



Key Largo Wastewater Treatment District  
Board of Commissioner's Meeting  
Tuesday, October 3, 2023  
4:00 PM

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## AGENDA

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

Meeting link for computer, tablet, or  
smartphone.

[www.gotomeet.me/KLWTDclerkboard-meeting](http://www.gotomeet.me/KLWTDclerkboard-meeting)

**(Toll Free): 1 877 309 2073**  
**(646) 749-3129**

**Access Code: 587-583-005**

### BOARD MEMBERS:

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Nicolas Rodriguez	Chairman
Timothy Maloney	Vice Chairman
Susan Heim	Secretary-Treasurer
Robert Majeska	Commissioner
Philip Schwartz	Commissioner

### DISTRICT STAFF:

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Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	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.***

A. CALL TO ORDER	
B. PLEDGE OF ALLEGIANCE	
C. ROLL CALL	
D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS	
E. PUBLIC COMMENT	
F. APPROVAL OF MINUTES OF PREVIOUS MEETING	
1. Minutes of September 19, 2023	3
G. GENERAL MANAGER	
1. District Holidays for 2024	7
H. IT	
I. BUDGET, FINANCE, & CUSTOMER SERVICE	
J. FIELD	
K. PLANT/FACILITIES	
1. Plant/Facilities Report - August 2023	9
2. Injection Well Pump #4 Repair	12
L. CAPITAL PROJECTS	
M. ENGINEERING	
N. LEGAL	
O. COMMISSIONER'S ITEMS	
1. Employee Handbook Updated to Include Workplace Violence - Draft	23
2. Board Policies and Practices Manual - Draft	34
P. ROUNDTABLE	
Q. ADJOURNMENT	

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

Meeting Date:  
October 3, 2023

Agenda Item Number: F-1

Action Required:  
Yes

Department: Legal  
Sponsor: Nick Mulick

Subject:  
**Minutes of September 19, 2023**

Summary:  
Staff to present the minutes from September 19, 2023 board meeting for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Minutes
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 9-28-23  
General Manager



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, September 19, 2023

## MINUTES

### CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:00 PM.

### PLEDGE OF ALLEGIANCE (B)

Mr. Ryan Dempsey led the Pledge of Allegiance.

### ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Robert Majeska, and Tim Maloney.

Also present; General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Field Manager Mike Dempsey; District Engineer Ed Castle; IT Support Manny Santana

Appeared Virtually: Commissioner Philip Schwartz (non-voting); Project Administration and HR Coordinator Laura Weinstock; IT Support Randy Redmond

Guest: Andy Tobin

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

*Approval of Agenda (D-1)*

Commissioner Heim requested the addition of Item *P-1 Procedure Conflict*

Mr Mulick requested the deletion of items *N-1 General Counsel Agreement* and *N-2 General Manager and Finance Director Agreement*

**Motion: Commissioner Maloney made a motion to approve the agenda as amended. Commissioner Heim seconded the motion. Motion passed without objection.**

### PUBLIC COMMENT (E)

*Name and Address*  
Andrew Tobin, Key Largo

*Subject*  
General Manager and  
Finance Director Agreement

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)**

*Minutes of September 5, 2023 (F-1)*

**Motion:** Commissioner Maloney made a motion to approve the minutes of September 5, 2023. Commissioner Majeska seconded the motion. Motion passed without objection.

## **GENERAL MANAGER (G)**

No Report.

## **IT (H)**

*IT Report - August 2023 (H-1)*

Mr. Redmond presented the IT report for August 2023.

## **BUDGET, FINANCE, & CUSTOMER SERVICE (I)**

*Budget, Finance, & Customer Service Report - August 2023 (I-1)*

Ms. Fazio presented the Budget, Finance, and Customer Service report for August 2023.

*3rd Qtr. Budget Report (I-2)*

Ms. Fazio presented the 3rd Quarter FY2023 Financial Report.

## **FIELD (J)**

*Field Report - August 2023 (J-1)*

Mr. M. Dempsey presented the Field Report for August 2023.

## **PLANT/FACILITIES (K)**

No Report.

## **CAPITAL PROJECTS (L)**

*Capital Projects Report - August 2023 (L-1)*

Mr. Castle presented the Capital Projects Report for August 2023.

*5 Homestead Wesley House Force Main Connection ITB (L-2)*

Mr. Castle requested approval to publish an Invitation to Bid for the Wesley House Force Main Extension Project.

**Motion:** Commissioner Heim made a motion to approve the request. Commissioner Maloney seconded the motion.

## **Vote on Motion:**

**Commissioner Heim – Aye**

**Commissioner Maloney – Aye**

**Commissioner Schwartz – N/A**

**Commissioner Majeska – Aye**

**Chairman Rodriguez – Aye**

*Reef Environmental Buffer Tank ITB (L-3)*

Mr. Castle requested approval to publish an Invitation to Bid for the Reef Environmental Buffer Tank Project.

**Motion:** Commissioner Maloney made a motion to approve the request.  
Commissioner Majeska seconded the motion.

**Vote on Motion:**

Commissioner Maloney – Aye  
Commissioner Majeska – Aye  
Commissioner Schwartz – N/A  
Commissioner Heim – Aye  
Chairman Rodriguez – Aye

**ENGINEERING (M)**

No Report.

**LEGAL REPORT (N)**

*General Counsel Agreement (N-1)*

Deleted.

*General Manager & Finance Director Agreement (N-2)*

Deleted.

**COMMISSIONER ITEMS (O)**

*KLWTD Employee Handbook Draft Revisions: Amend the Table of Contents, Amend Section 2.3, and Delete Section 7.10 (O-1)*

Commissioner Heim presented the KLWTD Employee Handbook Draft Revisions to the Board for review.

**ROUNDTABLE DISCUSSION (P)**

Commissioner Heim advised that the Board's 'Official Holiday' policy of 12 paid holidays annually (11 specified holidays and 1 GM choice) conflicted with the 2023 holiday schedule.

Commissioner Heim proposed that the Board consider at the October 3, 2023 Board meeting whether the Board wants to maintain the current Board-approved policy of 12 paid holidays per year or amend the Board policy to 13 paid holidays annually.

**ADJOURNMENT (Q)**

The meeting was adjourned at 5:26 pm.

\_\_\_\_\_  
Nicolas Rodriguez, Chairman

\_\_\_\_\_  
Shannon McCully, Clerk

Seal \_\_\_\_\_

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

Meeting Date:  
October 3, 2023

Agenda Item Number: G-1


Action Required:  
Yes

Department: General Manager  
Sponsor: Peter Rosasco

Subject:  
**District Holidays for 2024**

Summary:  
Mr. Rosasco to present the proposed District Holiday for 2024

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Proposed Holiday List
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 9-28-23  
General Manager



## Key Largo Wastewater Treatment District

103355 Overseas Highway, Key Largo, FL 33037

Phone (305) 451-4019

www.klwtd.com

# 2024 HOLIDAYS

The District observes & is closed on the following days:

New Year's Day	Monday, January 1st
Martin Luther King, Jr. Day	Monday, January 15 <sup>th</sup>
President's Day	Monday, February 19 <sup>th</sup>
Memorial Day	Monday, May 27 <sup>th</sup>
Juneteenth	Wednesday, June 19th
Independence Day	Thursday, July 4 <sup>th</sup>
Labor Day	Monday, September 2nd
Columbus Day	Monday, October 14th
Veterans Day	Monday, November 11th
Thanksgiving Day	Thursday, November 28th
Day after Thanksgiving	Friday, November 29th
Christmas Day	Wednesday, December 25 <sup>th</sup>
"Optional" Holiday	To Be Determined By GM

Any holiday falling on a Saturday shall be observed on the preceding Friday; and any holiday falling on a Sunday shall be observed on the following Monday.

The "Optional" day is designated by the General Manager before each calendar year.



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

Meeting Date:  
October 3, 2023

Agenda Item Number: K-1

Action Required:  
No

Department: Plant/Facilities      Sponsor: Ryan Dempsey

Subject:  
**Plant/Facilities Report - August 2023**

Summary:  
Mr. Dempsey will present the Plant/Facilities monthly report.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Monthly Report
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:       Date: 9-28-23  
General Manager

# Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 1.88 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

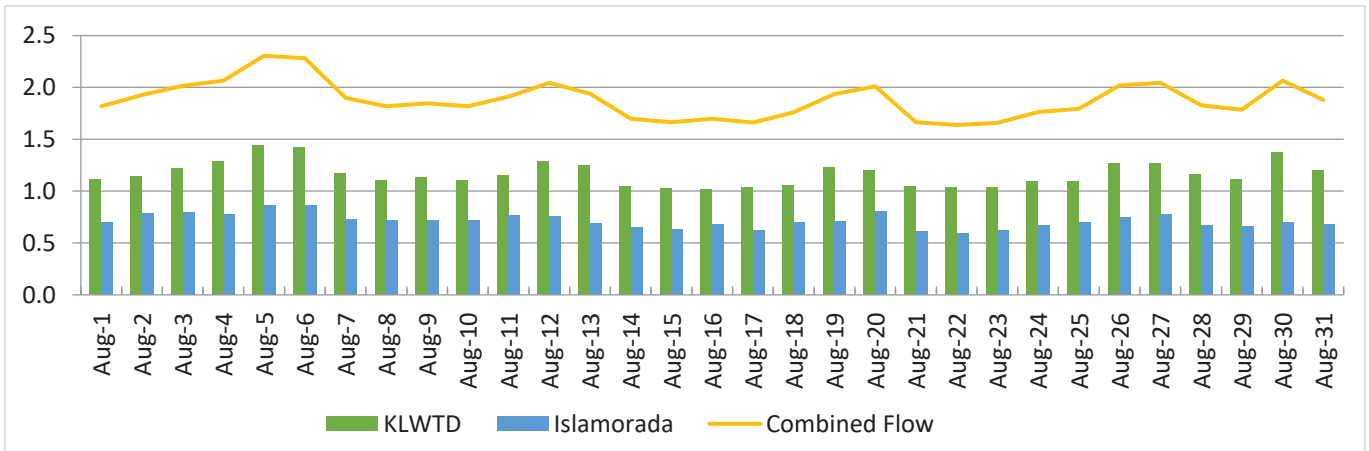
## Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

Effluent Quality Report	August 2023 Plant Performance	12 Month Average Plant Performance
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	1	1.83
TSS (Total Suspended Solids)	1.5	1.6
TN (Total Nitrogen)	2.9	3.0
TP (Total Phosphorous)	.71	.77

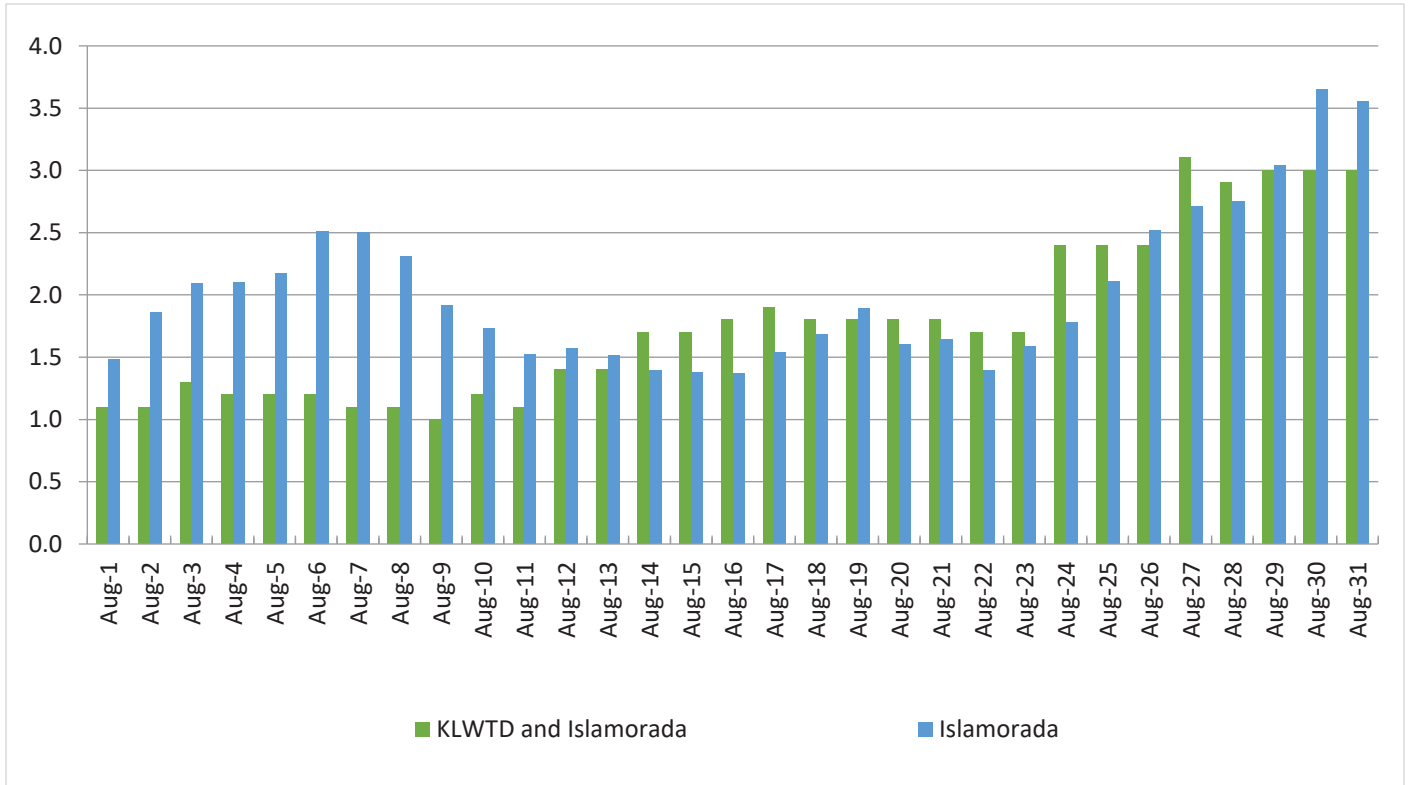
## Daily Flow (MGD)

The total flow of influent through the wastewater treatment plant each day.



### Daily Peak Salinity (PPT)

The daily peak salinity for the current month.



## Islamorada

Average Daily Flow: .713 MGD

Highest Daily Flow: .866 MGD

Monthly Peak Salinity: 3.65 PPT

Days over 4.0 PPT Salinity: 0

3-month average of flow capacity (1.104 MGD): 68%

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

Meeting Date:  
October 3, 2023

Agenda Item Number: K-2


Action Required:  
Yes

Department: Plant/Facilities      Sponsor: Ryan Dempsey

Subject:  
**Injection Well Pump #4 Repair**

Summary:  
Mr. Dempsey will request approval for the Plant Injection Well Pump repair quote from Tom Evans Environmental.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 39,324.32	1. Tom Evans Environmental Quote
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	Yes	

Approved By:       Date: 9-28-23  
General Manager

## QUOTE

3200 Flightline Drive, Suite 302  
 Lakeland, Florida 33811  
 (863) 619-3789 (P) (863) 619-8098 (F)  
 justin@tomevans.com

QUOTE NO. 23-0829aJE  
 DATE September 13, 2023  
 EXPIRATION DATE November 12, 2023

**TO** Ryan Dempsey  
 Key Largo Wastewater Treatment District  
 103355 Overseas Hwy  
 Key Largo, FL 33037  
 ryan.dempsey@klwtd.com  
 305 798 2203

PROJECT NAME Flowserve 12ENL-3  
 LOCATION 0906NSH01086-2  
 Job Number 23-118SR-1086-2

SALES PERSON	SHIPPING METHOD	SHIPPING TERMS	ESTIMATED LEAD TIME	PAYMENT TERMS
Justin Edwards	Included	FOB, Factory	10 Weeks	Net 30 Days

QTY	PRODUCT #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1		Remanufacture of Flowserve 12ENL-3 Vertical turbine pump assembly serial # 0906NSH01086-2, including the supply of a new Simflo SJ12H-2 stage bowl assembly to meet a duty of 1600 GPM @ 139'. New 10" flanged column pipe, new 1.5" 316SS lineshaft and couplings, new 316SS basket strainer, new Bearing spiders with Vesconite Bearings, new driver stand, new packing container and new 1.5" Scusi mechanical seal, new Zinc Annode. All column pipe/bowl assembly and head to be coated with Scotchkote 134 Fusion bonded epoxy. All assembled and delivered.	\$ 39,324.32	\$ 39,324.32
Totals				

Quotation prepared by: *Justin Edwards* TOTAL \$ 39,324.32  
(less applicable sales tax)

- This is a quotation on the goods named, subject to the conditions noted below:
1. We do not include sales tax, pressure gauges, anchor bolts, wire, cable, conduit, tools, toolboxes, lubricants, installation, hook-up, field testing, shaft alignment, vibration testing, control panels or any other accessories or ancillary items which are not specifically called out in this scope of supply.
  2. Under no circumstances will Tom Evans Environmental, Inc. or its suppliers be liable for any incidental, consequential, liquidated, special or late delivery damages whatsoever.
  3. Payment terms are 100% net 10 days from delivery with any unpaid balance 30 days past due being subject to interest at 1-1/2% per month being added to the unpaid balance, with approved credit. Our price is based upon no retainage.
  4. Pricing is based upon Tom Evans Environmental's and the manufacturer's Standard Terms and Conditions of Sale. Copies of these documents are available for your review and reference. No other terms or conditions of sale will apply unless accepted in writing by an officer of the Company.
  5. Please understand that the shipping date is a estimate only, based upon market conditions existing at the time of this offering and are subject to revision.

To accept this quotation, sign here and return: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**Inspection Report**

**Customer:** Key Largo  
**Job Number:** 23-118SR-1086-2

**Date Received:** 7/12/23  
**Teardown Date:** 7/14/23  
**Report Date:** 7/17/23  
**Technician:** Taylor Bell  
**Tech Hours:** 10Hrs

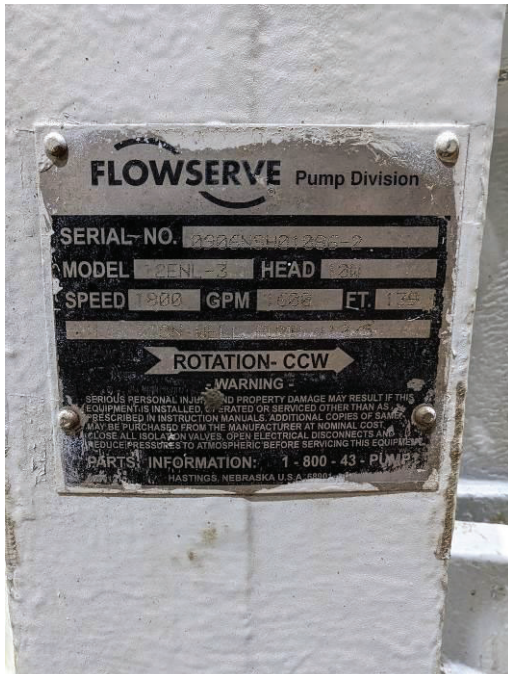
**Data Tag Information:**  
**Manufacturer:** Flowserve **Serial No.:** 0906NSH1086-2  
**Model:** 12ENL-3 **GPM:** 1600 **Head:** 139 **RPM:** 1800

**Reason pump received:**

Pump was received for teardown and inspection.

**Pre-Disassembly Analysis and Condition:**

- The pump is heavily corroded and did not spin freely.





### Disassembly Analysis and Condition

#### Discharge Head components:

##### Packing Housing:

The packing housing must be replaced. The metal is worn down and thin near the bolt holes.



##### Discharge Head:

The discharge head is in good condition and can be reused after being sand blasted and Scotchkoted. The lifting bars must be replaced.



##### Head Shaft/Motor Shaft:

The head shaft/motor shaft must be replaced due to pitting and wear. The head shaft/motor shaft was cut to continue the teardown process.



Note: Head/motor shaft was 1-1/4" x 50"

### Disassembly Analysis and Condition

#### Column Pipe components:

#### Column Pipes:

The column pipes shows signs of corrosion and will be replaced with Scotchkoted flanged pipe with 316SS Fasteners

Note: This pump had an anode.



#### Line shaft bearing retainers:

The line shaft bearing retainers and in reasonable condition, however will be replaced with stainless steel retainers with Vesconite inserts.



#### Line shafts:

All line shafts must be replaced due to wear and corrosion. New 316SS Lineshafts will be used.





## Disassembly Analysis and Condition

### Bowl assembly components:

#### Discharge case, bowls, and suction:

The discharge case, 2 bowls, and suction are all in good reasonable condition, however the 1<sup>st</sup> bowl is seized onto the bowl shaft and must be replaced.

Note: This pump was received with a basket strainer attached. This will be replaced with Stainless Steel.

#### Pump/Bowl shaft:

The bowl shaft has major pitting and must be replaced.

#### Impellers:

2 of the 3 impellers are seized onto the bowl shaft and must be replaced.



**Disassembly Analysis and Condition**

**Shafting Condition & Runout:**

All shafts are being replaced.

Shaft run outs were not conducted.

- **Line Shaft/Head Shaft**

**Qty:** 1 – 5'

**Dimensions:** 1-1/4"

**T.P.I.:** 12 TPI

- **Motor Shaft**

**Dimensions:** 1-1/4"

**Key Size:** 1/4"

**Keyway Length:** 8"

**Keyway TPI:** 12 TPI

**Keyway Thread Length:** 5"

**Length:** 50"

Top Shaft

N/A



N/A



N/A



**Bowl Shaft & Bearing Dimensions**

**Shaft**

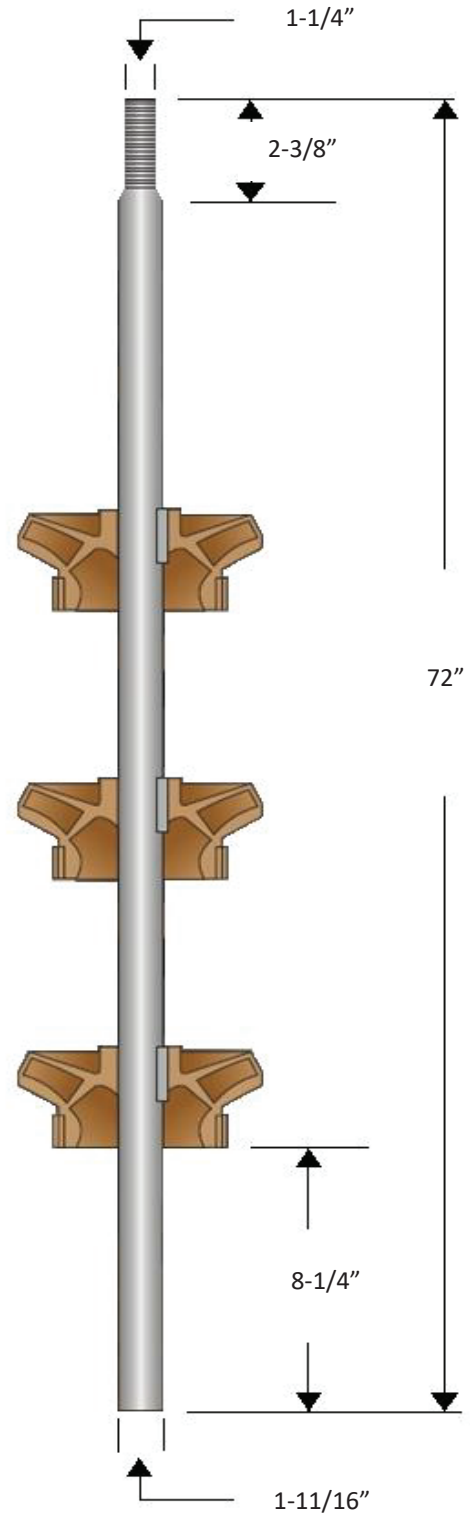
Shaft Dia.:	<u>1-11/16"</u>
Shaft Length:	<u>72"</u>
Turndown Dia.:	<u>1-1/4"</u>
Turndown Length:	<u>2-3/8"</u>
Turndown T.P.I.:	<u>12 TPI</u>

**Impeller**

Stages:	<u>3</u>
1 <sup>st</sup> Impeller Setting:	<u>8-1/4"</u>
Impeller Material:	<u>BRZ</u>
Impeller Trim:	<u>9.697"</u>
Open or Closed Vain:	<u>Closed</u>
Keyed or Lock Collet:	<u>Lock</u>
Sand Collars? (Yes or no)	<u>Yes</u>
If Yes, Quantity.	<u>1</u>

**Bowl Assembly Bearings**

	<b>ID x OD x Length</b>	<b>Material</b>	<b>Qty.</b>
Discharge:	<u>N/A</u>	<u>BRZ</u>	<u>N/A</u>
Top Bowl:	<u>N/A</u>	<u>BRZ</u>	<u>N/A</u>
Top Bowl Neo:	<u>N/A</u>	<u>NEO</u>	<u>N/A</u>
Int. Bowl	<u>N/A</u>	<u>BRZ</u>	<u>N/A</u>
Int. Bowl Neo:	<u>N/A</u>	<u>NEO</u>	<u>N/A</u>
Lower Bowl:	<u>N/A</u>	<u>BRZ</u>	<u>N/A</u>
Lower Bowl Neo:	<u>N/A</u>	<u>NEO</u>	<u>N/A</u>
Suction:	<u>N/A</u>	<u>BRZ</u>	<u>N/A</u>



**Pump Dimensions:**

Customer: AC Schultes

P.O. No: \_\_\_\_\_

Job No: 23-118SR-1086-2

Manufacturer: Flowserve

Model No: 12ENL-3

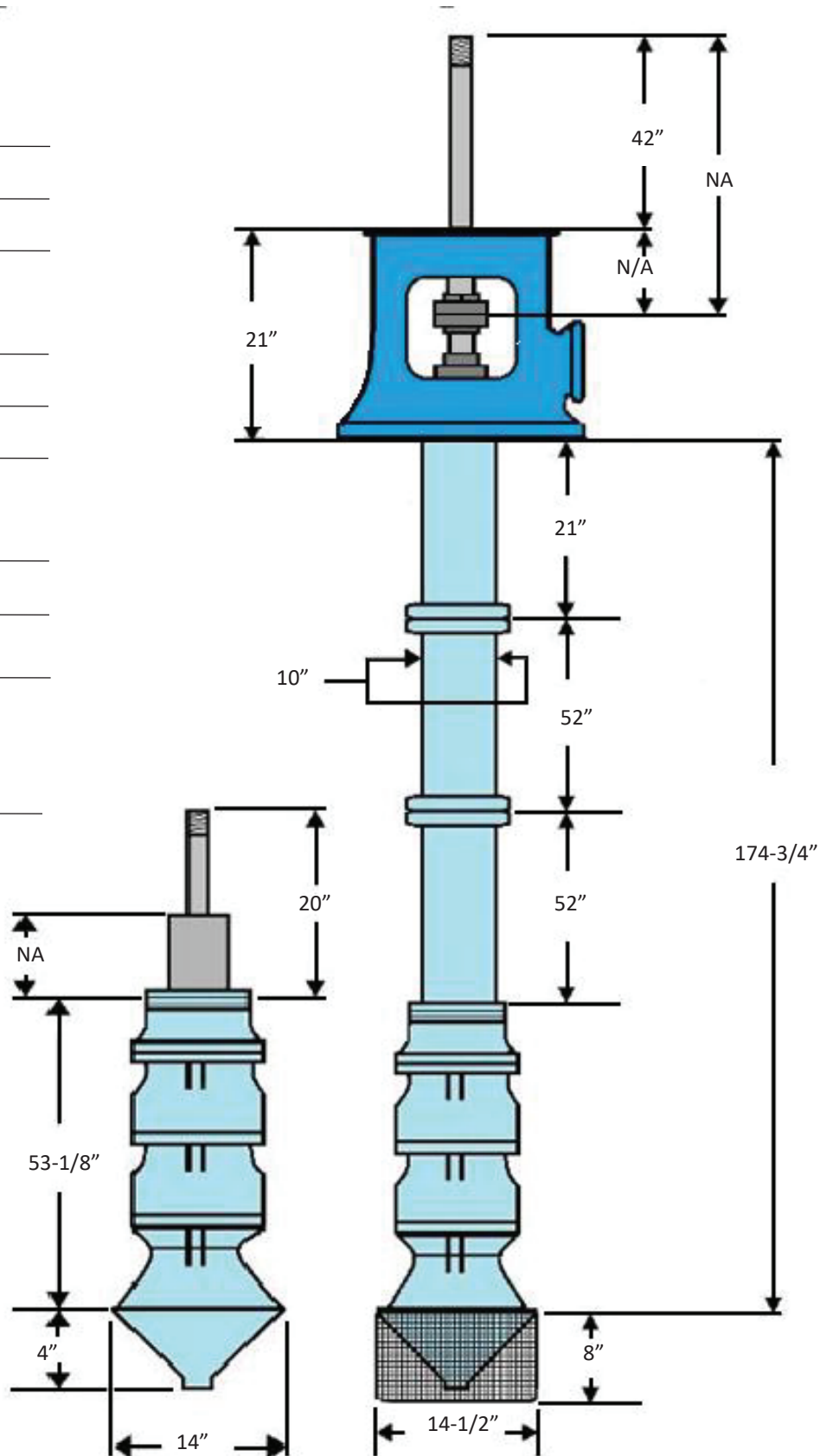
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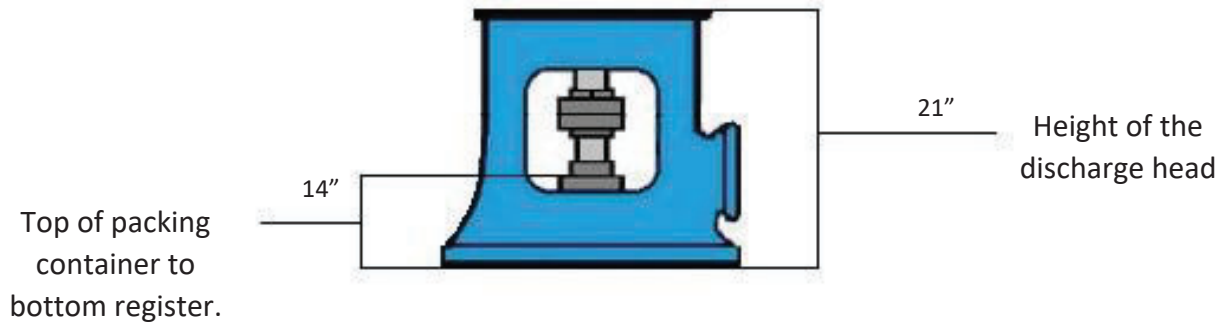
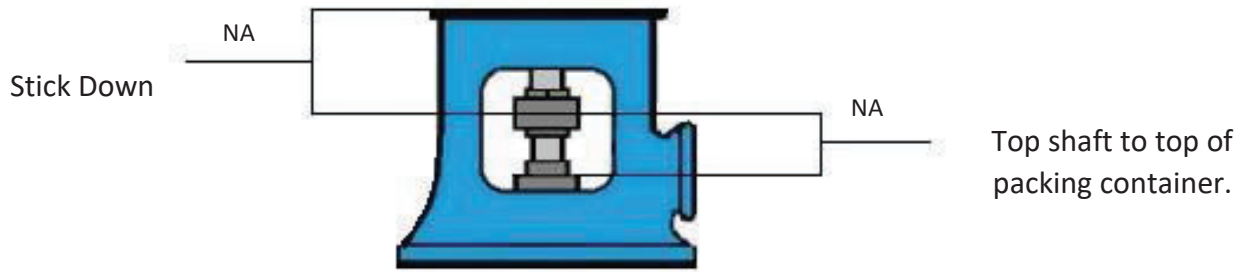
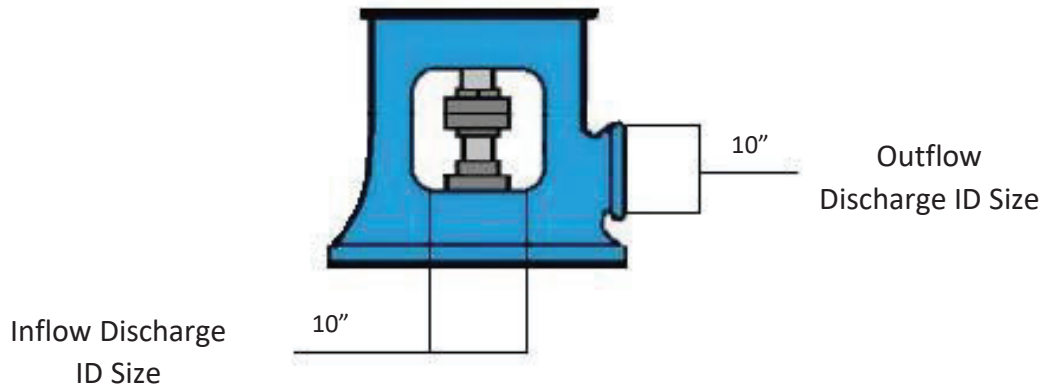
Stages: 3

GPM: 1600

Head-Ft: 139

Impeller OD: 9.697"





**Customer:** Key Largo  
**Job Number:** 23-118SR-1086-2

**Data Tag Information:**  
**Manufacturer:** Flowserve **Serial No.:** 0906NSH1086-2  
**Model:** 12ENL-3 **GPM:** 1600 **Head:** 139 **RPM:** 1800

**Date Received:** 7/12/23  
**Teardown Date:** 7/14/23  
**Report Date:** 7/17/23  
**Technician:** Taylor Bell  
**Tech Hours:** 10Hrs

### **Conclusion:**

This Pump must be replaced with parts and work required are listed below.

### **Parts and work required:**

The bowl assembly must be replaced.

The column pipe must be replaced.

All new line shafting with spiders

The head will need to be reconditioned.

The packing housing must be replaced.

The anode will also need to be replaced.

The basket strainer will need to be replaced.

New Lifting bars to be installed onto the head.

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

Meeting Date:  
October 3, 2023

Agenda Item Number: O-1

Action Required:  
Yes


Department: Commissioner's Item      Sponsor: Commissioner Heim

Subject:  
**EMP HANDBOOK UPDATED TO INCLUDE WORKPLACE VIOLENCE - DRAFT**

Summary:  
Corrected DRAFT of Emp. Handbook previously submitted to the Board 9/19/2023.  
The corrections were typos and formatting, not substantive.

This DRAFT is submitted using Blue (new words) / Red (deleted words) editing format.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Emp.Handbook DRAFT - manual cover, pages 2,5, and 7-12.
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:       Date: 9-28-23  
General Manager



**DRAFT UPDATE 9/2/2023 8AM**



**KEY LARGO  
WASTEWATER  
Treatment District**

# **EMPLOYEE HANDBOOK**

Revised by Board October 1, 2023

~~November 17, 2020~~

This Employee Handbook replaces all previous versions of the KLWTD Employee Handbook.

**(DRAFT)**



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## 9. GENERAL MANAGER PREROGATIVE

## 10. EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT FORM

Any and all reported allegations will be promptly, and thoroughly investigated and appropriate action taken.

## **2.1 EQUAL EMPLOYMENT OPPORTUNITY ACT of 1972 (EEO)**

The District is an equal opportunity employer. The District is committed to the spirit and letter of all applicable federal, state, and local laws and regulations pertaining to equal opportunity. The District does not discriminate against any individual with regard to race, color, religion, gender, pregnancy, national origin, age, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, or other characteristic protected by applicable law. This policy extends to all terms, conditions and privileges of employment, as well as the use of all District facilities.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

## **2.2 AMERICANS WITH DISABILITIES ACT of 1990 (ADA)**

The District will make reasonable accommodations for qualified applicants and individuals with known disabilities unless doing so would result in an undue hardship or cause a direct threat to the health or safety of the individual or others. This policy governs all aspects of employment including application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Employees who believe they have been subject to harassing or discriminatory conduct because of a disability must follow the reporting procedures in the Anti-Discrimination and Anti-Harassment section below. Individuals should contact the Human Resources Department with any questions or request(s) for accommodation.

## **2.3 WORKPLACE SAFETY POLICY & PROCEDURES ANTI-DISCRIMINATION AND ANTI-HARASSMENT**

**RELOCATED TO OTHER SECTIONS** ~~The District does not tolerate any form of harassment. The District provides ALL employees with a work environment free from harassment and discrimination. Discrimination or harassment based on race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, genetic information, marital status, veteran status, gender identity or expression or any other characteristic protected by applicable law, will not be tolerated. All individuals are treated with respect and dignity, and all relationships among employees, customers and vendors will be professional and free of bias, prejudice and harassment.~~

~~The District requires prompt reporting of all perceived incidents of discrimination or harassment to the Human Resources Department or the General Manager. All reports will be thoroughly investigated.~~

~~Conduct prohibited by District policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips, or business-related~~



~~social events. Violations, including false and malicious complaints of harassment, discrimination or retaliation, will result in disciplinary action.~~

~~Every employee is responsible for assuring that no one is subjected to conduct that constitutes any form of harassment or discrimination based upon any characteristic protected by applicable law.~~

~~Harassment on the basis of any protected characteristic is strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran and/or any other protected class or any other characteristic protected by law and that:~~

- ~~a. has the purpose or effect of creating an intimidating, hostile or offensive work environment;~~
- ~~b. has the purpose or effect of unreasonably interfering with an individual's work performance;~~
- ~~c. otherwise adversely affects an individual's employment opportunities.~~

~~Harassing conduct includes, but is not limited to:~~

- ~~a. epithets, slurs or negative stereotyping;~~
- ~~b. threatening, intimidating or hostile acts;~~
- ~~c. denigrating jokes;~~
- ~~d. written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the premises or circulated in the workplace, on District time or using District equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.~~

#### A. Discrimination, Harassment, Sexual Harassment

The District does not tolerate any form of Discrimination, Harassment, or Sexual Harassment.

Conduct prohibited by District policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips, or business-related social events. Violations including false and malicious complaints of harassment, discrimination, or retaliation, will result in disciplinary action.

Every employee is responsible for assuring that no one is subjected to conduct that constitutes any form of harassment or discrimination based upon any characteristic protected by applicable law.

The District requires prompt reporting of all perceived incidents of discrimination or harassment to the Human Resources Department or the General Manager. All reports will be thoroughly investigated.

#### Discrimination:

The District provides ALL employees with a work environment free from discrimination. Discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, genetic information, marital status, veteran status, gender identity, or



expression or any other characteristic protected by applicable law, will not be tolerated. All individuals are treated with respect and dignity, and all relationships among employees, customers and vendors will be professional and free of bias, prejudice, and harassment.

#### Harassment:

Harassment on the basis of any protected characteristic is strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran and/or any other protected class or any other characteristic protected by law and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- b) has the purpose or effect of unreasonably interfering with an individual's work performance.
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- a) epithets, slurs, or negative stereotyping.
- b) threatening, intimidating or hostile acts.
- c) denigrating jokes.
- d) written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the premises or circulated in the workplace, on District time or using District equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

#### Sexual Harassment

~~The District does not tolerate sexual harassment behavior.~~ Sexual harassment is illegal under federal, state, and local laws. Sexual harassment is defined in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes behaviors involving individuals of the same or different gender. These behaviors include, but are not limited to:

1. Unwanted sexual advances or requests for sexual favors.
2. Sexual jokes and innuendo.
3. Verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess, or sexual deficiencies.
4. Leering, whistling, or touching.
5. Insulting or obscene comments or gestures.



6. Display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

#### B. Bullying

The District does not tolerate bullying. Bullying is repeated, inappropriate direct or indirect behavior, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

The following types of behavior are examples of Bullying:

1. Verbal bullying – slandering, persistent name calling that is hurtful, ridiculing or maligning a person or their family, humiliating or insulting, using a person as the subject for jokes, abusive and offensive remarks.
2. Physical bullying – shoving, kicking, pushing, poking, tripping, threat of and/or assault, damage to a person's property or work area.
3. Exclusion/Isolation – socially or physically excluding or disregarding a person in work related activities.
4. Gesture bullying – nonverbal threatening gestures or glances that convey threatening messages.

#### C. Workplace Violence:

**Employees should not place themselves in peril, nor should they attempt to intercede during an incident. CALL 911 UPON OCCURRENCE OF ANY ACT OF VIOLENCE AND SEEK SAFE SHELTER IMMEDIATELY.**

Firearms: Employees are strictly prohibited from possessing firearms while engaged in District business or on District premises except in compliance with Section 790.251, Florida Statutes. Employees may not possess a deadly weapon or firearm while on premises owned by the District, except that an employee may possess a legally owned firearm provided it is locked inside or locked to a private motor vehicle that is parked in an area designated by the District as an area available for the parking of motor vehicles by employees, customers, or invitees. Employees shall not possess a deadly weapon or a firearm while in control of or occupying a District owned motor vehicle, regardless of its location.

The District strives to maintain a work environment free from intimidation, threats or violent acts which include, but are not limited to: hostile behavior, physical abuse, vandalism, arson, sabotage and use of weapons on District property. District resources may not be used to threaten, stalk, or harass anyone at or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities must be reported promptly to an employee's Department Manager, the General Manager, or the Human Resources Department.

All reports will be kept confidential (to the extent possible), investigated, and documented.

When reporting an incident or threat of violence, the employee should be as detailed and specific as possible and fully cooperative in the District's investigation. [Employees will complete the Workplace Violence Incident Report and return to Human Resources.](#)

Employees should inform the Human Resources Department of any protective or restraining order they have obtained which lists the District workplaces as protected areas.

Violence Defined: The word violence in this policy is defined as, but not limited to, any act or behavior that:

- a. [Constitutes a physical assault.](#)
- b. [Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual.](#)
- c. [Carries the potential for physical harm to another.](#)
- d. [Carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening.](#)

Indicators of potentially violent behavior: No one can predict human behavior and there is no "specific profile" of a potentially dangerous individual. However, there are a few indicators of potentially violent behavior to watch for.

- e. [Direct or veiled threats of harm.](#)
- f. [Intimidating, belligerent, harassing, bullying or other inappropriate and aggressive behavior.](#)
- g. [Numerous conflicts with supervisors and co-workers.](#)
- h. [Bringing a weapon to the workplace; brandishing a weapon in the workplace; making inappropriate references to guns or fascination with weapons.](#)
- i. [Statements showing fascination with incidents of workplace violence; statements indicating approval of the use of violence to resolve a problem or statements indicating identification with perpetrators of workplace violence.](#)
- j. [Statements indicating contemplating suicide.](#)
- k. [Drug and alcohol abuse.](#)
- l. [Extreme changes in behavior.](#)

#### D. Reporting Procedure

Any employee who believes he or she has been subjected to harassment or discrimination, or other violation of this policy, must immediately report the incident in writing to their Department Manager or the Human Resources Department or the General Manager. The Department Manager shall immediately forward the written complaint to the Human Resources Department



for investigation and action.

If the complaint involves:

1. the Human Resources Department, the Department Manager shall forward the written complaint to the General Manager.
2. the General Manager, the Department Manager shall forward the complaint to the District's legal counsel, who will consult with the Board of Commissioners in accordance with applicable laws to determine appropriate action.
3. an elected official, the employee must report the conduct directly to the General Manager, and the District's legal counsel will be consulted for assistance.

#### E. Investigation Procedure

Any reported complaints of harassment or discrimination will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances, subject to Florida's public records laws. The District is obligated to investigate the complaints it receives under this policy. The District cannot entertain requests by the reporting employee, or anyone else, that the information received be ignored or otherwise fail to act upon the information. Investigations will generally be conducted by the Human Resources Department or other appropriate individual designated by the General Manager.

At the conclusion of an investigation, the complainant and the employee subject of the complaint shall be informed of the outcome of the investigation. Where appropriate, the individuals involved may be offered counselling through the District's Employee Assistance Program.

#### F. Prohibition Against Retaliation

The District will not retaliate against an individual who makes a report of harassment or discrimination or participates in an investigation of a complaint of harassment or discrimination under this policy and strictly prohibits any employee from retaliating against a complainant. Retaliation is a violation of this policy and must also be reported immediately. Any employee found to have retaliated against an employee for reporting harassment or discrimination or participating in an investigation of a complaint of harassment or retaliation will be subject to appropriate disciplinary procedures, including termination.

#### G. Penalties for Violation

The appropriate level of discipline will be determined in accordance with the District's Corrective Action / Discipline Policy.

### **2.4 DRUG-FREE WORKPLACE**

The District maintains a drug-free workplace pursuant to Fla. Stat. section 440.101 et seq. This policy applies to all employees for all job classifications.



## 7.9 PERSONAL PROPERTY

The District assumes no liability whatsoever for the damage, loss or theft of/to the personal property of employees caused by third parties.

The District reserves the right to conduct video surveillance of any portion of its premises at any time. The District premises includes buildings, offices, grounds, parking lots and vehicles. Video cameras will be positioned in appropriate places within and around District buildings. The only exceptions to this policy include private areas of restrooms, showers and dressing areas.

## 7.10 ~~WITHDRAWN CONCEALED WEAPONS~~

~~Employees are strictly prohibited from possessing firearms while engaged in District business or on District premises except in compliance with Section 790.251, Florida Statutes.~~

## 7.11 ELECTRONIC COMMUNICATIONS AND INTERNET USE

Information technology systems owned and maintained by the District are provided for the purpose of conducting District-related business including, but not limited to, internet access, District-issued cell phones, email accounts, social networking and other usage. Employees may not use the District information technology systems to conduct personal business.

Employees who have reason to believe an unauthorized person has gained access to their password(s) shall immediately notify the District IT Department.

Employees are responsible for maintaining and enhancing the District's public image and using internet access and email in a responsible, ethical and professional manner as follows:

1. within the context of an employee's assigned responsibilities, any form of communication, including acquiring or sharing of information with other employees, customers, other entities, suppliers, and people who work on behalf of the District;
  2. gathering, storing, transmitting or processing of information in the conduct of District business;
  3. participating in educational or professional development activities;
  4. user accounts are to be used solely by the assigned user for authorized purposes.
- A. Social Media: includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web page or blog, as well as any other form of electronic communication (i.e., email, phone and other usage). When posting on social media sites, and the subject pertains to any job-related matter, it must be made clear that the employee is not speaking on behalf of the District and must include a disclaimer such as "*postings on this site are my own opinion and do not necessarily reflect the views of the District.*"

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

Meeting Date:  
October 3, 2023

Agenda Item Number: O-2

Action Required:  
No

Department: Commissioner's Item      Sponsor: Commissioner Heim

Subject:  
**BOARD POLICIES and PRACTICES MANUAL - DRAFT**

Summary:

Board Policies and Practices Manual is updated to:  
 Include Table of Contents  
 Include Board Member Attendance section  
 Include Commissioner Items section  
 Delete rule 33 which was eliminated by Board action  
 Reformat for clarity and to reflect current Board policies  
 NOTE: A Resolution to adopt will be brought forward after the DRAFT is finalized.  
 This DRAFT is submitted using Blue (new words) / Red (deleted words) editing format.  
 This draft is submitted with Blue (new words) /Red (deleted words) editing.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 0.00	1. Explanatory Memo - 'Board Member Attendance' research information. (Laydown)  2. Board Member Policies and Practices Manual DRAFT pages 1-6.
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:   
General Manager

Date: 9-28-23

# BOARD POLICIES AND PRACTICES

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## CONDUCT OF MEETINGS

1. The Board usually applies the following "Meeting Rules" to its meetings: (1) It shall not be necessary to have a motion on the floor to discuss an item; (2) Commissioners have the right to request reconsideration of any item only once regardless of whether a commissioner was on the winning or losing side of a prior vote, or did not vote; ~~(3) A motion can be made by any commissioner;~~ ~~(4) If the Chair makes a motion, it must pass the gavel to the Vice Chair;~~ ~~(5) A motion can be seconded by any Commissioner including the Chair, who need not pass the gavel;~~ (3) (6) A point of order normally takes precedence over other matters; (4) ~~(7)~~ On matters of extreme importance, a Commissioner may request the Board consider the matter at two separate hearings; (5) ~~(8)~~ The Board should encourage full and open discussion of all items without regard to how long it takes to reach consensus; ~~(9) The Board should not entertain items that have not been included in the Agenda;~~ and (6) ~~(10)~~ The Board should not take action on an item unless it has been provided sufficient back-up and an opportunity to review and to consider the matter. **((# (3),(4),(5) &(9) MOVED TO OTHER SECTIONS)**

2. The Board should update its "Meeting Rules" from time to time when appropriate.

3. The Board should be guided but is not required to follow Robert's Rules of Order (Small Group Edition).

## ELECTION OF OFFICERS

4. ~~13.~~ The Board elects a chairman, vice chairman, and treasurer annually. In years in which general elections are held pursuant to s. 189.405(2)(a), F.S, the Board elects officers at the first meeting following certification of results by the Supervisor of Elections. In non-election years, the election of officers is held on the second meeting in November.

5. ~~14.~~ Commissioners may nominate themselves for office.

6. ~~15~~ No second is required for nominations.

7. ~~16.~~ Contested elections for Board officers may be held by signed ballots, which shall be opened by the Clerk and made a part of the record.

## BOARD MEMBER ATTENDANCE

8. Commissioners must attend all meetings of the Board in person, unless excused by the Board. A commissioner may be excused from being personally present at a meeting under the following circumstances:

- a. A quorum has been established by the personal presence of a majority of the commissioners.
- b. The commissioner participates in the meeting remotely.
- c. The commissioner is unable to be personally present at the meeting for any of the following reasons:
  1. Illness of the commissioner or the commissioner's immediate family.
  2. Death of a family member.



3. Unanticipated events beyond the commissioner's control such as a canceled flight, road closure or delay due to an accident, severe inclement weather, etc.
4. A previously scheduled commitment, such as a doctor's appointment that cannot be rescheduled without adverse consequences to the commissioner.
5. Any other reason not specifically listed above and deemed by the Board to constitute exigent circumstances.

A commissioner who is excused may vote, make motions, and participate in all official business of the Board as though personally present at the meeting.

A commissioner who is not excused is deemed absent and not entitled to receive compensation for that meeting but may participate remotely in Board discussion.

*Option –add to line above ? , but may not make motions to, nor vote on Board business.*

*Option also include? - No Board member may be absent from three consecutive regularly scheduled Board meetings unless the absence is excused for one of the reasons stated above. Other absences constitute unexcused absences for the purpose of declaring a vacancy on the Board.*

*Option – also include? The Minutes of a meeting with a commissioner participating remotely with an Excused absence shall reflect that 1) a quorum is present; 2) that the present commissioners make a finding that extraordinary circumstances exist to permit remote participation; and 3) that commissioner(s) are participating remotely.*

### **LENGTH OF MEETING**

9. 32. The Board should endeavor to complete business within two (2) hours.

~~33. A meeting can be extended by a motion duly made and ... Deleted 5/9/22~~

### **ABSTAINING FROM VOTING**

10. 8 A Commissioner should not abstain from voting unless, there is, or appears to be, a possible conflict of interest or unless a Commissioner lacks sufficient information to cast an informed vote.

### **THE RIGHT TO DISSENT**

~~11. 12 A majority of the Board shall represent the official policy of the Key Large Wastewater District. Notwithstanding any such vote, individual Commissioners shall have the right to publicly disagree with any official action taken by the Board. ~~vote or policy.~~~~

### **PUBLIC COMMENTS**

12. 20. The Board should welcome public participation and comments at all meetings.

13. ~~24.~~ A person who desires to speak must register his or her request with the Clerk prior to the item being called for discussion unless otherwise excused from doing so by the Chair.

14. ~~22.~~ The public may speak on any item, including "Bulk" items, either at the time General Public Comment is called, or at the time a Specific Item is called for discussion.

15. ~~23.~~ Public Comment regardless of being a General Public Comment, or a Specific Item Comment is usually limited to three (3) minutes for an individual and five (5) minutes for representatives of organizations, unless the Board believes additional time is appropriate.

16. ~~24.~~ Public speakers may provide written material to the Board and request that the material be included in minutes; however, the Chair may decline the request for inclusion if the material is unduly voluminous or is offensive.

17. ~~25.~~ Commissioners and Staff should refrain from responding to public speakers but may do so with the consent of the Chair.

### **ROLE OF CHAIRMAN**

18. ~~4.~~ The Chair should encourage full and open debate.

19. ~~5.~~ The Chair is not obliged to recognize a request to "call the question" unless and until there has been full and open discussion by the Board.

20. ~~6.~~ The Chair shall ~~should~~ discourage disrespectful comments.

21. ~~7.~~ The Chair's ruling on procedural matters is subject to a vote if challenged by any commissioner.

### **RESOLUTIONS**

22. ~~11.~~ The Board should adopt written resolutions on matters of importance and all KLWTD policies.

### **MOTIONS**

23. ~~9.~~ Matters of importance should be resolved by a vote rather than by "giving direction."

24. ~~10.~~ Commissioners may request a formal vote on any issue.

25. ~~(1.3)~~ A motion may be made by any Commissioner.

26. ~~(1.4)~~ If the Chair makes a motion, it must pass the gavel to the Vice Chair.

27. ~~(1.5)~~ A motion may be seconded by any Commissioner including the Chair, who need not pass the gavel.

28. ~~34.~~ A vote can only be called by the Chair after a motion has been made and seconded.

29. ~~35.~~ Motions that do not receive a second shall automatically fail.

30. ~~36.~~ When a motion has been moved and seconded, and following the end of the discussion of an item, the Chair must:

- a. Restate the motion, and
- b. Call for a vote by yeas and nays or by roll

31. ~~37.~~ Any Commissioner may request a roll call vote.

32. ~~38.~~ Only one motion at a time may be considered.

33. ~~39.~~ The Board may table a motion to the next meeting, at which time the Board shall resume debate.

### **MINUTES OF THE MEETING**

34. ~~26.~~ The minutes should be promptly recorded and should summarize the events of the meeting.

35. ~~27.~~ All motions made during the course of a meeting should be recorded in the minutes, including motions that fail to receive a second.

36. ~~28.~~ At the very least, the minutes should reflect the maker of the motion; the nature of the motion; the second, and the Commissioners voting yea/nay.

### **APPROVAL OF THE MINUTES**

37. ~~29.~~ The draft minutes should be presented to the board for adoption at the next meeting.

38. ~~30.~~ The adoption of the minutes is *prima facie* evidence of the Board's decision, resolutions, and acts only. Comments included in the minutes are not to be considered as exact quotes.

39. ~~34.~~ Commissioners have the right to request corrections to the minutes.

### **DRAFT AGENDA**

40. ~~17.~~ The Clerk shall be responsible for the preparation, content, and form of the draft agenda with the assistance of the General Manager.

41. ~~18.~~ Commissioners shall have the right to include items and materials in the draft agenda for dissemination to the other commissioners, to staff, and to the general public. Such items shall be added under the "Commissioner Items" section, and shall not require backup.

42. ~~19.~~ In addition to Commissioners, the following persons shall have the right to include items in the draft agenda for dissemination to the Commissioners, the staff, and the general public: 1) the General Manager, 2) the Director of Finance, 3) the District Engineer, and 4) the General Counsel.

43. [The Draft Agenda shall be approved by the Board.](#)

44. ~~(1-9)~~ The Board should not entertain items that have not been included in the Agenda.

## **COMMISSIONER ITEMS**

45. Commissioners may bring forward items for discussion and possible voting action. Board meeting rules shall apply to voting actions.

46. The regular rules of conduct and procedure, including *Roberts Rules of Order* shall be in effect.

### ROUNDTABLE DISCUSSION

47. ~~40.~~ The Roundtable portion of the meeting is where Commissioners may have open and free discussions among themselves.

48. ~~44.~~ No motion shall be required for a matter to be raised and discussed. No votes will be taken on Roundtable items.

49. ~~42.~~ The regular rules of conduct and procedure, including *Roberts Rules of Order*, shall not be in effect.

### STAFF SUPPORT & LEGAL ADVICE

50. ~~43.~~ In order to carry out their legislative duties, Commissioners may request information, research or support from the General Manager, Senior Staff Members, Department Managers, or the District's Attorneys and Consultants provided that any such request is not unduly burdensome or excessive, i.e., will not take more than 1 hour per month. The District's staff shall have the right (but is not obligated) to ask the full board to authorize the request if the request is unduly burdensome.