



Florida Department of Environmental Protection
INVOICE APPROVAL FOR CONTRACTS AND GRANT AGREEMENT DISBURSEMENTS FORM
 ELECTRONIC CONTRACT INVOICE SUBMISSION ONLY

Required Signatures: Adobe Signature

This form should be completed in full and submitted electronically through the Shared Contract Invoice Document Drive along with the invoice and other required documentation as defined by agreement.

Date Invoice Received **Contract or Grant Agreement Number:**

Is this the Final Invoice? Yes No

Capitalization? Yes No

Invoice Amount

Less: Retainage

Less: Amount Denied

Approved Payment Amount

Payment Funding Source(s) (Funding must agree with current FLAIR encumbrance information.):

ORGANIZATION CODE	EO	OBJECT CODE	FUND	CATEGORY	YR	GRANT	OCA/MODULE	PROJECT NUMBER	PAYMENT AMOUNT
PAYMENT TOTAL									

Program Area Use:

Fiscal Agent's Approval:

SUMMARY OF CONTRACTUAL SERVICES AGREEMENT

OLO/Department:	DEPARTMENT OF ENVIRONMENTAL PROTECTION		Agency Contact:	
FLAIR Contract #:	MV180	Telephone #:		
Agency Contract #:	MV180			
Contractor/Vendor/Payee:	JDI PH MARINA HOLDING, LLC			
Original Contract Amount:	\$42,465.44	Total Contract Amount:	\$42,465.44	Contract Type: Grant Disbursement Agreement
Contract Start Date:	03/08/2016		Contract End Date: 05/10/2017	
Contract Last Signed Date:	03/08/2016			Advanced Funded: No
METHOD OF PROCUREMENT:	Request for Application method of competitively awarding State/Federal grants to for-profit organizations.			
AGENCY REFERENCE #:	MV180			
Invoice Number:	1 / Final		Invoice Period: 5/1/16 - 12/31/16	
Total Amount of Previous Payments:				
CONTRACT MANAGER CERTIFICATION:				
I certify, by evidence of my signature, the information on this form is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.				
Contract Manager Name printed:	Deneka Smith			
Contract Manager Signature:	Deneka Smith		Date: 2/23/17	

Pilot House Marina
13 Seagate Blvd.
Key Largo, Florida 33037

1/24/2017

INVOICE

To: Florida DEP
Attn: Deneka Smith
3900 Commonwealth Boulevard
Tallahassee, Florida 32399

Re: CVA 15-747; MV 180

Grant payment match request for Pump-out Equip

Purchase and installation, etc.....\$41,531.54

Please remit payment to:

Pilot House Marina
13 Seagate Blvd.
Key Largo, Florida 33037

Sincerely,

Terry L. Hartsook

Terry Hartsook, Grantee Grant Manager

f

RECEIVED

By Deneka Smith at 12:20 pm, Feb 23, 2017

ATTACHMENT B
GRANT PAYMENT/MATCH REQUEST

JDI PH Marina Holding LLC dba LE # _____ or MV# 180
Pilot House Marina

CVA # 15-747
(Application No.)

(GRANTEE)

DEP Program: Clean Vessel Act Grant Program

If Department payment is being requested, an invoice on your letterhead must accompany this form.

TOTAL PROJECT
(100%) of costs

Permitting	\$ 955.00 \$ 954.80
Construction	\$ 14,378.00 \$ 2,500.00
Renovation	_____
Equipment Purchase	\$ 21,354.00 \$ 21,353.58
Equipment Installation	\$ 30567.00
Operations	_____
Maintenance and Repair	_____
Sewage Hauling	_____
Pumpout Signage	Already in Place
Education and Instructional Materials	Already in Place
TOTAL PROJECT	\$ 67,254.00 \$ 55,375.38
25% Grantee match	\$ 24789.00 \$ 13,843.85 (match + overrun)
75% reimburseable to Grantee	\$ 42465.00 \$ 41,531.54 (the approved award)

I attest that documentation has been and will be maintained as required by this Agreement to support the amounts reported above and is available for audit upon request. I attest that all expenditures prior to this request have been made and are true and accurate and are only for the purposes as described in Clean Vessel Act Grant Project Agreement No. LE/MV # 180, I further attest, that Pilot House Marina has complied with the terms and conditions of this Agreement. (name of the marina or entity)


Terry Hartsook
Grantee's Project Manager

01/26/2016
Date

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
PUMPOUT PROJECT CERTIFICATION OF COMPLETION**

Division: **Office of Sustainable Initiatives**

Application No. CVA 15-747

Project Code: **CVA 15-747**

Project Agreement No. **MV 180**

GRANTEE: **JDI PH MARINA HOLDING LLC**

GRANT for: **Marina Pump Out Sytem**

EXECUTION DATE: **02/01/2017**

Total Grant Award: **\$ 48,465.44**

GRANTEE'S AFFIDAVIT

I CERTIFY: That the work under the above Project Agreement and all amendments thereto has been satisfactorily completed; that all materials, labor and other charges against the project have been paid in accordance with the terms of the Agreement; that no liens have been attached against the project; that no suits are pending by reason of work on the project under the Agreement; that all workmen's compensation claims have been settled and that no public liability claims are pending.

NOTARY PUBLIC: Subscribed and sworn to

Josefa F. Rodriguez
before me at Key Largo FL

This day of 02/01/17

(Title) NOTARY
Josefa F. Rodriguez



GRANTEE: JDI PH MARINA HOLDING LLC

By: [Signature]

Terry L. Hartsook, GM, Grantee Grant Manager
(Name and Title)

Date: 2/01/2017

FEIN: or Social Security No. 26-2598497

CERTIFICATE OF ACCEPTANCE BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

I CERTIFY: That the work under the above named Agreement has been satisfactorily completed under the terms of the Agreement and that the grantee has submitted satisfactory evidence that all labor, materials and other charges against the project have been paid in accordance with the terms of the Agreement to the best of my knowledge.

Clean Marina / Clean Vessel Act Program

[Signature]
Project Manager

Deneeka Smith / Grant Manager
(Print Name and Title)

2/16/17
Date

Division: Office of Sustainable Initiatives

Brenda Leonard
Director of Sustainable Initiatives

BRENDA LEONARD
PROGRAM ADMIN
(Print Name and Title)

2-23-17
Date

MONROE COUNTY, FL

13 ITEMS OF 13

PERMIT RECEIPT

OPERATOR: MTCCSR3
COPY # : 1

Sec:33 Twp:61 Rng:39 Sub: Blk: Lot:4-5
RE: 00502370000000

DATE ISSUED.....: 08/05/2016
RECEIPT #.....: 02000033710
REFERENCE ID # ...: 16303938
NOTES

SITE ADDRESS: 13 SEAGATE BOULEVARD
SUBDIVISION:
CITY: KEY LARGO
IMPACT AREA

OWNER: JDI PH MARINA HOLDING LLC
ADDRESS: 555 SKOKIE BLVD STE 555
CITY/STATE/ZIP ...: NORTHBROOK, IL 30062

RECEIVED FROM: PILOT HOUSE MARINA
CONTRACTOR: GIBUS, JOHN JEFFREY LIC # 04165
COMPANY: GIBUS PLUMBING ENTERPRISES
ADDRESS: PO BOX 372871
CITY/STATE/ZIP ...: KEY LARGO, FL 33037-2871
TELEPHONE: (305) 852-8154

FEE ID	UNIT	QUANTITY	AMOUNT	PD-TO-DT	THIS REC	NEW BAL
0ABLD2PR	VALUATION	45,000.00	386.11	386.00	0.11	0.00
0B1BLDADD	VALUATION	45,000.00	210.60	0.00	210.60	0.00
0BBLD2PR	VALUATION	45,000.00	386.11	0.00	386.11	0.00
0BPLNEG5	VALUATION	45,000.00	301.50	0.00	301.50	0.00
CONT-INVES	FLAT RATE	1.00	11.00	0.00	11.00	0.00
DBPR	UNITS	982.82	13.27	0.00	13.27	0.00
DBPR RE ED	UNITS	982.82	1.47	0.00	1.47	0.00
DCA	UNITS	982.82	13.27	0.00	13.27	0.00
DCA RE ED	UNITS	982.82	1.47	0.00	1.47	0.00
E- 0 EDUC	FLAT RATE	1.00	2.00	0.00	2.00	0.00
F- 0 EDUC	FLAT RATE	1.00	2.00	0.00	2.00	0.00
P- 0 EDUC	FLAT RATE	1.00	2.00	0.00	2.00	0.00
PLAN ED	FLAT RATE	1.00	10.00	0.00	10.00	0.00
TOTAL PERMIT :			1340.80	386.00	954.80	0.00

METHOD OF PAYMENT	AMOUNT	REFERENCE NUMBER
CHECK	954.80	11769
TOTAL RECEIPT :	954.80	



Site 16303438
Florida Department of
Environmental Protection

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

South District
Post Office Box 2549
Fort Myers, Florida 33902-2549
SouthDistrict@dep.state.fl.us

Jonathan P. Steverson
Secretary

VIA ELECTRONIC MAIL

In the Matter of an
Application for Permit by:

Permittee:
JDI PH Marina Holding LLC
Gay Marie Smith, Agent
555 Smokie Blvd Ste 55
Northbrook, IL 60062
gaymarie21@yahoo.com

Permit Number: 281237-245-DWC/CM
Issued: July 20, 2016
Expires: July 19, 2021
Project: Peristaltic Pump Installation At
JDI Marina
Key Largo WTD
Connected to: Key Largo WTD
County: Monroe

Enclosed is Permit Number 281237-245-DWC/CM to construct a sewage collection/transmission system pursuant to Chapter 403, Florida Statutes (FS) and Florida Administrative Code (F.A.C.) Rules 62-4 and 62-604.

The Department's proposed agency action shall become final unless a timely petition for an administrative hearing is filed under Sections 120.569 and 120.57, Florida Statutes, within 14 days of receipt of notice. The procedures for petitioning for a hearing are set forth below.

A person whose substantial interests are affected by the Department's proposed permitting decision may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, Florida Statutes. The petition must contain the information set forth below and must be filed (received by the clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000.

Petitions by the applicant or any of the persons listed below must be filed within 14 days of receipt of this written notice. Petitions filed by any persons other than those entitled to written notice under Section 120.60(3), Florida Statutes, must be filed within 14 days of publication of the notice or within 14 days of receipt of the written notice, whichever occurs first. Under Section 120.60(3), Florida Statutes, however, any person who has asked the Department for notice of agency action may file a petition within 14 days of receipt of such notice, regardless of the date of publication.

The petitioner shall mail a copy of the petition to the applicant at the address indicated above at the time of filing. The failure of any person to file a petition within 14 days of receipt of notice shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, Florida Statutes. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, Florida Administrative Code.

A petition that disputes the material facts on which the Department's action is based must contain the following information:

- (a) The name, address, and telephone number of each petitioner; the name, address, and telephone number of the petitioner's representative, if any; the Department permit identification number and the county in which the subject matter or activity is located;



RECEIVED

By Deneka Smith at 10:05 am, Nov 22, 2016



DISPLAY THIS CARD ON JOB SITE VISIBLE FROM THE STREET
MONROE COUNTY GROWTH MANAGEMENT
BUILDING – FLOODPLAIN - DEVELOPMENTAL PERMIT

DATE ISSUED: 08/05/2016	PERMIT NUMBER 16303938
DEO DATE: EXEMPT	
PURPOSE PLUMBING	
OWNER JDI PH MARINA HOLDING LLC	
CONTRACTOR GIBUS PLUMBING ENTERPRISES	
SITE ADDRESS 13 SEAGATE BOULEVARD	
LEGAL DESCRIPTION LT4&5 KEY LARGO BEACH	
ZONING	FLOOD ZONE AE7/8

WARNING TO OWNER:

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

ATTENTION:

1. "Owner Builder" must be available for all inspections.
2. No inspections will be made unless permit card is displayed and approved plans are readily available.
3. This permit shall become null and void unless the work authorized is commenced (and receives an approved inspection on this card) within one-hundred and eighty (180) days after the effective date of the permit.
4. Once commenced, with an approved inspection, this permit will remain active as long as there is an approved inspection within one-hundred and eighty (180) days of the last approved inspection; partial inspections do not count toward satisfying the 180 day requirement.
5. Certificate of Occupancy must be secured before this building can be used or inhabited for any purpose. Do not remove this card until issuance of a Certificate of Occupancy or Completion.

INSPECTION REQUEST PHONE LINE(s): 305-295-5160.

Please provide:

- **Permit number:** 16303938

- **Contractor ID (also provided on Permit)**

Main: ID= 04165 GIBUS PLUMBING ENTERPRISES

Subs: Type >> 5 digit ID << Company

EC 12999 KNIGHT ELECTRIC CORP OF KL INC

Inspection code: The 3 digit code listed on Building Department Permit Inspections list provided at issuance. Older inspection codes (i.e. BL99), that contain letter(s) with digits, please choose the closest 3 digit inspection code for the equivalent inspection description from the current inspection code

MINIMALLY, THE FOLLOWING INSPECTIONS ARE REQUIRED:

The 199 - Building Final (if listed below) must be the last inspection requested after all other inspections/final inspections have passed.

699 - FINAL PLUMBING

Monroe County Bldg Permit INSPECTION RECORD

PERMIT #

105 Accessibility				300 Underground Elect			
110 Draft stopping/fire bldg.				305 Rough Elect/Grnd Bond			
115 Found./Ftrs/Pilings/Augers				310 Temp Pole			
116 Davit Bases				315 Power/Service Entrance			
117 Boat Lift/Davits				320 Temp Underground (TUG)			
118 Seawall				325 Solar PV System/Generator			
120 Slab				330 Swimming Pool/Spa Electric			
125 Lintel/Tie Bms/Grade Bms				335 Marinas/Boat Lift Electric			
126 Spalling/Concrete				399 Final Electric			
135 Truss				NOTES			
140 Vertical cells/columns							
141 Stairs				400 Underground Mech			
142 Railings/Guards				405 Rough-in Mech			
150 Window/Door Framing				410 Refrigeration			
151 Screen Enclosure				415 Hood			
155 Enclosure (Floodplain)				499 Final Mechanical			
156 Flood Proofing (Fldpln)				NOTES			
157-F.E.M.A. - Compliance							
160 Curtain wall framing				500 Underground GAS			
165 Roof/wall dry-in				505 Rough Piping			
166 Lath				598 Final Piping			
170 Wall				515 Gas Tank			
175 Sheathing				520 Location/Tie Down(PropTank)			
176 Dry Wall/Fire Sep/Fire Wall				599 Final Gas			
190 Energy Insulation				NOTES			
191 Framing							
193 Deck flooring				600 Underground Plumb			
195 In Progress (not roofing)				605 Rough-in Plumb			
				610 Sewer			
				615 Solar			
				699 Final Plumbing			
				NOTES			
BLDG NOTES: - see below							
200 Roof Dry-in				700 Retaining Wall/Pool Steel			
205 Roof Insulation				705 Deck			
210 Roof in Progress				780 Pool Barrier			
215 Roof Coverings				720 Rough Marine			
220 Flashing				798 Final Marine			
294 Final Roof				799 Final Pool			
NOTES				NOTES			
				830 Planning			
230 Tie Down - Manufactured Bldg.				895 Final Planning			
235 Connections (Utility) - Manuf.Bldg				840 Riprap			
291 Final Manufactured				845 Fill			
240 Installation - Impact Resistant Cover.				850 Pre-Clear Staking			
245 BUCK - Impact Resistant Cover.				855 Clearing			
292 Final Shutter				860 Tree/Shrub Preserve/Protect			
293 Final Impact Resist				863 Erosion/Sediment Control			
NOTES				864 Pre-Storm/Bury			
				865 Final Stormwater Mgt			
295 Final Demo				893 Final Landscape			
296 Final Fence				894 Final Biological			
297 Final Sign				NOTES			
NOTES							
890 Rough Fire							
891 Final Fire w/ Accept Test							
892 Final Fire w/o Accept Test							
NOTES							

Handwritten notes:
 KHW TO
 FINAL
 Vacuum TEST
 12-20-2016

Handwritten notes:
 11-21/16

Handwritten notes:
 P.D. 11/30/16

Handwritten notes:
 w/TEST 25 HGS

Additional NOTES:

Handwritten notes:
 Electrical 11-9-16
 Failed Inspection for see 1-stale files
 * Stairs support for see 1-stale files
 * Lake 1 (Bldg) (Disassembled) (Cathedral Panel)

199 - FINAL BUILDING >

PASSED FAILED/INCOMPLETE/RESCHEDULE

DATE:

Handwritten note:
 To close permit please
 call (689-inspection type)



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT BUILDING – FLOODPLAIN – DEVELOPMENTAL PERMIT

WATER SOURCE.

2. ELECTRIC CIRCUIT/JUNCTION BOX SERVING PUMPOUT SYSTEM MUST BE LOCATED AT OR ABOVE BFE.

* approval of this permit does not give approval to any floodplain violations that may exist or unpermitted work done on this property. PLANNING DEPARTMENT DID NOT REVIEW THIS APPLICATION.

THERE MAY BE DEVELOPMENT AND/OR LAND USE ISSUES ON THE SITE THAT ARE NO LONGER IN COMPLIANCE WITH A COUNTY REGULATION(S) OR ESTABLISHED UNLAWFULLY WITHOUT THE BENEFIT OF PROPER APPROVALS. APPROVAL OF THIS PERMIT DOES NOT DEEM ALL DEVELOPMENT AS CONFORMING OR DEEM UNLAWFUL DEVELOPMENT AS LAWFUL.

THE GROWTH MANAGEMENT DIVISION RESERVES THE RIGHT TO REQUIRE THAT SUCH DEVELOPMENT BE BROUGHT INTO COMPLIANCE THROUGH THE PROPER APPROVAL PROCESS OR TERMINATED UPON FUTURE DISCOVERY.

Work in the right of way requires coordination with the Monroe County Public Works & Engineering Division. Work performed within the right of way may require a separate permit or approval in addition to a permit issued by the Monroe County Building Department and /or the utilities. It is the responsibility of the owner to obtain all required permits before starting work. Failure to obtain a right of way permit when required may result in work stoppages or penalties.

Contacts for right of way permits are:
Upper Keys at the Plantation Key Public Works Building; 88770 Overseas Highway; Tavernier FL 33070; contact(s): Marcia Bassett or John Glista; ph 305/852-7161
Lower Keys at the Gato Building – Engineering Office; 1100 Simonton Street; Key west, FL 33040; contact(s): Tina Losacco or Clark Briggs; ph 305/292-4426

NO OTHER WORK THIS PERMIT.
NO PLAN DEVIATION ALLOWED WITHOUT A REVISED PERMIT INSPECTIONS REQUIRED PER PERMIT CARD.
ALL DEBRIS TO BE REMOVED TO A LEGAL DUMPSITE. DEEMED NON-DEVELOPMENT. DEO EXEMPT.

For detail plan review history for this permit refer to eGov (http://egov.monroecounty-fl.gov/eGovPlus/entity/login_main.aspx); or ask staff for a detail printout.

Customer's INITIAL - acknowledgement of understanding all conditions provided on this page (not required on signature page):

[Handwritten Signature]

PERMIT NUMBER:
16303938



**MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT
BUILDING – FLOODPLAIN – DEVELOPMENTAL
PERMIT**

INSPECTION(S) REQUIRED: _____

Minimally, the following inspections are required.

The 199 - Building Final (if listed below) must be the last inspections requested after all other inspections have passed..

Please refer to inspection request directions on our website <http://www.monroecounty-fl.gov/index.aspx?NID=161>

699 - FINAL PLUMBING

SAMPLE

Customer's INITIAL - acknowledgement of understanding all conditions provided on this page (not required on signature page):

PERMIT NUMBER:
16303938



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT BUILDING – FLOODPLAIN – DEVELOPMENTAL PERMIT

IMPORTANT INFORMATION:

- **Floodplain Development, and Planning and Environmental Resources Permit:**
This Permit serves as a Floodplain Development permit, under Chapter 122 of the Monroe County Land Development Code, as well as a Planning and Environmental Resources permit, under the Monroe County Land Development Code.

- **APPEAL PERIOD:**

- **Local Appeal Expiration Date:**
30 Days from 08/05/2016
Building permit shall not be rendered until the time within which to file any local administrative appeals pursuant to local ordinances has expired. Work completed prior to the expiration of this local appeal period is at owner's risk.
- **State Appeal Expiration Date (If applicable):**
30 Days from 08/05/2016 + 45 Days from receipt of permit from Monroe County to the state.
A development order shall not take effect or be acted upon by the developer until 45 days after rendition, unless a later date is specified in the order, and the effectiveness of a development order shall be stayed by the filing of a notice of appeal pursuant to Section 380.07, Florida Statutes. Whenever possible, local governments shall issue concurrently all local permits or development orders that may be applicable to the proposed development. Monroe County has up to 5 days to process and submit to state.

- **MONROE COUNTY, STATE OF FLORIDA, and other FEDERAL AGENCIES CODES:**

- In consideration of the granting of this permit, it is agreed that in all respects the work will be performed and completed in accordance with the permitted plans and the applicable Building, Zoning and Environmental codes Monroe County, State of Florida and Federal agencies.
- This permit may be revoked at any time upon the violation of any of the provisions of said laws, ordinances or rules and regulations or upon any change in the plans and specifications unauthorized by this department.
- In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as Water Management Districts, State Agencies, and/or Federal Agencies.

- **EXPIRATION:**

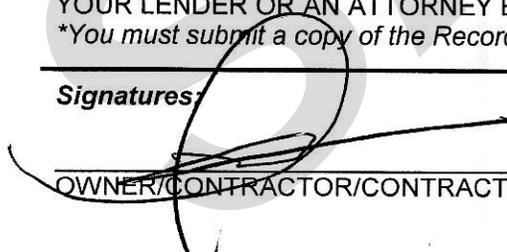
- Permits shall expire and become null and void if work, as defined in this permit
- is not commenced within 180 days from the date of issuance date and an approved inspection has not been obtained within 180 days, unless extended by the Building Official
 - or 180 days from the State Appeal date and does not meet 180 day inspections thereafter unless extended by the Building Official.

WARNING TO OWNER:

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED * AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

**You must submit a copy of the Recorded NOC with the Building Department before requesting first inspection.*

Signatures:

 8/5/16
OWNER/CONTRACTOR/CONTRACTOR AGENT


BUILDING DEPARTMENT
8-5-16
DATE

Customer's INITIAL - acknowledgement of understanding all conditions provided on this page (not required on signature page):

PERMIT NUMBER:
16303938

**GIBUS PLUMBING
ENTERPRISE**

INVOICE # OCT142016-1

GIBUS PLUMBING
PO BOX 2871
KEY LARGO FLORIDA 33037
Phone (305) 394-3720
GIBUSPLUMBING@YAHOO.COM
CFC056846

October 14, 2016

PILOT HOUSE MARINA
5 SEAGATE BLVD
KEY LARGO FLORIDA 33037

Marina Pump Out Total	\$6000.00
Progress Payment	<u>\$3000.00</u>
Balance	\$3000.00

TOTAL THIS INVOICE \$3000.00

Pablo R. Garcia P.E.

Consulting Engineer
102025 Overseas Hwy. #1
Key Largo, FL 33037
(305)-525-0611

Proposal/Invoice for Professional Services #2

- I. **Pablo R Garcia P.E.** hereinafter called the 'Engineer' proposes to provide certain professional services for Terry Hartsook, for a project located at Pilot House Marina, 13 Seagate Blvd Key Largo, FL and consisting of the following:
- A. Design working drawings for existing boat dockage pump out sewage collection, hydrants & pump to be connected to existing sewer system.
 - B. DEP Application; Agency coordinating & plan revision to comply with DEP requirements.

II. Compensation

Initial Site Visit/Inspection preliminary design and meeting with owner and agent

Included

All services described above in section I
Surveys or tests (if necessary) and processing
With permitting agencies are not included in this
proposal

Section A	\$ 4,500.00
Section B	\$ 2,000.00

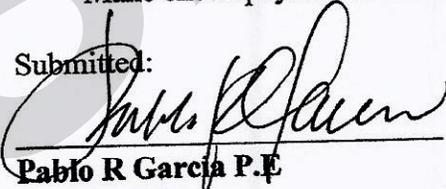
Total	\$ 6,500.00
--------------	--------------------

III. Method of Payment

Deposit of \$2,000.00 upon signing of proposal
Balance of \$4,500.00 upon completion of plans ready for submittal

Make check payable to Pablo R Garcia. P.E.

Submitted:


Pablo R Garcia P.E.

PE#: 34239

Date

5/18/16

Owner

Date

Installation / Equipment

C & T LARSH & SONS, INC.

4775 S. BLUEBIRD TERRACE
LECANTO, FL 34461

Statement

Date

10/16/2016

Phone # 352-628-0025

To:

Pilot House Marina
Terry Hartsook
13 Seagate Blvd
Key Largo, FL 33037

Date	Transaction	Amount	Balance
07/31/2016	Balance forward		0.00
08/10/2016	INV #1802. Due 08/10/2016. -- Install \$30,567.00	Install 30,567.00	30,567.00
08/10/2016	-- Tax: State Tax @ 6.0% = 0.00 INV #1803. Due 08/10/2016. -- 28621, 1 @ \$9,450.00 = 9,450.00 -- 161-G-291, 1 @ \$1,175.00 = 1,175.00 -- 26151, 1 @ \$1,550.00 = 1,550.00 -- 289, 2 @ \$975.00 = 1,950.00 -- 160-A-2383, 19 @ \$216.00 = 4,104.00 -- 160-A-2384-150, 2 @ \$232.00 = 464.00 -- 261-50-150, 2 @ \$495.00 = 990.00 -- Freight, 1 @ \$489.60 = 489.60 -- Tax: State Tax @ 6.0% = 1,180.98	Equipment 21,353.58	51,920.58
08/17/2016	PMT	-30,567.00	21,353.58
08/29/2016	PMT	-6,100.00	15,253.58
		<i>JK</i> <i>Do Pay when inspected</i>	
		TOTAL DUE	\$15,253.58

Pay Wed. 10/26/16

C & T LARSH & SONS, INC.
4775 S. BLUEBIRD TERRACE
LECANTO, FL 34461

INSTALLATION
Invoice

Date	Invoice #
8/10/2016	1802

Phone # 352-628-0025

E-mail tlarsh13@gmail.com

Web Site www.C-T-Larsh-Sons.com

Bill To
Pilot House Marina
Terry Hartsook
13 Seagate Blvd
Key Largo, FL 33037

Ship To
Pilot House Marina
Terry Hartsook
13 Seagate Blvd
Key Largo, FL 33037

P.O. No.

Terms ****AS STATED BELOW**

Item	Description	Amount
Install	<p>C & T LARSH & SONS WILL INSTALL 1 PLATINUM PERISTALTIC PUMP OUT AS DESCRIBED IN QUOTE #1449 DATED 5/13/2015</p> <p>ALL MATERIALS AND LABOR WILL BE INCLUDED OTHER THEN PUMP OUT EQUIPMENT IN PLUMBING INSTALLATION .(EQUIPMENT IS ON SEPARATE INVOICE) WILL PROVIDE ALL NECESSARY PERMITS IF REQUIRED.</p> <p>ALL PIPE AND FITTINGS WILL BE SCHEDULE 40 . UNIONS WILL BE INSTALLED ON THE SUCTION AND DISCHARGE SIDES OF PUMP. PUMP CAN BE DISCONNECTED FROM LINES AND MOVED WITH OUT CUTTING LINES IN CASE OF POSSIBLE FLOODING. PUMP OUT WILL DISCHARGE INTO 1000 GAL HOLDING TANK.</p> <p>PILOT HOUSE MARINA WILL BE RESPONSIBLE FOR ELECTRICAL CONNECTIONS. C AND T LARSH WILL PROVIDE ELECTRICIAN WITH ELECTRICAL SCHEMATICS AND WILL PROVIDE ANY ASSISTANCE NEEDED WITH QUESTIONS OR CONCERNS. (REQUIRES LOCAL LICENSED ELECTRICAL CONTRACTOR)</p> <p>THIS QUOTE DOES NOT INCLUDE ANY DIGGING, OR CUTTING THROUGH OF DRIVES, WALK WAYS, BULK HEADS OR EXISTING CEMENT OR BLACK TOP.</p> <p>ALL WORK WILL BE IN A TIMELY AND PROFESSIONAL MANOR AND SHOULD BE COMPLETED WITHIN 15-18 DAYS FROM START WEATHER PERMITTING.</p> <p>ANY WORK ORDER CHANGES WILL BE IN WRITING BETWEEN C & T LARSH & SONS AND PILOT HOUSE MARINA. CHARGES OR DELETIONS WILL BE DISCUSSED BY BOTH PARTIES.</p> <p>TOTAL SUM FOR LABOR AND MATERIALS FOR INSTALLATION WILL BE.-----\$30,567.00</p> <p>TERMS - 50% DUE AT LEAST 30 DAYS PRIOR TO START DATE -----\$15,283.50</p> <p>THE FINAL DUE DAY OF COMPLETION OF C & T LARSH AND SONS -----\$15,283.50</p> <p>State Sales Tax</p>	<p>30,567.00</p> <p>0.00</p>

	Total	\$30,567.00
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CREDIT CARD
 PAYMENTS ADD 2.5%
 TO TOTAL

THIS INVOICE IS FOR INSTALLATION
 ONLY. PUMP EQUIPMENT IS ON SEPARATE
 INVOICE.

Payments/Credits	\$0.00
Balance Due	\$30,567.00

\$ 6,100.00

ATTACHMENT D

PROGRESS REPORT FORM

DEP Agreement No.:	MV180		
Grantee Name:	JDI PH MARINA HOLDING LLC dba Pilot House Marina		
Grantee Address:	13 Seagate Blvd, Key Largo, Fla 33037		
Grantee's Grant Manager:	Terry L. Hartsook	Telephone No.:	3218484242
Quarterly Reporting Period:	4th		
Project Number and Title:	CVA 15-747		
Provide a summary of project accomplishments to date. As of December 31, 2016, Engineering drawings generated, Permits approved, Equipment ordered and received. All equipment and peripherals have been installed and the system tested successfully. Although all engineering and permits had been approved, when we called for inspection, the county realized they had approved all the engineering and permits without invoking a recent Monroe County requirement that PVC Pipe and connections must be UV protected, either as Schedule 80 pipe or painted Schedule 40. In addition, while the system functioned as required if pump was turned on manually, the remote control device would not actuate the pump from any distance. (In January, we painted all the pipe and fittings and Edson sent their engineer down to Key Largo to rectify the RF remote issue. I just submitted my documentation for the grant match.)			
Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.			

Project installation complete and fully functional

Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., copies of permits, photographs, etc.)

All documents have been submitted with my request for Grant Funding,,

This report is submitted in accordance with the reporting requirements of DEP Agreement No. MV180 and accurately reflects the activities and costs associated with the subject project.

Terry L. Hartsook

Signature of Grantee's Grant Manager

02/03/2017c

Date

ATTACHMENT E
PROPERTY REPORTING FORM FOR DEP AGREEMENT NO. MV 180
(For Property With Grantee/Contractor Assigned Property Control Numbers)

GRANTEE/CONTRACTOR: List non-expendable equipment/personal property* costing \$1,000 or more purchased under the above Contract. Also list all upgrades* under this contract, costing \$1,000 or more, of property previously purchased under a DEP contract (identify the property upgraded and the applicable DEP contract on a separate sheet). Complete the serial no./cost, location/address and property control number columns of this form. The Grantee/Contractor shall establish a unique identifier for tracking all personal property/equipment purchased under this Contract and shall report the inventory of said property, on an annual basis, to the Department's Project Manager, by DEP Contract number, no later than January 31st for each year this Contract is in effect.

DESCRIPTION	SERIAL NO./COST**	LOCATION/ADDRESS	GRANTEE/CONTRACTOR ASSIGNED PROPERTY CONTROL NUMBER
Edson Peristaltic Pump, model 2005 and accessories	#33493/ \$21,354	Pilot House Marina, 13 Seagate Blvd. Key Largo, Florida	PHM 500

*Not including software. **Attach copy of invoice, bill of sale, or other documentation to support purchase.

GRANTEE/CONTRACTOR: C&T LARSH AND SON	Grantee's/Contractor's Project Manager: Terry L. Hartsook	Date: 02/02/2017
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BELOW FOR DEP USE ONLY

DEP CONTRACT MANAGER: MAINTAIN THIS DOCUMENT WITH A COPY OF THE INVOICES SUPPORTING THE COST OF EACH ITEM IDENTIFIED ABOVE IN YOUR CONTRACT FILE. IF THE CONTRACT IS A COST REIMBURSEMENT CONTRACT, MAKE SURE TO SEND INVOICES SUPPORTING THE COST OF THE ITEMS TO FINANCE AND ACCOUNTING FOR THE PROCESSING OF THE GRANTEE'S/CONTRACTOR'S INVOICE FOR PAYMENT. REFER TO DEP DIRECTIVE 320 FOR PROPERTY GUIDELINES.

DEP Contract Manager Signature:  Date: 2/6/17

DEP FINANCE AND ACCOUNTING: No processing required by Finance & Accounting as the Grantee/Contractor is responsible for retaining ownership of the equipment/property upon satisfactory completion of the Contract.

DEP PROPERTY MANAGEMENT: No processing required by the Property Management section as the Grantee/Contractor will retain ownership of the equipment/property upon satisfactory completion of the Contract.

PILOT HOUSE MARINA

PUMPOUT SYSTEMS: MAINTENANCE & OPERATIONAL PLAN

MARINA OFFICE;

Open: 7 am to 5 pm, seven days a week

Monitoring: Mobile 305-747-4359, VHF Chn. 16

Fuel and pump-out service: Pull up to fuel dock and contact dock master (use mobile # if dockhands are in the boat yard). Pump out fee is \$5. No fee for tenants or with fuel purchase. For In-slip pump-out, please contact the dock master.

PILOT HOUSE MARINA

**IN-SLIP PUMPOUT STATION:
MAINTENANCE & OPERATIONAL PLAN**

System:

System is designed with the intent that it is always powered. There is one breaker/circuit switch that must be on for the pump to operate.

- The main breaker/controller for the pump is located on the wall of the building in Northeast boat yard.
- The "on/off" switch is located on the side of the pump cover. Green for on. Red for off.
- The pump can also be turned on and off using the Handheld transmitter.
- Pump is an EDSON ELECTRIC PERISTALTIC PUMP MODEL 2005. See manual for parts/specifications.

To Operate:

1. Uncoil yellow hose from portable hose rack.
2. Attach hose connector to hydrant on dock.
3. Turn on pump using the Green On/Off button on pump cover or with left button on remote.
4. Test for vacuum by opening valve and listening for suction.
5. Remove deck/hull threaded fitting cover at waste port of boat for access to the vessel holding tank.
6. Place nozzle firmly in deck fitting and maintain firm connection. Note: You must have a firm seal or fluid will not flow.
7. Open nozzle valve slowly until fully open and begin pump-out.
8. Evacuate sewage from holding tank until waste is interrupted by air.
9. When air is in sight glass (behind hose nozzle) close the nozzle valve while still connected to deck. NEVER PULL NOZZLE OFF VESSEL FITTING/DECK WHILE HOSE VALVE IS OPEN! ALWAYS CLOSE VALVE BEFORE REMOVING FROM DECK. IF YOU DO NOT CLOSE VALVE FIRST...EFFLUENT MAY/WILL CONTINUE TO FLOW OUT AND ONTO THE VESSEL DECK AND SURROUNDING AREA!
10. Break connection between deck fitting and nozzle slightly.
11. Open and close nozzle valve to strip or evacuate any fluid in nozzle.
12. It is recommended that the nozzle valve be slightly opened and the nozzle be lowered into fresh water for approximately ten (10) seconds to adequately flush the pump out hose.
13. Remove nozzle from water and close nozzle valve.
14. Wait 30 seconds and open nozzle to purge all water out of yellow vacuum hose. May repeat once or twice.
15. Walk nozzle back to hose stand.
16. Finally close nozzle valve.
17. Turn off pump at hose stand.
18. Coil hose back onto hose stand.

Operation Tips & Notes:

- A. If system is flushed regularly with water, sewage build up problem will be mitigated.
- B. It is advisable to open flapper on head to avoid possibility of collapsing holding tank.
- C. Grease motor bearings.
- E. Minimize air introduction into pipe system.
- F. Never leave system running for extended period of time.
- G. Proper manipulation of valves will help conserve vacuum. If nozzle is left open when fluid is not being pumped, vacuum is diminished and system will require unnecessary recovery time to vacuum set point.
- H. **Warning.** Anytime pump cover is removed...first make sure pump motor is not running.

PUMP-OUT SIGNAGE & INSTRUCTIONAL MATERIAL

Waterfront Signage

Haul Out Bay Reminders

Hand Out for Tenants

HAUL OUT BAY REMINDERS



Reminders encased at Haul Out Bay

Waterfront Fuel Dock Signs





Pumpout
Breaker Box
Controller Box

Pumpout
Hose Stand.
On/Off
controls

Pumpout
Hose Sight
Glass



Pumpout
Hose On/Off
Valve

FIGURE 1

Single Page Handout

PIL
HOUSE MARINA

WELCOME TO PILOT HOUSE MARINA! SAFETY AND "CLEAN MARINA" REQUIREMENTS

Welcome to Pilot House Marina in beautiful Key Largo, FL. We want your stay with us to be pleasant, convenient and safe. Please read and abide by the following "Clean Marina" regulations and help do your part to protect these pristine waters.

Enjoy!
Thank you.

- Please no bicycles, skateboards, or scooters on the docks or walk ways of the property.
- We have provided garbage receptacles and recycling receptacles. Please separate glass, aluminum and paper. If the garbage does not fit, do not leave it beside the receptacle. Ask us and we'll help you locate a suitable receptacle. Please note locations of receptacles on the back of this page.
- We have provided fish cleaning stations. Do not throw any fish parts into the basin. Use trash can labeled "Fish Only".
- Do not feed the pelicans, seagulls, egrets or any fowl. Do not feed or water the manatees.
- This Marina is a NO DISCHARGE ZONE. The Marina has provided showers,

- bathrooms, laundry facilities (see map on back for location). Get security code to locks from Marina staff.
- Running your generator or engine while docked is prohibited.
- Use only bio-friendly cleaners. Clean gently, more cleaner is not always better.
- Docks and finger piers are to be kept free of debris. Store all gear on vessel or in an approved dock box. No obstruction of the walkway is allowed at any time.
- Pets are welcome! Pets are required to be kept on a leash when not on the vessel. You are required to clean up after your pet.
- Please remember that we share this paradise. Choose a music volume that you would be happy listening to if it were your neighbor's music.

Marina and Emergency Numbers

- Emergency 911
- Dockmaster 305-747-4359
- Hospital 305-434-3000
- Sheriff/Police 305-853-3211
- Fire Dept 305-451-2700
- US Coast Guard 305.664.8077
- Pilot House Restaurant *305-451-3142
- Moms Taxi 305-852-6000
- Walgreens 305-451-4385
- CVS Pharmacy 305-451-3261
- Napa Auto 305-451-3241
- West Marine 305-453-9050
- Markey Marine 305.852.3337
- Publix Grocery 305-451-0808

Bathroom Key Code:

Wireless Code:

PILOT HOUSE MARINA WET SLIP LOCATION AND FACILITY CHART Dockmaster Cell 305-747-4359

