

March 27th

2004

Key Largo Wastewater Treatment District

Agenda

Expectations from Interviews

- Address big picture
 - Where the district will be in the future
 - Projects
 - Strategies
- Organizing the District
 - Governance
 - Management and operations

By the end of the day....

- Structure of the board; how the board will be supported

Action Item: Refine Master Plan

Lead	Time	Comment
Mgr, Engr Task 1: scope, \$	Apr 7 info Apr 21 board	

Action Item: Existing projects

Lead	Time	Comment
Mgr, Engr	Status reports	

Action Item: Hire Staff

Lead	Time	Comment
Clerk, Atty	Apr 7	

Action Item: Rate fee

Lead	Time	Comment
Mgr 1. Rules AA	Apr 21	Course of action

Action Item: Connection policies

Lead	Time	Comment
Mrg, engr, atty	Fall 04 30 to 45 days recommended plan and id issues	

Action Item: Staffing and operating facilities

Lead	Time	Comment
Mgr, engr	Decision by end of summer	Staff, contract operators Rfp development

Action Item: Temp office space

Lead	Time	Comment
Atty	Apr 21	

Action Item

Lead	Time	Comment

Action Item

Lead	Time	Comment

Action Item

Lead	Time	Comment

Goals & Objectives

Within the next 6 mths

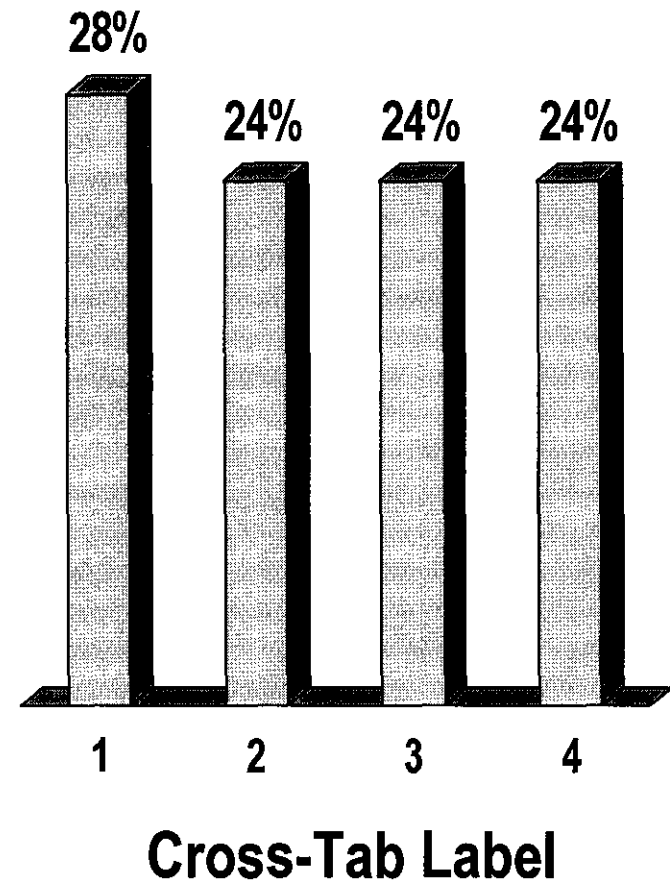
Within the year

Options

- **Manager Search**
 - Local
 - Headhunter
- **Local Clerk**
- **Bookkeeping**
- **Grant management**

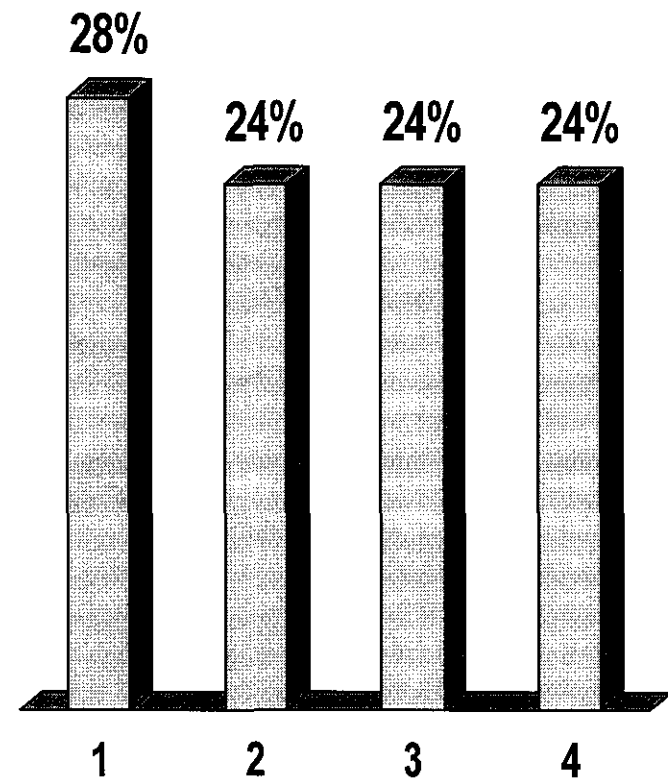
Advertising Sequence

1. On site Administrator first, Clerk second
2. Clerk first, other functions latter
3. Administrator and clerk together
4. Management as is, clerk in KL



Options

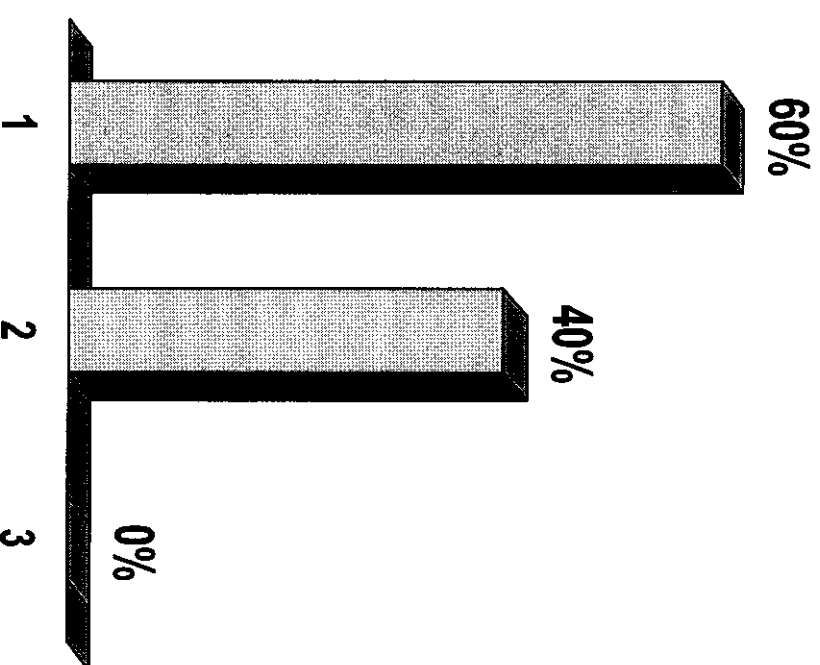
1. Extend or renegotiate contract GSG fixed fees “as is” – no local
2. Maintain GSG time and materials bases – no local
3. More ahead search w/ replacement while using GSG until replacement on board
4. GSG contract with local person fixed fees



Poll 5

Ad sequence

1. All 3
2. Just Manager
3. Just Clerk/finance



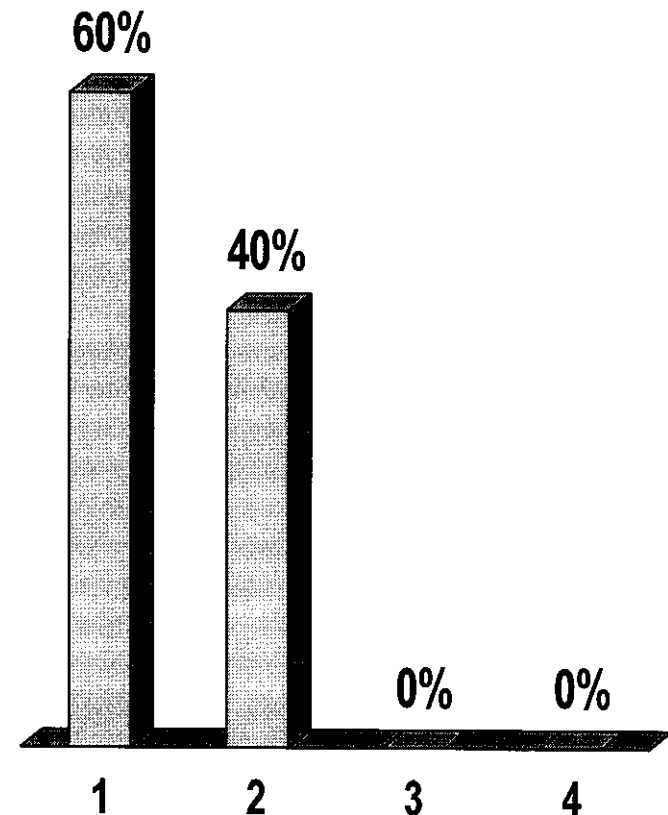
Key Largo Wastewater Treatment District

Poll 1

Future Vision and Strategy

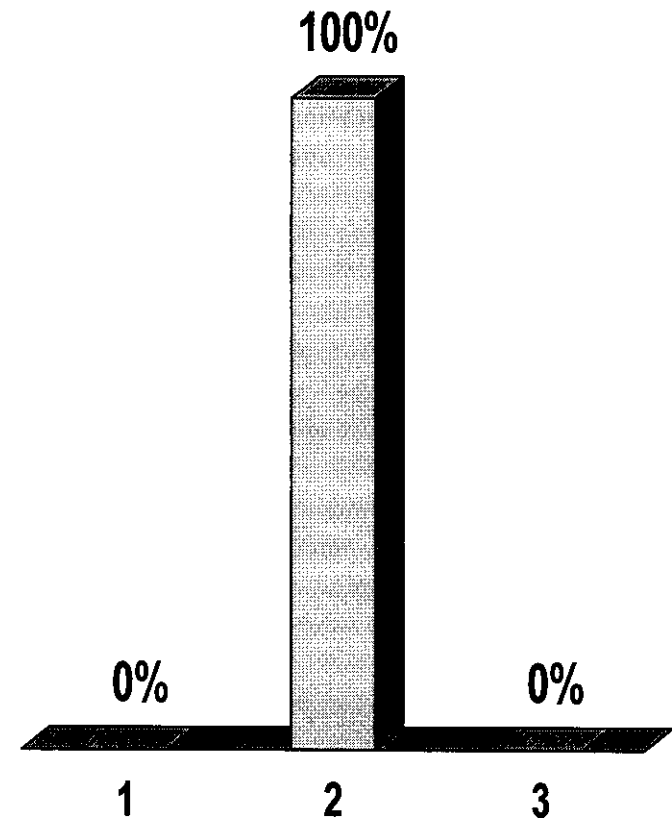
The future of the District

- Independent entity with own staff, facilities, revenue
- Independent entity that is a conduit for funding that allows another entity to operate a wastewater treatment system
- Transitional entity that is building the system and then transferring ownership to another entity
- Other



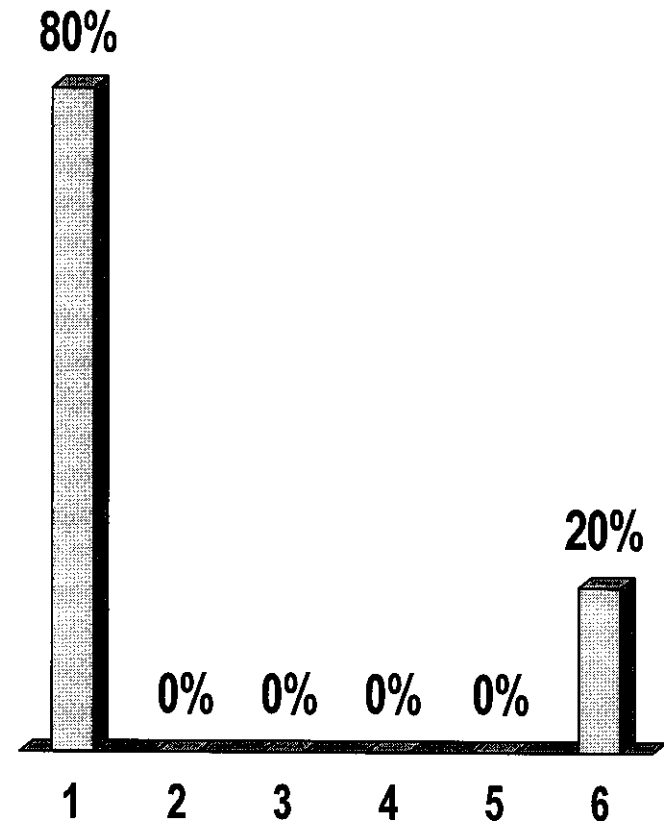
The future of the District

1. The District will stop with the current capital projects
2. The District will develop new capital projects in the foreseeable future
3. Other



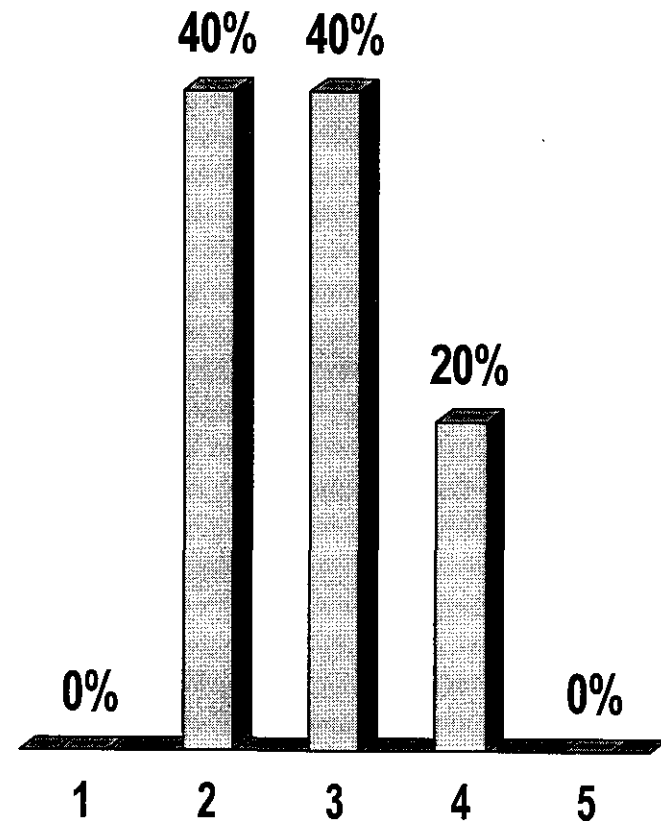
The level of risk facing the District is

1. If we don't show progress within 3 months, there will be movement to transfer the function
2. If we don't show progress within 6 months, there will be movement to transfer the function
3. If we don't show progress within 9 months, there will be movement to transfer the function
4. If we don't show progress within a year, there will be movement to transfer the function
5. Other
6. No real risk of transfer of function



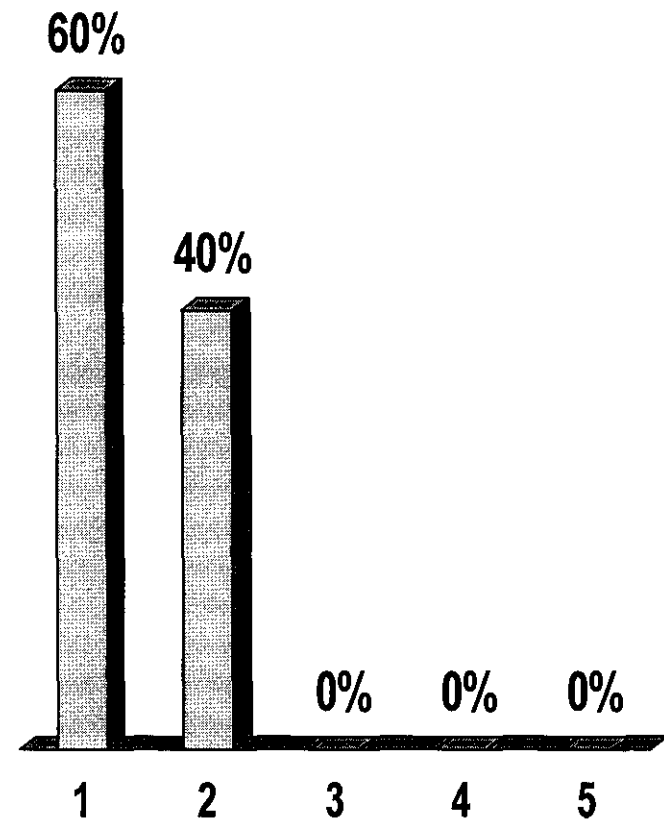
As a strategy we need focus more on creating an identity and presence in the community

1. Strongly agree
2. Agree
3. Immaterial
4. Disagree, too early yet
5. Strongly disagree, we already have it



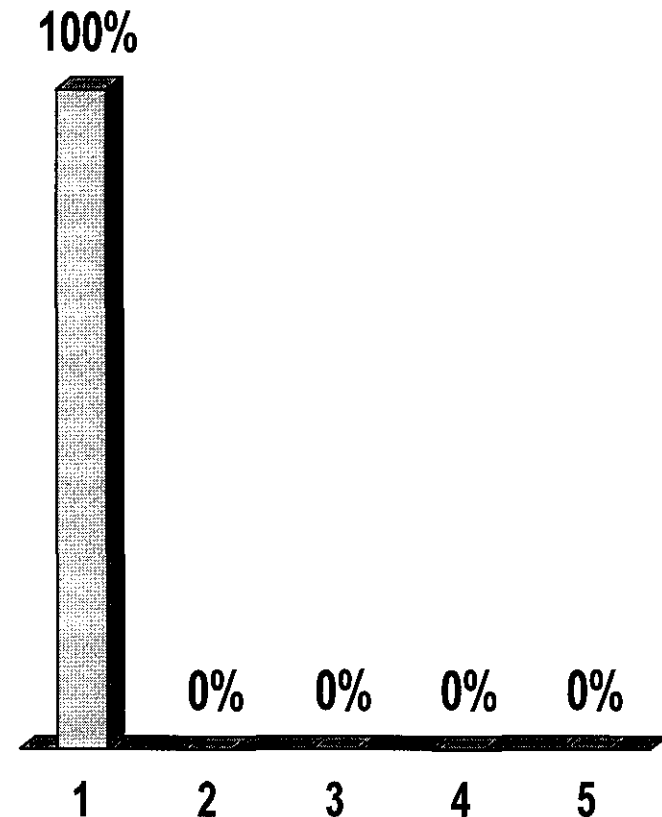
As a strategy we need to concentrate our time and energy on bringing the existing projects on line

1. Strongly agree
2. Agree
3. Immaterial
4. Disagree, too early yet
5. Strongly disagree, we already have it



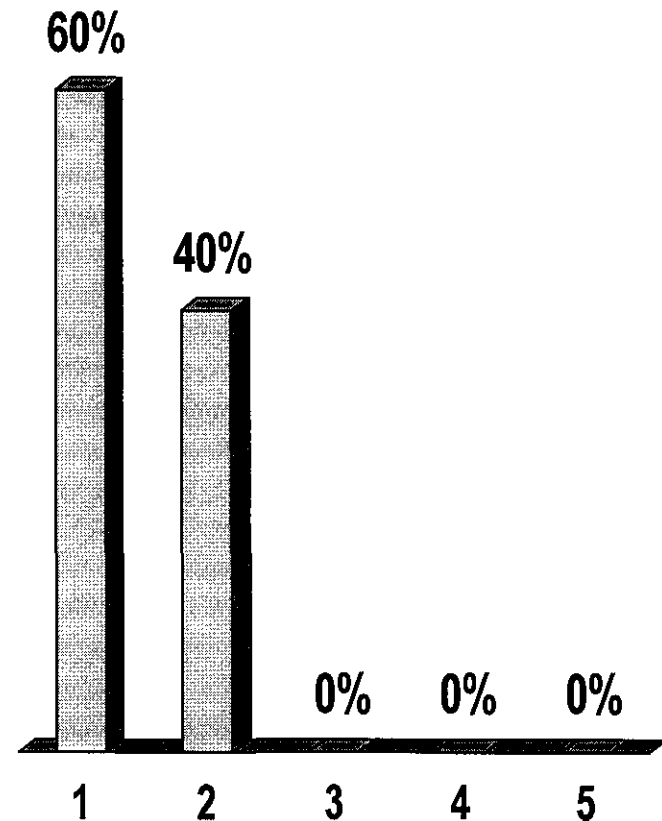
As a strategy the board needs to concentrate conceptualizing new projects so that we are best positioned for additional funds

1. Strongly agree
2. Agree
3. Immaterial
4. Disagree, too early yet
5. Strongly disagree, we already have it



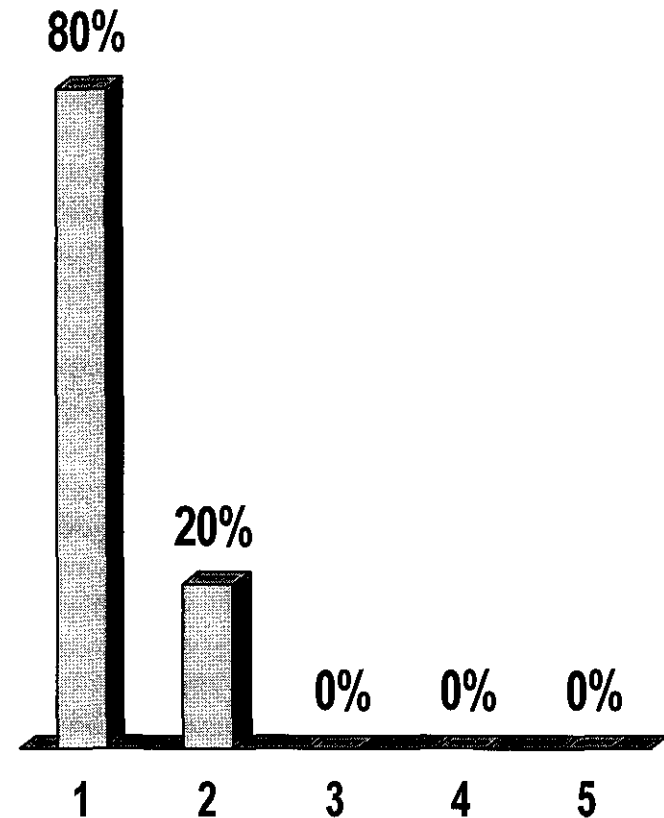
As a strategy the board needs to concentrating on ensuring there will be adequate revenue streams to support services and expansion

1. Strongly agree
2. Agree
3. Immaterial
4. Disagree, too early yet
5. Strongly disagree, we already have it



As a strategy the board needs to concentrating on ensuring there is adequate organizational system to manage projects, develop revenues and serve customers.

1. Strongly agree
2. Agree
3. Immaterial
4. Disagree, too early yet
5. Strongly disagree, we already have it

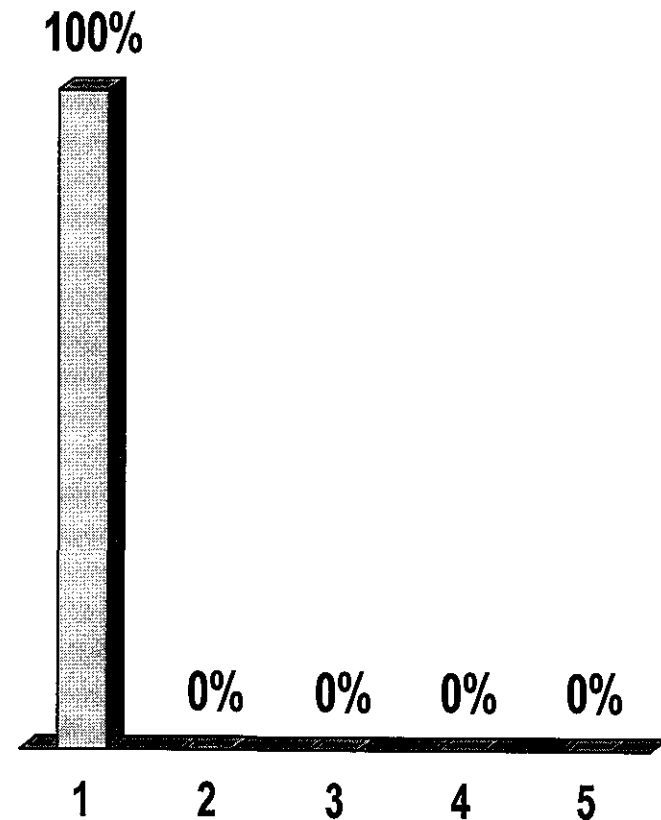


Organizing

Governance

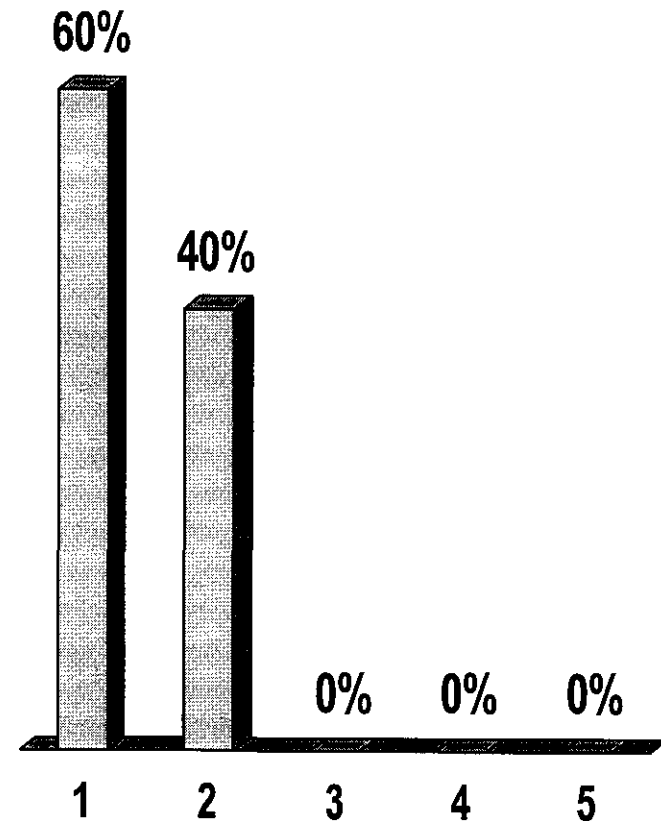
As a board, we need to get more efficient in the use of our time

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree



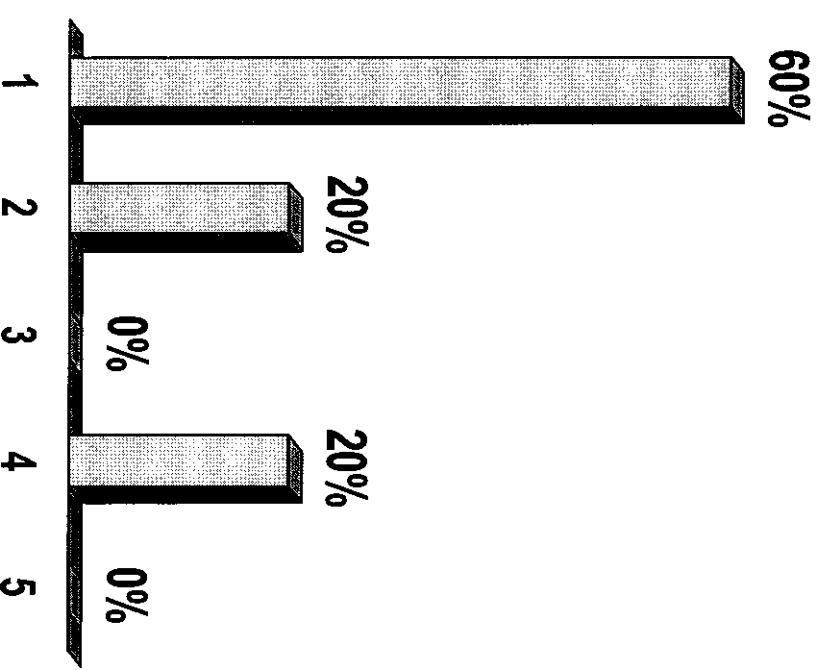
As a board, we need to focus more on policy and less on details

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree



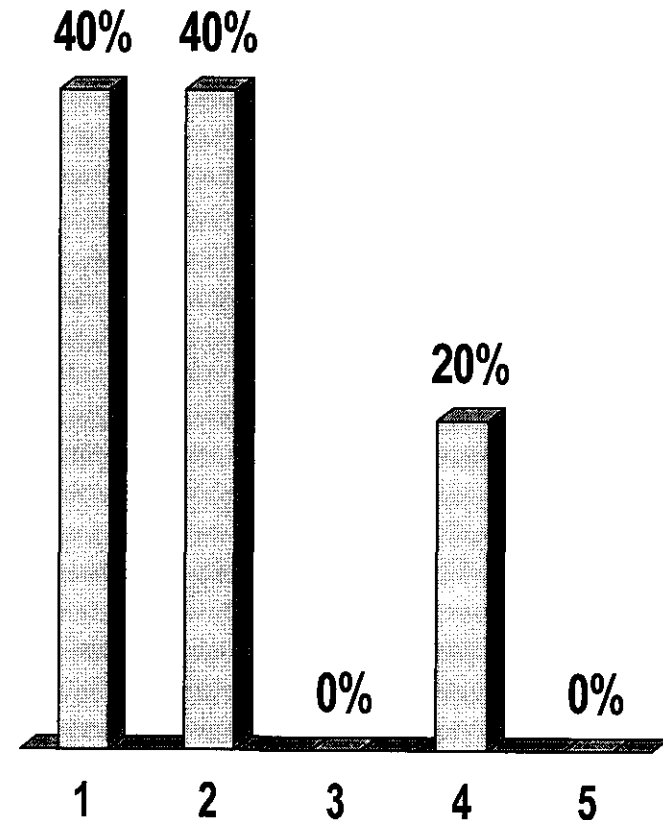
As a board, we need to improve our listening skills

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree



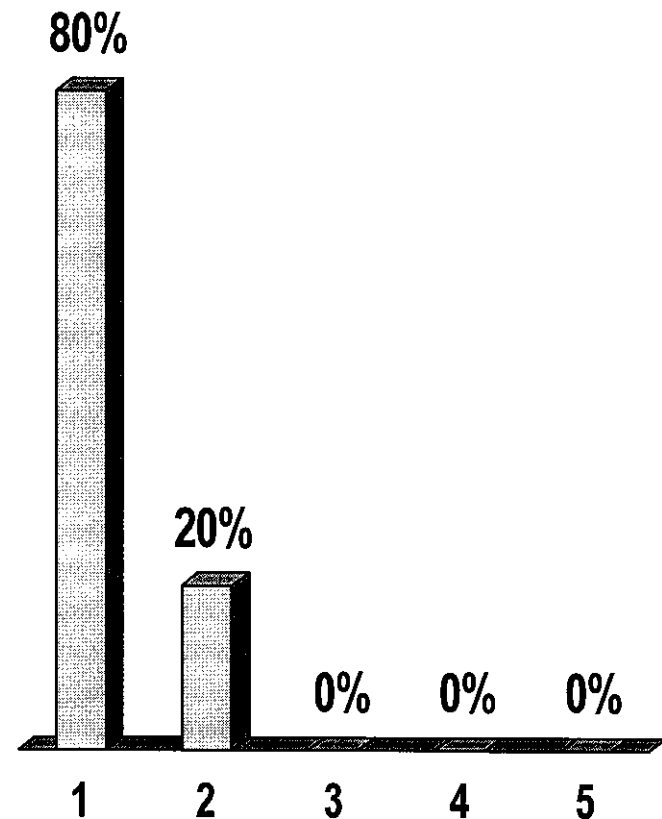
As a board, we need to formalize our decision making process in the meetings

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree



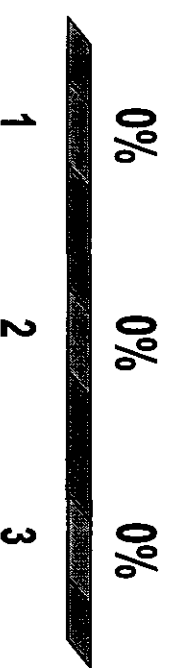
As a board, we need to formalize and ensure greater clarity in the direction we give to our manager/mgt team

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree



There are additional high level strategies we need to discuss

1. Yes
2. Yes, but not today
3. Not at the moment

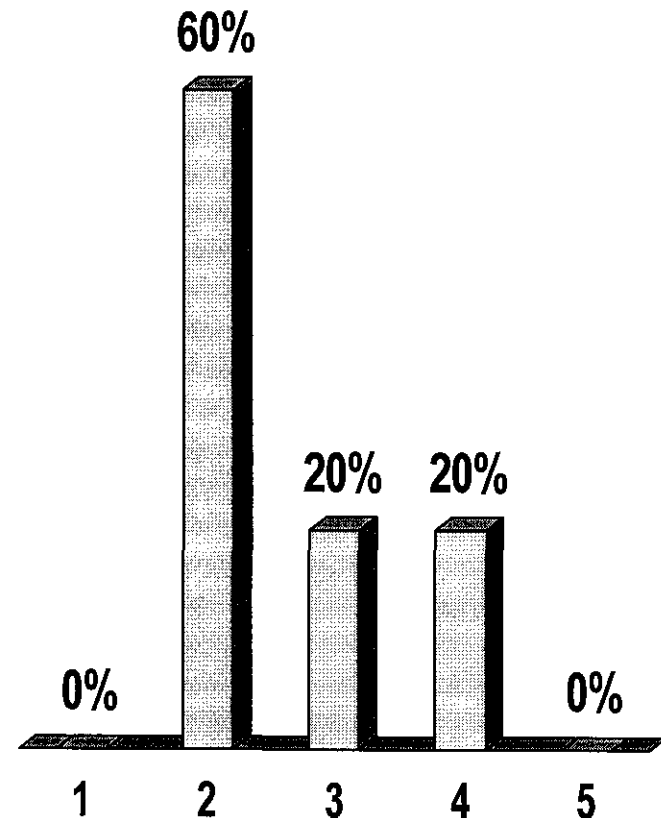


Organizing

Management & Operations

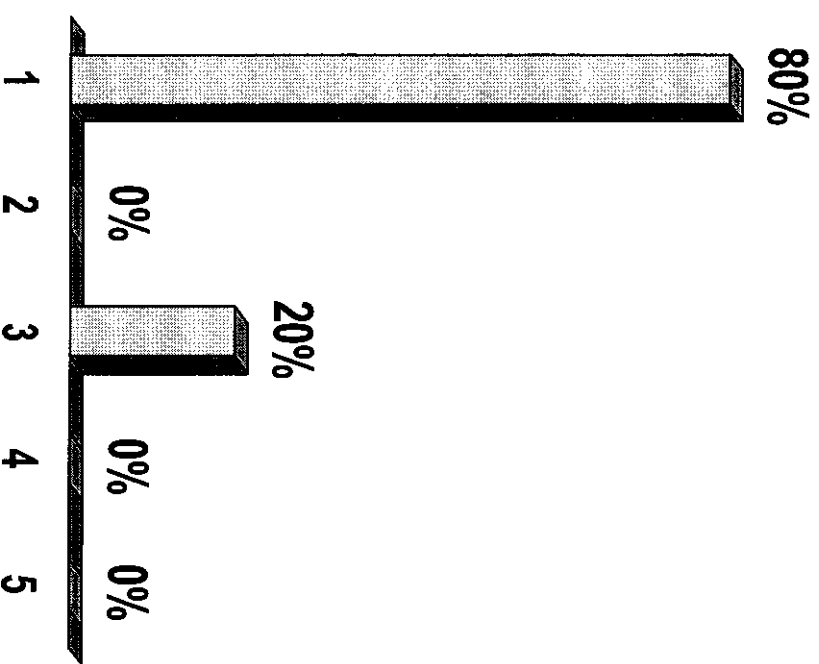
We need a local presence now (office, phone, etc)

1. Strongly agree, right away
2. Agree, within the quarter
3. Neutral
4. Disagree, premature
5. Strongly disagree, not for a long while



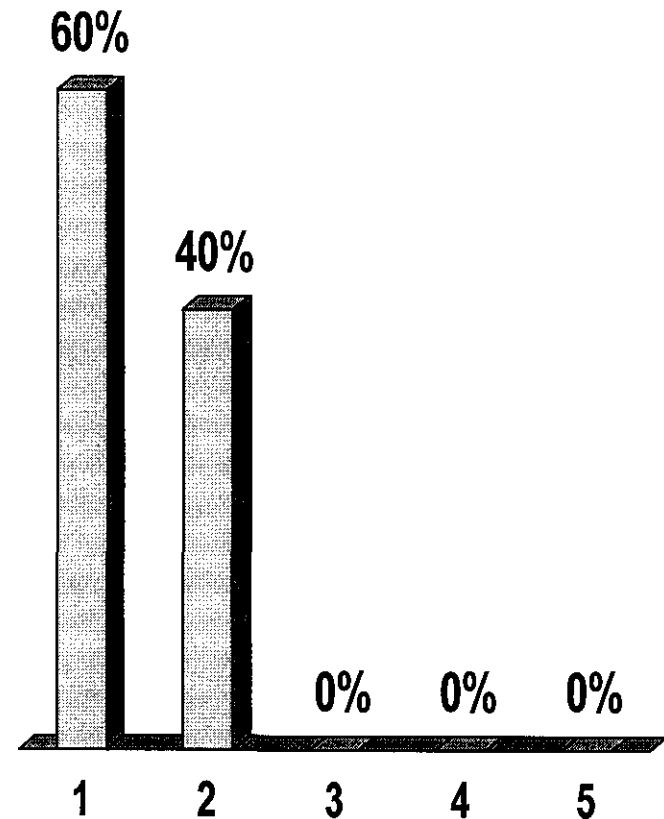
We need our board records locally available

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly disagree



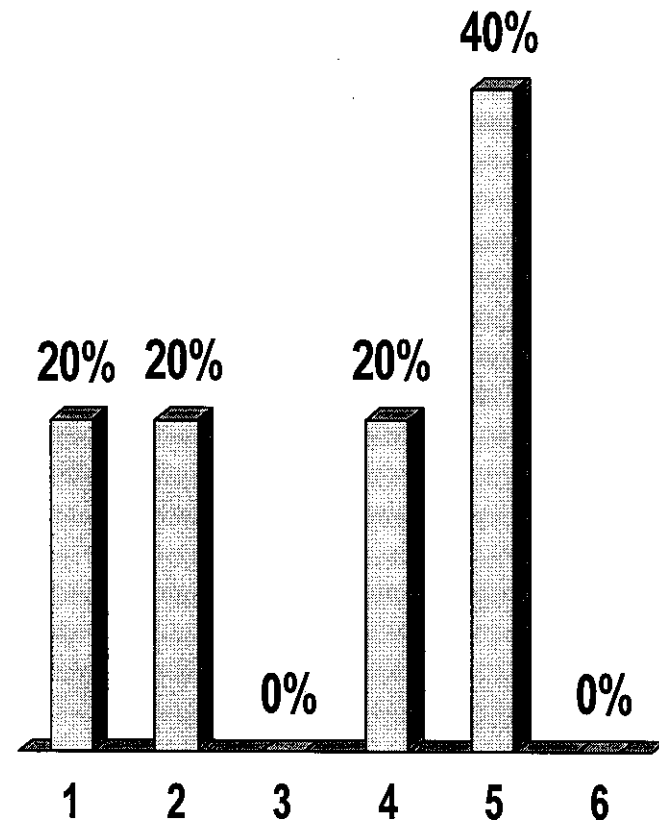
We need a local person to handle customer relations

1. Strongly agree
2. Agree
3. Neutral
4. Disagree
5. Strongly disagree



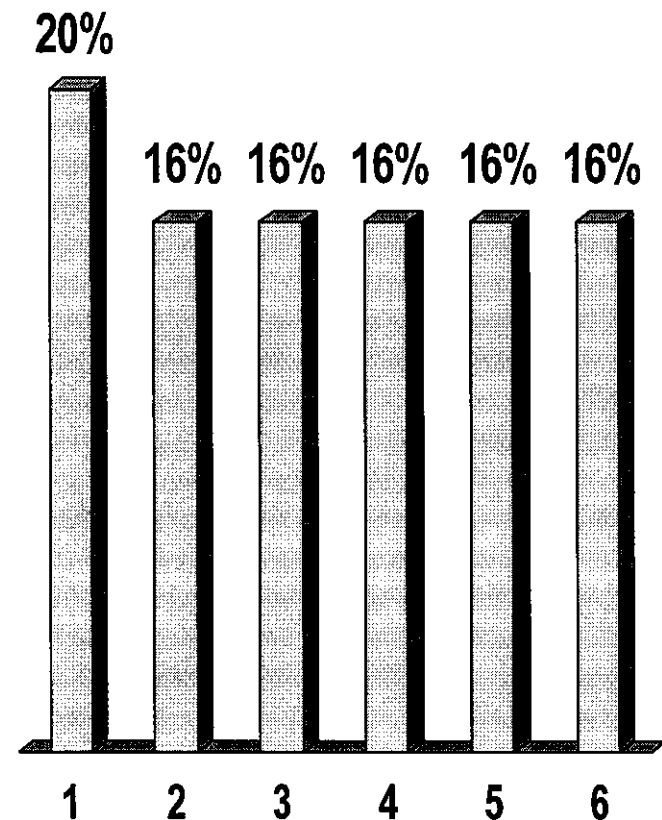
Management Options – My first preference is

1. New management firm
(est or local entrepreneur)
2. Retain CSG
3. Specialized mgt firms
4. District employees
5. 1, 2, or 3 with a local
employee as board
clerk/customer service
6. Other



Management Options – My second preference is

1. New management firm (est or local entrepreneur)
2. Retain CSG
3. Specialized mgt firms
4. District employees
5. 1, 2, or 3 with a local employee as board clerk/customer service
6. Other

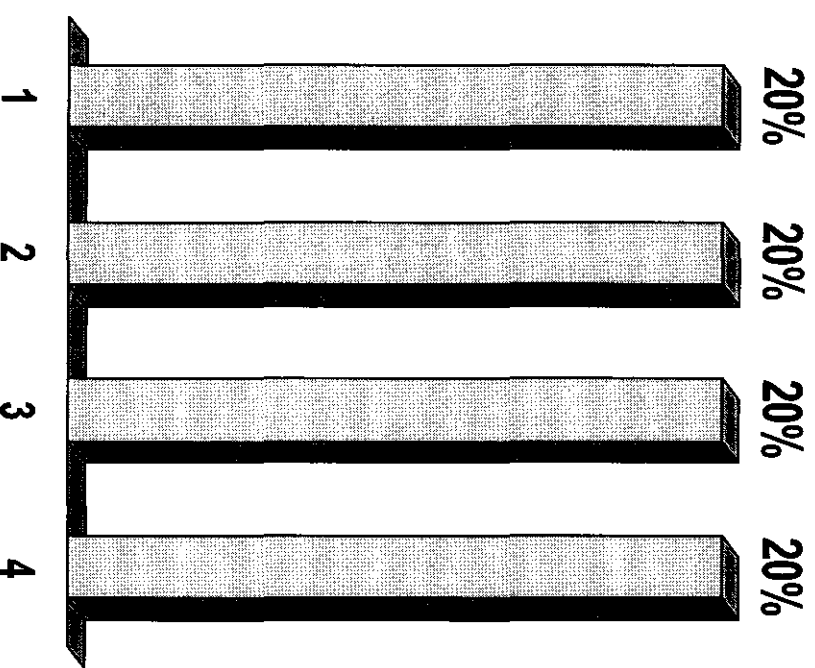


The end of this poll

Click to add Polling Prompt

1. Click to add Response

Choices



Non Responders

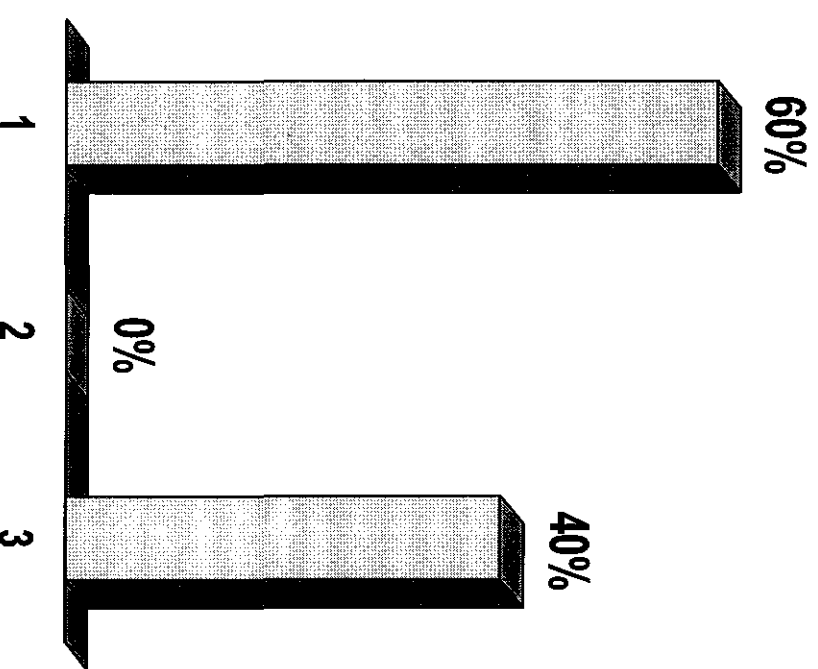
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Poll 6

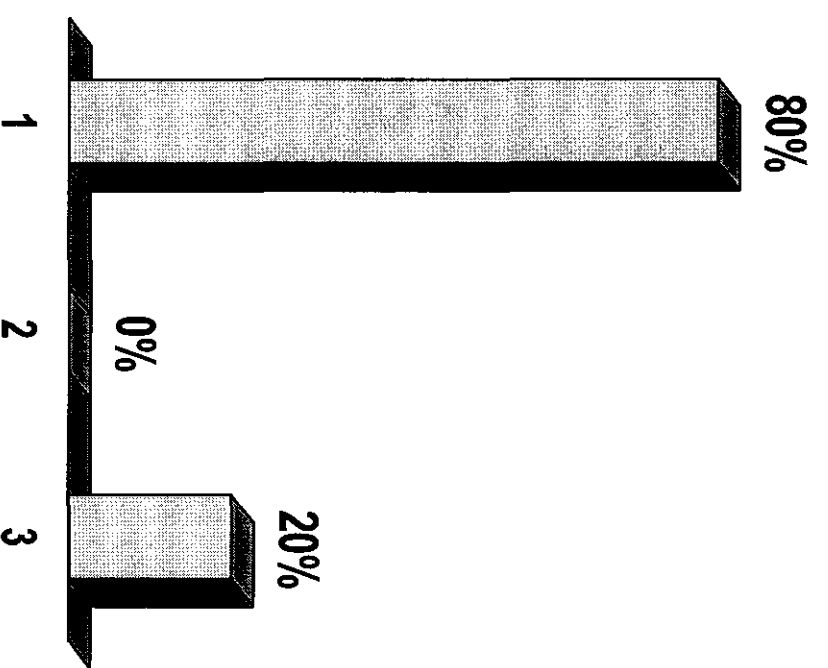
Manager/Administrator

1. District employee
2. Leased employee
3. Contract mgt



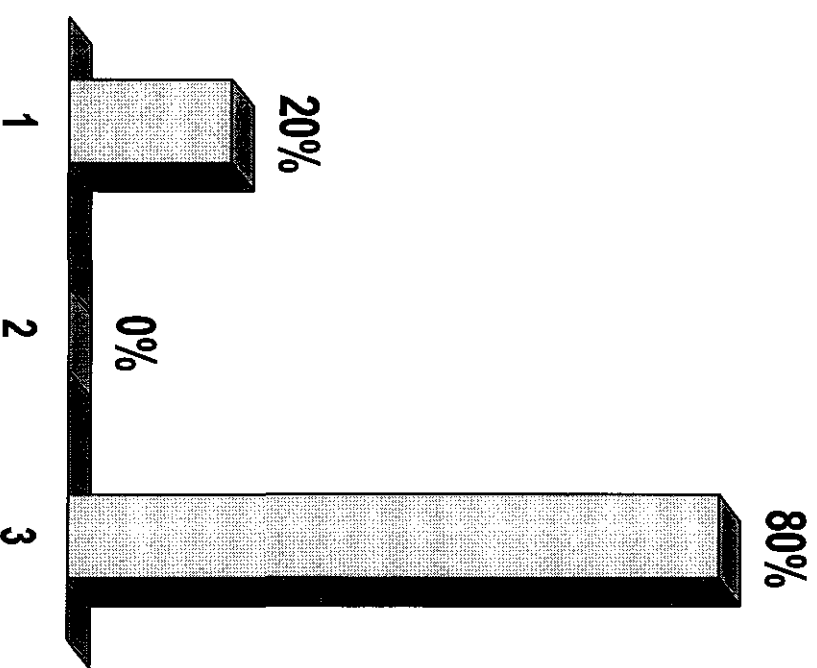
Clerk

1. District employee
2. Leased employee
3. Contract mgt



Finance

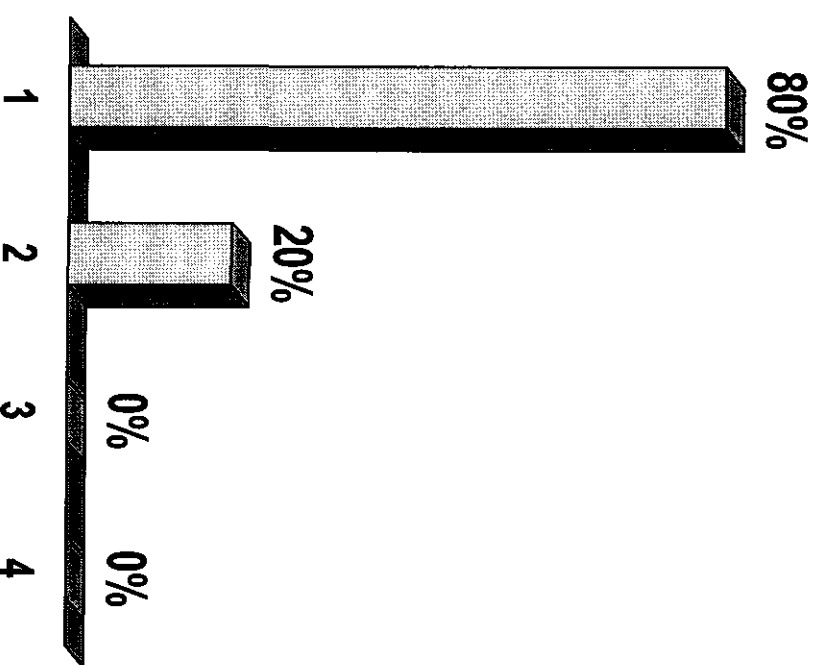
1. District employee
2. Leased employee
3. Contract mgt



Priorities Poll

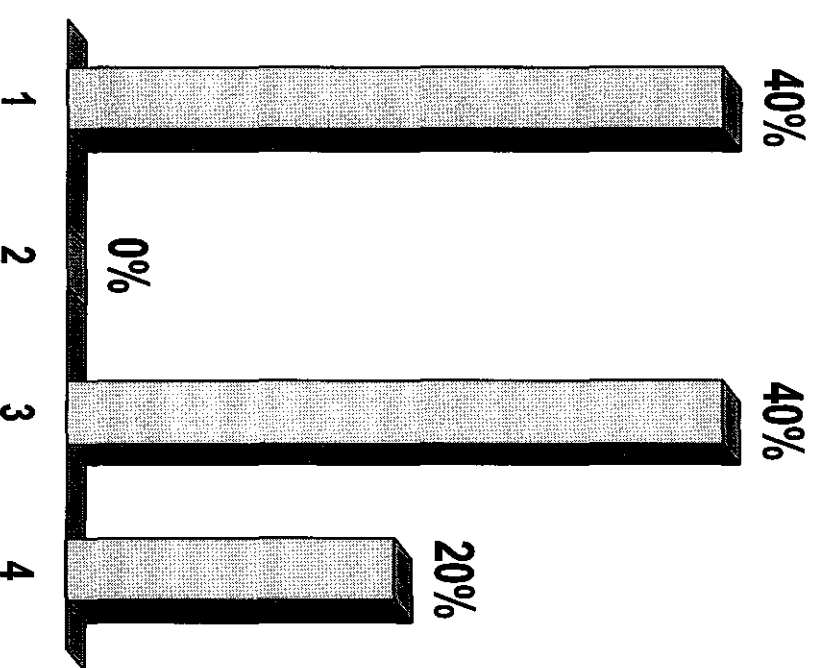
1. Refine Master plan – projects, finances

1. # 1
2. # 2
3. # 3
4. No



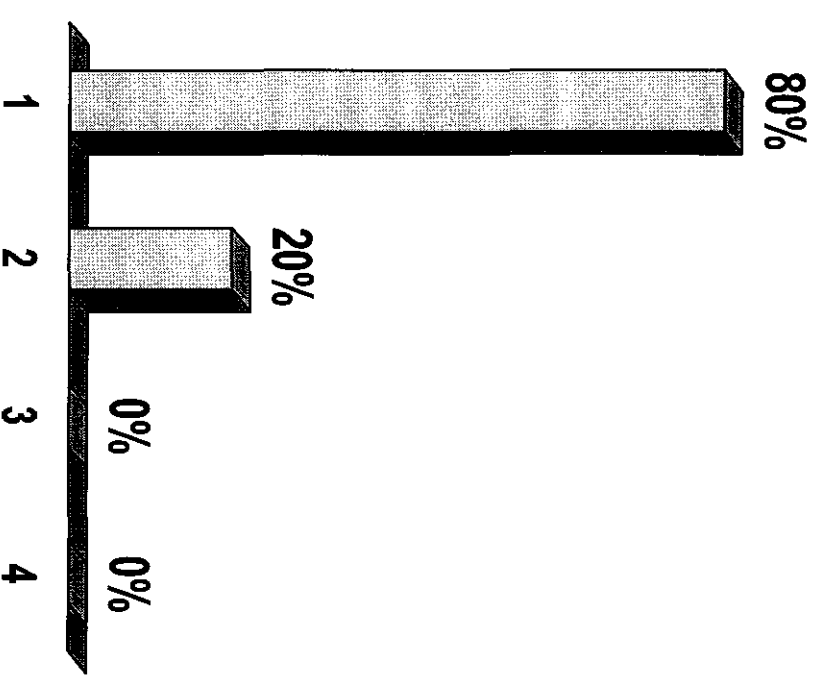
2. More structured decision making process

1. # 1
2. # 2
3. # 3
4. No



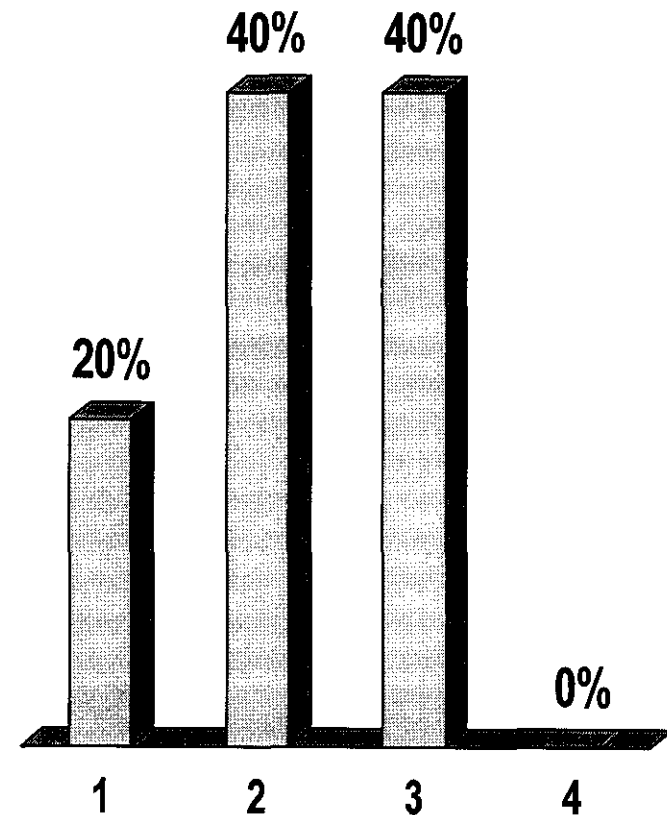
3. Existing projects on track

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



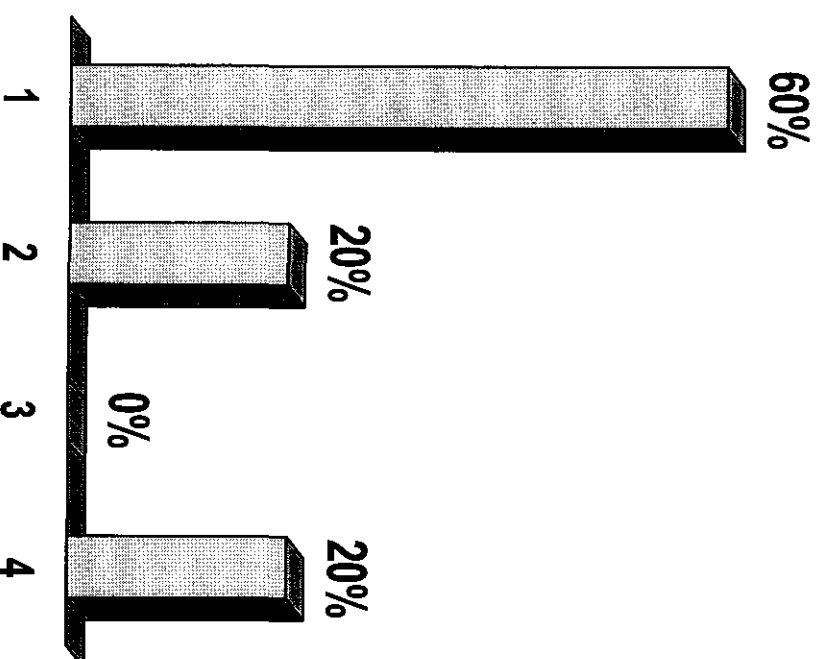
4. Customer service capacity

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



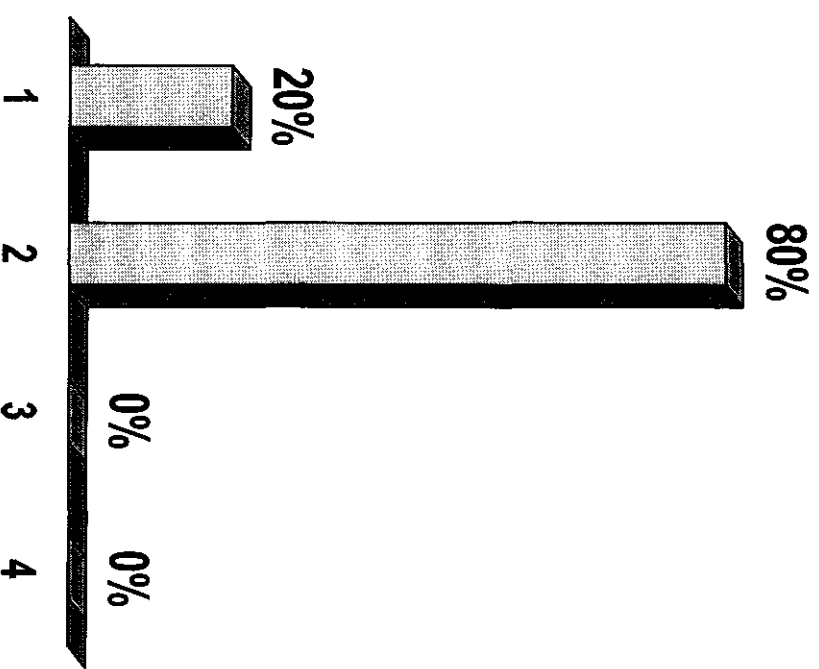
5. Getting Staff

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



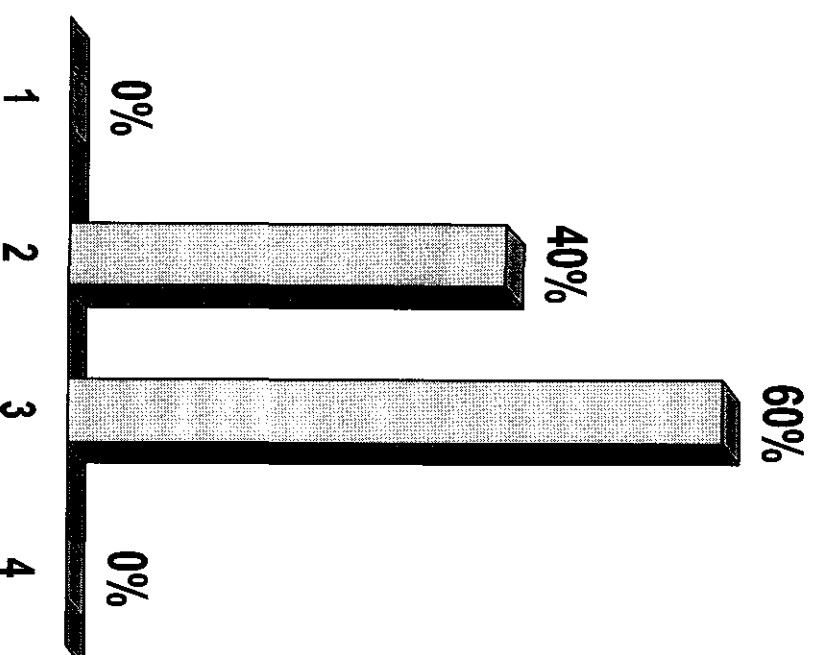
6. Rate fee schedule & Rules

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



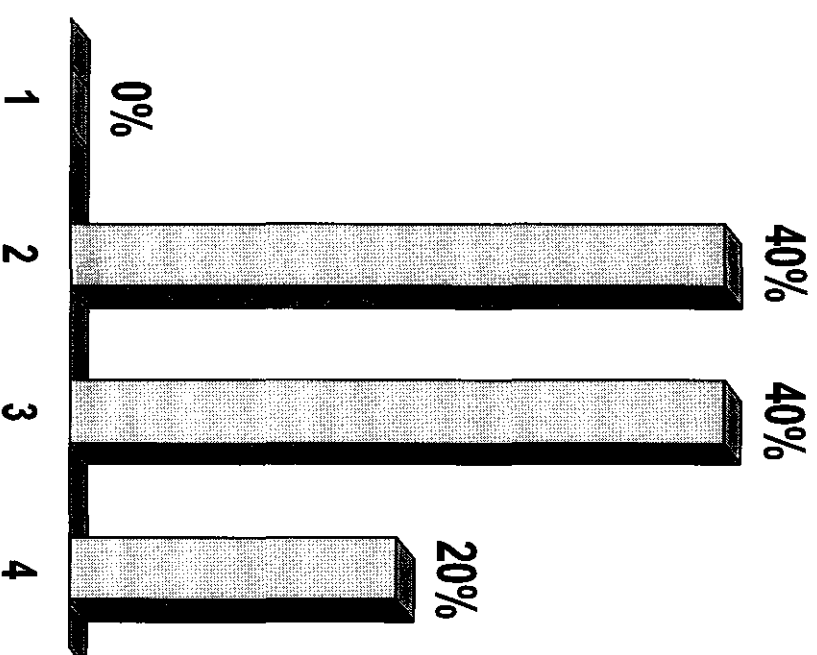
7. General loose ends

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



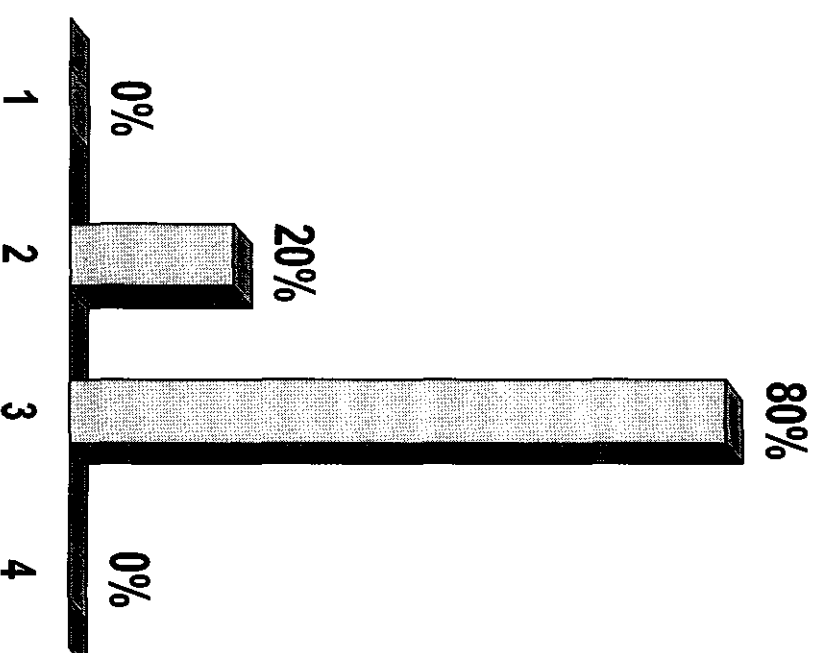
8. Connection fees and policies

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



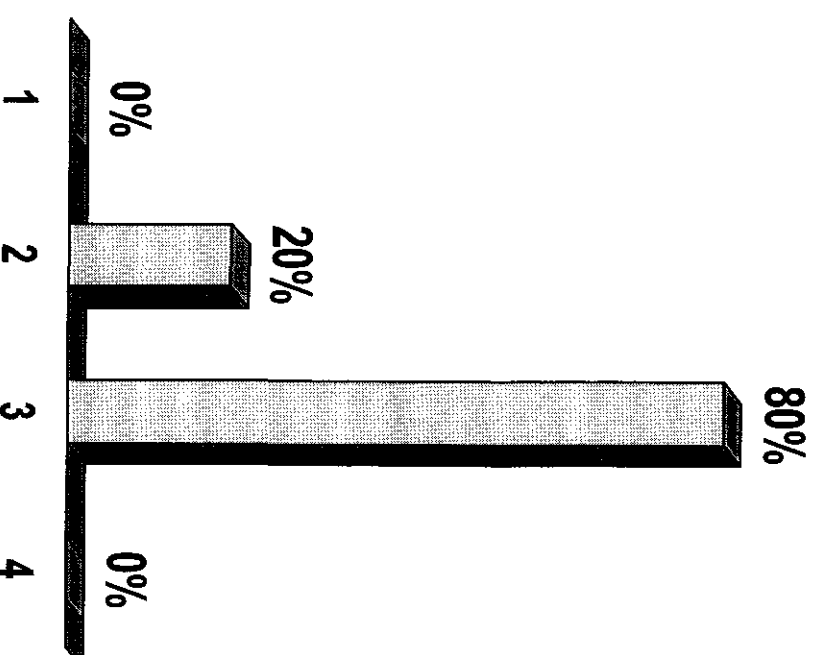
9. Temp office space

1. # 1
2. # 2
3. # 3
4. No



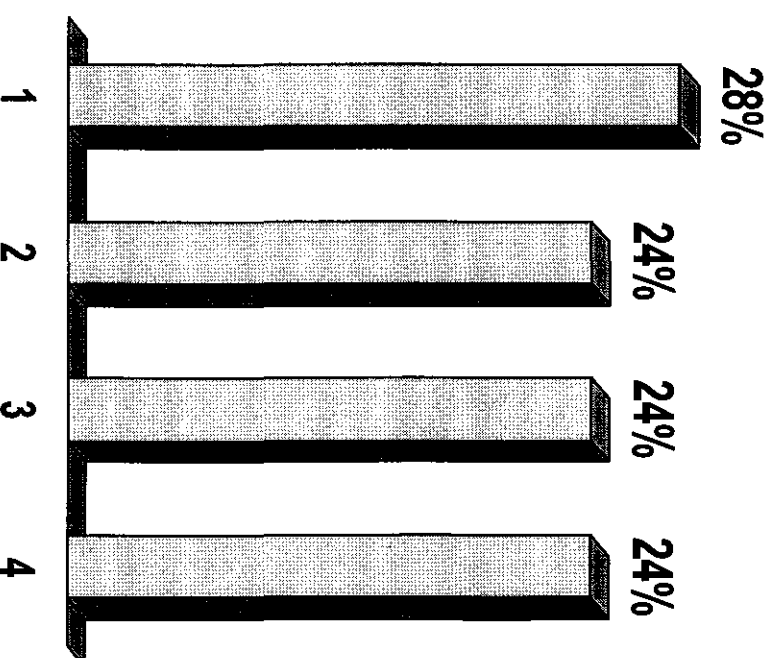
10. how to Staff and operate facilities

- 1. # 1
- 2. # 2
- 3. # 3
- 4. No



Click to add Polling Prompt

1. # 1
2. # 2
3. # 3
4. No



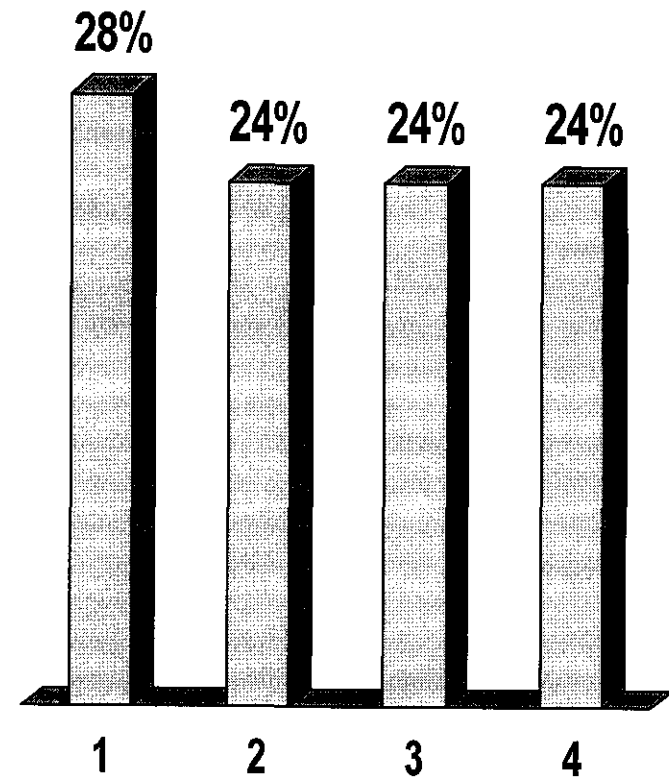
Non Responders

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1. # 1
2. # 2
3. # 3
4. No



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Non Responders

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