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

Meeting Date:

March 18, 2025

Agenda Item Number: I-1

Action Required:

No

Department:

IT

Sponsor:

ENS

Subject:

IT Report - February 2025

Summary:

ENS will present the IT monthly report.

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

Approved By: _____ **Date:** 3/11/2025

General Manager

IT

The IT Department received 589 tickets and completed 489 tickets in February.

Project	Cost	Description
GIS Emergency applications project	$18,960.00 One time	• Training with FTC is still on going. • Brandons new workstation has been setup. • FTC training report listed below.
iWater		• On site Demo of iWater(infraMAP) scheduled for Thursday 2 PM at the plant. (Completed) • Waiting on Formal proposal from iWater.

Date: 02/18/2025   Organization: Key Largo
                                  Wastewater Treatment District

TRAINING REPORT

Ongoing

1. Georeferenced PFD
   a. Learning the tools
      i. Move
      ii. Scale
      iii. Rotate
      iv. Add transparent (If needed)
   b. Used the parcels as guide
      i. How to add and subtract control points.
      ii. Learn how to strategically add control points.
   c. PDFs in question for the Georeferenced. Waiting for CAD
      i. West Indies Rd
      ii. N. Bounty lane
2. Viewing CAD on Pro Map
   a. Gave an overview of what the CAD would look like in ArcGIS pro map
      i. Showed how the CAD comes in similar to a group Layer.
3. Asbuilts Review and GIS Processing
   a. Basin G4 – Sent on 02/18/25

Past Training

1. Reviewing the folder Structure from the shared drive.
   a. _TrainingDocuments
   b. Asbuilts
   c. Data
   d. Georeference
   e. Maps
   f. Project
   g. Table
2. Pro Map Overview
   a. Reviewing the tabs in the ribbon.
   b. Reviewing the difference between saving the map vs the layers.
   c. Reviewing Content pane
      i. Turning layers on and off
      ii. Opening Attribute Table
      iii. Layer property
      iv. Seeing the data sources
      v. Turning on and off layers selecting

           vi.   Turning on and off layers editing
      d.   Reviewing Catalog
           i.   Locating share drive
           ii.   Portal to the online
      e.   Advise map setup – Popups ready to use.
           i.   Catalog Pane
           ii.   Attribute Pane
           iii.   Create Feature
           iv.   Modify Feature
           v.   Locate Add

3. Learn how to add and edit points.
    a.   Worked on the map updated points
    b.   Added points
    c.   Modify point location
    d.   Edited attribute table
4. Learn how to add and edit Lines.
    a.   Worked on the map updated lines.
    b.   Modify vertices of a line
    c.   Add vertices
    d.   Edited attribute table
5. Adding visualization to the AGOL pro map
    a.   To help with overwriting layers seamlessly.
6. Overwriting Layers
7. Copying symbology from another layer.
8. Timing app maintenance
    a.   Learn how to clear out the fields for the next round of going out to the field.
9. Calculate Field
    a.   Learn to create the Asset ID by combining text with Object number.

Upcoming Training
1. AGOL Training
2. Viewing CAD on Pro Map