status</th>
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<td>65-0402022</td>
<td>02/08/1993</td>
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<td>AMENDMENT</td>
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## Principal Address

99353 OVERSEAS HWY #11
KEY LARGO, FL 33037

Changed: 04/18/2012

## Mailing Address

99353 OVERSEAS HWY #11
KEY LARGO, FL 33037

Changed: 04/18/2012

## Registered Agent Name & Address

VOGT, CHRIS
99353 OVERSEAS HWY #11
KEY LARGO, FL 33037

Name Changed: 08/12/2013

Address Changed: 04/18/2012

## Officer/Director Detail

**Name & Address**

Title D
<table>
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<tr>
<th>Annual Reports</th>
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<tr>
<td>Report Year</td>
<td>Filed Date</td>
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<td>2013</td>
<td>04/29/2013</td>
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<td>2014</td>
<td>04/10/2014</td>
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<tr>
<td>2015</td>
<td>03/30/2015</td>
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Document Images

- 03/30/2015 -- ANNUAL REPORT [View image in PDF format]
- 04/10/2014 -- ANNUAL REPORT [View image in PDF format]
- 08/12/2013 -- Amendment [View image in PDF format]
- 04/29/2013 -- ANNUAL REPORT [View image in PDF format]
- 04/18/2012 -- ANNUAL REPORT [View image in PDF format]
- 04/29/2011 -- ANNUAL REPORT [View image in PDF format]
- 04/28/2010 -- ANNUAL REPORT [View image in PDF format]
- 01/07/2009 -- ANNUAL REPORT [View image in PDF format]
- 04/28/2008 -- ANNUAL REPORT [View image in PDF format]
- 03/26/2007 -- Reg. Agent Change [View image in PDF format]
- 01/25/2007 -- ANNUAL REPORT [View image in PDF format]
- 04/20/2006 -- ANNUAL REPORT [View image in PDF format]
- 05/02/2005 -- ANNUAL REPORT [View image in PDF format]
- 04/19/2004 -- ANNUAL REPORT [View image in PDF format]
- 04/22/2003 -- ANNUAL REPORT [View image in PDF format]
- 05/19/2002 -- ANNUAL REPORT [View image in PDF format]
- 04/30/2001 -- ANNUAL REPORT [View image in PDF format]
- 04/27/2000 -- ANNUAL REPORT [View image in PDF format]
- 02/20/1999 -- ANNUAL REPORT [View image in PDF format]
- 01/21/1998 -- ANNUAL REPORT [View image in PDF format]
- 01/28/1997 -- ANNUAL REPORT [View image in PDF format]
- 03/15/1996 -- ANNUAL REPORT [View image in PDF format]
- 02/24/1995 -- ANNUAL REPORT [View image in PDF format]
Bank Reference:

First State Bank
David DeYoung
(305)293-6807
3406 N. Roosevelt Blvd., Key West, FL 33040

TD Bank
Brad Betteli
(305)246-2222
2495 NE 8th St. Homestead, FL 33033
## 2015 / 2016

**MONROE COUNTY BUSINESS TAX RECEIPT**

**EXPIRES SEPTEMBER 30, 2016**

### Business Information

**Business Name:** VOGT-SPEAR CORPORATION

**Owner Name:** CHRISTOPHER VOGT

**Mailing Address:**

99353 OVERSEAS HWY #11

KEY LARGO, FL 33037

**Business Location:**

99353 OVERSEAS HWY #11

KEY LARGO, FL 33037

**Business Phone:** 305-451-7111

**Business Type:** CONTRACTOR (CERTIFIED BUILDING CONTRACTOR)

**Employees:** 10

**STATE LICENSE:** CBC040668

### Tax Details

<table>
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<tr>
<th>Tax Amount</th>
<th>Transfer Fee</th>
<th>Sub-Total</th>
<th>Penalty</th>
<th>Prior Years</th>
<th>Collection Cost</th>
<th>Total Paid</th>
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**Paid** 000-14-00018891  09/24/2015  25.00

---

This becomes a tax receipt when validated.

Danise D. Henriquez, CFC, Tax Collector

PO Box 1129, Key West, FL 33041

This is only a tax. You must meet all county and/or municipality planning and zoning requirements.

---

## MONROE COUNTY BUSINESS TAX RECEIPT

**P.O. Box 1129, Key West, FL 33041-1129**

**EXPIRES SEPTEMBER 30, 2016**

### Business Information

**Business Name:** VOGT-SPEAR CORPORATION

**Owner Name:** CHRISTOPHER VOGT

**Mailing Address:**

99353 OVERSEAS HWY #11

KEY LARGO, FL 33037

**Business Location:**

99353 OVERSEAS HWY #11

KEY LARGO, FL 33037

**Business Phone:** 305-451-7111

**Business Type:** CONTRACTOR (CERTIFIED BUILDING CONTRACTOR)

**Employees:** 10

**STATE LICENSE:** CBC040668

### Tax Details

<table>
<thead>
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<th>Tax Amount</th>
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<th>Penalty</th>
<th>Prior Years</th>
<th>Collection Cost</th>
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<td>25.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**Paid** 000-14-00018891  09/24/2015  25.00
The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016

VOGT, MICHAEL WILLIAM
VOGT-SPEAR CORPORATION
99353 OVERSEAS HWY
UNIT 11
KEY LARGO  FL 33037

ISSUED: 08/20/2014   DISPLAY AS REQUIRED BY LAW   SEQ # L1408200001377
PROPOSAL FORM

PART 1 GENERAL

1.01 Description

The following Proposal, for the (1) Headquarters Building Remodel is hereby made to Key Largo Wastewater Treatment District (KLWTD), hereafter called the Owner. This Proposal is submitted by

(1) Name of Project as shown in the Invitation for Proposals
(2) Name, address, and telephone number of Respondent

1.02 The Undersigned:

A. Acknowledges receipt of:

1. Project Manual and Drawings identified within the Project Manual.

2. Addenda: Number 1 Dated 12/15
   Number 2 Dated 1/16
   Number _____ Dated _____
   Number _____ Dated _____

B. Has examined the site and all RFP documents and understands that in submitting his Proposal, he waives all right to plead any misunderstanding regarding the same.

C. Agrees:

1. To hold this Proposal open for 30 calendar days after the Proposal opening date.

2. To accept the provisions of the Instructions to Respondents regarding disposition of Bond Security.

3. To enter into and execute a contract with the Owner, if awarded on the basis of this Proposal, and to furnish a Performance Bond and a Labor and Material Payment Bond in accordance with the Instructions to Respondents.

4. To accomplish the work in accordance with the Contract Documents.

5. To begin work not later than 30 days after the issuance of a Notice to Proceed; to achieve substantial completion of the work within 105 calendar days of the date of the Notice to Proceed; and to achieve final completion within 15 calendar days from substantial completion. See also Supplementary Condition, Appendix 2 & 3, SC-12.02.C-E.
KLWTD HEADQUARTERS BUILDING REMODEL

6. To accept the provisions of the Agreement as to liquidated damages in the event of failure to complete the work on time.

1.03 Proposal Schedule

The Respondent hereby agrees to perform all work as required by the Contract Documents for the following Prices. All work required to be performed by the Contract Documents is to be included within the following Pay Items, inclusive of furnishing all manpower, equipment, materials and performance of all operations relative to construction of the project. Work for which there is not a Pay Item will be considered incidental to the Contract and no additional compensation will be allowed.

1.04 List of Subcontractors

List the subcontractors, if any, the Respondent proposes to use to perform a portion of the work with a value of more than one half of one percent of the total proposal. Prior to award, the Respondent must provide evidence of each subcontractor's valid business license, and evidence of each subcontractor's valid certificate of competency or registration under Ch. 489, Fla. Stat.

If the Respondent fails to list a subcontractor or lists more than one subcontractor for the same portion of work and the value of that work is more than one half of one percent of the total proposal, the Respondent shall be considered to have agreed to perform that portion of the work without the use of a subcontractor and to have represented the Respondent to be qualified to perform that work. The Respondent shall not remove or replace subcontractors listed in the Proposal subsequent to the lists being made public at the Proposal opening, except upon good cause shown.

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>Business Location</th>
<th>Work to be Performed</th>
<th>Percentage of Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson Electric</td>
<td>10415 SW 18 Hwy</td>
<td>Electrical</td>
<td>25%</td>
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<tr>
<td>Sosaric Plumbing</td>
<td>10 Barracuda</td>
<td>Plumbing</td>
<td>20%</td>
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<tr>
<td>Keys AC</td>
<td>410 Coral Dr.</td>
<td>HVAC</td>
<td>20%</td>
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</table>

Use additional sheets, if necessary.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Furnish and install all interior doors</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Furnish and install windows as per plans A1-4</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Furnish and Install HVAC as per plans M1</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Furnish and Install Electric as per plans E1-2</td>
<td>$82,000.00</td>
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<tr>
<td>5</td>
<td>Furnish and Install Interior framing as per plans A1-4</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Furnish and install drywall as per plans A1-4</td>
<td>$10,000.00</td>
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<tr>
<td>7</td>
<td>Furnish and install cabinetry and desks as per plans A1-4</td>
<td>$16,000.00</td>
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<tr>
<td>8</td>
<td>Furnish and install flooring as per plans A1-4</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Furnish and apply paint as per plans A1-4</td>
<td>$30,000.00</td>
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<tr>
<td>10</td>
<td>Furnish and install plaster as per plans A1-4</td>
<td>$10,000.00</td>
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<tr>
<td>11</td>
<td>Furnish and Install exterior awning as per plans A1-4</td>
<td>$12,000.00</td>
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<tr>
<td>12</td>
<td>Furnish and Install door fronts</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>13</td>
<td>Furnish and Install plumbing as per plans P1</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

**TOTAL COST OF JOB**  
$280,500.00
1.05 Miscellaneous Requirements and Affirmations

A. Proposal must be on the Proposal Form.

B. I have attached the required Bid Security to this Proposal.

C. To deliver to the Owner, within 10 workings days after the date of written notice to proceed with the Work, the certificates of insurance as specified.

D. To submit for approval of the Owner and the Architect a complete list of all Subcontractors proposed for employment on the Work and a complete breakdown of the accepted proposal into components of the Work by value.

E. Does the Respondent intend to keep a full-time Project superintendent at this project location? _______________
   If so, name of superintendent __________________

1.06 RESPECTFULLY SUBMITTED, signed and sealed this 23 day of September, 2015

Michael Vogt
Contractor

By (Signature) __________________________ Date __________________________

Chris Vogt, Owner/President

Printed Name and Title

3303 Overseas Hwy # 11

Business Address

Key Largo FL __________________________ (CORPORATE SEAL) __________________________

City ______________ State ______________ Zip Code ______________

(305) 451-7111 __________________________ Facsimile No. __________________________

Telephone No. __________________________ Facsimile No. __________________________

ATTEST:

By (Signature) __________________________ Date __________________________

Yvonne Gibson
Printed Name and Title Office Manager
END OF FORM
SECTION 00420
BID BOND FORM

KNOW ALL MEN BY THESE PRESENT, that we, the undersigned, 1) [Name of Principal], as Principal, and 2) [Name of Surety], as Surety, are hereby and firmly bound unto Key Largo Wastewater Treatment District, as Owner, in the penal sum of 3) $14,000.00, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

The condition of the above obligation is such that whereas the Principal has submitted to Key Largo Wastewater Treatment District a certain Proposal for 4) Headquarters Building Remodel, attached hereto and hereby made a part hereof.

1) Respondent
2) Surety
3) Amount of Bond as Required in the Instructions to Respondents
4) Name of Project as Shown in Request for Proposals

NOW, THEREFORE,

A. If said Respondent shall be in rejected, or in the alternate,

B. If said Proposal shall be accepted and the Principal shall execute and deliver the Agreement (properly completed in accordance with the RFP Documents), and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Proposal, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Proposal; and said Surety does hereby give waive notice of any such extension.
IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers.

Signed and sealed this ____ day of ______________________, ________.

ATTEST:

[Signature]
By (Principal Officer)
_______________________________
Christopher Vogt Owner
Typed Name and Title

(CORPORATE SEAL)

_______________________________
By

_______________________________
Principal
By (Signature of Officer)
_______________________________
Christopher Vogt Owner
Typed Name and Title

99353 Overseas Hwy
Address
Key Largo, FL 33037
City, State, Zip

_______________________________
Surety
By: ____________________________
Attorney-in-Fact

_______________________________
Typed Name and Title

_______________________________
Address

_______________________________
City, State, Zip

_______________________________
Telephone No. Facsimile No.

END OF FORM

Request for Proposal
# Certificate of Liability Insurance

**ACORD**

**Date:** 9/28/2015

**Producer:**
Insurance Associates  
103400 Overseas Highway #299  
Key Largo, FL 33037

**Insured:**
Vogt-Spear Corp  
99353 Overseas Highway #11  
Key Largo, FL 33037

**Coverages Certificate Number:** 676  
**Revision Number:**

---

**Description of Operations**

**Certificate of Liability Insurance**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**IMPORTANT:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

---

**Cov erages**

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<tr>
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<th>Policy Number</th>
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<th>Policy Expiration Date</th>
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<td>9/29/2015</td>
<td>9/29/2016</td>
<td>$1,000,000</td>
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<td><strong>Automobile Liability</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess Liability</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Workers Compensation and Employers' Liability</strong></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

---

**Description of Operations / Locations / Vehicles**

License # CBC040668

---

**Cancellation**

The certificate holder should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**Authorized Representative:**

---

**ACORD 25 (2010/05)**

© 1988-2010 ACORD CORPORATION. All rights reserved.
KLTWD HEADQUARTERS BUILDING REMODEL

ALTERNATE 3: ELECTRONIC DOOR ACCESS  $37,000.00

ALTERNATE 4: FOLDING PARTITION DOOR  $20,000.00
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 13, 2015

Agenda Item Number: J-3

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

Department: Customer Service
Sponsor: Rob Bulkiewicz

Subject: Assessment Timeline Presentation

Summary of Discussion:
Diane Bockelman will present the 2016 Assessment timeline and review the assessment process in depth.

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

Financial Impact
Operations: $
Administration: 
Finance: Funding Source: Assessment Revenue
District Counsel: 
District Clerk: Budgeted: N/A
Engineering: 

Attachments
2016 Assessment Timeline

Approved By: [Signature]
Date: [Signature]
General Manager
## 2016 Assessment Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Resolution to use Uniform Method of Collecting Non-Ad Valorem Assessments</strong></td>
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<td>In Progress</td>
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<tr>
<td>Beginning October 14, 2015</td>
<td>Notice must be published for four consecutive weeks before public hearing.</td>
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</tr>
<tr>
<td>November 10, 2015 *Public Hearing</td>
<td>Present Board with a Resolution stating the District's intent to use the uniform method of collecting Non-Ad Valorem special assessments.</td>
<td></td>
</tr>
<tr>
<td>November 12, 2015</td>
<td>Mail Resolution to Monroe County Property Appraiser (&quot;MCPA&quot;), Monroe County Tax Collector (&quot;MCTC&quot;) and Department of Revenue.</td>
<td></td>
</tr>
<tr>
<td><strong>2016 Preliminary Assessment Resolution</strong></td>
<td></td>
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<tr>
<td>May 3, 2016</td>
<td>Board to review 2016 Preliminary Assessment Resolution.</td>
<td></td>
</tr>
<tr>
<td>May 18, 2016</td>
<td>Notice must be published 20 days before public hearing.</td>
<td></td>
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<tr>
<td>June 7, 2016 *Public Hearing</td>
<td>Letters must be mailed to owners of affected parcels.</td>
<td></td>
</tr>
<tr>
<td><strong>Public Hearing for Final Assessment Resolution and Increased Assessments</strong></td>
<td></td>
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<tr>
<td>July 13, 2016</td>
<td>Notice must be published 20 days before public hearing.</td>
<td></td>
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<tr>
<td>August 2, 2016 *Public Hearing</td>
<td>Board to approve increasing assessments and 2016 Final Assessment Resolution.</td>
<td></td>
</tr>
<tr>
<td><strong>Tax Roll to GSG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2, 2016</td>
<td>District provides tax roll to GSG. GSG compares tax roll to MCPA's data. GSG then provides the District with a preliminary assessment roll and exceptions.</td>
<td></td>
</tr>
<tr>
<td>September 9, 2016</td>
<td>GSG submits assessment roll to MCTC and confirms accuracy. GSG reports results to the District.</td>
<td></td>
</tr>
<tr>
<td>September 15, 2016 <em>DEADLINE</em></td>
<td>District must certify a Non-Ad Valorem Assessment and submit to the MCTC.</td>
<td></td>
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</tbody>
</table>
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 13, 2015
Agenda Item Number: J-4

Agenda Item Type: Resolution
Agenda Item Scope: Customer Service
Recommended Action: Action: Approval

Department: Sponsor:
Customer Service Rob Bulkiewicz

Subject: MCLA Conservation Waiver of Assessment - AK#1575691

Summary of Discussion:
Monroe County Land Authority requested the waiver of wastewater service and assessment for one parcel (AK# 1575691) to be used as conservation.

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<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$0.00 $2,820.08</td>
<td>1. Resolution No. DRAFT 27-10-15</td>
</tr>
<tr>
<td>Administration:</td>
<td>Refunded Uncollected</td>
<td>2. Request for waiver</td>
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<tr>
<td>Finance:</td>
<td>Funding Source:</td>
<td>3. Map</td>
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<tr>
<td>District Counsel:</td>
<td>Assessment Revenue</td>
<td></td>
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<tr>
<td>District Clerk:</td>
<td>Budgeted: N/A</td>
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<tr>
<td>Engineering:</td>
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Approved By: General Manager
Date: 10/15/15
RESOLUTION NO. DRAFT 27-10-15

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 2006
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 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
Charge, 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 2006 Non Ad-Valorem Assessment.

Section 1.
PARCEL ID: 00468520-000000
AK NO. 1575691
PARCEL DESCRIPTION: BK 1 LTS 1-6 ANGLERS PARK SHORES KEY LARGO
OR448- 89-90 CASE82-265-CP-12 OR1004-2046/2048
OR1089-226 7/68C OR1089-2269/70AFF OR1905-
499/500 OR2219-1955

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 13th DAY OF OCTOBER 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:

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<tr>
<th>Chairman Asdourian</th>
<th>AYE</th>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the 13th day of October, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ________________________
David Asdourian, Chairman

ATTEST: Approved to as to form and legal sufficiency

______________________________  ________________________________
Katherine Jackson, Clerk  Ray Giglio, General Counsel

SEAL
October 2, 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# 1575691 / MR Tax 2012 LLC

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
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: October 13, 2015

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

Department: Commissioner's Item
Sponsor: Commissioner Tobin

Subject: Independent Legal Counsel Opinion

Summary of Discussion:

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Approved By: General Manager
Date: 10/13/15
**Key Largo Wastewater Treatment District**

**Board of Commissioners Meeting**

**Agenda Item Summary**

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Agenda Item Number: K-2</th>
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<tr>
<td>October 13, 2015</td>
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<tr>
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<td>Review / Discussion</td>
<td>Action</td>
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<tr>
<td>Commissioner's Item</td>
<td>Commissioner Tobin</td>
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**Subject:**

**Whether the General Manager's $10,000 Spending Cap was Intended to Apply to Routine and Ordinary Expenditures, i.e. Repairs, Supplies, etc.**

**Summary of Discussion:**

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**Approved By:**

[Signature]

*General Manager*

**Date:** 10/13/15
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 13, 2015

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

Department: Commissioner's Item
Sponsor: Commissioner Tobin

Subject: Commissioner's Duties

Summary of Discussion:

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

Financial Impact
Operations: $
Finance: Funding Source:

Attachments
Commissioner's Duties

Approved By: [Signature] General Manager
Date: 10/13/15
COMMISSIONERS DUTIES

1. Duty to Set Rates and Assessments
   Yes - No

2. Duty to Employ the Manager
   Yes - No

3. Duty to Supervise the Manager
   Yes - No

4. Duty to Monitor and Evaluate the Manager
   Yes - No

5. Duty to Report Problems
   Yes - No

6. Duty to Plan for Succession of the Manager
   Yes - No

7. Duty to Set Salaries and Compensation
   Yes - No

8. Duty to Adopt Budget
   Yes - No

9. Duty to Oversee Independent Audit
   Yes - No

10. Duty to Implement System of "Checks and Balances"
    Yes - No

11. Duty to Employ Attorney and Consultants
    Yes - No

12. Duty to Monitor and Evaluate Attorney and Consultants
    Yes - No
13. Duty to Protect Employees from Dangerous Conditions, Discrimination and Hostile Workplace
Yes - No

14. Duty to Avoid Interfering in Daily Operations
Yes - No

15. Duty to Prepare for Meetings
Yes - No

16. Duty to Respect Other Commissioners Opposing Views
Yes - No

17. Duty to Resolve Customer Disputes
Yes - No
Key Largo Wastewater Treatment District  
Board of Commissioners Meeting  
Agenda Item Summary

Meeting Date: October 13, 2015  
Agenda Item Number: K-4

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

Department: Commissioner's Item  
Sponsor: Commissioner Tobin

Subject: Whether to Allow Severn Trent Services to Make a Presentation

Summary of Discussion:

<table>
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<tr>
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Approved By: General Manager  
Date: 10/13/15
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: October 13, 2015

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

Department: Legal
Sponsor: Ray Giglio

Subject: 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.

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<tr>
<td>Administration:</td>
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<td>2. Florida Statutes 381.0065 (4)(I)</td>
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<tr>
<td>Engineering:</td>
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Approved By: ____________________________  Date: 10/13/15
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 prohibitively 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) The Morris Lane Facility 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 _____ DAY OF ________________, 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:

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<thead>
<tr>
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<td>Commissioner Tobin</td>
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</table>

The Chairman thereupon declared this Resolution duly passed and adopted the ___ day of ____________, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

________________________________________
Chairman David Asdourian

ATTEST: Approved to as to form and legal sufficiency

_______________________________
Katherine Jackson, District Clerk

_______________________________
Ray Giglio, General Counsel

SEAL
381.0065 Onsite sewage treatment and disposal systems; regulation.—

(4) PERMITS; INSTALLATION; AND CONDITIONS

(I) For the Florida Keys, the department shall adopt a special rule for the construction, installation, modification, operation, repair, maintenance, and performance of onsite sewage treatment and disposal systems which considers the unique soil conditions and water table elevations, densities, and setback requirements. On lots where a setback distance of 75 feet from surface waters, saltmarsh, and buttonwood association habitat areas cannot be met, an injection well, approved and permitted by the department, may be used for disposal of effluent from onsite sewage treatment and disposal systems. The following additional requirements apply to onsite sewage treatment and disposal systems in Monroe County:

1. The county, each municipality, and those special districts established for the purpose of the collection, transmission, treatment, or disposal of sewage shall ensure, in accordance with the specific schedules adopted by the Administration Commission under s. 380.0552, the completion of onsite sewage treatment and disposal system upgrades to meet the requirements of this paragraph.

2. Onsite sewage treatment and disposal systems must cease discharge by December 31, 2015, or must comply with department rules and provide the level of treatment which, on a permitted annual average basis, produces an effluent that contains no more than the following concentrations:

   a. Biochemical Oxygen Demand (CBOD5) of 10 mg/l.
   b. Suspended Solids of 10 mg/l.
   c. Total Nitrogen, expressed as N, of 10 mg/l or a reduction in nitrogen of at least 70 percent. A system that has been tested and certified to reduce nitrogen concentrations by at least 70 percent shall be deemed to be in compliance with this standard.
   d. Total Phosphorus, expressed as P, of 1 mg/l.
In addition, onsite sewage treatment and disposal systems discharging to an injection well must provide basic disinfection as defined by department rule.

3. In areas not scheduled to be served by a central sewer, onsite sewage treatment and disposal systems must, by December 31, 2015, comply with department rules and provide the level of treatment described in subparagraph 2.

4. In areas scheduled to be served by central sewer by December 31, 2015, if the property owner has paid a connection fee or assessment for connection to the central sewer system, the property owner may install a holding tank with a high water alarm or an onsite sewage treatment and disposal system that meets the following minimum standards:
   a. The existing tanks must be pumped and inspected and certified as being watertight and free of defects in accordance with department rule; and
   b. A sand-lined drainfield or injection well in accordance with department rule must be installed.

5. Onsite sewage treatment and disposal systems must be monitored for total nitrogen and total phosphorus concentrations as required by department rule.

6. The department shall enforce proper installation, operation, and maintenance of onsite sewage treatment and disposal systems pursuant to this chapter, including ensuring that the appropriate level of treatment described in subparagraph 2. is met.

7. The authority of a local government, including a special district, to mandate connection of an onsite sewage treatment and disposal system is governed by s. 4, chapter 99-395, Laws of Florida.

8. Notwithstanding any other provision of law, an onsite sewage treatment and disposal system installed after July 1, 2010, in unincorporated Monroe County, excluding special wastewater districts, that complies with the standards in subparagraph 2. is not required to connect to a central sewer system until December 31, 2020.