Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, December 6, 2016
4:00 PM

AGENDA

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. SWEARING IN CEREMONY

D. ROLL CALL

BOARD MEMBERS:

David Asdourian	Chairman
Andrew Tobin	Vice Chairman
Susan Heim	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."

Please mute cell phones

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

E. ANNUAL ELECTION OF BOARD OFFICERS — *Action*

F. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

1. Approval of Agenda — *Action*

G. RECOGNIZE DISTRICT STAFF

H. PUBLIC COMMENT

I. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Minutes of November 15, 2016 — *Action*

J. GENERAL MANAGER'S REPORT

1. Calendar Year 2017 Board Meeting Dates — *Action*

K. CONSTRUCTION REPORT

1. Monthly Construction Report
2. Wharton-Smith, Inc. Change Order No. 2 for Blower Upgrade — *Action*
3. Wharton-Smith, Inc. Change Order No. 3 for Blower Upgrade — *Action*

L. OPERATIONS REPORT

M. ENGINEER'S REPORT

N. ADMIN / CUSTOMER SERVICE REPORT

1. Verbal Update on Mr. Bob Manley – 563 Palm Drive
2. Contiguous Vacant Waiver – AK#1599352 – McInery Waggle INC — *Action*

   RESOLUTION DRAFT NO. 29-12-16

   A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MCINERY WAGGLE INC FOR THE REMOVAL OF ONE TAX PARCEL FROM THE 2016 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR AN EFFECTIVE DATE.
3. Refund of Wastewater Assessment – AK#8932353 – Gray

O. COMMISSIONER'S ITEMS

1. Suggested Adjustment to Agenda Format: "Unfinished Business" (Commissioner Tobin) — *Action*

P. GENERAL MANAGER'S REPORT

Q. LEGAL REPORT

R. BUDGET AND FINANCE REPORT

1. Insurance Deductible for Sewer Backup Claim — *Action*

S. ROUNDTABLE DISCUSSION

T. 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: December 6, 2016

Agenda Item Number: I-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: District Clerk

Sponsor: Katherine Jackson

Subject:

Minutes of November 15, 2016

Summary of Discussion:

Staff to present the minutes of the previous board meeting to the Board for approval.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 0.00	1. Minutes of November 15, 2016
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 12/2/2016

General Manager

MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on November 15, 2016. Present were Chairman David Asdourian and Commissioners Andrew Tobin, Robert Majeska, Norman Higgins, and Stephen Gibbs. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson and other appropriate District Staff.

Village of Islamorada Mayor Deb Gillis led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs reminded the Board that on November 19th the District will celebrate the 14th anniversary of its creation.
- Commissioner Higgins added a discussion of Mr. Bob Manley's parcel located at 563 Palm Drive under Commissioner's Items.
- Chairman Asdourian requested that item L-2 be postponed until the December 13, 2016 meeting and added a proclamation under Roundtable Discussion.
- Mr. Ed Castle added a discussion of proposed change order no. 2 for the Blower Upgrade Project under Construction Report.

APPROVAL OF AGENDA

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

RECOGNIZE DISTRICT STAFF

Employee of the Month

Ms. Ines Portales, Customer Service Coordinator, was recognized as the employee of the month for October 2016.

PUBLIC COMMENT

Village of Islamorada Councilwoman Deb Gillis to Address Board

Mayor Deb Gillis requested that the District make every effort to communicate and coordinate with the Islamorada Village Council in financial discussions and to inform the Council of the status of bids and RFPs.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of November 1, 2016

Motion: **Commissioner Gibbs made a motion to approve the Minutes of September 20, 2016 and Commissioner Higgins seconded the motion.**

Vote on Motion

Commissioner Gibbs –	Aye
Commissioner Higgins –	Aye
Commissioner Majeska –	Aye
Commissioner Tobin –	Aye
Chairman Asdourian –	Aye

Motion Passed: 5 to 0

CONSTRUCTION REPORT

Proposed Change Order No. 2 for Blower Upgrade Project

Mr. Ed Castle discussed the Blower Upgrade Project and answered questions from the Board. He further stated that a balancing change order would be brought back at a future meeting.

OPERATIONS REPORT

Monthly Operations Report

Mr. Ed Castle presented the October Monthly Operations Report to the Board. Mr. Castle addressed Commissioner Majeska's concerns regarding salt water intrusion into the system and stated that the field operations crews have been identifying and repairing areas of concern.

Commissioner Tobin asked if items listed in an Islamorada handout distributed by the Village are the same items that are causing backups. Staff informed the Board that the part that fails most often on the pits is not affected by larger items passing through the pit, and answered questions from the Board.

ADMIN / CUSTOMER SERVICE REPORT

Code Compliance – November 2016

Mr. Rob Bulkiewicz presented the code compliance list for November 2016 and staff answered questions from the Board.

COMMISSIONER'S ITEMS

Suggested Change to Agenda Format: "Unfinished Business" (Commissioner Tobin)

Commissioner Tobin led a discussion regarding the addition of a new section called "Unfinished Business" to the agenda. Commissioner Tobin suggested that this section could help the Board keep track of tasks that remain unfinished. The Board discussed this possible change to the

agenda format. Commissioner Tobin requested that this item be brought back at a future meeting for action.

Discussion of Islamorada's Wastewater Notice (Commissioner Tobin)

Commissioner Tobin led a discussion regarding the notice the Village of Islamorada recently sent to its residents advising them what items should not be flushed down toilets. Staff informed the Board that a similar notice was provided to KLWTD residents in the past. The Board discussed different ways to circulate a "do not flush" notice to the residents of Key Largo, and Staff answered questions from the Board.

The Board directed staff to prepare a draft "do not flush" notice for publication in a local newspaper and to bring that draft notice back to the Board at a future meeting.

Bob Manley – 563 Palm Drive (Commissioner Higgins)

Commissioner Higgins led a discussion regarding Mr. Bob Manley's parcel located at 563 Palm Drive and requested that staff provide an update on the status of the customer service case. Mr. Paul Christian informed the Board that Mr. Manley has been approved for financial assistance through Community Development Block Grant (CDBG). Staff provided the Board with a background of the case, discussed the current options available to Mr. Manley, and answered questions from the Board. Mr. Christian informed the Board he would further investigate the case and bring this matter back to the Board at a future meeting.

ADMIN / CUSTOMER SERVICE REPORT

District's Intent to Use Uniform Method of Collecting Non-Ad Valorem Assessments – Time Certain 5:00 PM

Public Meeting Closed: 5:00 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing regarding the District's intent to use the Uniform Method of Collecting non-ad valorem assessments. There were no public comments made. Chairman Asdourian closed the Public Hearing and reopened the regular meeting.

Public Meeting Reconvened: 5:02 PM

Staff answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to approve the Uniform Method of Collecting Non-Ad Valorem Assessments, Resolution No. 28-11-16 and Commissioner Tobin seconded the motion.**

Vote on Motion

Commissioner Gibbs –	Aye
Commissioner Tobin –	Aye
Commissioner Higgins –	Aye
Commissioner Majeska –	Aye
Chairman Asdourian –	Aye

Motion Passed: 5 to 0

LEGAL REPORT

Hurricane Evacuation Resolution

Mr. Ray Giglio presented Draft Resolution No. 27-11-16 to the Board and stated that this resolution formalizes a motion passed by the Board at the October 4, 2016 meeting, which adopted the State of Florida's procedures for evacuations during emergencies. Mr. Giglio informed the Board that the state's *Comprehensive Emergency Management Plan* requires special districts to "…establish liaisons with counties and other state organizations…"

Staff answered questions from the Board. The Board directed staff to create a resolution to coordinate with Monroe County, to adopt the basic concepts of the Monroe County *Comprehensive Emergency Management Plan*, and to bring that resolution back at a future meeting.

Motion: **Commissioner Tobin made a motion to approve Resolution No. 27-11-16 and Commissioner Gibbs seconded the motion.**

Vote on Motion

Commissioner Tobin –	Aye
Commissioner Gibbs –	Aye
Commissioner Higgins –	Aye
Commissioner Majeska –	Aye
Chairman Asdourian –	Aye

Motion Passed: 5 to 0

ROUNDTABLE DISCUSSION

Proclamation

Chairman Asdourian introduced a proclamation thanking Commissioner Majeska for his service to the District.

Motion: **Chairman Asdourian made a motion to approve and present a proclamation thanking Commissioner Majeska for his service to the District and Commissioner Tobin seconded the motion.**

Vote on Motion

Chairman Asdourian –	Aye
Commissioner Tobin –	Aye
Commissioner Gibbs –	Aye
Commissioner Higgins –	Aye

Motion Passed: 4 to 0

ADJOURNMENT

The Meeting was adjourned at 5:22 PM.

_____

David Asdourian, Chairman

_____

Katherine Jackson, Clerk

RESOLUTION NO. 27-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ADOPTING THE STATE OF FLORIDA'S EMERGENCY EVACUATION PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 4, 2016, at a regularly scheduled meeting, the Board of Commissioners ("Board") of the Key Largo Wastewater Treatment District ("District"), voted to adopt the State of Florida's procedures for evacuations during emergencies.

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

Section 1. The District shall follow the Emergency Evacuation Procedures promulgated by the State of Florida ("State Procedures").

Section 2. With respect to any State Procedure(s) that the District is not mandated and required to follow, the Board may vote to waive or suspend compliance if it finds that such suspension is in the best interest the District.

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

Section 4. Authorization of District Officials. The General Manager and/or his designee(s) and the District General Counsel are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 15th DAY OF NOVEMBER, 2016

The foregoing RESOLUTION was offered by Commissioner Tobin, who moved its approval. The motion was seconded by Commissioner Gibbs, 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 15th day of November, 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
David Asdourian, Chairman

ATTEST:

_____
Katherine Jackson, Clerk

Approved to as to form and legal sufficiency

_____
Ray Giglio, General Counsel

SEAL

RESOLUTION NO. 28-11-16

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District (the "District") is contemplating the imposition of special assessments for the provision of wastewater management infrastructure; and

WHEREAS, the District intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing wastewater management services to property within the unincorporated area of the District as authorized by section 197.3632(3)(a), Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2017, in the same manner as provided for ad valorem taxes; and

WHEREAS, the District held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

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

Section 1. Commencing with 2017, and with the tax statement mailed for such year, the District intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632(3)(a), Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing wastewater management services. Such non-ad valorem assessments shall be levied within the unincorporated area of the District. The area potentially subject to the assessment is described as follows: The territory consisting of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo all in Monroe County, Florida with exception to all areas north of Summerland Road on US-1, and all areas north of Charlemagne Blvd on County Road 905 including Ocean Reef.

Section 2. The District hereby determines that the levy of the assessments is needed to fund the cost of wastewater management services within the unincorporated area of the District.

Section 3. Upon adoption, the District Clerk is hereby directed to send a copy of this Resolution to the Florida Department of Revenue, the Monroe County Tax Collector, and the Monroe County Property Appraiser by January 10, 2017.

Section 4. **APPLICABILITY AND EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED THIS 15TH DAY OF NOVEMBER 2016.

The foregoing Resolution was offered by Commissioner Gibbs, who moved its approval. The motion was seconded by Commissioner Tobin, 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 15th day of November 2016.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
David Asdourian, Chairman

ATTEST:

_____
Katherine Jackson, District Clerk

Approved to as to form and legal sufficiency

_____
Ray Giglio, General Counsel

SEAL

Exhibit A

NOTICE BY KEY LARGO WASTEWATER TREATMENT DISTRICT OF INTENT TO USE THE UNIFORM METHOD OF COLLECTING A NON-AD VALOREM ASSESSMENT

The Board of Commissioners ("Board") of the Key Largo Wastewater Treatment District ("District") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem assessments, which may be levied upon certain parcels of real property located within the boundaries of the District for the costs of facilities and services, in connection with wastewater treatment within the District for the Year 2017.

The Board will consider the adoption of a resolution ("Resolution") electing to preserve its right and option to use the uniform method of collecting such assessment(s) on the same bill as for property taxes, as authorized by Section 197.3632, Florida Statutes, at a public hearing to be held at 5:00 p.m. on November 15, 2016, at the offices of the Key Largo Wastewater Treatment District, 103355 Overseas Highway, Key Largo, Florida. All interested persons are invited to attend.

The District has previously determined to use, and is presently using, the uniform method of collecting non-ad valorem special assessments. If the District adopts the Resolution, it will continue to use the uniform method for collecting such assessments. Adoption of the Resolution shall not be deemed to commit or require the District to impose any charge or assessment and the adoption of any such charges or assessments, if any, will only be made after future consideration, notice, and subsequent public hearing as provided by law. This non-ad valorem assessment may be held for one or more of the reasons listed below:

1. Assessment is levied for the first time.
2. Assessment was increased beyond the maximum rate authorized by law.
3. Related to a change in boundaries of the District.
4. Related to a change in purpose for an existing assessment or in the use of the revenue from such assessment.

Pursuant to section 286.0105, Florida Statutes, if any person decides to appeal any decision by the District with respect to any matter considered at the above-referenced public hearing, he or she will need a record of the proceedings and he or she 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the District at 305-451-4019 seven days prior to the date of the hearing.

Dated this 12th day of October 2016

By Order of: Paul Christian, Key Largo Wastewater Treatment District

Published in: Florida Keys Free Press and The Key West Citizen

During the weeks of: October 17, 2016, October 24, 2016, October 31, 2016 and November 7, 2016

Key Largo Wastewater Treatment District

BOARD OF COMMISSIONERS

PROCLAMATION

OF APPRECIATION FOR ROBBY MAJESKA

WHEREAS, Robby Majeska has, for the last eight years, served the Key Largo Wastewater Treatment District with honor, dedication, and distinction as a member of its Board of Commissioners; and

WHEREAS, Robby Majeska has been a consistent advocate for fiscal discipline and a zealous guardian of the public's money; and

WHEREAS, Robby Majeska has worked diligently to preserve the precious environment of the Florida Keys, while also protecting the property rights of residents and local businesses: and

NOW, THEREFORE, in recognition of his many contributions to the Key Largo Wastewater Treatment District, the Board of Commissioners does hereby proclaim the District's sincere appreciation to Robby Majeska for his service, and wishes him a fond farewell and success in all of his future endeavors.

Passed, adopted, and proclaimed by the
Key Largo Wastewater Treatment District
this 15th day of November, 2016.

David Asdourian, Chairman
Andrew Tobin, Commissioner
Norman Higgins, Commissioner
Stephen Gibbs, Commissioner
Paul Christian, General Manager

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

Meeting Date: December 6, 2016

Agenda Item Number: J-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: General Manager

Sponsor: Paul Christian

Subject:

Approval of Calendar Year 2017 Meeting Dates

Summary of Discussion:

Proposed 2017 Board of Commissioners meeting dates.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	1. Staff Proposed Board of Commissioners Meeting Dates for 2017
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 12/2/2016

General Manager

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

Board of Commissioners Meeting Dates For Calendar Year 2017

January
2 Closure – New Year's Day
3 Board Meeting – 4:00 PM
10 Board Meeting – 4:00 PM
16 Closure – Dr. Martin Luther King Jr. Day
17 Board Meeting – 4:00 PM

February
7 Board Meeting – 4:00 PM
14 Board Meeting – 4:00 PM
21 Board Meeting – 4:00 PM

March
7 Board Meeting – 4:00 PM
14 Board Meeting – 4:00 PM
21 Board Meeting – 4:00 PM

April
4 Board Meeting – 4:00 PM
11 Board Meeting – 4:00 PM
18 Board Meeting – 4:00 PM

May
2 Board Meeting – 4:00 PM
9 Board Meeting – 4:00 PM
16 Board Meeting – 4:00 PM
29 Closure – Memorial Day

June
6 Board Meeting – 4:00 PM
13 Board Meeting – 4:00 PM
20 Board Meeting – 4:00 PM

July
4 (Tues.) Closure – Independence Day
11 Board Meeting – 4:00 PM
18 Board Meeting – 4:00 PM
25 Board Meeting – 4:00 PM

August
1 Board Meeting – 4:00 PM
8 Board Meeting – 4:00 PM
15 Board Meeting – 4:00 PM

September
4 Closure – Labor Day
5 Board Meeting – 4:00 PM
12 Board Meeting – 4:00 PM
19 Board Meeting – 4:00 PM

October
3 Board Meeting – 4:00 PM
10 Board Meeting – 4:00 PM
17 Board Meeting – 4:00 PM

November
7 Board Meeting – 4:00 PM
14 Board Meeting – 4:00 PM
10 Closure – Veteran's Day
21 Board Meeting – 4:00 PM
23 Closure – Thanksgiving Day
24 Closure – Day After Thanksgiving

December
5 Board Meeting – 4:00 PM
12 Board Meeting – 4:00 PM
19 Board Meeting – 4:00 PM
25 Closure – Christmas Day

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

Meeting Date: December 6, 2016

Agenda Item Number: K-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Construction

Sponsor: Ed Castle

Subject:

Monthly Construction Report

Summary of Discussion:

Ed Castle, P.E. has provided an update on the status of KLWTD current and planned construction projects.

Reviewed / Approved		Financial Impact	Attachments
Operations:	Memo	$ 0.00	1. November Construction Update
Administration:			
Finance:		Funding Source: Grant(s)	
District Counsel:			
District Clerk:		Budgeted: N/A	
Engineering:			

Approved By: _____ **Date:** 12/2/2016

General Manager

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

Memo

To: KLWTD Commissioners

Cc: Paul Christian, General Manager

From: Ed Castle, P.E.

Date: December 6, 2016

Re: Monthly Construction Report for November 2016

Project Specific Notes

1. Grinder Pump Installation Program:

a. All on-site installations of pump stations and control panels are completed.
b. The Zurwelle-Whittaker record drawings of the US 1 properties were found to be unacceptable. A meeting was held to resolve the survey issues. Zurwelle-Whittaker is to provide a proposal for completing the work.
c. The Guardian telemetry transmitters have been installed in all control panels.
d. HT1100 Collectors that transmit the signals from the Guardians to the telemetry monitoring system have been received and installed in all non-FDOT locations. These units have been placed into operation.
e. Installation of five posts for mounting the HT1100 Collectors in the US 1 right of way was awarded to J.A. LaRocco in the amount of $9,750. Work is slated to start on 12/5/2016.
f. The FDOT permit for installation of the posts was issued on 10/19/2016. The mandatory pre-construction meeting was held on 10/13/2016. Construction can begin at any time, but must be completed within 300 days of the date of the permit.

2. Chemical Storage and Feed System

a. Piggyback Agreement with Carl Eric Johnson (CEJ), Inc. and Hillsborough County was executed 3/15/16, allowing District is purchasing pump skids and tanks at discounted rates.
b. The shop drawings from CEJ for the three 8,700 gallon chemical storage tanks have been approved and the tanks are ready. The manufacturer has offered to hold the tanks until the District is ready to receive them. The delivery schedule is being coordinated by Wharton Smith.

c. The shop drawings from CEJ for the chemical pump skids have been reviewed and approved. The skids are under production with a scheduled shipping date of 12/14/2016. Receipt is to be coordinated by Wharton Smith.
d. The installation of the tanks and pump skids has been awarded to Wharton-Smith. The Partial Notice to Proceed to Wharton Smith was issued on 8/17/16 to allow for shop drawing submittals and NaOH concrete pad work. The full Notice to Proceed will be issued when all the KLWTD-purchased equipment is available

3. WWTP Blower Upgrades

a. Project was awarded to Wharton-Smith, contract price $1,681,110
b. District direct-purchased the blowers and control panels for $922,000 to save sales tax
c. Mobilization occurred July 5, 2016. Demolition of the 100 HP Turblex blower and both of the 300 HP Turblex blowers has been completed. All four Aerzen blowers have been installed and are operational.
d. Wastewater is being treated in SBRs #2 and #3, with SBR #1 filled with clear water and on stand-by mode. The WWTP Operations Staff report that the new blowers air up the SBRs quickly and are out-performing the old Turblex blowers.
e. Work is generally completed. WEC generated a preliminary punch list on November 8th. The Final Punch List inspection is scheduled for the morning of December 6th.

4. Vacuum Station "E" Tank Replacement (Rehabilitation)

a. Wharton-Smith has been awarded the Vacuum Station "E" Tank Rehabilitation project for $207,750. Wharton Smith mobilized on July 11, 2016.
b. District has rented the temporary vacuum tank from AirVac. Wharton Smith has set the temporary tank in place and has constructed the temporary piping. The temporary tank is currently in service.
c. Initial testing of the wiring and controls for the temporary tank was performed on September 29th.
d. All steel repairs to the tank have been completed. The interior has been properly coated, with the final coating passing a standard discontinuity test at 3,000 volts, indicating that the coating is good. Final connection of the tank and removal of the temporary tank are slated for the week of December 5th.
e. The defective sewage valve on the Vacuum Station E discharge line was replaced by Wharton Smith on the night of November 30th. District staff had to temporarily shut down all pump stations to allow the work to proceed. No problems were encountered.

Respectfully Submitted,

Ed Castle, P.E.

Current Construction Projects

November 2016

Project	Project Estimate	Contract Amount	Contract Start/End	Expended Prior to FY16	Expended To Date	Project Balance	Budgeted FY17
Unique Properties Fountain Engineering, Keys Contracting, WRT	$3,846,912	$3,548,274	11/25/2012 6/06/2016	$3,207,202	$341,072.00	$0	$0
Unique Properties Zurwelle-Whittaker Final Surveys	N/A	$10,575	4/06/2016 6/06/2016	N/A	$7,500.00	$3,075	$0
Unique Properties Telemetry Post Installations	N/A	$9,750	TBD	N/A	$0.00	$9,750	$0
Current Project Total		**$3,568,599**					
Chemical Storage and Feed System Wharton-Smith, Carl Eric Johnson	$1,000,000	$721,183	TBD	N/A	$246,562	$474,621	$10,000
WWTP Blower Upgrades Wharton-Smith, Aerzen, Champion Controls	$1,200,000	$2,603,110	7/5/2016 1/1/2017	N/A	$1,421,677	$1,188,026	$55,980
Change Order No 1		$6,593					
Current Project Total		**$2,609,703**					
Vacuum Station "E" Tank Replacement (Rehabilitation) Wharton-Smith, Bilfinger	$228,500	$216,275	7/11/2016 8/14/2016	N/A	$163,242	$53,033	$0

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

Meeting Date: December 6, 2016

Agenda Item Number: K-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: Construction

Sponsor: Ed Castle

Subject:

Wharton-Smith, Inc. Change Order No. 2 for WWTP Blower Upgrades

Summary of Discussion:

Staff will present Change Order No. 2 for the WWTP Blower Upgrade Project. The proposed changes include several changes to the work that were encountered during construction as described in the backup. It also includes a credit for sale of the used 100 HP Turblex blower.

Reviewed / Approved

Operations: Memo

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 3,253.00

Expense

Funding Source: Rate Revenue

Budgeted: No

Attachments

1. Memo from Ed Castle
2. Change Oder No. 2 for WWTP Blower Upgrade

Approved By: _____ **Date:** 12/2/2016

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: KLWTD Board

From: Ed Castle, PE

Date: November 28, 2016

Re: Blower Upgrade Change Order No. 2

Proposed Change Order No. 2 to the Blower Upgrade Project is a summation of small changes to the construction project that have occurred due to changes during construction. The Wharton Smith Proposed Change Order No. 3, attached to the District's Change Order No. 2 form provides details on the costs associated with each item. A narrative description of each item, in the order they appear in the Wharton Smith document, is provided below.

- Exhaust Fan Duct Modifications – The ventilation in the blower room had to be upgraded to accommodate the larger blowers. The two small exhaust fans were removed and three larger exhaust fans were installed. Each of the exhaust fans has duct work between the exterior weather-proof louvers and the fan/motor assembly mounting shroud. During construction, if was found that the duct on Exhaust Fan No. 1 caused a conflict with the overhead 17" air header piping. An angled section of duct was added to avoid the conflict.
- Two Additional Pipe Shoes – Pipe shoes are concrete stands with metal saddles that are used to support the 17" air header piping. The bid drawings showed two new shoes to be added as part of the project. During construction, two additional shoes were added to improve stability and support of the air header.
- Two 20" Hand Wheels – The design called for two chain wheel operators for the overhead 20" valves on the 20" section of air header piping. During installation, it was found that the chain wheel operators were too close to the existing hollowcore concrete ceiling to fit when mounted in the vertical position. Chain wheel operators can only be used in a vertical alignment, so two hand wheel operators were mounted off-vertical to avoid the conflict. The two chain wheel operators will be given to the District for installation elsewhere on overhead valves.
- 8-port Ethernet Switch – The existing SBR control panel needed additional ethernet ports to accommodate the newer blower LCPs and to interface with SCADA. Wharton Smith's subcontractor installed the 8-port switch and the required jumpers and configured the switch.

- Three Blower Discharge Supports – When blowers #3 was installed and activated, the discharge pressure caused the compression-joint fitting on the blower discharges to slip. Without additional restraint, it was believed that over time, the pressure and vibration might cause the compression joint fitting to separate enough to cause air loss. It is not certain that this would have occurred when blowers #1 and #2 were installed and the air header completed, which would provide extra restraint, but to ensure that no future slippage would be encountered, installation of the proposed discharge supports was recommended.

The last item included in this change order is a deductive amount of **-$10,000.00**. This is a credit being given to the District from Wharton Smith for the sale of the 100 HP Turblex blower. The 100 HP blower is being purchased by a private utility in the lower Keys where Wharton Smith is also working. Wharton Smith will receive an additive Change Order of $10,000 from the private utility, and will pass this amount through as a deductive change to the District's Blower Upgrade Project.

SECTION 00950

CHANGE ORDER FORM

CONTRACTOR ("Contractor"): Wharton Smith 125 W. Indiantown Rd. Ste 201 Jupiter, FL 32771	CHANGE ORDER No. 2 PROJECT TITLE: KLWTD WWTP Blower Upgrades PROJECT No.
OWNER: Key Largo Wastewater Treatment District ("Owner" or "District") 103355 Overseas Highway Key Largo, FL 33037	ENGINEER`: Weiler Engineering 6805 Overseas Hwy Marathon, Florida 33050
DATE OF ISSUE: December 7, 2016	EFFECTIVE DATE: December 7, 2016

Description of Work to be Performed: The Contractor is hereby authorized and directed to perform the following Work, generally described as: Various small changes to the Work performed by Contractor as directed by Owner's Representative. This is a balancing change order to adjust the contract amount to reflect the additional work performed.

Reason for Change: As the Work progressed, certain changed conditions necessitated minor change to the work as more thoroughly described in the backup memorandum from Weiler Engineering and the Contractor's PCO #3, attached. There is also a deductive item for sale of the surplus 100-HP Turlbex blower.

Work to be Performed is more specifically described as: See Weiler Engineering's memorandum and Wharton Smith's PCO #3 documentation, attached.

Attachments: Wharton Smith PCO #3 and associated backup documents.

Total Proposed Increase ~~(decrease)~~ in Contract Price and Contract Time for this Change Order

Increase ~~(decrease)~~ in Contract Price: $3,253.00	**Increase (decrease) in Contract Time (Calendar days): NONE**

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to and governed by all provisions of the original Agreement and RFP. It is expressly understood and agreed that the approval of this Change Order shall have no effect on the original Agreement, including all GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS, other than matters expressly provided herein.

This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Change Order constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order. Owner may require consent of the Contractor's surety, if any, to the terms of this Change Order.

Original Contract Price: $1,681,110.00		Original Contract Time: 210 Days (calendar days or dates)	
SUMMARY OF PRIOR CHANGE ORDERS			
C-O No.	Description of Change	Change in Contract Price	Change in Contract Time
1	Upsize four control power transformers in LCPs	$4,930.00	0 Days
2	Balancing Change Order	$3,253.00	0 Days
3		$	Days
4		$	Days
5		$	Days
6		$	Days
TOTAL OF ALL PRIOR CHANGES		**$4,930.00**	**0 Days**
CURRENT CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders BUT before adjusting for this Change Order)		**$1,686,040.00**	**210 Days**
NEW CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders AND this Change Order)		**$1,689,293.00**	**210 Days**
Original Contract Substantial Completion Date: 02/01/2017		**New Contract Substantial Completion Date: 02/01/2017**	

APPROVAL AND CHANGE ORDER AUTHORIZATION

Contractor: Wharton Smith, Inc.	Owner: **Key Largo Wastewater Treatment District**
_____ By (Signature)	_____ By (Signature)
Gregory Williams, Division Manager (Printed Name and Title of Officer)	Paul Christian, General Manager (Printed Name and Title of Officer)
(Date)_____	(Date)_____
ATTEST:	ATTEST:
_____ (Secretary)	_____ Katherine Jackson, District Clerk
(Corporate Seal)	(Seal)

Wharton-Smith, Inc.
CONSTRUCTION GROUP

KLWWTD Blower Upgrades
CHANGE PROPOSAL No 3
PROPOSAL SUMMARY

Revision 0

#		DESCRIPTION							NOTES
1		Exhaust Fan Mods, Handwheels, Pipe Shoes etc.							10/19/2016
2		- One (1) Exhaust Fan Duct							
3		- Two (2) Additional Pipe Shoes							
4		- Two (2) 20" Handwheels							
5		- 8 Port Ethernet Switch							
6		- Three (3) Blower Discharge Supports							
7									
8		The duration for the additional work outlined in this proposal is 0 working days. Due to delivery lead time.							
9		The Contract Time Extension due to this Change Order is 0 working days.							
10		MATERIALS						TOTAL	
11		From Page 2						$ 7,643.00	
12			Tax	7.50%	$	573.23	$	8,216.23	
13			Markup	15.0%	$	1,146.45	$	9,362.68	GC 32, Section 12-01-C-2
14							$	**9,362.68**	
15									
16		LABOR	HRS			AVG $ / HR		TOTAL	
17		From Page 3	44.4			$ 48.09	$	2,135.00	
18			Markup	15.0%	$	320.25	$	2,455.25	GC 32, Section 12-01-C-2
19							$	**2,455.25**	
20									
21		TOOLS & EQUIPMENT						TOTAL	
22		From Page 4					$	129.80	
23			Tax	7.50%	$	9.74	$	139.54	
24			Markup	15.0%	$	20.93	$	160.47	GC 32, Section 12-01-C-2
25							$	**160.47**	
26									
27		SUBCONTRACTS	INV					TOTAL	
28		See page PG5					$	1,070.00	
29									
30									
31									
32			Subtotal				$	1,070.00	
33			Markup	5.0%	$	53.50	$	1,123.50	GC 32, Section 12-01-C-2
34							$	**1,123.50**	
35									
36		OTHER	QTY			REFERENCE		TOTAL	
37		Extended Overhead		Days * Cost Per Day			$	-	
38		Additional Insurance	0.50%	M + L + T&E + S	$	13,101.89	$	65.51	
39		Additional Bond	0.50%	M + L + T&E + S	$	13,101.89	$	65.51	
40			Subtotal				$	131.02	
41			Markup	15.0%	$	131.02	$	19.65	
42							$	**150.67**	
43									
44		FINAL QUOTE TOTAL						TOTAL	
45							$	13,253.00	
46									
47						$		**13,253.00**	

Wharton-Smith, Inc.
CONSTRUCTION GROUP

MATERIAL ESTIMATE

#		MATERIALS	INV	QTY	UNIT	UNIT RATE	TOTAL	NOTES
							$ -	
1							$ -	
2								
3		Pipe Shoes		2	EA	$ 698.00	$ 1,396.00	Additional Pipe Shoes
4		20" Handwheels		2	EA	$ 971.00	$ 1,942.00	20" Handwheels for CW
5		New exhaust fan duct		1	LS	$ 1,985.00	$ 1,985.00	
6		Blower Discharge Supports		1	LS	$ 1,480.00	$ 1,480.00	
7		Flowmeter Cable		1	LS	$ 840.00	$ 840.00	
8								
9							$ -	
10							$ -	
11							$ -	
12							$ -	
13							$ -	
14							$ -	
15							$ -	
16							$ -	
17							$ -	
18							$ -	
19							$ -	
20							$ -	
21							$ -	
22							$ -	
23							$ -	
24							$ -	
25							$ -	
26							$ -	
27							$ -	
28							$ -	
29							$ -	
30							$ -	
31							$ -	
32							$ -	
33							$ -	
34							$ -	
35							$ -	
36							$ -	
37							$ -	
38							$ -	
39							$ -	
40							$ -	
41							$ -	
42							$ -	
43		MATERIAL SUBTOTAL					TOTAL	
44							$ 7,643.00	
45						$	7,643.00	

Wharton-Smith, Inc.
CONSTRUCTION GROUP

LABOR ESTIMATE

#		LABOR	HRS ST	HRS OT	RATE ST	RATE OT	COST ST	COST OT	COST TOTAL	NOTES
1		Superintendent	0		$ 95.00	$ 142.50	$ -	$ -	$ -	
2		Asst. Superintendent	0		$ 85.00	$ 127.50	$ -	$ -	$ -	
3		Surveyor	0		$ 65.00	$ 97.50	$ -	$ -	$ -	
4		Craft Foreman	0		$ 65.00	$ 97.50	$ -	$ -	$ -	
5		Operator	0		$ 55.00	$ 82.50	$ -	$ -	$ -	
6		Rodbuster	0		$ 55.00	$ 82.50	$ -	$ -	$ -	
7		Carpenter	0		$ 50.00	$ 75.00	$ -	$ -	$ -	
8		Pipefitter	20		$ 50.00	$ 75.00	$ 1,000.00	$ -	$ 1,000.00	Blower Supports
9		Pipefitter	20		$ 50.00	$ 75.00	$ 1,000.00	$ -	$ 1,000.00	Duct Install
10		Pipefitter	0		$ 50.00	$ 75.00	$ -	$ -	$ -	
11		Pipefitter	0		$ 50.00	$ 75.00	$ -	$ -	$ -	
12						$ -	$ -	$ -	$ -	
13						$ -	$ -	$ -	$ -	
14						$ -	$ -	$ -	$ -	
15						$ -	$ -	$ -	$ -	
16						$ -	$ -	$ -	$ -	
17						$ -	$ -	$ -	$ -	
18						$ -	$ -	$ -	$ -	
19						$ -	$ -	$ -	$ -	
20						$ -	$ -	$ -	$ -	
21			40.0	0.0			$ 2,000.00	$ -		
22			**40.0**						**$ 2,000.00**	
23										

24	ADJUSTMENTS	%	HRS		RATE / HR	TOTAL	
25	Material Handling	7.0%	2.8		$ 30.00	$ 84.00	
26	Testing & Cleaning	2.5%	1		$ 30.00	$ 30.00	
27	Warranty & Punchlist	1.5%	0.6		$ 35.00	$ 21.00	
28			**4.4**			**$ 135.00**	
29							

30	PROJECT MANAGEMENT	HRS		RATE / HR	TOTAL	
31	Project Manager	0		$ 120.00	$ -	Purchase order, subcontracts, &
32	Asst. Project Manager	0		$ 105.00	$ -	management
33	Project Enginer			$ 75.00	$ -	
34		**0.0**			**$ -**	
35						

36	LABOR SUBTOTAL				HRS	AVG $ / HR	TOTAL	
37	Manhours	40.0	4.4	0.0	44.4	$ 48.09	$ 2,135.00	
38					**44.4**			
39						**$**	**2,135.00**	
40								

Wharton-Smith, Inc.
CONSTRUCTION GROUP

EQUIPMENT ESTIMATE

#		TOOLS	DESCRIPTION	REF		RATE	TOTAL	
1		Small Tools	4% Labor Cost	$ 2,135		4%	$ 85.40	
2		Consumables	$1.00 / Labor Hr	44.4		$ 1.00	$ 44.40	
3							$ -	
4							**$ 129.80**	
5								
6		**EQUIPMENT**	**DESCRIPTION**	**QTY**	**UNIT**	**RATE**	**TOTAL**	
7		Pickup Truck			Day	$ 43.50	$ -	
8		Air Compressor			Day	$ 350.00	$ -	
9		Backhoe/Loader			Day	$ 465.00	$ -	
10		Loader			Day	$ 465.00	$ -	
11		Generator			Day	$ 68.50	$ -	
12		Lull		-	Day	$ 208.33	$ -	
13							$ -	
14								
15		**RENTALS**	**DESCRIPTION**	**QTY**	**UNIT**	**RATE**	**TOTAL**	
16		Welder			Day	$ 74.80	$ -	
17		Trencher			Day	$ 245.00	$ -	
18		Lift			Day	$ 47.50	$ -	
19		Compactor			Day	$ 250.00	$ -	
20		Backhoe			Day	$ 465.00	$ -	
21		Concrete Pump			Day	$ 960.00	$ -	
22		Lull			Day	$ 2,500.00	$ -	
23		60 Ton Crane			Day	$ 1,040.00	$ -	
24		Core Drill			Day	$ 85.00	$ -	
25							$ -	
26								
27		**FUEL**	**DESCRIPTION**	**Rate**		**REF**	**TOTAL**	
28		Equipment Fuel	12% Fueled Equipment Cost	12%		$ -	$ -	
29							**$ -**	
30								
31								
32		**EQUIPMENT SUBTOTAL**					**TOTAL**	
33							$ 129.80	
34								
35						**$**	**129.80**	

CHAMPION CONTROLS, INC.

CHANGE ORDER #2

Date: October 18, 2016 (Revision 1) **Quote No: Q1136-15**

To: Wharton Smith, Inc.
Attention: Curtis Matte, Project Manager
Ph: (407) 321-8410
Mobile: (407) 402-9923
Email: Cmatte@whartonsmith.com
Web: www.whartonsmith.com

Reference: KLWTD WWTP Blower Upgrade Project

Champion Controls, Inc. is pleased to quote you on the following equipment for the above mentioned project. These items will be integrated, tested, and certified to Champion Controls' highest standards in compliance with the specifications and requirements. Champion Controls will provide the following:

DRAWINGS/SPECIFICATIONS COVERED BY CHAMPION CONTROLS, INC.:

- DRAWINGS
- PID-01 –PID-02
- SPECIFICATIONS
- SECTION 12000 – BLOWERS & ACCESSORIES

Champion Controls is a leading control systems supplier providing system integration and engineering design services, as well as manufacturing of custom control panels for a variety of markets. We hold Underwriters Laboratory (**UL**) **508A** & **698A** certifications for the USA and Canada as a manufacturer of industrial control panels as well as UL Master Labeler for lightning protection systems. We are also State of Florida certified unlimited electrical contractors, and State of Florida registered women and minority **WMBE.**

Champion Controls also provides motor and drive testing services. Our ISA certified electric motor dynamometer is designed to load test and certify the capabilities of horizontal 230V AC or 460V AC electric motors. The system supports motors ranging from small fractional HP up to 100 HP and up to 600 lb-ft continuous torque (900 lb-ft intermittent).

Should you have any questions regarding equipment being supplied or technical issues please contact me any time at your convenience.

Sincerely,

Farid Amador

Farid Amador
Senior Estimator
Tel: 954-318-3090
Fax: 954-318-3091

CHAMPION CONTROLS, INC.

I. *SCOPE:*

A) *MATERIALS*

1. 8-PORT ETHERNET SWITCH FOR SBR PANEL QTY: (1)
2. 7' CAT6 ETHERNET PATCH CABLE QTY: (8)

B) *FIELD LABOR*

1. INSTALL & WIRE 8-PORT SWITCH IN SBR PANEL
2. SWITCH CONFIGURATION AND TESTING

II. *ENGINEERING*

1. ENGINEERING FOR RED LINE MARK-UP
2. ENGINEERING TO DEVELOP BILL OF MATERIALS

III. *DOCUMENTATION*

1. ONE PDF ELECTRONIC COPY OF SUBMITTALS, O&M MANUALS & AS-BUILT DRAWINGS INCLUDED. HARD COPIES, IF REQUESTED, ARE AN ADDITIONAL $50/EA.
2. EQUIPMENT & MANUFACTURER WARRANTY
   A) ONE (1) YEAR FROM STARTUP NOT TO EXCEED 18 MONTHS FROM DELIVERY

GRAND TOTAL: $1,000.00

IV. *GENERAL NOTES:*

A) FREIGHT NOT INCLUDED. TAXES NOT INCLUDED.
B) ESTIMATED DELIVERY TWO (2) WEEKS AFTER RECEIPT OF APPROVED SUBMITTAL/PURCHASE ORDER.
C) SPARE PARTS ARE INCLUDED.
D) **NO SERVICES OR MATERIALS, OTHER THAN THOSE DESCRIBED HEREIN ARE INCLUDED IN THIS PROPOSAL. **
E) PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE OF THIS PROPOSAL.
F) 2% 10, NET 30, ZERO PERCENT RETAINAGE.
G) ENGINEERED SUBMITTALS WILL BE INVOICED UPON SUBMISSION AT THE AMOUNT OF 15% OF PROJECT TOTAL.

Should you have any questions or comments, I may be contacted at (954) 318-3090.
Sincerely,

Farid Amador

Senior Estimator

Wharton-Smith, Inc.
CONSTRUCTION GROUP

SUBCONTRACT ESTIMATE

#		SUBCONTRACTOR	SCOPE	INV	TOTAL	NOTES
1		Champion Controls	8 port ethernet switch	$ 1,070.00	$ 1,070.00	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38		SUBCONTRACT SUBTOTAL			TOTAL	
39					$ 1,070.00	
40				$	1,070.00	

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

Meeting Date: December 6, 2016

Agenda Item Number: K-3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: Construction

Sponsor: Ed Castle

Subject:

Wharton-Smith, Inc. Change Order No. 3 for WWTP Blower Upgrades

Summary of Discussion:

Staff will present Change Order No. 3 for the WWTP Blower Upgrade Project. The proposed changes includes deducting $922,000.00, the amount of the Owner-purchased equipment, from Wharton Smith's contract amount. This change does not impact the total cost of the project and is for bookkeeping purposes only.

Reviewed / Approved

Operations: Memo

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 0.00

Expense

Funding Source:

Rate Revenue

Budgeted:

No

Attachments

1. Memo from Ed Castle
2. Change Oder No. 3 for WWTP Blower Upgrade

Approved By: _____ **Date:** 12/2/2016

General Manager

WEILER ENGINEERING CORPORATION

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: KLWTD Board

From: Ed Castle, PE

Date: November 28, 2016

Re: Blower Upgrade Change Order No. 3

Proposed Change Order No. 3 to the Blower Upgrade Project deduct $922,000.00, the cost of the Owner Direct-Purchased (ODP) equipment, from the Wharton Smith contract amount. This does not change the overall cost of the project and does not change Wharton Smith's scope of work.

The Blower Upgrades Project was bid with the intention of the District purchasing the four blowers and the four local control panels in order to take advantage of the sales tax savings. The ODP equipment was included in the contract with Wharton Smith as non-payment items. The cost of the ODP equipment is being removed from the Wharton Smith contract solely for clarity and does not materially change the Wharton Smith contract.

SECTION 00950

CHANGE ORDER FORM

CONTRACTOR ("Contractor"): Wharton Smith 125 W. Indiantown Rd. Ste 201 Jupiter, FL 32771	CHANGE ORDER No. 3 PROJECT TITLE: KLWTD WWTP Blower Upgrades PROJECT No.
OWNER: Key Largo Wastewater Treatment District ("Owner" or "District") 103355 Overseas Highway Key Largo, FL 33037	ENGINEER`: Weiler Engineering 6805 Overseas Hwy Marathon, Florida 33050
DATE OF ISSUE: December 7, 2016	EFFECTIVE DATE: December 7, 2016

Description of Work to be Performed: The Contractor is hereby authorized and directed to perform the following Work, generally described as: No change in work, bookkeeping deduction of the cost of Owner Direct-Purchased equipment from the Wharton Smith contract.

Reason for Change: Bookkeeping

Work to be Performed is more specifically described as: See Weiler Engineering's memorandum, attached.

Attachments: WEC memorandum

Total Proposed Decrease in Contract Price and Contract Time for this Change Order

Decrease in Contract Price: -$922,000.00	**Increase (decrease) in Contract Time (Calendar days): NONE**

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to and governed by all provisions of the original Agreement and RFP. It is expressly understood and agreed that the approval of this Change Order shall have no effect on the original Agreement, including all GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS, other than matters expressly provided herein.

This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Change Order constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order. Owner may require consent of the Contractor's surety, if any, to the terms of this Change Order.

Original Contract Price: $1,681,110.00	**Original Contract Time: 210 Days (calendar days or dates)**

SUMMARY OF PRIOR CHANGE ORDERS

C-O No.	Description of Change	Change in Contract Price	Change in Contract Time
1	Upsize four control power transformers in LCPs	$4,930.00	0 Days
2	Balancing Change Order	$3,253.00	0 Days
3	Deduct ODP Costs from Contract	-$922,000.00	0 Days
4		$	Days
5		$	Days
6		$	Days
TOTAL OF ALL PRIOR CHANGES		**$8,183.00**	**0 Days**
CURRENT CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders BUT before adjusting for this Change Order)		**$1,689,293.00**	**210 Days**
NEW CONTRACT PRICE AND TIME (Adjusted by Prior Change Orders AND this Change Order)		**$767,293.00**	**210 Days**
Original Contract Substantial Completion Date: 02/01/2017		**New Contract Substantial Completion Date: 02/01/2017**	

APPROVAL AND CHANGE ORDER AUTHORIZATION

Contractor: Wharton Smith, Inc.	Owner: **Key Largo Wastewater Treatment District**
_____	_____
By (Signature)	By (Signature)
Gregory Williams, Division Manager (Printed Name and Title of Officer)	Paul Christian, General Manager (Printed Name and Title of Officer)
(Date)_____	(Date)_____
ATTEST:	ATTEST:
_____	_____
(Secretary)	Katherine Jackson, District Clerk
(Corporate Seal)	(Seal)

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

Meeting Date: December 6, 2016

Agenda Item Number: N-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Verbal Update on Mr. Bob Manley - 563 Palm Drive

Summary of Discussion:

Staff to give a verbal update on 563 Palm Drive.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 0.00	
Administration:	nb	Expense	
Finance:	_____	Funding Source:	
District Counsel:	_____	Rate Revenue	
District Clerk:	_____	Budgeted:	
Engineering:	_____	No	

Approved By: _____ **Date:** 12/2/2016

General Manager

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

Meeting Date: December 6, 2016

Agenda Item Number: N-2

Agenda Item Type: Resolution

Agenda Item Scope: Customer Service

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Contiguous Vacant Waiver - AK#1599352 - McInery Waggle INC

Summary of Discussion:

Customer requests for wastewater service and assessment to be waived from AK#1599352 per General Rules and Regulations Section 10.06(a)(i). Service will still be provided to adjacent parcel AK#1599336.

Reviewed / Approved

Operations: _____

Administration: MD

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 0.00 Refunded

$ 5,840.00 Uncollected

Funding Source: Assessment Revenue

Budgeted: No

Attachments

1. Resolution DRAFT 29-12-16
2. KLWTD Waiver of Wastewater Service and Acknowledgment of Potential Costs
3. Map

Approved By: _____ **Date:** 12/2/2016

General Manager

RESOLUTION NO. DRAFT 29-12-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MCINERNY WAGGLE INC FOR THE REMOVAL OF ONE TAX PARCEL FROM THE 2016 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District (District) assessed the parcel listed below in Section 2 via Resolution 10-08-16 dated August 2, 2016, the 2016 Assessment Resolution; and

WHEREAS, the District has determined that the parcel described in Section 2 is adjacent to the parcel described in Section 1 which is receiving wastewater service, that the parcel in Section 1 is developed, and that the parcels are used as a single parcel; and

WHEREAS, in accordance with Section 10.6(a)(i) of the KLWTD General Rules and Regulations, the parcel owner(s) McInerny Waggle Inc. has waived the right to receive wastewater service to the parcel described in Section 2, and has requested that the District suspend collection of the SDC and all future non-ad valorem Assessments on that parcel; and

WHEREAS, pursuant to Section 10.6 (b) of the KLWTD General Rules and Regulations, the parcel owner(s) certified and agreed that if they later desire wastewater service to the parcel, they would pay the full direct and indirect District costs of providing the same.

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

Section 1.

PARCEL ID:	00486870-000000
AK NO.	1599336
PARCEL DESCRIPTION:	PLAT OF SURVEY OF LIME GROVE EST PROPERTY PB5-52 KEY LARGO PT TR 1 (TRACTS 3-4) OR345-126 OR375-583/85-E OR433-402 OR550-1 OR1596-1246/47 OR2454-442D/

Section 2.

PARCEL ID:	00486900-000000
AK NO.	1599352
PARCEL DESCRIPTION:	PLAT OF SURVEY OF LIME GROVE ESTATES PROPERTY PB5-52 KEY LARGO PT TRACT 1 TRS 1 AND 5 OR345-127/29 OR375-583/85E OR2510-449/53C OR2510-474/78C OR2510-

Section 3. The Key Largo Wastewater Treatment District Board of Commissioners does herby exclude the parcel designated above in Section 2 from the Key Largo Wastewater Treatment District 2016 Non Ad-Valorem Assessment.

Section 4. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

Section 5. 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 6th DAY OF DECEMBER, 2016

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 6th day of December, 2016

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: _____
Chairman

ATTEST:

_____
Katherine Jackson, District Clerk

Approved to as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL

This document prepared by (and after recording 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	)
		)

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

Property Appraiser Parcel Identification Number(s) = Serve AK#: **1599336** Waive AK#: **1599352**

KEY LARGO WASTEWATER TREATMENT DISTRICT
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

THIS WAIVER of wastewater service and acknowledgement of potential costs is executed on the date(s) shown below:

WHEREAS, on August 2, 2016, the Key Largo Wastewater Treatment District ("District") adopted a Final Assessment Resolution levying non-ad valorem assessments against the excluded Tax Parcel listed in Attachment A under and in accordance with Chapter 197.3632, Florida Statutes; and

WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in Attachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A and have full authority.
2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater service to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).
3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.
4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive,

as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the non-ad valorem assessment.

5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).

7. The District acknowledges receipt of an administrative fee of $200.00.

8. The undersigned hereby consents to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.

9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Sign: Elizabeth A. McInerny 1/3
Owner or Co-Owner

Sign: Elizabeth A. McInerny
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

Sign: Christi Meder
Witness

STATE OF: GA

COUNTY OF: Union

The foregoing instrument was acknowledged before me this 8-9-16 (date), by Elizabeth McInerny (name(s)), who is personally known to me or who has produced Drivers License (type of identification) as identification.

Pam Murray
Notary Public

Pam Murray
Printed Name

4-21-20
Commission Expiration Date

PAM M MURRAY NOTARY PUBLIC UNION COUNTY GEORGIA EXPIRES April 21, 2020

WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

Attachment A

Tax Parcel receiving wastewater Service:

Alternate Key Number:	1599336
RE Number:	00486870-000000
Physical Location:	95525 S OVERSEAS HWY
Legal Description:	PLAT OF SURVEY OF LIME GROVE EST PROPERTY PB5-52 KEY LARGO PT TR 1 (TRACTS 3-4) OR345-126 OR375-583/85-E OR433-402 OR550-1 OR1596-1246/47 OR2454-442D/

Excluded Parcel:

Excluded Parcel:	
Alternate Key Number:	1599352
RE Number:	00486900-000000
Physical Location:	VACANT LAND
Legal Description:	PLAT OF SURVEY OF LIME GROVE ESTATES PROPERTY PB5-52 KEY LARGO PT TRACT 1 TRS 1 AND 5 OR345-127/29 OR375-583/85E OR2510-449/53C OR2510-474/78C OR2510-

Contiguous Vacant Waiver

McInery Waggle INC - MM 95.5

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.

1:3,904

Date: 8/8/2016

This document prepared by (and after recording 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	)
		)
		--------**Above This Line Reserved For Official Use Only**-----

Property Appraiser Parcel Identification Number(s) = Serve AK#: **1599336** Waive AK#: **1599352**

KEY LARGO WASTEWATER TREATMENT DISTRICT
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

THIS WAIVER of wastewater service and acknowledgement of potential costs is executed on the date(s) shown below:

WHEREAS, on August 2, 2016, the Key Largo Wastewater Treatment District ("District") adopted a Final Assessment Resolution levying non-ad valorem assessments against the excluded Tax Parcel listed in Attachment A under and in accordance with Chapter 197.3632, Florida Statutes; and

WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in Attachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A and have full authority.
2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater service to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).
3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.
4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive,

as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the non-ad valorem assessment.

5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).

7. The District acknowledges receipt of an administrative fee of $200.00.

8. The undersigned hereby consents to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.

9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Sign: Elizabeth A. McInerny 1/3
Owner or Co-Owner

Sign: Elizabeth A. McInerny
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

Sign: Christi Meder
Witness

STATE OF: GA

COUNTY OF: Union

The foregoing instrument was acknowledged before me this 8-9-16 (date), by Elizabeth McInerny (name(s)), who is personally known to me or who has produced Drivers License (type of identification) as identification.

Pam Murray
Notary Public

Pam Murray
Printed Name

4-21-20
Commission Expiration Date

PAM M MURRAY NOTARY PUBLIC UNION COUNTY GEORGIA EXPIRES Apr 21, 2020

PAM MURRAY
NOTARY
GEORGIA
EXPIRES
APR 21, 2028
PUBLIC
UNION COUNTY

WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

Attachment A

Tax Parcel receiving wastewater Service:

Alternate Key Number:	1599336
RE Number:	00486870-000000
Physical Location:	95525 S OVERSEAS HWY
Legal Description:	PLAT OF SURVEY OF LIME GROVE EST PROPERTY PB5-52 KEY LARGO PT TR 1 (TRACTS 3-4) OR345-126 OR375-583/85-E OR433-402 OR550-1 OR1596-1246/47 OR2454-442D/

Excluded Parcel:

Excluded Parcel:	
Alternate Key Number:	1599352
RE Number:	00486900-000000
Physical Location:	VACANT LAND
Legal Description:	PLAT OF SURVEY OF LIME GROVE ESTATES PROPERTY PB5-52 KEY LARGO PT TRACT 1 TRS 1 AND 5 OR345-127/29 OR375-583/85E OR2510-449/53C OR2510-474/78C OR2510-

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

Meeting Date: December 6, 2016

Agenda Item Number: N-3

Agenda Item Type: Customer Service

Agenda Item Scope: Customer Service

Recommended Action: Discussion

Department: Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Refund of Wastewater Assessment - AK#8932353

Summary of Discussion:

The Board approved Resolution 17-10-16 on October 4, 2016, excluding AK#8932353 from the wastewater assessment. This parcel is a boat slip with no wastewater pump out.
The parcel owner did not request a refund with the initial request, and would like to request one at this time. KLWTD Rules and Regulations do not offer a credit or refund for parcels in this situation.

Reviewed / Approved

Operations: _____
Administration: RB3
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

Financial Impact

$ 2,080.00 Refunded

$ 0.00 Uncollected

Funding Source: Assessment Revenue

Budgeted: No

Attachments

1. Customer's request for refund
2. Accounting History

Approved By: _____ (General Manager) **Date:** 12/2/2016

Key Largo Wastewater Treatment District

Diane Bockelman <diane.bockelman@klwtd.com>

Wastewater Correction

1 message

Curtis Gray <curtisgray@email.com> Fri, Nov 18, 2016 at 4:30 PM
To: dianeb@klwtd.com

Name: Curtis Gray
Address: 247 South Ocean Shores Drive, Key Largo, FL 33037
Alt Key #: 8932353

Principal Amt: $2080.00 ($260/Yr., 2008-2015)

Transaction Amt: $3303.12 (Total amt. paid 2008-2015 property taxes)

Diane, above is the information you requested for my submission for a refund regarding the wastewater hook-up that was never installed at my boat slip located at the above address. I have been paying for the wastewater hook-up as part of my property taxes since 2008 (total paid - $3303.12). I was not aware of what this charge was for until recently. I applied to have the fee removed from my future property taxes, but I feel that I should receive a refund for previous years (2008-2015) since I was paying for a service that was never installed.

Please let me know if you need additional information.

I appreciate your consideration and assistance.

Curtis Gray
305/333-5533

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

Accounting Transactions - AK#8932353					
Date	**Payment Type**	**Principal**	**Interest**	**Collection Cost**	**Discount**
9/15/2008	Begin Bal	$ (5,200.00)			
9/15/2008	Tax Roll	$ 260.00	$ 128.54	$ 0.62	$ 16.22
9/15/2009	Tax Roll	$ 260.00	$ 163.66	$ 0.62	$ 17.68
9/15/2010	Tax Roll	$ 260.00	$ 172.74	$ 0.80	$ 18.06
9/15/2011	Tax Roll	$ 260.00	$ 156.38	$ 8.86	$ 17.72
9/15/2012	Tax Roll	$ 260.00	$ 130.75	$ 0.82	$ 17.02
9/15/2013	Tax Roll	$ 260.00	$ 123.08	$ 0.80	$ 16.70
9/15/2014	Tax Roll	$ 260.00	$ 110.26	$ 0.77	$ 16.13
9/15/2015	Tax Roll	$ 260.00	$ 88.96	$ 0.73	$ 15.20
9/15/2016	Tax Roll	$ 260.00	$ 81.99	$ 0.72	$ 14.90
10/4/2016	Adjustment*	$ (260.00)	$ (81.99)	$ (0.72)	$ (14.90)
10/4/2016	Adjustment**	$ (3,120.00)			
	Subtotals:	**$ 2,080.00**	**$ 1,074.37**	**$ 14.02**	**$ 134.73**
	Total Paid:	**$ 3,303.12**			

* Transaction removed the wastewater assessment from the 2016 Tax Bill.

** Transaction removed the remaining balance of the wastewater assessment.

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

Meeting Date: December 6, 2016

Agenda Item Number: O-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action

Department: Commissioner's Item

Sponsor: Commissioner Tobin

Subject:

Suggested Adjustment to Agenda Format: "Unfinished Business"

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 0.00	1. Commissioner Tobin's E-mail
Administration:	_____	Expense	
Finance:	_____	Funding Source:	
District Counsel:	_____	Rate Revenue	
District Clerk:	_____	Budgeted:	
Engineering:	_____	No	

Approved By: _____ **Date:** 12/2/2016

General Manager

Key Largo Wastewater Treatment District

Katherine Jackson <katherine.jackson@klwtd.com>

Agenda Item

1 message

Andrew M. Tobin Attorney <tobinlaw@terranova.net> Wed, Nov 2, 2016 at 9:33 AM
To: Katherine Jackson <katherine.jackson@klwtd.com>
Cc: Paul Christian <paul.christian@klwtd.com>, Ray Giglio <ray.giglio@klwtd.com>, Commissioners <Commissioners@klwtd.com>

Katherine;

Please add the following to the agenda. Thank you,

Andy

Commissioner's Item: (Tobin)

Discussion: Whether to add "Unfinished Business" to the agenda.

Reason: This change is intended to assist the Board and Staff in tracking matters which are pending/unresolved.

ANDREW M. TOBIN, P.A.
Attorney at Law
P. O. Box 620
Tavernier, FL 33070

T: 305.852.3388

Tobinlaw@Terranova.Net

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

Meeting Date: December 6, 2016

Agenda Item Number: R-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor: Connie Fazio

Subject:

Insurance Deductible for Sewer Backup Claim

Summary of Discussion:

The $25,000.00 expense for the insurance claim deductible for the sewer backup at 506 Caribbean Boulevard will be discussed.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 25,000.00	Memo from Finance Dept.
Administration:	_____	Expense	KLWTD Purchase Requisition
Finance:	CF	Funding Source:	
District Counsel:	_____	Rate Revenue	PGIT Insurance Invoice
District Clerk:	_____	Budgeted:	Memo from Finance Dept. at Nov. 1st Board Mtg
Engineering:	_____	Yes	

Approved By: _____ **Date:** 12/2/2016

General Manager

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

December 6, 2016

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

Subject: Purchase Order #16-499865 for PGIT Insurance Claim #283419 Deductible

Key Largo Wastewater Treatment District was billed by PGIT (Preferred Government Insurance Trust) for a deductible amount of $25,000. This invoice is in reference to the sewer backup claim from at 506 Caribbean Bvld in August, 2015. The insurance claim was settled in October 2016, and the District owes the deductible amount.

The District respectfully requests approval of this purchase order in order to process the $25,000 payment.

Sincerely,

Connie Fazio
Senior Finance Manager

Key Largo Wastewater Treatment District Purchase Requisition

Vendor:

Preferred Governmental Insurance Trust
PO Box 958455
Lake Mary, FL 32795-8455

Date: 12/6/16

Description: Deductible for Sewer Backup Claim #283419 at 506 Caribbean Blvd, Key Largo

Amount: $25,000

Preferred
PGIT GOVERNMENTAL INSURANCE TRUST

Invoice	
Agent	Brown & Brown - Homestead (TR Jo P. O. Box 1505 Homestead FL, 33030
Acct ID	GL DEDUCTIBLE $25000
Date	10/31/2016
Program Year	2014-2015

Package Deductibles

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

Payment Information	
Invoice Summary	$ 25,000.00
Due Date	11/30/2016
Amount Enclosed	
Invoice Number	GLPD283419

Thank You

Please detach and return with payment

Client: Key Largo Wastewater Treatment District

Invoice	Invoice Date	Transaction Description	Amount
GLPD283419	10/31/2016	PACKAGE DEDUCTIBLE BILLED Elizabeth & Scott Ender - 283419	25,000.00

RECEIVED
NOV 10 2016
KEY LARGO WASTEWATER TREATMENT DISTRICT

Invoice Notes:

Payments
0.00
Total Due
$ 25,000.00

Make Check Payable to: Preferred Governmental Insurance Trust
P.O. Box 958455, Lake Mary, FL 32795-8455
Phone (321) 832-1456 Fax (321) 832-1489
accounting@publicrisk.com
Administered by Public Risk Underwriters of FL, Inc.

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Post Office Box 491, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

November 1, 2016

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

Subject: Homeowner Sewer Backup Claim Settlement Information

On August 28, 2015, Scott and Elizabeth Ender, property address 506 Caribbean Blvd in Key Largo, discovered a sewer backup in their downstairs enclosure upon returning from vacation.

Our insurance carrier was notified, and Preferred Government Insurance Trust (PGIT) handled the claim.

Key Largo Wastewater Treatment District was notified by our insurance carrier on October 18, 2016 that the sewer backup claim had been closed. The total payment for this claim was $54,630.39. KLWTD will be charged a $25,000 deductible fee.

Please see the attached letter from the PGCS claims representative regarding this claim.

Respectfully submitted,

Connie Fazio
Senior Finance Manager