May 15th
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<th>Name &amp; Company</th>
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<td>CHARLES WONG</td>
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<td>BORIE CANNON</td>
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<td>MARK W. WEIS</td>
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Key Largo Wastewater Treatment District
Board of Commissioner’s Meeting Agenda
10:00 AM Saturday, May 15, 2004
Key Largo Civic Club, 209 Ocean Bay Drive
Key Largo, Monroe County, Florida

A. Call to Order
B. Pledge of Allegiance
C. Additions, Deletions or Corrections to the Regular Meeting Agenda
D. Minutes – Draft May 5, 2004
E. Public Comment
F. Workshop Items
   1. Discussion for Possible Action of the K LWTD Manager Candidates
      a. Review of resumes received
      b. Interviews of the Manager Candidates
         10:30 a.m. – Charles Fishburn
         11:00 a.m. – Charles J. Kupper, Jr.
         11:30 a.m. – Mark W. Weis
   2. Discussion of the K LWTD Master Plan
      a. Presentation of the Sanitary Sewer Wastewater Master Plan Refinement and
         recommendations in multi-phases
      b. Presentation of the Draft Scope of Work for the Financial Component to
         implement the Master Plan
   3. Discussion of the Key Largo Park vacant lot issue
   4. Discussion of the Commercial Connection Policy
      a. Presentation of the Draft Scope of Work for the Calusa Camp Resort
         Connection Financing Options
G. Public Comment
H. Meeting Adjournment
KLWTD Board Meeting
May 15, 2004

Draft
May 5, 2004
Meeting Minutes
Board Members Present

Gary Bauman, Chairman
Cris Beaty, Member
Charles Brooks, Member
Andrew Tobin, Member
Jerry Wilkinson, Member

Staff Members Present

Charles Sweat, Director of Operations (GSG)
David Miles, Chief Financial Officer (GSG)
Thomas Dillon, Board Attorney
Ed Castle, Board Engineer (WEC)
Faith Doyle, Board Clerk (GSG)

Guests Present

Pete Kinsley, The Haskell Company
Charles Kupper, Keys Resident
Will English, The Haskell Company
Robert Burt, KLTV Homeowners Association
Steve Gibbs, Reporter for the Reporter

A. Call to Order

Chairman Bauman called the meeting to order at 5:01 p.m.

B. Pledge of Allegiance

The pledge was recited.

C. Additions, Deletions or Corrections to the Regular Meeting Agenda

Commissioner Tobin requested to add a letter from George Garrett as item K3 concerning site mitigation.

Mr. Dillon requested that Item F5 concerning a tax form request from TIB be added to the legal report.

D. Minutes – Draft April 21, 2004
E. Public Comment

Commissioner Brooks introduced Mr. Charles Kupper as one of the manager applicants.

F. Legal Counsel’s Report
   1. Update on the Haskell Notice of Delay

Mr. Dillon noted that the design has taken priority, but there would be an item on the May 19th agenda as a result of continued discussion.

   2. Update on direct/indirect costs issue

Mr. Dillon advised the Board that an update would be provided on this item at the May 19th meeting.

   3. Update on legislation

Mr. Dillon informed the Board that the legislation has passed both houses and it went to the governor for execution. Ms. Pat Sheehan had been contacted and will recommend that the governor sign the legislation.

   4. Update on County funds

Mr. Dillon stated that the BOCC legislation was passed and it has gone to the DCA for its approval and then funds would be released.

   5. Tax Form requested by TIB Bank

Mr. Dillon stated that TIB requested that the CFO submit a completed IRS form. Mr. Dillon doesn’t believe it applies to the KLWTD and requested that research be done by him, or a bond attorney consulted. Mr. Miles stated that he has been requested to fill out these forms for bond issues when they are made for general obligation or revenue bonds. Mr. Miles believes that for a line of credit with zero having been drawn on the debt it should be researched prior to filing the document. Mr. Dillon stated that lines of credit are not listed in the code but it should be researched. It was suggested that Bill Anderson be consulted. Commissioner Tobin believes it should be submitted with out research. Mr. Dillon doesn’t believe it should be sent because the District has not issued bonds. Commissioner Tobin suggested that the bonds crossed out and line of credit be written in and the form submitted. Mr. Miles stated he would only sign it the Board’s authorization.

COMMISSIONER WILKINSON MOVED TO APPROVE MR. MILES TO COMPLETE, SIGN AND FORWARD THE DOCUMENT. COMMISSIONER TOBIN SECONDED THE MOTION. ALL WERE IN FAVOR AND THE MOTION CARRIED.
G. Action Items

1. Approval of the Pending Payments List for May 5, 2004

COMMISSIONER BEATY MOVED TO APPROVE ITEM G1. COMMISSIONER WILKINSON SECONDED THE MOTION FOR DISCUSSION. Commissioner Wilkinson asked when the line of credit might need to be used. Mr. Miles believes that with the MSTU funds flowing the line of credit won't be needed in the near future. **THE CHAIRMAN CALLED FOR A VOTE, ALL WERE IN FAVOR AND THE MOTION WAS UNANIMOUSLY APPROVED.**

2. Approval of the rental space short list

The consensus of the Board was to hold on the pursuit of the rental space until a manager has been hired. Commissioner Brooks entertained a motion to amend the list to only include the pediatrics building and the Bank of America space. Discussion ensued on the need to renovate the Damaron Building location. Commissioner Brooks suggested ranking the list as the Bank of America being first, the pediatrics building as second and the Damaron as third. Commissioner Wilkinson believes the manager should do the research on an office location. Commissioner Tobin believes Mr. Dillon should start looking at the leases and terms. Discussion continued on parking and other arrangements.

**IT WAS THE CONSENSUS OF THE BOARD TO HAVE MR. DILLON BEGIN RESEARCHING LEASES AND TERMS.** Mr. Dillon stated that he would contact the Bank of America for a sample lease for review.

Chairman Bauman then tabled the item.

3. Approval of the Government Services Group, Inc. letter of agreement

Mr. Dillon presented the additional information concerning item G3 entitled Amendment No.1 to the GSG Management Services Agreement. **Commissioner Tobin moved to approve the item. Commissioner Beatty seconded for discussion.** Commissioner Tobin asked Mr. Miles how much time he dedicates to KLWTD business on a weekly basis. Discussion ensued. Mr. Dillon suggested that Chairman Bauman be named the initial contact in the amendment and noted that the amendment is capped at $10,800 per month. Commissioner Tobin had been concerned that if projects go to 5-hours or more the Board should approve them. Discussion ensued on the overlapping of duties during the transition, coordination of the upcoming budget and transport and disposition of the KLWTD official records. It was noted that Gary Bauman would be listed as the director of the contract.

Mr. Dillon suggested that the item be placed on the May 15 agenda for action.

Chairman Bauman called the question and asked for a vote. **There were no votes in favor of the motion. The motion failed.**

4. Acceptance of the Roe-Vac warranty

Commissioner Brooks moved to accept the Roe-Vac Warranty. **Commissioner Beatty seconded the motion.** Chairman Bauman requested a roll call vote.

  **Commissioner Beatty**

  **Yes**
The motion was unanimously approved.

5. Approval of Resident’s Letter

Mr. Sweat presented the letter. **Commissioner Brooks moved to approve the resident’s letter. Commissioner Beatty seconded the motion for discussion.** Commissioner Tobin asked if Haskell would be part of the community meetings. Mr. Kinsley stated that a community information program was part of their public information plan. In addition to participation in the introductory meeting, he will meet with residents as the project progresses. Commissioner Wilkinson stated concern that the information noted by the bullets would not be prepared by the June 29, 2004 meeting date. Discussion ensued on the information to be presented at that meeting.

Mr. Robert Burt asked who would be sending the letter to the property owners. Mr. Sweat stated that GSG as general manager would and that the letter would be produced in Spanish and English. Mr. Burt was requested to supply a list of the owners and residents and the contact information. Mr. Burt also asked about that abandonment of the septic systems and if there is a law that requires it. Mr. Sweat stated that it is the County Health Department’s rules and the Florida Administrative Code addresses the issue and that he will provide the pertinent sections at the meeting. Mr. Burt also asked about the installation of lines from the house to the District’s connection point and that some residents will want to do the work themselves. Mr. Burt is concerned that there will need to be definite answers for this question. Mr. Burt questioned the financing issue and expressed a need for a financing option. Chairman Bauman stated that there are no agreements yet but it would be provided. Mr. Burt asked if there would be contractors hired by the board. Chairman Bauman stated there would be several recommended contractors. Commissioner Brooks added that authorized and qualified contractors would be recommended but the Board will not be hiring the contractors the homeowner would be. Commissioner Brooks noted that the County will be offering some assistance and there will be a financing package available.

Commissioner Tobin asked that a construction schedule be added as an additional bullet so that this information would be provided at the resident’s meeting. He also asked if CDBG forms would be available to hand out. Discussion ensued on the low-income program. It was suggested that Mark Bell of FKAA low-income assistance program be in attendance to provide information on the program.

Mr. Castle asked if his email could be corrected and noted that he would route emails that were not engineering related to the appropriate persons.

The question was called. Chairman Bauman requested a vote. All were in favor and the motion was unanimously approved.

6. Approval of the May 15, 2004 Workshop Agenda
Commissioner Wilkinson wants the manager selection to be an action item at this meeting not a discussion item. Discussion ensued. It was noted that most Board members have talked with the candidates. Commissioner Beaty stated that he would take the next ten days to contact the candidates and he agrees the Board should move ahead on the manager selection.

Commissioner Brooks does not agree. He believes the Board should move ahead on the manager, but the workshop was to be a global/general agenda and resumes could be received on the 14th and may not be properly considered. Chairman Bauman believes the candidates need to be discussed along with their qualifications and how the other members ranked them. Discussion ensued concerning if the manager selection should be a workshop action item. Commissioner Brooks believes the interview should be held in the public so that citizens can be involved in the process.

Commissioner Brooks moved to change item 4B to read “Interviews of the Manager Candidates” and to move it to the first agenda item of the May 15, 2004 meeting. Commissioner Wilkinson seconded the motion. Discussion ensued on the need for reviewing the resumes collectively prior to conducting the interview. The motion was amended to include an item a “Review of resumes received.” Discussion ensued concerning who would be in attendance from staff at the meeting and if there would be enough information presented at the workshop on the KLP vacant lot issue for the board to give direction to the staff. Mr. Castle believes the information to be presented would assist the Board in giving direction to the staff but not all the final information on the subject would be provided. Chairman Bauman requested a roll call vote.

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<td>Commissioner Tobin</td>
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<td>Commissioner Wilkinson</td>
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<td>Chairman Bauman</td>
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H. General Manager’s Report

1. Update on the Design Team Meeting of 5/4/04

Mr. Sweat reported that the 60% design meeting had been held on May 4, 2004 and was very productive. He noted that all of the changes requested and additional items had been discussed and would be addressed.

Mr. Sweat stated that the Haskell progress report included the review items and Haskell’s responses to all of them and were provided for the Board’s review. The 60% plans for the plant would be ready for permitting and submitted by the end of next week. The DEO commitment would be filed by the 14th May. The application would be reviewed by WEC and GSG and Chairman Bauman would sign it.

Commissioner Brooks stated that there had been comments discussed from all members and several concerns of staff were to be addressed prior to being submitted for permitting. Commissioner Brooks asked the Haskell representatives if they had made any effort to resolve the difficulties. Mr. Kinsley stated that the 3-4 items that are still outstanding would be resolved prior to permit submittal. Mr. Sweat confirmed that the final 60% designs would be reviewed by WEC and GSG to insure that all comments had been addressed prior to submittal. Commissioner Brooks stated concern that the Board be involved in the approval of the documents. Commissioner Brooks wanted to inform the Board that at the design meeting it was decided that Haskell would make the permit application and staff would review it and once
submitted it should not be changed. He is of the opinion that staff would be making the final decision for the Board. Mr. Kinsley noted that once a permit application is submitted there would most likely be comments from the DCA that need to be addressed so there are more opportunities to review and comment.

2. Presentation of the Quarterly Financial Reports

Mr. Miles presented the quarterly financial reports. Discussion ensued on the need to report land as a fixed asset. Mr. Miles noted that the land value had been used as an offset match to the FEMA grant.

Discussion ensued on the $137,000 that the FKAA had forwarded to the Department of Health and how it would be accounted for in the KLWTD budget.

Chairman Bauman recessed the meeting at 7:35 p.m.
Chairman Bauman reconvened the meeting at 7:48 p.m.

I. Engineer's Report
   1. Report for Period ending April 27, 2004

Mr. Castle presented his report adding that the Design Submittal Protocol had been revised to reflect the procedure that is presently being followed. He noted that the 'master plan' would be used as a planning tool. Mr. Castle stated that the Haskell pay requests have become routine and follow a specific procedure before being paid.

Mr. Castle noted that he had received email correspondence today on comments from the design team meeting.

J. Public Comment

Mr. Burt stated that the date of June 29th for the KLTV meeting would not work. Commissioner Brooks had confirmed that the date was good with the Key Largo Civic Club. Discussion ensued on the date of July 22nd at 7:00 p.m. at the Civic Club. The date was agreed upon.

K. Commissioner's Items
   1. Discussion of Laboratory Testing for Near Shore Water Quality – Comm. Tobin

Commissioner Tobin is of the opinion that the KLWTS should not have volunteers do the initial testing it should be professionally done to get a base line. Mr. Dillon stated that he is afraid of half-truths and if it is to be done it should be scientifically design. It was noted that the Marine Sanctuary should have a good base line. Mr. Castle stated that 'storet' should have recorded data on the water in the area and has good environmental sampling information and from the many studies that have been done could provide information for the KLWTD to use.

Commissioner Tobin asked if staff could give a final recommendation. Mr. Castle comments that there is a lot of value in what little Venice is doing with their testing program. The program costs approximately $100,000 a year.
Commission Bauman suggests Mr. Sweat review the data that already exists and to have a conversation with Gus Rios and review the Marine Sanctuary data to assist in formulating a recommendation.

Commissioner Brooks stated that the KLWTD’s job is to put in a sewer system NOT to do water testing. There is No point, in his opinion, if the water is not polluted or polluted KLWTD must place a sewer system and the legislation does not mandate testing the water and the tax payer’s money should not be spent on this activity.

2. Discussion of KLWTD Lobbyist in Washington, D.C. – Comm. Tobin

Discussion ensued on the issue. Chairman Bauman stated that the local federal representatives are aware of the Boards needs and know that wastewater is a priority and therefore additional lobbying efforts would not be necessary.

3. Discussion of the letter from George Garrett concerning the site mitigation – Comm. Tobin

Commissioner Tobin stated that he had a discussion FEMA on 2.6 acres and with Mr. Garrett concerning the conservation easement. Discussion ensued on the requirement of giving the land away. Chairman Bauman stated that during his conversation with Miles Anderson of the DCA he was informed that FEMA will be firm on the 2.6 acres but Miles did not mention the taking of land. The Board agreed that there should be no land given away.

Mr. English noted that mitigation would coincide with construction and that Mr. Garrett had submitted the plan to Fish and Wildlife. Discussion ensued on the need to get an agreement with Fish and Wildlife.

L. Update on past agenda items:
   1. FEMA FONSI Status
      Mr. Sweat informed the Board that the FEMA Phase II grant contract is being sent soon. Commissioner Brooks requested that all of staff and the Board be copied as soon as the document is received.
   2. Water Quality Testing
      Mr. Sweat provided the Board with a memorandum concerning this item.
   3. Project Design Protocol
      An update of the protocol was included with the agenda.
   4. Resolution of $100K Loan repayment issue
      No update was provided on this item.
   5. Site mitigation
      A copy of the information submitted by Mr. George Garrett of the FKAA was handed out at the meeting.
   6. KLP vacant lot resolution
      No update was provided on this item.
   7. Project request for FEMA deadline extension
      No update was provided on this item.
   8. CDBG Grants and/or funds for private connections
      No update was provided on this item.
   9. Procedures
      No update was provided on this item.
10. Web Site Development
Commissioner Wilkinson stated concern over the information provided on the current website. The information is extremely out dated and the situation needs to be addressed.

M. Meeting Adjournment

It was suggested by Mr. Dillon that the clerk contact the manager candidates for interviews at the May 15, 2004 meeting beginning at 10:30 a.m. and to schedule the times by alphabetical order of the applicants last names. Mr. Dillon also cautioned the Board not to suggest that the candidates not attend the meeting beyond their interviews because it is a public meeting.

Chairman Bauman adjourned the meeting at 8:35 p.m.
KLWTD Board Meeting
May 15, 2004

Item F - 1

10:30 a.m. Charles Fishburn
April 20, 2004

To: Key Largo Wastewater Treatment District
   Board Members: Gary Bauman, Chairman
                  Jerry Wilkinson, Vice Chairman
                  Chris Beaty, member
                  Charles Brooks, member
                  Andrew Tobin, member

Gentlemen:

As you all know, I have been associated with the KLWWTX since its creation in
November, 2002. I feel I have been groomed for this District Manager's position by the
KLWWTX, Gartek Engineering, and Government Services Group.

I reviewed all the Proposals for the Key Largo Trailer Village Design/Build proposals
with Gartek Engineering. I sat on the technical review committee for the KLTV
Design/Build project. I also was on the contract review committee for KLTV and also
performed design review of the Boyle Engineering drawings for the Key Largo Park
project. I was also involved with the Islamorada selection process for their sewer
treatment plant and collection system.

In addition, I have attended many FKAA board meetings and have followed the Little
Venice Project, Little Venice II, and the Stock Island project. I have reviewed the Ocean
Reef vacuum collection system with both the vendors involved and the operating staff.

I have also met with the engineering company that has designed all eight phases of the
Englewood, Florida water and wastewater district. Englewood is the largest vacuum
collection system in the United States. Englewood is also a special district like
KLWWTX and I would propose a closer working relation with this district if I am
selected as District Manager of the KLWWTX.

Government Services Group, with Robert Sheets, Charles Sweat and David Miles, have
afforded me the opportunity to work extensively in two of their water and wastewater
districts. As Robert Sheets has stated, this has been my "intensive graduate course" in
wastewater and water management, construction and operation.

I am also very familiar with most civic and neighborhood associations in Key Largo (past
vice-president of KLTV). I look forward to representing the board before these
organizations and the BOCC. I look forward to sharing information with other
wastewater districts in the Keys and other coastal communities in Florida as we all move
forward with sewer systems in all our communities.
I am looking forward to “coming home” and managing the KLWWTD for the five board members and the citizens of Key Largo. I am ready to hit the ground running with our own staff, in our own office to rapidly move the current and future projects forward with the direction of the board.

With this letter and the attached resume, I am requesting your consideration for the position of District Manager for the KLWWTD.

Respectfully yours,

Charles F. Fishburn
Charles F. Fishburn  
161 Dubonnet Rd.  
Tavernier, Florida 33070  
(H)305-853-3121  (C)305-942-1376  
www.cffishburn@aol.com

- **Education**
  University of Virginia  
  Charlottesville, Virginia  
  Bachelor of Science, Mechanical Engineering (Dean’s list of distinguished students “final four semesters”)

- **State of Florida Licenses**
  Certified General Contractor  
  Certified Mechanical Contractor  
  Certified Plumbing Contractor  
  Licensed Realtor

- **Qualifications**
  Extensive knowledge and involvement in sewer projects in the Florida Keys (Stock Island, Little Venice, Ocean Reef, Key Largo and Islamorada).

  Project Manager for wastewater treatment plants, collection systems and water treatment plants and distribution system in Golden Gate in Collier County and Lehigh Acres in Lee County.

  Extensive experience in public project cost estimating, budgets, construction management (Palm Beach County Criminal Justice Center, Broward County Court House and Miami Airport expansions).

  Bid Review for Key Largo Waste Water District.

  Overall responsibility for Automobile Assembly Plants in Europe, Africa and China.
- **Current Employer**  
  Government Services Group, Tallahassee, Florida  
  Title: Project Manager

- **Prior Employers:**
  
  Gartek Engineering Co., Miami, Florida  
  Title: Project Manager

  E. J. Fishburn Co., Inc., Tavernier, Florida  
  Title: Vice President

  Stainless Steel Fabricators, Hollywood, Florida  
  Title: Vice President

  American Motors Corporation, Detroit, Michigan  
  Title: Operations Manager, Europe, Africa  
  Operations Manager, China  
  Manager of Homologations  
  Manager of European and African Sales  
  Manager of KD and developing markets

  Snyder Machine Tool Company, Detroit, Michigan  
  Title: Sales Manager, General Motors accounts

  Ford Motor Company, Dearborn, Michigan  
  Title: Design Engineer

  General Motors Corporation, Lansing, Michigan  
  Title: Production Engineer

  Title: Summer Intern

  Consolidated Natural Gas Company, Pittsburgh, Pa.  
  Title: Associate Engineer

  Westinghouse Astronuclear Laboratories, Large, Pa.  
  Title: Reactor Assembly Technician
KLWTD Board Meeting
May 15, 2004

Item F - 1

11:00 a.m. Charles J. Kupper, Jr.
April 16, 2004

Mr. Thomas M. Dillon
Key Largo Wastewater Treatment District

Dear Mr. Dillon,

I am enclosing herewith my resume in response to your advertisement for District Manager in today's Reporter.

As you will see, I have had vast experience in the wastewater field and have experience in management and administration of an organization. My Bachelor's degree is in Civil Engineering and the Master's degree is also Civil Engineering specializing in wastewater collection and treatment and water distribution and treatment.

My past salaries have been in six figures but do not anticipate this salary to be that high.

I feel that I am qualified for the position and would appreciate an interview to further explain my experience.

I await hearing from you.

Very truly yours,

[Signature]

Charles J. Kapper, Jr.

Letter FAXED to 305-852-2693
RESUME

SERVICE:
U.S. Army 1961-1964 Honorable Discharge

EDUCATION:
BSCE 1964 NEWARK COLLEGE OF ENGINEERING
MSCE 1966 NEWARK COLLEGE OF ENGINEERING

EMPLOYMENT:
CHARLES J. KUPPER, CONSULTING ENGINEER, PISCATAWAY, N.J.
Surveying, (Redman, Transit man, Crew Chief, Office calculations), Report
writing, Sr. Engineer, Design Engineer, (Preliminary and Final Design
Seawage Collection Systems, Pumping Stations and Sewage Treatment
Plants, Water Distribution Systems and Water Treatment Plants, Elevated
and Standpipe Storage Tanks ). Construction Inspection (Development
collection systems and municipal seawage and water systems) Project
Manager, responsible charge to the various design and represented the
Company directly to the client.

CHARLES J. KUPPER, INC. CONSULTING ENGINEERS, PISCATAWAY, N.J.
Vice-President, Project Manager Responsible Charge of a number of
projects for various clients, attended meetings and made presentations

KUPPER CONSULTANTS, CONSULTING ENGINEERS PISCATAWAY, N.J
Company name change I was Chairman of the Board and in charge of
the Construction Division overseeing all projects under construction (Both
water and seawage) Resident Engineer on a number of construction
projects that ranged from ten to five hundred million dollars.

KUPPER INTERNATIONAL, CONSULTING ENGINEERS PISCATAWAY, NJ
Corporation formed to perform Engineering and Constraction overseas
As the President I was responsible for obtaining work in Saudi Arabia,
Nigeria and Thailand. Under contract in Saudi Arabia over (4) Clinical
Hospitals and working with nine (9) companies for a proposed for a
university. In Nigeria we had a Hotel & Motel under construction, contact to
80 km major highway, and improvements for local streets in and around the
hotel. In Thailand we proposed a Solid waste collection and disposal system
to service Bangkok.

The company grew from a rating of 500 with ENR to 52

CHARLES J. KUPPER, JR. CONSULTING ENGINEER, MANVILLE, NJ
After selling my interest in the above companies I formed a new company.
The purpose of this company was Construction Management, Expert
Witness, Arbitration and Mediation
GOODWIN & ODAY, RUTHERFORD, NJ
Assistant Manager Contracting Division. Responsible for billing of Construction Division. Lack of work took assignment to California and worked as contractor worker with FEMA

TEMA, PASADENA, CA
Worked as a contractor on the Northridge Earthquake restoration

SHORE PROPERTY & MANAGEMENT CO., MANTOGLOKING, N.J.
Formed corporation with my son. Property Managers of a number of rental homes, both summer and all year rentals. Buy and sell homes, remodel and reconside homes.
April 19, 2004

Charles J. Kupper, Jr.
106 West Plaza Granada
Islamorada, Florida 33036

By Fax: 305-617-9403

Re: Key Largo Wastewater Treatment District

Dear Mr. Kupper,

I am in receipt of your cover letter and resume regarding the District Manager position for the Key Largo Wastewater Treatment District. I have forwarded the same to the District Board for evaluation and review. As you know, the deadline for submitting applications is May 14, 2004. I would expect the District to contract you after the close of advertising.

Sincerely,

[Signature]

Thomas M. Dillon
KLWTD Board Meeting
May 15, 2004

Item F - 1

11:30 a.m. Mark W. Weis
Thomas M. Dillon
The Key Largo Wastewater Treatment District
Key Largo, FL 33037

RE: District Manager Position

Dear Mr. Dillon:

This is in reply to your advertisement for a District Manager, which appeared in the Reporter on April 23, 2004. Throughout my career I have dealt with management matters covering engineering, construction, and contracts as well as many other types of businesses. The 12 years at Dravo brought me closest to the nature of this position. Although financial, I was required to understand the workings of the sophisticated equipment it sold including their mobile wastewater treatment plant.

Attached is a copy of my resume as requested in the recent classifieds. My salary requirements are flexible, depending upon the nature and scope of the position. I look forward to an opportunity to discuss further the position of District Manager and how my qualifications would benefit our District. I can be reached at the above phone numbers or e-mail address if you would like to contact me.

Sincerely,

Mark W. Weis
MARK W. WEIS
48 Coral Drive, Key Largo, Florida 33037
Residence (305) 453-0795; 453-0500

PROFILE

An experienced and seasoned manager, problem solver and negotiator with over 25 years experience in the areas of retail and consumer service outlets, loan workout, project and credit management, sales, financial analysis, lending, bankruptcy and business law, with a variety of companies serving banking, heavy equipment distribution, engineering, construction, and manufacturing.

ACCOMPLISHMENTS

- Project managed street rebuilding, store renovation and construction of a 6000 sq ft office building.
- Stabilized and managed two service oriented business.
- Successfully recovered and marketed, repossessed assets collateralizing debt.
- Experience in the field of real estate lending, marketing and foreclosure.
- Provided turnaround consulting in, concrete, fish, furniture, marine, and consumer goods, businesses.
- Protected companies interests in secured and unsecured bankruptcy cases.
- Reduced the DSO of a $70MM division from 45 to 5 days.
- Reduced the 120 and over past due of an equipment distributor from $500M to $90M in one year.
- Worked on a selection team to select and install accounts receivable software system.
- Experienced in contract development, contract management, project management, attorney management for Marine, material handling, construction, wastewater mgt, and printing equipment.

PROFESSIONAL EXPERIENCE

Ocean Reef Club
Manager - Projects, Service Station, Cart Repair
2000-2004

- Performed project managements functions on store renovation, street paving and landscaping, major construction of an office building, and expedited the furnishing and remodeling of a hotel. Brought profitability back to the organization’s service station and stabilized and instituted good business practices to the cart repair facility.

Hasm Inc.
Vice President - Operating a fresh fish brokerage company
1999

SunTrust Bank South Florida, N. A. - SunTrust Bank Mid-Florida N. A.
Vice President - Manager, Special Assets Group/Loan Recovery
1990-1998

Special Assets Manager, Special Loan Officer (1990-1998)

- Assisted in forming and training a "workout" team to handle a developing portfolio of up to 80 troubled banking relationships totaling $50MM, including setting policy and selecting attorneys. Performed due diligence on financial statements, business plans, management capability, asset values, and going concern viability and liquidating underlying assets. Strategies and tactics are developed and executed which
provide the maximum economic value, within constraints of bank policy and applicable commercial, maritime and bankruptcy law.

- Managed a group of 7 people with the purpose of collecting charged off installment loans, commercial loans, and credit card accounts, a portfolio of $20MM consisting of 5,000 accounts ranging from $500 to $350M using Recovery Management System software.

Mellon Bank, N.A., Pittsburgh PA
Vice President, Credit Policy Department

Credit Recovery & Review Specialist (1985-1988)

- Managed a portfolio of 5 to 10 financially troubled national banking relationships including bankruptcy. Specialized with loans financing manufacturing concerns and various types of equipment.
- Portfolio consisted of loans ranging from $300M to $20MM.
- Successfully revitalized loans that required an understanding in developing value.

Grant Street Bank (1988-1990)

- Was selected as part of team to manage and liquidate a troubled credit portfolio sold to this entity by Mellon Bank, with the main purpose of liquidating and/or selling the portfolio within a 5 years.
- Liquidated or sold my portfolio of $30MM within an 18 month period for 80% of loan value.

Dravo Corporation, Pittsburgh, PA 1973-1985

Corporate Staff Credit Manager (1982-1985)

- Directed and managed the credit function of this billion dollar engineering, construction, manufacturing, and transportation corporation.
- Coordinated divisional reporting to management.
- Set corporate credit policy, DSO targets, credit requirements, and reviewed large dollar transactions.

General Manager, Dravo Leasing (1984-1985)

- Managed the full function of Dravo’s captive leasing company including budget requirements, loan documentation, collection, packaging and selling or high risk loans and other administrative duties.

Group Credit Manager, Manufacturing/Transportation (1978-1982)

- Managed a group of 5 manufacturing divisions, 2 marine transportation companies, and a captive leasing company with revenues over $175MM including 3 divisional credit managers.
- Worked independently and with attorneys on contract terms, disputes, breaches, UCC requirements, marine documentation, and secured financing for the sale of equipment.

Credit Manager, Dravo Marks Equipment Division (1973-1977)

- Managed the credit function of a multi-location $30MM equipment dealership, selling construction, road building, and strip-mining equipment.

National Chemsearch
Sales Associate

Miller Printing Machinery Co.
Credit Manager and Purchasing Expediter

EDUCATION

University of Pittsburgh, University of Miami
Item F – 2a

Discussion of the KLWTD Master Plan
Presentation of the Sanitary Sewer Wastewater Master Plan
Refinement and recommendations in multi-phases
The back up information for this item will be provided under separate cover.
KLWTD Board Meeting
May 15, 2004

Item F – 2b

Discussion of the
KLWTD Master Plan
Presentation of the Draft Scope of
Work for the Financial Component
to implement the Master Plan
Key Largo Wastewater Treatment District
Sanitary Sewer Wastewater Master Plan
Development of Financing Plan Update

OBJECTIVE

The Weiler Engineering Corporation was requested to provide a scope of services for the updating of the Sanitary Sewer Wastewater Master Plan to include the full service area of the Key Largo Wastewater Treatment District (KLWTD). This master plan is designed to identify in discrete increments projects that can be designed and built to provide sanitary sewer services to all parcels permitted for residential or commercial use within the KLWTD service area. It is keeping with the objectives of the KLWTD enabling legislation which established a goal to provide sanitary sewer service to all potential wastewater sources on Key Largo. In order to accomplish the Master Plan, a corollary concern will be to obtain adequate and timely funding to insure that the construction of the system is accomplished as designed in the master plan. This update to the master plan is designed to provide a framework for identifying the potential sources of funds, development of necessary applications, and accounting for the proceeds obtained to comply with grant agreements and other statutory and regulatory obligations the district may incur.

SCOPE OF SERVICES

Government Services Group, Inc. will assist the Weiler Engineering Corporation in developing the Key Largo Sanitary Sewer Wastewater Master Plan by reviewing and commenting of the scope and scale of each proposed project. This will include evaluating the cost of each project for reasonableness.

Since the KLWTD construction plans will require the scope of individual projects to be sized to meet available financial resources, GSG staff will participate in the identification of specific projects and sub-projects that can be implemented in a logical sequence within available funding sources. The concept proposed involves a building block approach of small, medium and large projects, with a priority system based on the location of hot spots, potential integration with the existing collection system and package plants of the KLWTD and financial feasibility.

The proposed study will use budgetary estimates developed in the Weiler Master Plan Update as a baseline for identifying and sizing projects and subprojects. The use of subprojects will allow for more latitude in sizing work to be accomplished to available funding sources.

Each project and subproject will be analyzed to determine the most feasible funding sources.
Options to be reviewed include federal, state and local (Monroe County) grants and loans, special assessment districts, revenue bonds and bank loans, connection charges (capacity fees) and operating revenues. For each project, one or more potential sources of funding will be identified, prior to ranking based on desirability.

Factors to be considered in the ranking of projects include project cost, availability of funding, revenue generation from the resulting project, treatment plant capacity utilization by the project and distance from the regional treatment plant site. Options to pick up adjacent service areas with existing collection systems and package plants for integration into the K LWTD Utility System will be given consideration.

Each project and subproject will include a projection of revenue to be generated used as a ratio to the cost of the project (payback estimate). The payback estimate will serve as a useful tool in the prioritizing the projects to be completed. Revenues will be estimated based on the preliminary monthly sewer bill of $35.00 per EDU and the connection fee (capacity charge) of $2,700.00 per EDU. Those projects with the shortest payback period will be recommended to the Board for priority consideration.

DELIVERABLES:

- List of projects and related subprojects, with estimated construction cost.
- Matrix showing proposed ranking of projects based on project payback, and showing project cost, potential funding source(s), revenue generation, plant capacity utilization, hot spot ranking, and distance from regional plant site.
- Narrative recommendation on a priority basis for inclusion of the projects within the K LWTD five-year capital program to facilitate budgetary planning.

STUDY COST: $5,000.00 fixed fee. Payment of $2,000.00 due upon approval of the work authorization by K LWTD Board. Remaining payment of $3,000.00 due upon delivery of all deliverables and presentation of written report to the K LWTD Board.

TIMETABLE: The completed project will be delivered forty-five (45) calendar days after receipt of the Master Plan developed by Weiler Engineering Corporation.
KLWTD Board Meeting
May 15, 2004

Item F – 3

Discussion of the
Key Largo Park Vacant Lot Issue
The back up information for this item will be provided under separate cover.
Item F – 4

Discussion of the Commercial Connection Policy & SAMPLE Sewer Use Ordinance
The attached Sewer Use Ordinance that was enacted by Collier County is herein provided as an example of the type of legislation that is enacted in reference to wastewater collection regulations.

Please review section 5.2 USE OF PUBLIC SEWERS REQUIRED it may be of particular interest to the Board in light of the discussion that is to be pursued at this workshop.
ORDINANCE NO. 91-69

SEWER USE ORDINANCE

ORDINANCE REGULATING THE USE OF PUBLICLY OWNED WASTEWATER FACILITIES AND PRIVATE SEWERS AND SEWAGES; PROVIDING A PURPOSE; PROVIDING DEFINITIONS; PROVIDING ABBREVIATIONS; PROVIDING SUPPLEMENTAL SERVICE CHARGE; PROVIDING RULES AND REGULATIONS; PROVIDING FOR MONITORING AND INSPECTION OF FACILITIES; PROVIDING FOR VIOLATIONS; PROVIDING FOR CONFIDENTIALITY OF INFORMATION; PROVIDING FOR SERVICE CHARGES AND FEES; PROVIDING FOR CONFLICT, SEVERABILITY, AND EFFECTIVE DATE

BE IT ORDAINED AND ENACTED BY THE BOARD OF COLLIER COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, EX-OFFICIO THE GOVERNING BOARD OF THE COLLIER COUNTY WATER-SEWER DISTRICT, THAT:

SECTION ONE - PURPOSE

1.1 This ordinance sets forth uniform requirements for direct and indirect contributors into the wastewater collection and treatment system for Collier County Water-Sewer District and enables Collier County Water-Sewer District to comply with all applicable State and Federal laws required by the Clean Water Act of 1977 and the General Pretreatment Regulations (40 CFR Part 403).

1.2 The objectives of this ordinance are:

1.2.1 To prevent the introduction of pollutants into the County wastewater system which will interfere with the operation of the system or contaminate the resulting sludge;

1.2.2 To prevent the introduction of pollutants into the County wastewater system which will pass through the system, inadequately treated, into receiving waters or the atmosphere or otherwise be incompatible with the system;

1.2.3 To improve the opportunity to recycle and reclaim wastewaters and sludges from the system; and

1.2.4 To provide for equitable distribution of the cost of the County wastewater system.

1.3 This ordinance provides for the regulation of direct and indirect contributors to the municipal wastewater system through the issuance of permits to certain non-domestic users and through enforcement activities, requires user reporting, assures that
existing customers' capacity will not be pre-empted, and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

1.4 This ordinance shall apply to the Collier County Water-Sewer District and to persons outside the District who are, by contract or agreement with the District, Users of the District Publicly Owned Treatment Works (POTW). Except as otherwise provided herein, the Administrator of the Collier County Utilities Division shall administer, implement and enforce the provisions of this ordinance.

SECTION TWO - DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in this Ordinance shall be as follows:

2.1 "Administrator" shall mean the administrator of the U.S. Environmental Protection Agency or his duly authorized representative.

2.2 "Authorized Representative" shall be a principal executive officer of at least the level of vice president if the industrial user is a corporation; a general partner or proprietor if the industrial user is a partnership or sole proprietorship; or an individual if such representative is responsible for the overall operation of the facility.

2.3 "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° C, expressed in milligrams per liter.

2.4 "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of a building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.

2.5 "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.
2.6 "Chemical Oxygen Demand (COD)" shall mean a measure of oxygen equivalent of that portion of the organic matter in a sample that is susceptible to oxidation by a strong chemical oxidant.

2.7 "County" shall mean the Collier County (Florida) Water-Sewer District, Board of County Commissioners of Collier County, Florida, or the duly authorized staff, agent or the representative acting on behalf of the Board of County Commissioners to supervise and manage the operation of the publicly owned water and wastewater facilities.

2.8 "Cooling Water" shall mean the water discharged from a building subsequent to its use for purposes connected with air conditioning, cooling, refrigeration, or for other purposes to which the only pollutant added is heat.

2.9 "Direct Discharge" shall mean the discharge of treated or untreated wastewater directly to the surface waters of the State of Florida.

2.10 "Domestic Wastewater" shall mean a combination of water-carried wastes which shall not exceed the following concentrations: 200 mg/l BOD, 200/1 TSS, 30 mg/l TKN and 15 mg/l Phosphorus.

2.11 "Easement" shall mean acquired legal right for the specific use of land owned by others.

2.12 "Environmental Protection Agency (EPA)" shall mean the United States Environmental Protection Agency, or where appropriate the term may also be used as a designation for the Administrator or other duly authorized official of said agency.

2.13 "Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

2.14 "Indirect discharge" shall mean the discharge or introduction of non-domestic pollutants from any source into the municipal wastewater facilities as regulated under Section 307 (b), (c) or (d) of the Clean Water Act, as amended from time to time.

2.15 "Industrial User" shall be a source of Indirect Discharge as regulated under Section 307 (b), (c) or (d) of the Clean Water Act, as amended from time to time.
2.16 "Industrial Waste Surcharge" shall mean the monetary charge made in excess of the sewer service charge for all wastewater over and above normal wastewater.

2.17 "Industrial Wastes" shall mean the liquid wastes discharged from industrial manufacturing processes, trades, or businesses and having characteristics different from domestic wastewaters.

2.18 "Infiltration/Inflow" shall mean ground water and surface water which leaks into the sewers through cracked pipes, joints, manholes or other openings.

2.19 "Interference" shall mean the inhibition or disruption of the Publicly Owned Treatment Works (POTW) processes or its operation which contributes to a violation of any requirement of the County's state issued operating permit.

2.20 "May" is a word that when utilized in this Ordinance has a permissive meaning.

2.21 "National Categorical Pretreatment Standard" or "Pretreatment Standard" shall mean any regulation containing pollutant discharge limits promulgated by EPA in accordance with the Clean Water Act, as amended from time to time.

2.22 "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

2.23 "Normal Wastewater" shall mean wastewater discharged into the sanitary sewers in which the average concentration of total suspended solids and BOD is not more than 250 mg/l, total phosphorus is not more than 15 mg/l, total Kjeldahl nitrogen is not more than 30 mg/l; and total flow is not more than 25,000 gallons per day.

2.24 "Owner" shall mean person desiring or receiving service.

2.25 "Person" shall mean any individual, firm, company, government entity, association, society, corporation, or group.

2.26 "pH" shall mean the logarithm (base 10) of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
2.27 "Pollution" shall mean the man-made or man-induced alteration of the chemical, physical, biological or radiological integrity of water.

2.28 "Pollutant" shall mean any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt and industrial, municipal or agricultural wastes discharged into the surface waters or ground waters of the State of Florida.

2.29 "Pretreatment or Treatment" shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties of a wastewater to a less harmful degree prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW.

2.30 "Pretreatment Requirements" shall mean any substantive or procedural requirement related to pretreatment other than a National Categorical Pretreatment Standard imposed on a non-domestic wastewater discharger.

2.31 "Private Sewage Disposal System" shall mean any individual on-site sewage treatment and disposal system such as septic tanks, cesspools and similar facilities but not including package sewage treatment plants.

2.32 "Properly Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all articles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

2.33 "Publicly Owned Treatment Works (POTW)" shall mean a treatment works which is owned in this instance by the County. This definition includes any sewers that convey wastewater to the treatment works, but does not include pipes, sewers, or other conveyances not connected to a facility providing treatment.

2.34 "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by a public authority.
2.35 "Sanitary Sewer" shall mean a sewer which carries sewage and to which storm, surface waters and ground waters are not intentionally admitted.

2.36 "Sewage" shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground waters and surface and storm waters as may be present.

2.37 "Sewage Treatment Plant" shall mean all facilities for treatment and disposal of sewage.

2.38 "Sewage Works" shall mean all facilities for collecting, pumping, treatment, and disposal of sewage.

2.39 "Sewer" shall mean a pipe or conduit for carrying sewage.

2.40 "Shall" and "Will" are words that when utilized in this Ordinance have a mandatory meaning.

2.41 "Significant Violation" shall be a violation which remains uncorrected for 45 days after notification of noncompliance; which is part of a pattern of noncompliance over a twelve month period; which involves a failure to accurately report noncompliance; or which results in the POTW exercising its emergency authority to halt or eliminate immediately a discharge.

2.42 "Slug" shall mean any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow may cause upset of the POTW operation or exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration of flows during normal operation.

2.43 "State" shall mean the State of Florida or regulatory agency within the State government having jurisdiction over a particular topic of concern.

2.44 "Standard Industrial Classification (SIC)" shall mean a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, in 1972, as amended from time to time.

2.45 "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage but
excludes sewage and industrial wastes, other than unpolluted cooling water.

2.46 "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.

2.47 "Toxic Pollutant" shall mean any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of the Clean Water Act, as amended from time to time.

2.48 "User" shall mean any person who contributes, causes or permits the contribution of wastewater into the County's POTW.

2.49 "Utilities Administrator" shall mean the person designated by Collier County to supervise the operation of the publicly-owned treatment works or his duly authorized deputy, agent or representative.

2.50 "Wastewater" shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface and stormwaters as may be present.

2.51 "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

SECTION THREE - ABBREVIATIONS

3.1 "ASTM" American Society for Testing and Materials
3.2 "BOD" Biochemical Oxygen Demand
3.3 "CFR" Code of Federal Regulations
3.4 "COD" Chemical Oxygen Demand
3.5 "DER" Florida Department of Environmental Regulation
3.6 "EPA" U.S. Environmental Protection Agency
3.7 "mg/l" Milligram per liter
3.8 "NPDES" National Pollutant Discharge Elimination System
3.9 "POTW" Publicly Owned Treatment Works
3.10 "ppm" Parts Per Million
3.11 "SIC" Standard Industrial Classification
3.12 "SS" Suspended Solids
SECTION FOUR - SUPPLEMENTAL SERVICE CHARGE

4.1 Wastewater system users determined by the County to be included in the Pretreatment program shall pay a monthly Supplemental Service Charge for the additional services required to monitor the wastes being discharged by such users. This Supplemental Service Charge will be levied for the following:

4.1.1 Monitoring, inspections and surveillance procedures;
4.1.2 Collection and analysis of wastewater samples;
4.1.3 Collection and evaluation of monitoring data;
4.1.4 Equipment servicing by an independent service company;
4.1.5 Other requirements deemed necessary to implement the Pretreatment program as delineated in this Ordinance.

This charge shall be separate and distinct from the industrial sewage strength service charge.

SECTION FIVE - RULES AND REGULATIONS

5.1 The following Rules and Regulations apply throughout the area encompassing the Collier County Water-Sewer District and to all wastewater dischargers provided wastewater service by the County.

5.2 Use of Public Sewers Required

5.2.1 All premises shall be provided, by the owner thereof, with at least one (1) toilet. All toilets shall be kept clean and in a sanitary working condition. Every flush toilet shall be connected to a public sewer where available or to a septic tank. Flush toilets shall be provided at all times with sufficient running water under pressure to flush the toilet clean after each use.

5.2.2 No person shall dispose of human excrement except in a toilet.
5.2.3 It shall be unlawful to discharge to any natural outlet within Collier County, or in any area under the jurisdiction of said County, any sanitary sewage, wastewater, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance.

5.2.4 Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

5.2.5 The Owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes within the boundaries of Collier County with property lines and located within two hundred (200) feet of a line of public sanitary sewer now in existence or which may be constructed in the future is hereby required at his own expense to install suitable toilet facilities therein and to connect such facilities directly with said line of public sanitary sewer in accordance with the provisions of this Ordinance within (90) days after date of official notice so to do.

5.2.6 All sinks, dishwashing machines, lavatories, basins, shower baths, bathtubs, laundry tubs, washing machines, and similar plumbing fixtures or appliances shall be connected to the public sewer; provided that where no sewer is available, septic tanks or other private subsurface disposal facilities, approved by the County must be used.

5.2.7 User shall be notified when sewer is available.

5.2.7.1 Sewage shall be considered available to an existing single family dwelling when the dwelling can be connected by gravity flow or grinder pump to a line in any public right-of-way or easement which passes the property at any point.

5.2.7.2 Sewage shall be considered available to any new single family dwelling when the dwelling can be connected by the installation of 200 linear feet of gravity flow line or grinder station force main from the nearest point of the property.

5.2.8 Sewer user fees shall be charged effective upon notification of the availability of sewer service.
5.2.9 Connection to the public water system is a prerequisite to receiving wastewater service, provided a public water line is within two hundred (200) feet of the property line.

5.3 Private Sewage Disposal

5.3.1 Where a public sanitary sewer is not available under the provisions of Section 5.2, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Section. It shall be unlawful for any person to construct or maintain any privy, privy vault or cesspool and shall be unlawful to maintain or construct any septic tank where public sewer is available. Availability of service is defined in Section 5.2 of this Ordinance.

5.3.2 Before commencement of construction of a private sewage disposal system, the Owner shall first obtain a written permit issued by the HRS-Collier County Public Health Unit Division of Environmental Health and Engineering (hereinafter referred to as Health Department).

5.3.3 A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Health Department. The Health Department shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the Health Department when the work is ready for final inspection and before any underground portions are covered.

5.3.4 The type, capacities, location and layout of a private sewage disposal system shall comply with all recommendations of the Health Department and the agency of the State of Florida having jurisdiction. No septic tank or cesspool shall be permitted to discharge to any public sewer or natural outlet.

5.3.5 At such time as a public sewer becomes available to property served by a private sewage disposal system, a direct connection shall be made to the public sewer within ninety (90) days of the official notice to connect to the public system is provided to the property owner. Abandonment of any septic tanks, cesspools, and similar private sewage disposal facilities shall be as outlined in
Chapter 10D-6, Florida Administrative Code, as may be amended from time to time.

5.3.6 The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the County.

5.3.7 Any premise that has a septic tank, privy or any other sewage, industrial waste, or liquid waste disposal system, located thereon that does not function in a sanitary manner shall be corrected within thirty (30) days from the receipt of written notification from the Health Officer that said system is not functioning in a sanitary manner, and order that said system be corrected.

5.3.8 No statement contained in this Section shall be construed to interfere with any additional requirements that may be imposed by the Health Department or Board of County Commissioners.

5.4 Building Sewers and Connections

5.4.1 No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenances thereof without first obtaining a written permit from the County.

5.4.2 A separate and independent Building Sewer shall be provided for every building, except where one building stands at the rear of another and where a separate and independent building sewer cannot physically be located without passing beneath the building in front, or be constructed to the rear building through an adjoining alley, courtyard, or driveway. In such cases, the Building Sewer from the front building may be extended to the rear building and the whole considered as one Building Sewer, provided both buildings are under the same ownership. If the buildings are under different ownerships, the County shall require the Owner(s) to enter into an agreement, meeting the requirements of the County Attorney, regarding ownership and maintenance of the Building Sewer.

5.4.3 Old Building Sewers may be used in connection with new buildings only when they are found, on examination and test by the County, to meet all the requirements of this Ordinance.
5.4.4 The size, slope, alignment, materials of construction of a Building Sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing code of Collier County and other applicable rules and regulations of the County and State. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply.

5.4.5 Whenever possible, the Building Sewer shall be brought to the building at an elevation below the lowest finished floor. In all buildings in which any Building Drain is too low to permit gravity flow to the public wastewater collection system, wastewater carried by such Building Drain shall be lifted by an approved means, and discharged to the Building Sewer.

5.4.6 No Owner shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface run-off or groundwater to a Building Sewer or Building Drain which in turn is connected directly or indirectly to the public sanitary sewer system. All such existing connections shall be removed and corrected at the expense of the user.

5.4.7 The connection of the Building Sewer into the public sanitary sewer system shall conform to the requirements of the building and plumbing code of Collier County and other applicable rules and regulations of the County or other procedures set forth in appropriate specifications of the ASTM and the WPCF Manual of Practice No. 9.

5.4.8 The applicant for the Building Sewer connection permit shall notify the County Building and Plumbing Inspector when the Building Sewer is ready for inspection and connection to the public sewer. The connection shall be made by a licensed plumber, under the supervision of the County Building and Plumbing Inspector.

5.4.9 All excavations for Building Sewer installation shall be adequately guarded with barricades and lights so as to protect the public from danger.
5.4.10 If any house sewer permits entrance of infiltration or inflow, the Utilities Administrator may:

5.4.10.1 Require the Owner to repair the house sewer.
5.4.10.2 Charge the Owner a sewer rate that reflects the additional cost of sewage treatment from the Owner's property.
5.4.10.3 Require the Owner to disconnect his sewer from the County's sewer system.

5.5 Application for Services

5.5.1 All applications for the introduction of water and wastewater service must be made to the County on forms which will be furnished for that purpose, stating fully the various uses to which the water is to be employed and from which the sewage will be generated.

5.5.2 There shall be two (2) classes of building sewer connection permits: (a) for residential service, and (b) for commercial service and establishments producing industrial wastes. In either case, the Owner or his agent shall make application for sewer connection on a form furnished by the County. The application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the County. Sewer connection, impact, tap and inspection fees for any commercial or industrial building sewer connection shall be paid to the County at the time the application is filed in accordance with connection, impact, tap and inspection fee schedules as adopted by the County. All sewer service applications shall be submitted to the Utilities Division which will review and, if in order, will approve and forward one copy to the Building and Plumbing Inspector and one copy to the applicant.

5.5.3 Any Owner discharging industrial wastes into the public wastewater collection system at the time of passage of this Ordinance shall submit an effluent permit application in the required form within six (6) months from the date of passage of this Ordinance. All industrial wastewater dischargers proposing to discharge into the Public Sewers shall file with the County on forms furnished by the County an additional application for effluent permit, showing the
volume, strength and characteristics of waste discharged or to be discharged into the Public Sewer. If determined necessary by the County, analyses of the representative wastes shall be made by an approved independent laboratory and submitted with the application. Following the initial approval, any change in the use of the premises or change in production or operation thereof which causes an alteration in the water use, waste volume, strength or characteristics, shall require an amended application to be filed and approved by the County prior to implementing the proposed alteration to the premises. All effluent permit and amended effluent permit applications will require payment of a fee to be paid at the time the application is filed. All review costs, in addition to the basic effluent permit fee, shall be borne by the User and paid prior to issuance of any effluent permit.

5.5.4 It shall be unlawful for any User of the County’s sewers to discharge industrial wastes into the public sewers without obtaining an effluent permit from the County. Applications for such effluent permits shall be made to the County on forms provided by the County. All information that the County deems necessary to determine potential impacts to the Publicly Owned Treatment Works shall be provided by the applicant.

5.5.5 Effluent permits shall be issued to applicants by the County upon finding that the information set forth in the application will conform to the provisions of this Ordinance, and that the proposed use will be compatible with the capacity, process, treatment and nutrient load of the County’s wastewater facilities. Effluent permits shall be valid for a term of three (3) years from the date of issuance unless surrendered to, or revoked by, the County upon the realization that an industrial user is exceeding the peak quality and volume of effluent set forth in the original application and/or effluent permit conditions. In the event an Industrial User proposes to make any change in the peak quality and volume of effluent during the term of the permit, resulting from increases in production and/or changes in the production profile, beyond the scope of the effluent permit, such User shall file an amended application for a permit authorizing such change. Such permit shall not be reassigned or
transferred to a new Owner, new User or different premises without the approval of the County. Effluent permits shall be renewed by completing the permit application form and subsequent review of the application and historical compliance records.

5.5.6 Applications must be signed by the Owner of the premises or his duly authorized agent, and signed by the authorized representative of the County showing payment to the County of the applicable connection charges, impact fees and deposits provided for prior to the initiation of the services.

5.5.7 All applicants for service, whether or not such service is to be provided to property within the Collier County Sewer Service area, expressly agree as a condition of acceptance of service to abide by the Rules and Regulations delineated herein.

5.5.8 All costs and expenses incident to the installation and connection of the building sewer shall be borne by the Owner. The Owner shall indemnify the County from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

5.6 Effluent Quality Bond

5.6.1 To further assure compliance with the requirements of this Ordinance, all permitted Industrial Users, upon receipt of the effluent permit, shall deposit with Collier County an "Effluent Quality Bond" for the permit years payable to Collier County and conditioned upon the Industrial User's faithful compliance with the provisions of this Ordinance and all State and Federal Regulations relating to water pollution control. Said bond shall be further conditioned upon the Industrial User's prompt payment of all charges assessed to the Industrial User by the County under the provisions of this Ordinance resulting from the Industrial User's failure to comply with the terms hereof, and to the Industrial User fully indemnifying and protecting the County from any penalties, damages or claims for penalties and damages (including attorney's fees and costs for defending such claims, including any appeals) arising or resulting from the Industrial User's failure to comply with any provision of this Ordinance and/or the State and Federal Regulations.
relating to water pollution control. The amount of the effluent quality bond shall be set forth by resolution. The bond shall be approved by the County Attorney as a condition of issuance of any permit.

5.7 Use of the Public Wastewater System

5.7.1 No user shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof run-off, subsurface drainage, uncontaminated cooling water or unpolluted industrial process waters to any public wastewater collection system.

5.7.2 Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the County. Industrial cooling water or unpolluted process waters may be discharged, on approval by the County, to a storm sewer or natural outlet.

5.7.3 Other discharge limitations established to prevent interference with the operation or performance of the Publicly Owned Treatment Works (POTW) are specified by the following sections.

5.8 General Discharge Prohibitions

5.8.1 No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will interfere with the operation or performance of the Publicly Owned Treatment Works (POTW). These general prohibitions apply to all such users of a POTW whether or not the user is subject to the National Categorical Pretreatment Standards or any other Federal, State, or local Pretreatment Standards or Requirements. A user shall not contribute the following substances to any POTW:

5.8.1.1 Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW. At no time shall two successive readings on an explosion hazard meter at the point of discharge into the system (or at any point in the system) be more than five percent (5%) nor any single reading over ten percent (10%) of the Lower Explosive Limit (LEL) of
the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, sulfides and any other substances which the County, the State or EPA has notified the user is a fire hazard to the system.

5.8.1.2 Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities such as, but not limited to: grease, garbage with particles greater than one-half inch (1/2") in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, used birth control and feminine hygiene products, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.

5.8.1.3 Any wastewater having a pH of less than 5.5, or higher than 9.5, or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel of the POTW.

5.8.1.4 Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the POTW, or to exceed the limitations set forth in the National Categorical Pretreatment Standards. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Clean Water Act, as amended from time to time.

5.8.1.5 Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.
5.8.1.6 Any substance which may cause the POTW’s effluent or any other product of the POTW such as residues, sludges, or scums, to be unsuitable for reclamation and re-use or to interfere with the reclamation process. In no case shall a substance discharged to the POTW cause the POTW to be in noncompliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Clean Water Act, as amended from time to time; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or State criteria applicable to the sludge management method being used.

5.8.1.7 Any substance which may cause the POTW to violate its State operating permit(s) or the receiving water quality standards.

5.8.1.8 Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.

5.8.1.9 Any wastewater having a temperature which will inhibit biological activity in the POTW resulting in interference, but in no case wastewater with a temperature at the introduction into the POTW which exceeds 40°C (104°F).

5.8.1.10 Any water or waste containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32°) and one hundred four (104°F) (0° and 40°C).

5.8.1.11 Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate and/or pollutant concentration which a User knows, or has reason to know, will cause interference in the POTW. In no case shall a slug load have a flow rate or contain concentration or qualities of pollutants that exceed for any time period longer than fifteen (15) minutes more than five times the average twenty-four (24) hours concentration, quantities, or flow during normal operation.

5.8.1.12 Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed the limits
established in compliance with applicable State or Federal Regulations.

5.8.1.13 Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit (sixty-five (65) degrees Celsius).

5.8.1.14 Any garbage that has not properly been shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Utilities Administrator.

5.8.1.15 Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.

5.8.1.16 Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Utilities Administrator for such materials.

5.8.1.17 Any waters or wastes containing phenols or other taste- or odor-producing substances, in such concentrations exceeding limits which may be established by the Utilities Administrator as necessary, after treatment of the composite sewage, to meet the requirements of the state, federal, or other public agencies of jurisdiction for such discharge to the receiving waters.

5.8.1.18 Materials which exert or cause:

5.8.1.18.1 Concentrations of inert suspended solids (such as, but not limited to, sodium chloride and sodium sulfate) differing from that typically found in domestic wastewater.

5.8.1.18.2 High BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a higher loading than normal wastewater on the sewage treatment workers.

5.8.1.18.3 High volume of flow or concentration of wastes constituting slugs.

5.8.1.19 Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the
sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

5.8.1.20 Any wastewater which causes a hazard to human life or creates a public nuisance.

5.8.2 When the County determines that a User(s) is contributing to the POTW, any of the above enumerated substances in such amounts which threaten to interfere with the operation of the POTW or may present an endangerment to the environment, the County shall have the authority to immediately halt or prevent any discharge of pollutants to the POTW. The County shall provide the User notice of this action in accordance with Section 7.5 of this Ordinance.

5.8.3. Subsequent to such action, the County shall allow the User 30 days for a response, which shall include the cause of the discharge and corrective measures taken. Wastewater service shall not be resumed until such corrective measures as needed have been undertaken to eliminate threat of interference or endangerment to the environment.

5.8.4 Following this response period, the County, as it determines necessary, shall begin development of effluent limitation(s) and a compliance schedule for such user to correct the interference with the POTW.

5.9 Maximum Concentrations Allowed

5.9.1 All sewage service customers are prohibited to discharge the following above their indicated concentrations at any time:

5.9.1.1 Cyanide ........... 0.050 mg/l
5.9.1.2 Arsenic .......... 0.020 mg/l
5.9.1.3 Cadmium .......... 0.030 mg/l
5.9.1.4 Total Chromium ....... 0.010 mg/l
5.9.1.5 Copper ........... 0.300 mg/l
5.9.1.6 Lead ............ 0.200 mg/l
5.9.1.7 Mercury .......... 0.002 mg/l
5.9.1.8 Nickel ........... 0.200 mg/l
5.9.1.9 Silver ........... 0.040 mg/l
5.9.1.10 Zinc .......... 0.300 mg/l
5.9.1.11 Total Phosphorous ....... 10.000 mg/l
5.9.1.12 Ammonia Nitrogen ........ 25.000 mg/l
5.9.1.13 Total Nitrogen ............ 40.000 mg/l

5.10 Pretreatment Facilities - Approval
5.10.1 If the County permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the County, and subject to the requirements of all applicable codes, ordinances, and laws.

5.11 Pretreatment Facilities - Maintenance
5.11.1 Where preliminary treatment or flow equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the Owner at Owner’s expense.

5.12 Interceptors (Traps)
5.12.1 Grease, oil, and sand interceptors shall be provided when, in the opinion of the County, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling or dwelling units. All interceptors shall be of a type and capacity approved by the County, and shall be located as to be readily and easily accessible for planning, cleaning and inspection. The minimum size of interceptors shall be in conformance with the County’s Plumbing Code, except that interceptors for restaurants, of all types shall be 25 gallons of capacity per restaurant seat.

5.13 Control Manhole
5.13.1 When required by the County, the Owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters, and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when
required, shall be constructed in accordance with plans approved by the County. The manhole shall be installed by the owner at his expense, and shall be maintained by owner so as to be safe and accessible at all times.

5.14 Measurements, Tests

5.14.1 All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this Ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb, and property. (The particular analyses involved will determine whether a twenty-four [24] hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four [24] hour composites of all outfalls whereas pHs are determined from periodic grab samples.)

5.15 Special Arrangements

5.15.1 No statement contained in this Ordinance shall be construed as preventing any special agreement or arrangement between the County and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the County for treatment, when acceptance by the County will aid in treatment at the sewage treatment plant, subject to payment of an additional charge for treatment of these wastes by the industrial concern.

5.16 Special Arrangements - Determination of Acceptability

5.16.1 In forming the opinion as to the acceptability of the wastes enumerated in Paragraph 5.8, the County will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of
construction of the sewers, nature of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors.

5.17 National Categorical Pretreatment Standards

5.17.1 Upon the promulgation of the National Categorical Pretreatment Standards for a particular industrial subcategory, the Federal Standard, if more stringent than limitations imposed under this Ordinance for sources in that subcategory, shall immediately supersede the limitations imposed under this Ordinance. The County shall notify all affected Users of the applicable reporting requirements under 40 CFR, Section 403.12, as amended from time to time.

5.18 Alternative Discharge Limits

5.18.1 The User(s) shall have the right to seek, at their expense, modified Categorical Pretreatment Standards by obtaining a removal allowance, using the combined wastestream formula, and/or obtaining a fundamentally different factor variance through the procedures outlined in 40 CFR, Part 403, as amended from time to time.

5.19 State Requirements

5.19.1 State requirements and limitations on discharges shall apply in any case where they are more stringent than Federal requirements and limitations or those in this Ordinance.

5.20 County's Right of Revision

5.20.1 The County reserves the right to establish by ordinance more stringent limitations or requirements on discharges to the wastewater disposal system if deemed necessary to comply with the objectives of this Ordinance.

5.21 Excessive Discharge

5.21.1 No User shall ever increase the use of process water or, in any way attempt to dilute a discharge as a partial or complete
substitute for adequate treatment to achieve compliance with the limitations contained in the National Categorical Pretreatment Standards, or in any other pollutant-specific limitation developed by the County or State.

5.22 Pretreatment Standards

5.22.1 Users shall provide necessary wastewater treatment as required to comply with this Ordinance and shall achieve compliance with all National Categorical Pretreatment Standards within the time limitations as specified by the Federal Pretreatment Regulations. Any facilities required to pretreat wastewater to a level acceptable to Collier County shall be designed, constructed, operated, and maintained by the User at his expense with the prior approval of Collier County.

5.22.2 All records relating to compliance with the referenced Pretreatment Standards shall be made available to the County, the State and the EPA for examination and duplication upon request at no charge.

5.23 Slug Discharges

5.23.1 Each User shall provide the County protection from slug discharge of prohibited materials or other substances regulated by this Ordinance. Facilities to prevent slug discharge of prohibited materials shall be provided and maintained at the Owner's cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to Collier County for review, and shall be approved by the County before construction of the facility. Expenses for such review shall be borne by the User and paid prior to final approval for construction. All existing Users shall complete such a plan within one (1) year of the issuance of an Effluent Permit. No User who commences contribution to the POTW after the effective date of this Ordinance shall be permitted to introduce pollutants into the system until slug discharge procedures have been approved by the County. Review and approval of such plans and operating procedures shall not relieve the Industrial User from
the responsibility to modify the User's facility as necessary to meet the requirements of this Ordinance. In the case of a slug discharge, it is the responsibility of the user to immediately telephone and notify the POTW of the incident. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions.

5.23.2 Within five (5) days following a slug discharge, the User shall submit to the County a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to person or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this Ordinance or other applicable law.

5.23.3 A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall ensure that all employees who may cause or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.

5.24 Malicious Damage

5.24.1 No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest and shall be responsible for any loss of revenue or monetary expenditures needed for repairs brought about by their actions.

5.25 County's Responsibility for Normal Maintenance

5.25.1 The Collier County Water-Sewer District will be responsible for normal servicing, testing and repair of meters, mains and all other plant and equipment belonging to the County.
5.26 Temporary Shut Offs

5.26.1 The County may shut off water or wastewater service temporarily whenever necessary for the purpose of making alterations or repairs, or for any other good cause necessitating any such temporary shut off.

5.27 Reasonable Service Conditions

5.27.1 The County reserves the right to refuse to provide, or to cease providing, water or wastewater service to any connector for reasons which shall include, but shall not be limited to, use of water or contribution of wastewater in such manner or form as to be injurious or detrimental to the general welfare of its customers or the community. The County may require that pretreatment, flow regulations, or other remedial, preventive, or corrective facilities be installed at the expense of the connector, when the situation so warrants the provision and use of such facilities.

5.27.2 The County shall have the authority to halt or eliminate immediately and effectively, upon notice to the User in accordance with Section 7.5 of this Ordinance, any actual or threatened discharge of pollutants to the POTW which presents or may present an imminent or substantial endangerment to the health or welfare of persons.

5.28 Baseline Report

5.28.1 Within 180 days after the effective date of a categorical Pretreatment Standard, all Industrial Users subject to Pretreatment Standards shall submit to the County a report containing the following information:

5.28.1.1 The name and address of the facility including the name of the operator and Owners;

5.28.1.2 A list of any environmental control permits held by or for the facility;

5.28.1.3 A brief description of the nature, average rate of production and Standard Industrial Classification of the operations. This description shall include a schematic diagram of points of discharge to the POTW from regulated processes;
5.28.1.4 The measured maximum single day flow, peak one hour flow, and the average daily flow from each process stream, in gallons per day;

5.28.1.5 The Pretreatment Standards applicable to each regulated process. The User shall submit the results of sampling and analysis identifying the nature and concentration of regulated pollutants in the discharge from each process. These samples shall be representative of daily operations and include both maximum and average daily concentrations. Where feasible, samples must be obtained through flow proportional composite sampling techniques specified in the applicable Categorical Pretreatment Standard. Where composite sampling is not feasible, a grab sample will be accepted. Where stream flow is less than or equal to 250,000 gallons per day, the user must take three samples within a two-week period. Where stream flow is greater than 250,000 gallons per day, the User must take six samples within a two-week period. Samples should be taken immediately downstream from pretreatment facilities if such exist, or immediately downstream from the regulated process if no pretreatment exists. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, or amendments thereto. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the Utilities Administrator determines that Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods, as approved by the County and the Administrator. The County may allow the submission of a baseline report which utilizes only historical data if the data provides information sufficient to determine the need for pretreatment measures. The baseline report shall indicate the time, date and place of sampling and methods of analysis and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW; and

5.28.1.6 A statement reviewed and signed by an authorized representative of the Industrial User and certified to by a qualified professional engineer indicating whether Pretreatment Standards are
being met on a consistent basis and, if not, whether additional operation and maintenance and/or additional pretreatment is required for the industrial user to meet the Pretreatment Standards and Requirements.

5.29 Compliance Schedule

5.29.1 The County shall require Industrial Users to develop compliance schedules required to meet Pretreatment Standards. The proposed compliance schedule shall be submitted to the County for review and approval. This schedule shall be the time limits required for industrial users to provide additional pretreatment and/or operation and maintenance in order to meet these Pretreatment Standards. The completion date of this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. The schedule shall contain increments of progress in the form of specific dates for completion of major events leading to the construction and operation of required pretreatment facilities necessary for the Industrial User to meet the applicable Pretreatment Standards. No increment of such schedule shall exceed nine (9) months. No later than 14 days following each date in the schedule and the final date for compliance, the Industrial User shall submit a progress report to the County including whether or not it complied with the increments of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for the delay and measures being taken to return to the schedule established.

5.30 Compliance Date Report

5.30.1 A Industrial User subject to the National Categorical Pretreatment Standards and associated Pretreatment Requirements will submit to the County within ninety (90) days following the date for final compliance with said Pretreatment Standards and Requirements, or in the case of a new connector following commencement of wastewater discharge to the POTW, a report indicating the nature and concentration, as well as the maximum single day, peak one hour and average daily flow, of all pollutants limited by said Pretreatment
Standards and associated Pretreatment Requirements being discharged to the POTW. This report will indicate whether the applicable Pretreatment Standards and Requirements are being met on a consistent basis, and if not, what additional operation and maintenance procedures and/or pretreatment will be implemented to bring the user into compliance with the applicable National Categorical Pretreatment Standards and associated Pretreatment Requirements. This statement shall be signed by an authorized representative of the industrial user and shall be certified by a qualified engineering professional.

5.31 Periodic Compliance Reports

5.31.1 A User subject to the National Categorical Pretreatment Standards and associated Pretreatment Requirements will submit to the County during the months of June and December, unless required more frequently in said Pretreatment Standards or by the County, a report indicating the nature and concentration of pollutants in the effluent which are limited by the referenced Pretreatment Standards. In addition, this report will include a record of the maximum single day and average daily flows being discharged during the reporting period. At the discretion of the County and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the County may decide to alter the months during which the compliance reports are to be submitted by a particular User. These reports shall be signed by an authorized representative of the industrial user prior to submittal.

5.31.2 The County may impose quantum limitations on Users in order to meet the applicable National Categorical Pretreatment Standards and associated Pretreatment Requirements, or in other cases where the imposition of quantum limitations are appropriate. In such cases, the compliance report required by subparagraph (1) of this Paragraph will indicate the quantity of pollutants regulated by said Pretreatment Standards to be discharged by the User. These reports will contain the results of sampling and analyses of the discharge, and will include a record of the flow, nature and concentration, or quantity in pounds where requested by the County of pollutants contained therein which are limited by the applicable Pretreatment
Standards and associated Pretreatment Requirements. The frequency of monitoring will be prescribed in the referenced Pretreatment Standards. All analyses will be performed in accordance with the procedures established by the Administrator pursuant to Section 304(g) of the Clean Water Act and contained in 40 CFR, Part 136 and amendments thereto or with any other test procedures approved by the Administrator. Sampling will be performed in accordance with the techniques approved by the Administrator. It should be noted that where 40 CFR, Part 136 does not include a sampling or analytical technique for the pollutant in question, sampling and analyses will be performed in accordance with the procedures set forth in the EPA publication entitled "Sampling and Analysis Procedures for Screening of Industrial Effluents for Priority Pollutants" dated April, 1977, and amendments thereto, or with any other sampling and analytical procedures approved by the Administrator.

SECTION SIX - MONITORING AND INSPECTION

6.1 Monitoring Facilities

6.1.1 The County shall require construction, operation and maintenance, at the User's expense, of monitoring facilities to allow inspection of the building sewer and/or internal drainage systems, and sampling and flow measurement of the waste being discharged to the POTW. Appropriate valving shall be included in design and construction of such facilities to halt discharges immediately and effectively under situations described by Paragraph 5.8 and Paragraph 5.9 of this Ordinance. The monitoring facility should normally be situated on the User's premises, but the County may, when such a location would be impractical or cause undue hardship on the User, allow the facility to be constructed in the public right-of-way and located so that it will not be obstructed by landscaping or parked vehicles. Ample room shall be provided in the area of such sampling manhole or facility to allow accurate sampling and preparation of samples for analyses. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the User. Whether constructed on public or private property, the sampling and monitoring facilities
shall be constructed in accordance with the County's requirements and all applicable local construction standards and specifications.

6.2 Inspection and Sampling

6.2.1 The County shall inspect the facilities of any User to ascertain whether the purpose of this Ordinance is being met and that all requirements are being complied with. Persons or occupants of the premises where wastewater is being generated and discharged to the POTW will allow the representatives of the County, the State or the EPA ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination and records duplication or in the performance of any of their designated duties. Collier County, the State and the EPA shall have the right to set up on the User's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations. In those cases where a User has security measures in force which would require proper identification and clearance before entry into their premises, the User shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from Collier County, the State and the EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

6.3 Powers and Authority of Inspectors

6.3.1 Duly authorized employees of the County bearing proper credentials and identification shall be admitted to all properties for the purpose of inspection, observation, measurement, sampling and testing pertinent to discharge to the sewer system in accordance with the provisions of this Ordinance.

6.3.2 While performing the necessary work on private properties referred to herein, the authorized employees of the County shall observe all safety rules applicable to the premises established by the Owner.

6.3.3 Duly authorized employees of the County bearing proper credentials and identification shall be permitted to enter all
private properties through which the County holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

SECTION SEVEN - VIOLATIONS

7.1 Penalties

7.1.1 If any person fails or refuses to obey or comply with or violates any of the provisions of this Ordinance, such person upon conviction of such offense, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed Two Thousand Dollars ($2,000.00) or by imprisonment not to exceed Sixty (60) days in the County jail, or both, in the discretion of the Court. Each violation or non-compliance shall be considered a separate and distinct offense. Further, each day of continued violation or non-compliance shall be considered as a separate offense.

7.1.2 Nothing herein contained shall prevent or restrict the County from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy any violation or non-compliance. Such other lawful actions shall include, but shall not be limited to, an equitable action for injunctive relief or an action at law for damages.

7.1.3 Further, nothing in this Section shall be construed to prohibit the County from prosecuting any violation of this Ordinance by means of a Code Enforcement Board established pursuant to the authority of Chapter 162, Florida Statutes.

7.1.4 All remedies and penalties provided for in this Section shall be cumulative and independently available to the County and the County shall be authorized to pursue any and all remedies set forth in this Section to the full extent allowed by law.
7.2 Authority to Disconnect Service

7.2.1 The County may terminate water and wastewater disposal services and disconnect a User from the system when:

7.2.1.1 Acids or chemicals damaging to sewer lines or the treatment process are released into the sewer causing rapid deterioration of these structures or interfering with proper conveyance and treatment of wastewater; or

7.2.1.2 A governmental agency informs the County that the effluent from the wastewater treatment plant is no longer of a quality permitted for discharge into a watercourse, and it is found that the User is delivering wastewater to the County's system that cannot be sufficiently treated or requires treatment that is not provided by the County as normal domestic treatment; or

7.2.1.3 The User:

7.2.1.3.1 discharges industrial waste or wastewater that is in violation of the permit issued by the approving authority,

7.2.1.3.2 discharges wastewater at an uncontrolled, variable rate in sufficient quantity to cause an imbalance in the wastewater treatment systems,

7.2.1.3.3 fails to pay a monthly bill for water or sanitary sewer services when due, or

7.2.1.3.4 repeats a discharge of prohibited wastes into public sewer.

7.3 Suspension of Service

7.3.1 The County may suspend the wastewater treatment service and/or effluent permit when such suspension is necessary, in the opinion of the County, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, to the environment, causes interference to the POTW or causes the County to violate any condition of its NPDES Permit.

7.3.2 Any person notified of a suspension of the wastewater treatment service and/or the effluent permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the County
shall take such steps as deemed necessary including initiation of legal action by the County Attorney and immediate severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to any individuals. The County shall reinstate the effluent permit and/or the wastewater treatment service upon proof of the elimination of the non-complying discharge. A detailed written statement submitted by the User describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the County within 15 calendar days of the date of occurrence.

7.4 Revocation of Permit

7.4.1 Any User who violates the following conditions of this Ordinance or applicable State and Federal regulations, is subject to having his permit revoked in accordance with the procedures of Section 7.5 of this Ordinance:

7.4.1.1 Failure of a User to report factually the wastewater constituents and characteristics of his discharge.

7.4.1.2 Failure of the User to report significant changes in operations, or wastewater constituents and characteristics.

7.4.1.3 Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.

7.4.1.4 Violation of conditions of the permit.

7.5 Notice of Disconnection, Suspension, Revocation

The County shall notify User in writing prior to disconnecting, suspending or revoking User's service or permit. Said notice will inform User of the sections of this Ordinance he is violating, state what corrective action must be taken, and state the time period necessary for said corrective action. Failure to comply with the notice will result in disconnecting, suspending or revoking User's service or permit. However, County may disconnect, suspend or revoke User's service or permit prior to notification in emergency situations. User will be notified immediately after said action is taken.
SECTION EIGHT - CONFIDENTIAL INFORMATION

8.1 Confidential Information

8.1.1 Information and data on a User obtained from reports, questionnaires, permit applications, permits and monitoring programs and inspections shall be available to the public or other governmental agency without restriction unless the User specifically requests and is able to demonstrate to the satisfaction of the County that the information is not a public record and is clearly within an exemption outlined in the public record laws of the State of Florida.

8.1.2 When requested by the User furnishing a report, the portions of said report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available upon written request to governmental agencies for uses related to this Ordinance, the State disposal permitting system and/or the State and Federal pretreatment programs; provided, however, that such portions of a report shall be available for use by the State or other state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

8.2 Notwithstanding any of the provisions of this Section of this Ordinance, nothing shall be construed or interpreted to require Collier County to violate any public records laws of the State of Florida, allowing public access to records of Collier County, nor shall it require Collier County to violate any United States Government or Federal act or law, requiring disclosure of public records. Any release of information or disclosure made by the County in order to comply with such laws should not give rise to a cause by any User, based on the release of such information.

SECTION NINE - SERVICE CHARGES AND FEES

9.1 Purpose

It is the purpose of this Section to provide for the recovery of costs from Users of the Collier County Water-Sewer District's wastewater disposal system for the implementation of the program.
established herein. The applicable charges or fees shall be set forth by Resolution of the Collier County Board of County Commissioners as the governing body of Collier County, Florida, and as ex-officio the governing board of the Collier County Water-Sewer District.

9.2 Service Charges

It is hereby determined necessary to fix and collect sewer service charges from customers. Such charges shall be published separate from this ordinance and the revenue received shall be used for operation, maintenance, debt retirement and other authorized expenses.

9.3 Charges and Fees

The Collier County Water-Sewer District may adopt charges and fees which may include:

9.3.1 fees for reimbursement of costs of setting up and operating the County's pretreatment program

9.3.2 fees for monitoring, inspection and surveillance procedures

9.3.3 fees for reviewing accidental discharge procedures and construction

9.3.4 fees for permit applications

9.3.5 fees for filing appeals

9.3.6 fees for consistent removal (by the County) of pollutants otherwise subject to Federal Pretreatment Standards

9.3.7 amount of effluent bond

9.3.8 fees for special arrangements

9.3.9 other fees as the County may deem necessary to carry out the requirements contained herein.

9.3.10 These fees relate solely to the matters covered by this ordinance and are separate from all other fees chargeable by the County.
SECTION TEN - CONFLICT, SEVERABILITY, EFFECTIVE DATE

10.1 Conflicting Ordinances

All ordinances or parts of ordinances in conflict herewith are hereby repealed, but to the extent of such conflict only.

10.2 Severability

If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion.

10.3 Effective Date

This Ordinance shall become effective upon receipt of notice that this Ordinance has been filed with the Secretary of State.

PASSED and duly adopted by the Board of County Commissioners of Collier County, Florida, and as ex-officio governing body of the Collier County Water-Sewer District. This ______ day of July, A.D. 1991.

ATTEST:
JAMES C. GILES, Clerk

By: Patricia Anne Goodnight
Chairman

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA,
EX-OFFICIO THE GOVERNING BOARD
OF THE COLLIER COUNTY
WATER-SEWER DISTRICT

Approved as to form and legal sufficiency:

Richard D. Yovanovich
Assistant County Attorney

This ordinance filed with the Secretary of State's Office on ______ day of ______, 1991
and acknowledgement of that filing received this ______ day of ______, 1991.

By: ____________________________
Deputy Clerk
STATE OF FLORIDA  
COUNTY OF COLLIER  

I, JAMES C. GILES, Clerk of Courts in and for the  
Twentieth Judicial Circuit, Collier County, Florida, do  
hereby certify that the foregoing is a true copy of:  

Ordinance No. 91-59  

which was adopted by the Board of County Commissioners on  
the 30th day of July, 1991, during Regular Session.  

WITNESS my hand and the official seal of the Board of  
County Commissioners of Collier County, Florida, this 31st  

JAMES C. GILES  
Clerk of Courts and Clerk-  
Ex-officio to Board of  
County Commissioners  

By: /s/ Maureen Kenyon  
Deputy Clerk  

045not145
Item F – 4a

Discussion of the Commercial Connection Policy
Presentation of the Draft Scope of Work for the Calusa Camp Resort Connection Financing Options
Key Largo Wastewater Treatment District
Financing Plan for Inclusion of
Calusa Camp Resort

OBJECTIVE

The Weiler Engineering Corporation prepared a Conceptual Review of the Impacts of Connection of the Calusa Camp Resort to the collection system and treatment plant of the Key Largo Wastewater Treatment District (KLWTD). This study, presented to the Board in February 2004, provided five options for connecting the Calusa Camp Resort Site to the KLWTD collection and plant treatment system. Each option had different technical pros and cons, and different financial obligations on the campground owners (ranging from $664,200 to $981,500) and the KLWTD (ranging from $162,000 to $475,000). It is in keeping with the objectives of the KLWTD enabling legislation, which established a goal to provide sanitary sewer service to all potential wastewater sources on Key Largo, to connect the Calusa Camp Resort. In order to accomplish the connection goal, a corollary concern will be to obtain adequate and timely funding to insure that the construction of the system is accomplished as designed. This study will provide a framework for identifying the potential sources of funds, development of necessary applications, and accounting for the proceeds obtained to comply with grant agreements and other statutory and regulatory obligations the district may incur.

SCOPE OF SERVICES

Government Services Group, Inc. will review the Weiler Engineering Corporation options for providing service to Calusa Camp Resort. This will include evaluating the cost of each option for reasonableness. Based on its review, the study will rank each option based on technical feasibility, cost to the Camp Resort owners and cost to the KLWTD.

The proposed study will use budgetary estimates developed in the Weiler Study as a baseline for identifying and sizing the funding needs. Each option will be analyzed to determine the most feasible funding sources. Options to be reviewed include federal, state and local (Monroe County) grants and loans, special assessment districts, revenue bonds and bank loans, connection charges (capacity fees) and operating revenues.

Factors to be considered in the ranking of options include project cost, availability of funding, and revenue generation from the resulting project. Each option will include a projection of revenue to be generated used as a ratio to the cost of the option (payback estimate). The payback estimate will serve as a useful tool in the prioritizing the options. Revenues will be estimated based on the preliminary monthly sewer bill of $35.00 per EDU and the connection fee (capacity charge) of $2,700.00 per EDU. Those options with the shortest payback period...
will be recommended to the Board for priority consideration.

DELIVERABLES:

- Matrix showing proposed ranking of options based on project payback, and showing project cost, potential funding source(s), and revenue generation.

- Narrative recommendation ranking the five options based on financial desirability, first to the K LWTD and second to the Calusa Camp Resort owners.

STUDY COST: $5,000.00 fixed fee. Payment of $2,000.00 is due upon approval of the work authorization by the K LWTD Board. Remaining payment of $3,000.00 due upon delivery of all deliverables and presentation of written report to the K LWTD Board.

TIMETABLE: The completed project will be delivered sixty (60) calendar days after approval of a work authorization.
RESOLUTION 2003-12

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ADOPTING THE MONROE COUNTY ORDINANCE RE: MANDATORY CONNECTIONS AS THE DISTRICT'S NON-RULE POLICY

WHEREAS, Monroe County has adopted an ordinance for the connection of existing on-site sewage treatment and disposals systems to central sewerage system, attached here to Exhibit A (Section 15.5-21);

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desires to adopt as its non-rule policy Monroe County’s ordinance for the connection of on-site sewage treatment and disposals systems to central sewerage system;

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

1. The Key Largo Wastewater Treatment District adopts Monroe County’s ordinance for connection of existing on-site sewage treatment and disposals systems to central sewerage system as non-rule policy until such time as the District adopts its own rules and policies. See Sec. 15.5-21, attached hereto as Exhibit A.

2. The District may amend the referenced non-rule policy if necessary prior to the District’s adoption of its own rules and policies.

PASSED AND ADOPTED this 20th day of February, 2003.

FAILED this 10th day of February, 2003.

KEY LARGO WASTEWATER TREATMENT DISTRICT GOVERNING BOARD

[Signature]
Chair, Key Largo Wastewater Treatment District

[Signature]
Secretary, Key Largo Wastewater Treatment District
§ 15.5-21 MONROE COUNTY CODE

from the date the sewerage system becomes available if the
county determines that the owner has demonstrated financial
hardship. The resolution must contain, at a minimum, the
following:

(1) The designation of the county employee(s) or officer(s)
    empowered to make the hardship determination; and

(2) The criteria for making the determination which take
    into account the owner’s net worth, income, and financial
    needs.

(Ord. No. 4-2000, § 3)

Sec. 15.5-22. Penalties.

Violations of this chapter may be prosecuted before the code
enforcement special master (or board) as authorized by chapter
6.3, art. I, County Code, and F.S. Chapter 162, Part I, by a notice
to appear issued under F.S. Chapter 6.3, Art. II, and F.S. Chapter
162, Part II, and F.S. § 125.69(2), or Chapter 76-435, Laws of
Florida, by prosecution as a second degree misdemeanor pursuant
to F.S. § 125.69(2), or by any other method authorized by law
for ensuring compliance with the terms of this chapter including
suits for injunctive relief.

(Ord. No. 4-2000, § 3)

Secs. 15.5-23—15.5-25. Reserved.

Sec. 15.5-26. Definitions.

As used in this Ordinance, the following words and terms shall
have the following meanings, unless the context clearly otherwise
requires:

"Authority" means the Florida Keys Aqueduct Authority.

"Available" as applied to a governmentally owned sewerage
system owned by the authority, means that the governmentally
owned sewerage system is capable of being connected to the
plumbing of an establishment or residence, is not under a
department of environmental protection moratorium, and has
Sec. 15.5-21. Connection of existing on-site sewage treatment and disposal systems to central sewerage system.

(a) The owner of an onsite sewage treatment and disposal system must connect the system or the building's plumbing to an available publicly owned or investor-owned sewerage system within thirty (30) days after written notification by the owner of the publicly owned or investor-owned sewerage system that the system is available for connection. The publicly owned or investor-owned sewerage system must notify the owner of the onsite sewage treatment and disposal system of the availability of the central sewerage system. No less than one (1) year prior to the date the sewerage system will become available, the publicly owned or investor-owned sewerage system shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within thirty (30) days of the actual availability. The owner shall have the option of prepaying the amortized value of required connection charges in equal monthly installments over a period not to exceed two (2) years from the date of the initial notification of anticipated availability.

(b) Subsequent to the effective date of this chapter, the county commission may, subject to approval of the FKAA, adopt a resolution providing that the owner of an onsite sewage treatment and disposal system may pay any connection fees charged by an investor-owned sewerage system in monthly installments without interest over a period of time not to exceed five (5) years
ORDINANCE NO. 04-2000

AN ORDINANCE RELATING TO THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA: PROVIDING FOR DEFINITIONS; PROVIDING THAT THE OWNER OF AN ON-SITE SEWERAGE TREATMENT AND DISPOSAL SYSTEM MUST CONNECT TO A SEWERAGE SYSTEM WITHIN 90 DAYS OF NOTIFICATION FROM THE OWNER OF THE SEWERAGE SYSTEM THAT THE SYSTEM IS AVAILABLE; AUTHORIZING PAYMENT OF CONNECTION FEES OVER A TWO YEAR PERIOD, OR OVER A FIVE YEAR PERIOD IF CERTAIN HARDSHIP CONDITIONS ARE MET; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES INCONSISTENT HEREWITH; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:

Section 1. Definitions.

(a) *Available* as applied to a publicly owned or investor-owned sewerage system, means that the publicly owned or investor-owned sewerage system is capable of being, connected to the plumbing of an establishment or residence, is not under a Department of Environmental Protection moratorium, and has adequate permitted capacity to accept the sewage to be generated by the establishment or residence, and:

1. For a residential subdivision lot, a single-family residence, or an establishment, any of which has an estimated sewage flow of 1,000 gallons per day or less, a gravity sewer line to maintain gravity flow from the property's drain to the sewer line, or a low pressure or vacuum sewage collection line in those areas approved for low pressure or vacuum sewage collection, exists in a public easement or right-of-way that abuts the property line of the lot, residence, or establishment.

2. For an establishment with an estimated sewage flow exceeding 1,000 gallons per day, a sewer line, force main, or lift station exists in a public easement or right-of-way that abuts the property of the establishment or is within 80 feet of the property line of the establishment as accessed via existing right-of-way or easements.
3. For proposed residential subdivisions with more than 50 lots, for proposed commercial subdivisions with more than 5 lots, and for areas zoned or used for an industrial manufacturing purpose or its equivalent, a sewerage system exists within one-fourth mile of the development as measured and accessed via existing easements or right-of-way.

4. For repairs or modifications within areas zoned or used for an industrial or manufacturing purpose or its equivalent, a sewerage system exists within 500 feet of an establishment's or residence's sewer stub-out as measured and accessed via existing right-of-way or easements.

(b) **Blackwater** means that part of domestic sewage carried off by toilets, urinals, and kitchen drains.

(c) **Domestic sewage** means human body waste and wastewater, including bath and toilet waste, residential laundry waste, residential kitchen waste, and other similar waste from appurtenances at a residence or establishment.

(d) **Graywater** means that part of domestic sewage that is not blackwater, including waste from the bath, lavatory, laundry, and sink, except kitchen sink waste.

(e) **Onsite sewage treatment and disposal system** means a system that contains a standard subsurface, fielded, or mound drainfield system; an aerobic treatment unit; a graywater system tank; a laundry wastewater system tank; a septic tank; a grease interceptor; a dosing tank; a solids or effluent pump; a waterless, incinerating, or organic waste-composting toilet; a sanitary pit privy that is installed or proposed to be installed beyond the building on land of the owner or on other land to which the owner has the legal right to install a system; and package sewage treatment facilities, including those facilities that are in full compliance with all regulatory requirements and treat sewage to advanced wastewater treatment standards or utilize effluent reuse as their primary method of effluent disposal.

Section 2. Connection of existing onsite sewage treatment and disposal systems to central sewerage system.
(a) The owner of an onsite sewage treatment and disposal system must connect the system or the building's plumbing to an available publicly owned or investor-owned sewerage system within 30 days after written notification by the owner of the publicly owned or investor-owned sewerage system that the system is available for connection. The publicly owned or investor-owned sewerage system must notify the owner of the onsite sewage treatment and disposal system of the availability of the central sewerage system. No less than 1 year prior to the date the sewerage system will become available, the publicly owned or investor-owned sewerage system shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within 30 days of the actual availability. The owner shall have the option of prepaying the amortized value of required connection charges in equal monthly installments over a period not to exceed 2 years from the date of the initial notification of anticipated availability.

(b) Subsequent to the effective date of this ordinance, the County Commission may, subject to approval of the FKAA, adopt a resolution providing that the owner of an onsite sewage treatment and disposal system may pay any connection fees charged by an investor-owned sewerage system in monthly installments - without interest - over a period of time not to exceed five years from the date the sewerage system becomes available if the County determines that the owner has demonstrated financial hardship. The resolution must contain, at a minimum, the following:

1. The designation of the County employee(s) or officer(s) empowered to make the hardship determination; and
2. The criteria for making the determination which take into account the owner's net worth, income, and financial needs.

Section 3. Penalties.
Violations of this ordinance may be prosecuted before the Code Enforcement Special Master (or Board) as authorized by Chap. 6.3, Art. I, Monroe County Code, and Chap. 162, Part I, FS, by a notice to appear issued under Chap. 6.3, Art. II, and Chap. 162, Part II, and Sec. 125.69(2), FS, or Chap. 76-435, Laws of Florida, by prosecution as a second degree misdemeanor pursuant to Sec. 125.69(1), FS, or by any other method authorized by law for assuring compliance with the terms of this ordinance including suits for injunctive relief.

Section 4. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 6. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of said conflict.

Section 6. The provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the County of Monroe, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

Section 7. This ordinance shall take effect immediately upon receipt of official notice from the Office of the Secretary of State of the State of Florida that this ordinance has been filed with said Office.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 19th day of January 2000.

Mayor Shirley Freeman
Commissioner Wilhelmina Harvey
Commissioner George Neugent
Commissioner Mary Kay Relich
Commissioner Nora Williams

[Seal]

Attest: DANNY L. OLIVAS, Clerk

Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By

Mayor/Chairman

APPROVED AS TO FORM
AND LEGAL SUBSTANCE

DATE
NOTICE OF INTENTION TO CONSIDER
ADOPTION OF COUNTY ORDINANCE

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on Wednesday, January 19, 2000, at 3:00 PM at the Harvey Center - Truman School, 1200 Truman Avenue, Key West, Monroe County, Florida, the Board of County Commissioners of Monroe County, Florida, intends to consider the adoption of the following County ordinance:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA PROVIDING FOR DEFINITIONS; PROVIDING THAT THE OWNER OF AN ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM MUST CONNECT TO A SEWERAGE SYSTEM WITHIN 30 DAYS OF NOTIFICATION FROM THE OWNER OF THE SEWERAGE SYSTEM THAT THE SYSTEM IS AVAILABLE; AUTHORIZING PAYMENT OF CONNECTION FEES OVER A TWO YEAR PERIOD, OR OVER A FIVE YEAR PERIOD IF CERTAIN HARDSHIP CONDITIONS ARE MET; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES INCONSISTENT HEREBY; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Board with respect to any matter considered at the hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Copies of the above-referenced ordinance are available for review at the various public libraries in Monroe County, Florida.

Dated at Key West, Florida, this 10th day of December, 1999.

DANNY L. KOLHAGE, Clerk of the Circuit Court
and ex officio Clerk of the Board of County
Commissioners of Monroe County, Florida

(SEAL)

Publication dates

Key West Citizen 12/31/99 & 1/7/00
Keynoter 1/1/00 & 1/8/00
Reporter 12/30/99 & 1/6/00
Fish burn
Manager
April 20, 2004

To: Key Largo Wastewater Treatment District  
Board Members: Gary Bauman, Chairman  
               Jerry Wilkinson, Vice Chairman  
               Chris Beaty, member  
               Charles Brooks, member  
               Andrew Tobin, member

Gentlemen:

As you all know, I have been associated with the KLWWTD since its creation in November, 2002. I feel I have been groomed for this District Manager’s position by the KLWWTD, Gartek Engineering, and Government Services Group.

I reviewed all the Proposals for the Key Largo Trailer Village Design/Build proposals with Gartek Engineering. I sat on the technical review committee for the KLTV Design/Build project. I also was on the contract review committee for KLTV and also performed design review of the Boyle Engineering drawings for the Key Largo Park project. I was also involved with the Islamorada selection process for their sewer treatment plant and collection system.

In addition, I have attended many FKAA board meetings and have followed the Little Venice Project, Little Venice II, and the Stock Island project. I have reviewed the Ocean Reef vacuum collection system with both the vendors involved and the operating staff.

I have also met with the engineering company that has designed all eight phases of the Englewood, Florida water and wastewater district. Englewood is the largest vacuum collection system in the United States. Englewood is also a special district like KLWWTD and I would propose a closer working relation with this district if I am selected as District Manager of the KLWWTD.

Government Services Group, with Robert Sheets, Charles Sweat and David Miles, have afforded me the opportunity to work extensively in two of their water and wastewater districts. As Robert Sheets has stated, this has been my “intensive graduate course” in wastewater and water management, construction and operation.

I am also very familiar with most civic and neighborhood associations in Key Largo (past vice-president of KLTV). I look forward to representing the board before these organizations and the BOCC. I look forward to sharing information with other wastewater districts in the Keys and other coastal communities in Florida as we all move forward with sewer systems in all our communities.
I am looking forward to “coming home” and managing the KLWWTD for the five board members and the citizens of Key Largo. I am ready to hit the ground running with our own staff, in our own office to rapidly move the current and future projects forward with the direction of the board.

With this letter and the attached resume, I am requesting your consideration for the position of District Manager for the KLWWTD.

Respectfully yours,

Charles F. Fishburn
Charles F. Fishburn  
161 Dubonnet Rd.  
Tavernier, Florida 33070  
(H)305-853-3121 (C)305-942-1376  
www.cffishburn@aol.com

- Education
  University of Virginia  
  Charlottesville, Virginia  
  Bachelor of Science, Mechanical Engineering (Dean’s list of distinguished students “final four semesters”)

- State of Florida Licenses
  Certified General Contractor  
  Certified Mechanical Contractor  
  Certified Plumbing Contractor  
  Licensed Realtor

- Qualifications
  Extensive knowledge and involvement in sewer projects in the Florida Keys (Stock Island, Little Venice, Ocean Reef, Key Largo and Islamorada).

  Project Manager for wastewater treatment plants, collection systems and water treatment plants and distribution system in Golden Gate in Collier County and Lehigh Acres in Lee County.

  Extensive experience in public project cost estimating, budgets, construction management (Palm Beach County Criminal Justice Center, Broward County Court House and Miami Airport expansions).

  Bid Review for Key Largo Waste Water District.

  Overall responsibility for Automobile Assembly Plants in Europe, Africa and China.
• Current Employer
  Government Services Group, Tallahassee, Florida
  Title: Project Manager

• Prior Employers:

  Gartek Engineering Co., Miami, Florida
  Title: Project Manager

  E. J. Fishburn Co., Inc., Tavernier, Florida
  Title: Vice President

  Stainless Steel Fabricators, Hollywood, Florida
  Title: Vice President

  American Motors Corporation, Detroit, Michigan
  Title: Operations Manager, Europe, Africa
  Operations Manager, China
  Manager of Homologations
  Manager of European and African Sales
  Manager of KD and developing markets

  Snyder Machine Tool Company, Detroit, Michigan
  Title: Sales Manager, General Motors accounts

  Ford Motor Company, Dearborn, Michigan
  Title: Design Engineer

  General Motors Corporation, Lansing, Michigan
  Title: Production Engineer

  Title: Summer Intern

  Consolidated Natural Gas Company, Pittsburgh, Pa.
  Title: Associate Engineer

  Westinghouse Astronuclear Laboratories, Large, Pa.
  Title: Reactor Assembly Technician
Kupper
Manager
April 16, 2004

Mr. Thomas M. Dillon
Key Largo Wastewater Treatment District

Dear Mr. Dillon:

I am enclosing hereewith my resume in response to your advertisement for District Manager in today’s Reporter.

As you will see I have had vast experience in the wastewater field and have experience in the management and administration of an organization. My Bachelors degree is in Civil Engineering and the Masters degree is in also Civil Engineering specializing in wastewater collection and treatment and water distribution and treatment.

My past salaries have been in six figures but do not anticipate this salary to be that high.

I feel that I am qualified for the position and would appreciate an interview to further explain my experience.

I await hearing from you.

Very truly yours,

Charles J. Kupper, Jr.

Letter FAXED to 305-853-2693
RESUME

SERVICE:
U.S. Army 1961-1964 Honorable Discharge

EDUCATION:
BSCE 1964 Newark College of Engineering
MSCE 1966 Newark College of Engineering

EMPLOYMENT:
CHARLES J. KUPPER, CONSULTING ENGINEER, PISCATAWAY, N.J.
Surveying, (Fieldman, Transit man, Crew Chief, Office calculations), Report writing, Jr. Engineer, Design Engineer, (Preliminary and Final Designs
Sewage Collection Systems, Pumping Stations and Sewage Treatment
Plants, Water Distribution Systems and Water Treatment Plants, Elevated
and Standpipe Storage Tanks) Construction Inspection (Development
collection systems and municipal sewage and water systems) Project
Manager, responsible charge to the various designs and represented the
Company directly to the client.

CHARLES J. KUPPER, INC. CONSULTING ENGINEERS, PISCATAWAY, N.J.
Vice President, Project Manager Responsible Charge of a number of
projects for various clients, attended meetings and made presentations

KUPPER CONSULTANTS, CONSULTING ENGINEERS, PISCATAWAY, N.J
Corporation name change I was Chairman of the Board and in charge of
the Construction Division overseeing all projects under construction (Both
water and sewage) Resident Engineer on a number of construction
projects that ranged from ten to five hundred million dollars.

KUPPER INTERNATIONAL, CONSULTING ENGINEERS, PISCATAWAY, N.J
Corporation formed to perform Engineering and Construction overseas
As the President I was responsible for aiding work in Saudi Arabia,
Nigeria and Thailand. Under contract in Saudi Arabia four (4) Clinical
Hospitals and doing work with some (J) companies for a proposal for a
university. In Nigeria we had a Hotel & Motel under construction, contact to
80 km major highway, and improvements for local streets in and around the
hotel. In Thailand we proposed a Solid waste collection and disposal system
to service Bangkok.

The companies grew from a rating of $60 with KNR to $2

CHARLES J. KUPPER, JR. CONSULTING ENGINEER, MANVILLE, NJ
After selling my interest in the above companies I formed a new company.
The purpose of this company was Construction Management, Expert
Witness, Arbitration and Mediation
GOODFELL & ODAY, RUTHERFORD, NJ
Assistant Manager Construction Division. Responsible for billing of
Construction Division. Lack of work took assignment to California and
worked as contractor worker with FEMA

FEMA, PASADENA, CA
Worked as a contractor on the Northridge Earthquake restoration

SHORE PROPERTY & MANAGEMENT CO., MANTELLOKING, N.J.
Formed corporation with my son. Property Manager of a number of rental
homes, both summer and all year rentals. Buy and sell homes, remodel and
recondition homes.
April 19, 2004

Charles J. Kupper, Jr.
108 West Plaza Granada
Islamorada, Florida 33036

By Fax: 305-617-9403

Re: Key Largo Wastewater Treatment District

Dear Mr. Kupper,

I am in receipt of your cover letter and resume regarding the District Manager position for the Key Largo Wastewater Treatment District. I have forwarded the same to the District Board for evaluation and review. As you know, the deadline for submitting applications is May 14, 2004. I would expect the District to contact you after the close of advertising.

Sincerely,

[Signature]

Thomas M. Dillon
Weis
Manager
Mark W. Weis  
48 Coral Drive  
Key Largo, FL 33037  
305-453-0795 or 453-0500  
E-mail: urmark@msn.com  

May 3, 2004

Thomas M. Dillon  
The Key Largo Wastewater Treatment District  
Key Largo, FL 33037

RE: District Manager Position

Dear Mr. Dillon:

This is in reply to your advertisement for a District Manager, which appeared in the Reporter on April 23, 2004. Throughout my career I have dealt with management matters covering engineering, construction, and contracts as well as many other types of businesses. The 12 years at Dravo brought me closest to the nature of this position. Although financial, I was required to understand the workings of the sophisticated equipment it sold including their mobile wastewater treatment plant.

Attached is a copy of my resume as requested in the recent classifieds. My salary requirements are flexible, depending upon the nature and scope of the position. I look forward to an opportunity to discuss further the position of District Manager and how my qualifications would benefit our District. I can be reached at the above phone numbers or e-mail address if you would like to contact me.

Sincerely,

Mark W. Weis
MARK W. WEIS
48 Coral Drive, Key Largo, Florida 33037
Residence (305) 453-0795; 453-0500

PROFILE

An experienced and seasoned manager, problem solver and negotiator with over 25 years experience in the areas of retail and consumer service outlets, loan workout, project and credit management, sales, financial analysis, lending, bankruptcy and business law, with a variety of companies serving banking, heavy equipment distribution, engineering, construction, and manufacturing.

ACCOMPLISHMENTS

- Project managed street rebuilding, store renovation and construction of a 6000 sq ft office building.
- Stabilized and managed two service oriented business.
- Successfully recovered and marketed, repossessed assets collateralizing debt.
- Experience in the field of real estate lending, marketing and foreclosure.
- Provided turnaround consulting in, concrete, fish, furniture, marine, and consumer goods, businesses.
- Protected companies interests in secured and unsecured bankruptcy cases
- Reduced the DSO of a $70MM division from 45 to 5 days.
- Reduced the 120 and over past due of an equipment distributor from $500M to $90M in one year.
- Worked on a selection team to select and install accounts receivable software system.
- Experienced in contract development, contract management, project management, attorney management for Marine, material handling, construction, wastewater mgt, and printing equipment.

PROFESSIONAL EXPERIENCE

Ocean Reef Club
Manager - Projects, Service Station, Cart Repair 2000-2004

- Performed project managements functions on store renovation, street paving and landscaping, major construction of an office building, and expedited the furnishing and remodeling of a hotel. Brought profitability back to the organization’s service station and stabilized and instituted good business practices to the cart repair facility.

Hasm Inc.
Vice President - Operating a fresh fish brokerage company 1999

SunTrust Bank South Florida, N. A. - SunTrust Bank Mid-Florida N. A.
Vice President - Manager, Special Assets Group/Loan Recovery 1990-1998

Special Assets Manager, Special Loan Officer (1990-1998)

- Assisted in forming and training a "workout" team to handle a developing portfolio of up to 80 troubled banking relationships totaling $50MM, including setting policy and selecting attorneys. Performed due diligence on financial statements, business plans, management capability, asset values, and going concern viability and liquidating underlying assets. Strategies and tactics are developed and executed which
provide the maximum economic value, within constraints of bank policy and applicable commercial, maritime and bankruptcy law.

- Managed a group of 7 people with the purpose of collecting charged off installment loans, commercial loans, and credit card accounts, a portfolio of $20MM consisting of 5,000 accounts ranging from $500 to $350M using Recovery Management System software.

Mellon Bank, N.A., Pittsburgh PA
Vice President, Credit Policy Department

Credit Recovery & Review Specialist (1985-1988)

- Managed a portfolio of 5 to 10 financially troubled national banking relationships including bankruptcy.
  Specialized with loans financing manufacturing concerns and various types of equipment.
- Portfolio consisted of loans ranging from $300M to $20MM.
- Successfully revitalized loans that required an understanding in developing value.

Grant Street Bank (1988-1990)

- Was selected as part of team to manage and liquidate a troubled credit portfolio sold to this entity by Mellon Bank, with the main purpose of liquidating and/or selling the portfolio within a 5 years.
- Liquidated or sold my portfolio of $30MM within an 18 month period for 80% of loan value.

Dravo Corporation, Pittsburgh, PA 1973-1985
Corporate Staff Credit Manager (1982-1985)

- Directed and managed the credit function of this billion dollar engineering, construction, manufacturing, and transportation corporation.
- Coordinated divisional reporting to management.
- Set corporate credit policy, DSO targets, credit requirements, and reviewed large dollar transactions.

General Manager, Dravo Leasing (1984-1985)

- Managed the full function of Dravo's captive leasing company including budget requirements, loan documentation, collection, packaging and selling or high risk loans and other administrative duties.

Group Credit Manager, Manufacturing/Transportation (1978-1982)

- Managed a group of 5 manufacturing divisions, 2 marine transportation companies, and a captive leasing company with revenues over $175MM including 3 divisional credit managers.
- Worked independently and with attorneys on contract terms, disputes, breaches, UCC requirements, marine documentation, and secured financing for the sale of equipment.

Credit Manager, Dravo Marks Equipment Division (1973-1977)

- Managed the credit function of a multi-location $30MM equipment dealership, selling construction, road building, and strip-mining equipment.

National Chemsearch
Sales Associate

Miller Printing Machinery Co.
Credit Manager and Purchasing Expediter

EDUCATION
University of Pittsburgh, University of Miami
Mull & Assoc.
CFO
Mull & Associates, P.A.
Pattricia B. Mull, C.P.A.
91760 Overseas Highway
Tavernier, FL 33070
Phone (305) 852-4833
Fax (305) 852-4846
E-mail info@mullcpa.com

FAX TRANSMITTAL COVER SHEET

DATE: 5-6-04

NO. OF PAGES 4 (Including cover sheet)

PLEASE DELIVER THE FOLLOWING PAGES TO:

FAX: 1-305-853-2693

TO: Thomas H. Dillon

FROM: David S. Andrews

RE: KL-037

IF THERE ARE ANY PROBLEMS WITH TRANSMISSION, CALL (305) 852-4833
SENT FROM FAX # (305) 852-4846

OUR FIRM'S GOAL: "FINDING POWERFUL SOLUTIONS"

The information contained in this transmission is privileged and confidential. It is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any distribution, duplication or forwarding of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone (collect) and return the original message to us at the above address via the U.S. Postal Service. We will reimburse you for postage.

☑ For your information

☐ I will contact you to Review in detail

☐ Please read and respond

ORIGINAL DOCUMENTS WILL:

☐ Follow by regular mail

☐ Be hand delivered

☐ Follow by courier:

☐ Not be sent

Additional Information:

FIRM RESUME FOR CFO

Forms 2000/GeneralForms Blank G704
May 6, 2004

Board of Directors
Key Largo Wastewater Treatment District
Key Largo, Florida

Dear Sirs:

In response to your advertisement for the position of Chief Financial Officer for the Key Largo Wastewater Treatment District, we have attached a copy of our Firm's resume. In the current business environment with frequent accounting scandals and occurrences of fraud, having a strong and independent finance function is critical. We look forward to discussing our qualifications for this position with you. Please contact us with any questions.

Respectfully yours,

David S. Andrews
President
Mull and Associates P.A.
SUMMARY

A woman-owned full-service tax, accounting, auditing, and consulting firm located in the Upper Keys. Our staff also includes professionals experienced in budgeting, accounting, financial reporting and contract compliance. All of our professional staff are current on governmental accounting issues, as in 2003 they completed the continuing education requirements to perform governmental audits. Location of our office enables prompt response to daily issues as they arise and convenient storage space and conference facilities.

SPECIFIC COMPETENCIES

Experience in governmental/fund accounting
- Firm performed audit of Key Largo Wastewater Treatment District for FYE9/30/03
- Bookkeeper has 24 years of experience which includes the preparation of financial statements and budget reports for individual grants, both restricted and unrestricted
- Client base includes numerous local and national not for profit organizations.

Project management experience
- David Andrews managed several large and numerous small financial projects while in the banking industry

Contract compliance
- All CPA’s, as well as the bookkeeper have ongoing everyday experience in this area
- Firm is familiar with K LWTD contracts as they were reviewed as part of the FYE 9/30/03 Audit

Monitoring Internal Controls
- Dave Andrews developed the internal control program used at Bank of America's Florida Bank
- Bob Maynard developed and managed internal control programs at several organizations

Cash and investment management
- Firm provides cash management services to clients for whom we presently maintain their accounting records
- Firm provides investment management services in conjunction with Mull and Associates Financial Center, LLC

Billing, receivables management, accounts payable, and disbursement of funds
- Firm is currently providing these services to several clients

Knowledge of Federal and Florida Statutes related to accounting for local government units
- Included in CPE training which Firm’s professional staff received in 2003
- David Andrews is a member of the FICPA Section on State and Local Government
- David Andrews attended FICPA Conference on State and Local Governments in 2003 and is scheduled for a conference on financial reporting for State and Local Governments in May 2004
Mull & Associates, P.A.

Federal and State Statutes related to financial management and investments
- Patricia Mull has her Series 6 and 7 licenses and has been designated as a personal financial specialist by the AICPA
- Bob Maynard and Dave Andrews have worked in Controller/CFO roles where managing the companies cash flow and investments was an important function

Federal and State Statutes related to taxes, revenue collection, etc.
- Mull & Associates, P.A. has provided these services to its Upper Keys clients since 1990.
- Patricia Mull has provided advanced tax services since 1974
- In its role as a Receiver, the Firm has experience in revenue collection, bill payments, and other financial tasks instrumental in running a business for the courts

Computer Capabilities
- All professional and administrative staff proficient in computer skills
- State of the art software and network

Education

Patricia B Mull, CPA
- BBA with honors in accounting from Florida Atlantic University
- Florida CPA since 1974
- Employed as an auditor with PriceWaterhouseCoopers in Miami
- Audit experience in governmental audits

David S. Andrews, CPA
- BS in Accounting from Ohio State University
- MBA with distinction from the University of Michigan
- Florida CPA since 1978
- Employed as an auditor with PriceWaterhouseCoopers
- Managed FYE 9/30/03 KLWTD audit

Dennis Kalmbach, CPA
- BS in accounting from Northwestern State University, Louisiana
- Florida CPA since 1997
- Employed as a manager of accounting services with Seidman and Seidman

Robert Maynard III
- BSBA in Finance from Villanova University
- Pennsylvania Certified Public Accountant since 1982
- Employed as an auditor with DeloitteTouche

Patricia Witt (experience)
- 24 years of bookkeeping experience
- 10 years experience as a bookkeeper and supervisor of the compilation department for a CPA firm in Santa Fe, New Mexico
- assisted the directors of various organizations in New Mexico with grant compliance for federal, state, and private foundation grants
May 7, 2004

David S. Andrews
Mull & Associates, P.A.

By facsimile: 852-4846

Dear Mr. Andrews,

I acknowledge receipt of your firm resume for the CFO position at the Key Largo Wastewater Treatment District. Advertising for the position closes on May 14. You can expect to hear from the District after that date.

Sincerely,

[Signature]

Thomas M. Dillon
Waits

CFO
FAXSIMILE

Date: April 16, 2004
To: Thomas M. Dillon, Attorney
At: 305-853-2693
From: Marty Waits
Re: Chief Financial Officer

I read the recent article in the Reporter concerning severance of the Key Largo Wastewater Board’s relationship with Robert Sheets and the Government Services Group out of Tallahassee with great interest. I certainly concur with recent movement by the Board to bring a more local influence to its management and decision-making processes.

I have been a Keys resident for three years now. My wife and I “semi-retired” here in 2001 following the sale of my business in Portsmouth, VA, but became associated with a local company nearly full time the past year following completion of a consulting engagement in early 2003. While still serving as the company’s Controller, sufficient progress has been made in organizing their financial and administrative functions that I now find my services are only required on a part time basis to assure continuation of the systems and procedures implemented in the past year.

Noting the qualifications for a Chief Financial Officer of the Key Largo Wastewater Treatment District described in the recruitment notice, and reading between the lines a bit in the news article, I thought perhaps my background and experience could add a significant dimension to the new management team the Board is attempting to assemble.

I am therefore submitting my resume for your review as the new Chief Financial Officer, and I will look forward to discussing my qualifications in more detail at your convenience. Please be advised that I will be out of town from April 26th until May 10th. During this time I can still be reached at 757-481-3493 or by e-mail at the address listed above.

Thank you for your consideration,

[Signature]
Martin D. Waits
308 Woods Avenue
Tavernier, FL 33070
305-853-9879

BACKGROUND AND EXPERIENCE SUMMARY

Former Virginia businessman and current local financial executive with extensive hands-on background in accounting, contract administration, purchasing, order entry, inventory control, office supervision, payroll and employee benefits, and general corporate administrative functions, as well as a strong technical background in chemistry and chemical engineering focused in the water treatment industry for over 15 years.

PERSONAL INFORMATION

Age: 64 years
Family: Married 42 years, (3 married children, 7 grandchildren)
Military Service: None
Hobbies: Boating, scuba diving, home improvements

EDUCATION

Central High School, Bay City, MI — 1958
University of Cincinnati, Chemical Engineering — 1963
Illinois State University, MBA (Finance) — 1973

EMPLOYMENT HISTORY

2003 Current Controller, Shrimp Improvement Systems, LLC, Islamorada, FL

Personally responsible for all bookkeeping, financial reporting and administrative functions, including procurement, for a major supplier of genetically engineered larval, post larval and brood stock shrimp to larviculture grow out farms worldwide.


Provided general contract management, sales and marketing, and technical assistance to the world’s largest potassium permanganate manufacturer regarding their entry into the phosphate water treatment business upon acquiring Technical Products Corporation. (See below) Also various other unrelated engagements.
1985 – 2000  President, Technical Products Corporation, Portsmouth, VA

As the majority shareholder and chief administrative officer, personally responsible for management of all financial and administrative functions for a national water treatment company, including laboratory operations and product development.

1981 – 1985  Director of Finance, VCI Div of Hoechst-Celanese Corporation

Responsible for all financial analysis and internal audit activities in a $150 million division of a multi-national chemical company, with major focus on business development and acquisition/divestiture activities.

1963 – 1981  Manager of Corporate Financial Analysis, Borden Chemical Company

Plant Manager, PVC blown film operations, Borden Chemical Company

Plant Engineer, caustic/chlorine and sodium silicate mfg, PPG Industries
THOMAS M. DILLON
Attorney at Law
94220 Overseas Highway, Unit 2B
Tavemler, Florida 33070-3005

April 19, 2004

Marlin D. Waits
308 Woods Avenue
Tavemler, Florida 33037

By Fax: 305-952-0974

Re: Key Largo Wastewater Treatment District

Dear Mr. Waits,

I am in receipt of your cover letter and resume regarding the Chief Financial Officer position for the Key Largo Wastewater Treatment District. I have forwarded the same to the District Board for evaluation and review. As you know, the deadline for submitting applications is May 14, 2004. I would expect the District to contract you after the close of advertising.

Sincerely,

Thomas M. Dillon
Thorrick
CFO
Dear Mr. Thorrick,

Thank you for your expression of interest in the Key Largo Wastewater Treatment District. I do not think that your letter provides sufficient information for the Board to give you serious consideration. If you continue to be interested in the position, please provide a resume.

Thomas M. Dillon

--- Original Message ---
From: KeysCycel@aol.com
To: thomasdillon@terranova.net
Sent: Tuesday, April 27, 2004 3:44 PM
Subject: CFO Position

Mr. Dillon, I had an opportunity to speak with Andy Tobin last week. He suggested that I E-mail pictures of the fish that I catch under Channel 5 bridge. Seemed like a good idea to me. See attached letter. I'll send the pictures next time.

Joseph Thorrick
April 26, 2004

Key Largo Wastewater Treatment  
c/o Mr. Thomas M. Dillon  
thomasdillon@terranova.net

Dear Mr. Dillon,

Last week we spoke on the telephone about the position of Chief Financial Officer as advertised in the Free Press Newspaper. As you know I am interested in this position. I have not yet prepared a formal resume as I have been self-employed for most of my professional life. However, I would like to provide you with some of my background. I have lived here in the Keys for the past six years. During this time I have exclusively prepared income tax returns, for both corporations and individuals. I am familiar with Governmental Accounting, commonly referred to as “Fund Accounting” since my very first position out of college was for a Public School District. Also, early in my career, I worked for Peat, Marwick, Mitchell and Arthur Young & Co. in their auditing department. In addition, I attended Temple University School of Law. With that in mind, I believe that I am qualified for the position. I shall forward any additional information to you at your request. My E-Mail address is Mirada66@AOL.com.

Sincerely,

Joseph E. Thorrick
Lopez
Clerk
April 24, 2004

Key Largo Wastewater Treatment District
Thomas M. Dillon

Dear Mr. Dillon

I am responding to your advertisement in the Upper Keys Reporter (Dated 4-24-04) regarding the Clerk to the Board position. Please regard this letter as my formal application. Enclosed is my resume showing my experience, background and education.

I have over 10 years of experience in management, 8 years experience in the Travel and Tourism Industry, and two years experience in Property Management. I have considerable experience in all these fields and a thorough knowledge of the process and procedures of a corporate environment. I recently obtained my Community Association Managers license through the State of Florida (Department of Business and Professional regulations).

My skills include the preparation of monthly balance sheets and reports for local board committees. Prepare and review monthly board reports. Maintaining secure and accurate files. Extensive knowledge on Word, Excel, Windows XP, Yardi, Winter grate, and Amadeus. I am a team player but also have the ability and knowledge to need little supervision.

In closing, I will only add that I would bring to the position excellent administrative and customer service skills. I know that my combined knowledge, skills and abilities would make a strong contribution to your Board of Directors. Thank you for your consideration.

Sincerely,

Lissette P. Lopez
94825 Overseas Hwy
Key Largo, Florida 33036
(305) 852-3396 Home
(305) 797-1580 Cellular
LISSETTE LOPEZ  
94825 OVERSEAS HWY  
KEY LARGO, FLORIDA. 33037  
305-852-3396

OBJECTIVE: Sending a mutually beneficial position where my skills, abilities, motivation and background would contribute to the growth and profitability of my employer.

EXPERIENCE:  
Onyx Waste Services  
Administrative Assistant / Office Manager  
Islamorada, Florida.

Aug 2003-Present  
- Responsible for assisting the General Manager with all management duties. Screening new applicants, motivating existing staff. Review route sheets daily to ensure their accuracy. Determining work priorities and scheduling employees accordingly. Ensuring highest level of customer satisfaction with over 3000 residential account and 300 commercial accounts. Review all service agreement for completion. Check all files for compliance. Prepare check log for accounting department. Handle all bank relations.

EXPERIENCE:  
Moore County Housing Authority  
Newport Village Property Manager / Section 8 Supervisor  
Key Largo, Florida

Dec 2001-Aug 2003  
- Responsible for the management of Newport Village Apartment a 5-unit complex funded by HUD for low income resident. Process new tenants, perform annual re-certifications, interim rent adjustment and other tenant functions; Conducted all rent collection making cash deposit to the Housing Authority accounts daily during normal rent collection period and as required; making ledger entries in tenant ledgers; preparing monthly balance sheets and report for the Director and local board committee. Process initiation of action for evictions. Maintain the security of all files and other confidential information. Prepare purchase requisitions for supplies needed. Submit articles for the monthly resident newsletters. Assisting the maintenance supervisor with and oversight of all community maintenance and landscape activities and resident violations; Conduct walk through inspections of property or units and coordinating any work orders arising from these inspection.

Section 8 supervisor oversees the daily operation of all county Section 8 vouchers; maintain current list of all available section 8 vouchers; review application files for completion, scheduling and issuing vouchers though briefings, evaluating units for HQS compliance and completing all documents to affect a lease up. Solve problems relating to the administration, management and maintenance of Section 8 units; Perform income rent changes Annual re-certification, Interim, HQS inspections. Prepare and
review all monthly reports to include monthly board reports. Prepare and review Housing Authority Payments to landlords assuring all files are in compliance before issuing checks. Prepare check log for accounting and sign off on check register when complete.

Accomplishments: Received certification for Property Manager and Section 8 from leading HUD certified schools. Brought Section 8 Program to 100% leased and SEMAP scores to a 96%. Promoted to Supervisor after 4 month in position.

EXPERIENCE:
Grand Destinations Travel Agency, Inc.
Owner / Manager
Miami, Florida

Dec 1995 - Feb 2001 Responsible for the full management, administration, and sales of this travel agency: Interviewing, screening and hiring, training, motivating, and reviewing the work of the staff; Determining work priorities and scheduling employees; Planning vacations for clients; Making reservations for cruises, flights, hotels, automobiles, etc.; Answering questions regarding availability’s; Selling and marketing vacation packages to the public; Advising customers of vacation choices and alternatives; Maintaining a current knowledge of availability’s prices and seasonal travel opportunities; Compiling complete bookkeeping reports of operation and analyzing results; Opening and closing the establishment; Handling bank relationships. Representing the company at trade shows and travel conventions.

Accomplishment: Built company to successful level.

EDUCATION
Miami Dade Community College

LICENSES AND CERTIFICATIONS
Property Manager (Certificate)
Section 8 Rent Calculation (Certificate)
Community Association Manager (State of Florida Licenses)

LANGUAGES
Fluent in English and Spanish

COMPUTER SKILLS
Windows 95, 98, XP, Word, Excel, Amadeus, Wintegrate, Yardi, Trux

COMMUNITY SERVICES & INVOLVEMENT
Upper Keys Wish Grantor, Make a Wish Foundation

REFERENCES AVAILABLE UPON REQUEST
April 26, 2004

Lissette P. Lopez  
94825 Overseas Highway  
Key Largo, Florida 33036

Dear Ms. Lopez,

Thank you for your interest in the Key Largo Wastewater Treatment District Clerk position. The advertising period will close on May 14. You can expect the District to contact you around that time.

Sincerely,

[Signature]

THOMAS M. DILLON
Attorney at Law  
Tavernier, Florida 33070-3005
Norman
Clerk
LAURA NORMAN  
102 Ocean Shores Drive  
Key Largo, FL 33037  
Home Phone: 305-453-4622

SUMMARY
• 12 years of cash handling experience
• 8 years of management experience
• 10 years of accounting related experience
• 11 years of bookkeeping experience
• 6 years of collection experience
• Type over 90 w.p.m.
• 10 key over 1,000 k.p.m. by touch
• Notary Public for the State of Florida

WORK HISTORY

Financial Center Manager, Community Bank of Florida 01/03 to 03/04
Duties Included: Teller, collections, mthly/qrly/yrly reports and audits, balanced and audited vault,  
teller drawers, ATM, and safe deposit boxes. Processed loan applications for retail/commercial loans,  
funded and closed the loans, opened/closed accounts, wire transfers, merchant services set-up and services,  
all areas of the new accounts desk, business dev. calls, supervised 5 employees, all manager duties as  
required, and planned and hosted Chamber events for the Islamorada Chamber.

Rural Route Carrier, United States Postal Service 10/02 to 01/03  
Duties Included: Cased and delivered mail for the village of Islamorada, FL.

Assistant Financial Center Manager, Community Bank of Florida 02/01 to 08/01  
Duties Included: Teller, opened/closed accounts, collections, mthly/qrly/yrly reports and audits,  
balanced and audited vault, teller drawers, ATM, and safe deposit boxes, business dev. calls, supervised 5  
employees, merchant services set-up and services, and performed all manager duties.

Financial Service Representative, Moody National Bank 3/16/98 to 10/31/00  
Duties Included: Teller, opening and closing accounts, collections, end of month reports, and balancing  
and auditing vault and teller drawers daily and monthly.

Rural Route Carrier, United States Postal Service 11/97 to 2/98  
Duties Included: Cased and delivered mail for the city of Alvin, TX.

Collector/Loan Processor, Chocolate Bayou FCU 4/97 to 01/98  
Duties Included: Make collections calls for outstanding debts on credit cards and loans. Issued repos,  
input pymts, mail notices, and monthly reports. Processed loan documents, and payments.

Accounting Department Billing Clerk, Allen Holdings Incorporated 3/96 to 4/97  
Duties Included: A/P, A/R, data entry and mailing invoices, filing, and yearly reports.

Assistant Customer Service Supervisor, Albertson's Grocery Store 3/93 to 3/96  
Duties Included: Supervised 7 cashiers, scheduling payroll, bookkeeping, filing, ran register, reports.

Customer Service Manager, Academy Sporting Goods 12/90 to 03/93  
Duties Included: Cashiered, reports, scheduling, auditing, supervised 6 employees, all manager duties.

Bookkeeper/Receptionist, Image Technologies 02/87 to 12/93
Duties Included: answered phones, dictation, invoicing, record keeping, filing, reconciled customer stmts.

EDUCATION

*Diploma, Clear Creek High School* 1986-1990
*Accounting Clerk Certificate, Alvin Community College* (2 semesters completed)
*Marketing for Bankers and Principals of Banking courses completed 2003 @ Miami-Dade College*

COMPUTER KNOWLEDGE


PERSONAL REFERENCES

Janelle Cowan (501)-278-0815 years known: 8
Laura Perez (305)-394-0931 years known: 3
Paula Ramsey (281)-388-0619
From: sportfish@jolmail.com
Sent: Monday, April 26, 2004 11:23 PM
To: thomasdillon@terranova.net
Cc: sportfish@jolmail.com
Subject: Position 2-Clerk to the Board

Importance: High

LAURA RESUME.doc

Dear Mr. Dillon,

This is reference to the job posting for the Clerk to the Board you have advertised in the Reporter. I am attaching my resume for consideration for this position.

I have lived in Key Largo since 2001, and have extensive experience in office, clerical, typing, reports, and management.

I am available at any time, and very flexible as well.

Salary History is as follows:

- Community Bank of Florida: FC Mgr $35,000 annually
- US Postal Service: RCA $11.75 hourly
- Community Bank of Florida: Asst. FCM $25,000 annually

I want to thank you for your time and consideration.

Sincerely,

Laura Norman
Laura,

Thank you for your interest in the position. The advertising closes on May 14, and I expect the District will contact you after that time.

Thomas Dillon
----- Original Message ----- 
From: <sportfish@joimail.com>
To: <thomasdillon@terranova.net>
Cc: <sportfish@joimail.com>
Sent: Monday, April 26, 2004 11:23 PM
Subject: Position 2-Clerk to the Board

> Dear Mr. Dillon,
> > This is reference to the job posting for the Clerk to the
> > Board you have advertised in the Reporter. I am attaching my
> > resume for consideration for this position.
> > I have lived in Key Largo since 2001, and have extensive
> > experience in office, clerical, typing, reports, and
> > management.
> > I am available at any time, and very flexible as well.
> > Salary History is as follows:
> > Community Bank of Florida: FC Mgr $35,000 annually
> > US Postal Service: RCA $11.75 hourly
> > Community Bank of Florida: Asst. FCM $25,000 annually
> > I want to thank you for your time and consideration.
> > Sincerely,
> > Laura Norman
> >
Simpkins
Clerk
April 19, 2004

Thomas M. Dillon
Key Largo Wastewater Treatment District

RE: Application for Clerk to the Board

Dear Mr. Dillon:

In answer to your advertisement Keyswide Classifieds I am applying for the position of Clerk to the Board. I have been a municipal clerk for five years and have my Certified Municipal Clerks certification and I am working on my Master Municipal Clerks certification. I have worked in municipal government for ten years. I am extremely familiar with the State Statutes on records retention and public information.

I reside in Port Saint Lucie but I also have a house in Tavernier, FL.

My resume is enclosed.

Sincerely,

Carol Simpkins, CMC

Attachment
Carole Simpkins

Objective
A position where I can maximize my research, organizational and supervisory skills.

Experience
April, 2002 - Current  Town of Lake Park, FL

Town Clerk, Salary $47,062

Statutory Duties: recording, filing and advertising resolutions, ordinances, and public notices. As supervisor of elections for Lake Park I qualify candidates, provide election materials and ballots, I also organize poll workers and their training. I work with the County Supervisor of Elections organizing the Town's elections.

Non Statutory Duties: provide notary services for the office and the public, process and store all records and contracts (per State Statutes) while making sure that the contracts are current, manage information for the dissemination of public records, record minutes of public meetings, prepare agenda package for town commission, community redevelopment board and marina board.

- Work with the Department Heads to bring departments into compliance with the Records Retention Statutes.
- Set up system for legal storage of Town records
- Set up a cost efficient method for records research
- Work with Commission Advisory Boards, recruitment and administrative support
- Update Clerks pages on Town Website, www.lakeparkflorida.gov

Oct. 2001 - April 2002  Lyra Productions / America Inc, Tavernier, FL

Assistant to Music Producer/Author, Salary $42,000

Office Manager, including A/R and A/P. In charge of wholesale and retail sales I U.S. In charge of licensing agreements for foreign sales. I did research on the web on various subjects for books being written. Legal secretarial work and was in charge of tracking royalties.


Village Clerk  Salary $42,000

Statutory Duties: recording, filing and advertising resolutions, ordinances, and public notices. As supervisor of elections for Islamorada I qualify candidates, provide election materials and ballots. I contracted back to Monroe County Supervisor of Elections to run the election.

Non Statutory Duties: provided notary services for the office and the public,
process and store all records and contracts while making sure that the contracts were current, managed information for the dissemination of public records, record minutes of public meetings, preparation of agenda package. Was in charge of ordering all office supplies for the Village and processed all accounts payable for the Village.

Islamorada had just been incorporated and for the first two years I also served as the administrative assistant to the Village Manager. I also helped in finance for the first two years.

FEB. 1984 TO SEPT. 1989 City of Homestead, FL

Executive Assistant to Community Development Director; Salary $25,000

Community Redevelopment Agency & Planning and Grants Associate
Wrote grants, administered CDBG, TIF, & Historic Preservation grants.
Representative to Main Street & Pioneer Commerce Park Associations.

Community Development & Planning
Administered two (2) TIF Grants

Public Works Department
Preparation of Fleet maintenance budget, processing of work orders, process invoices, preparation of monthly reports and payroll,

Building and Zoning
Recording Secretary for the Planning and Zoning Board, processed invoices, inspections request and inspections results. Secretary to the Building Director and to the Zoning Administrator.

EDUCATION


AA from Miami Dade Community College 1990 TO 1992 in Homestead; FL

Graduated with Honors and Distinction

SKILLS

Typist
Computer literate: Word; Word Perfect, Quattro Pro, Excel, Quick Book Pro, Access
Postage Machine, Copy Machine
Binding Machine, Adding Machine
PBX
Dictaphone
Detailed oriented .Well organized
Excellent people skills

AFFILIATIONS
Florida Association of City Clerks
Association of Records Managers & Administrators
International Institute of Municipal Clerks
Palm Beach County Municipal Clerks Association
April 19, 2004

Carol Simpkins
2410 SW Warwick Street
Port St. Lucie, Florida 34984

By email

Dear Ms. Simpkins,

I am in receipt of your cover letter and resume regarding the District Clerk position for the Key Largo Wastewater Treatment District. I have forwarded the same to the District Board for evaluation and review. As you know, the deadline for submitting applications is May 14, 2004. I would expect the District to contract you after the close of advertising.

Sincerely,

[Signature]
Bates
Clark
May 14, 2004

Dear Mr. Dillon:

I would like to be considered for the Clerk to the Board position. I am currently working as General Manager of Coconut Cove Resort. My yearly salary is $36,000.

I have extensive experience in organizing and orchestrating administrative tasks associated with Government agencies. My experience includes:

Office Manager for an eight member Professional Teaching Practices Commission and its Executive Director. As sole staff person, I provided the secretarial, administrative and financial support to the Director and the Commission. Originated administrative correspondence and reports in areas that deal with budget, personnel and general administration. Draft subpoenas, accusations, decision-and-order documents, and other legal documents and records. Notary public; processes payroll; Commission Records Officer; assist with preparation of Commission meetings and hearings, annual reports, newsletters, agendas, budget documents, commission meeting minutes, special projects, and other documents requested from State agencies or others.

Administrative Assistant, Q/RM Department: Clerical Support to Infection Control, Safety Officer, JCAHO/Accreditation, Staff Development, Medical Staff Coordinator, Risk Manager, Q/RM Manager, and the Medical Records Analyst. Back up for the Medical Staff Office. Designed dept. databases: one for tracking Occurrence reports; another for tracking credentialing data for the Hospital medical staff; designed a merge program through word and excel for tracking and printing reports for the Peer Review Process.

Secretary to Federal District Judge Frye: Direct responsibility for all administrative work necessary to support the Judge's court and chambers. Responsible for typing and cite checking of all opinions, orders, jury instructions, and other legal documents. Reviewed correspondence prepared for the Judge's signature as to style and content. Performed all calendaring, updated legal periodicals, assisted law clerks and legal externs, answered and screened calls, maintained chambers Library.

Clerk IV/Interviewer for one-person office. Interviewed emergency grant applicants. Reviewed applications for completeness, researched discrepancies, verified income and household content for determination of eligibility for federal assistance programs, conducted home visits. Compiled statistics and generated weekly, monthly and yearly reports for program evaluation. Maintained adequate professional knowledge by keeping current on all changes in policy and procedure.

I look forward to hearing from you and can be contacted at work (305) 664-0123 or home (305) 852-3342.

Sincerely,

[Signature]

Jeanette Bates
Jeanette Bates

Education
Charter College, Anchorage - Automated Bookkeeping Associate Certificate, Graduated January 1992, Dean's List with 4.0 GPA
University of AK Fairbanks and Juneau - Written Communication, Computer, Outdoor Survival, ETT, EMT - 1979 - 1987

Experience/
Skills
Office Management
Administrative Assistant
Interviewing/Investigation
Computer Literate
Program Databases
Design Spreadsheets
Executive & Legal Secretary
Prioritization
Public Relations
Bookkeeping/Reconciliation
Personnel Tasks
Payroll

Personal Attributes
Task and Detail Oriented
Natural sense of Priorities
Very Organized
Confidential/Loyal
Professional
Maintain sense of humor under pressure
Work well Independently
Work well w/co-workers
Dependable
Excellent Work Habits

Current Employment
General Manager, Coconut Cove Resort and Marina

Prior Employment
Administrative Assistant, Valley Hospital, Quality/Risk Management
Executive Secretary to the Director of Management, State Department of Natural Resources, Records Custodian for the Department
Office Manager - Professional Teaching Practices Commission
Legal Secretary - U.S. District Court for Honorable Judge Frye, State of Oregon
Caseworker for State Division of Public Assistance's Energy Assistance Program
Bookkeeper - Providence Anchorage Anesthesia Medical Group
Bookkeeper, Creekside Plaza Inc & Family Fitness & Fun
Billing Clerk, Admitting Clerk, Assistant to Physician, Dr. Pamela Hill
CBX operator, Valley Hospital
Admitting Clerk, Valley Hospital
Cashier, Patient Accounts, Valley Hospital

Volunteer Experience
Court Appointed Special Advocate - Palmer
Emergency Medical Technician/Firefighter - Juneau

References
Doris Lum, former Safety Officer, Valley Hospital, 746-8771
Phyllis McIntosh, QRM Manager, Valley Hospital, 746-8770
Erica Cracker, Guardian ad litem, 745-5679, 745-5722 fax
AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, PROVIDING FOR DEFINITIONS; PROVIDING THAT THE OWNER OF AN ON-SITE SEWERAGE TREATMENT AND DISPOSAL SYSTEM MUST CONNECT TO A SEWERAGE SYSTEM WITHIN 30 DAYS OF NOTIFICATION FROM THE OWNER OF THE SEWERAGE SYSTEM THAT THE SYSTEM IS AVAILABLE; AUTHORIZING PAYMENT OF CONNECTION FEES OVER A TWO YEAR PERIOD, OR OVER A FIVE YEAR PERIOD IF CERTAIN HARDSHIP CONDITIONS ARE MET; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES INCONSISTENT HEREWITH; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDEIGNED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:

Section 1. Definitions.

(a) "Available" as applied to a publicly owned or investor-owned sewerage system means that the publicly owned or investor-owned sewerage system is capable of being connected to the plumbing of an establishment or residence, is not under a Department of Environmental Protection moratorium, and has adequate permitted capacity to accept the sewage to be generated by the establishment or residence; and:

1. For a residential subdivision lot, a single-family residence, or an establishment, any of which has an estimated sewage flow of 1,000 gallons per day or less, a gravity sewer line to maintain gravity flow from the property's drain to the sewer line, or a low pressure or vacuum sewage collection line in those areas approved for low pressure or vacuum sewage collection, exists in a public easement or right-of-way that abuts the property line of the lot, residence, or establishment.

2. For an establishment with an estimated sewage flow exceeding 1,000 gallons per day, a sewer line, force main, or lift station exists in a public easement or right-of-way that abuts the property of the establishment or is within 50 feet of the property line of the establishment as accessed via existing right-of-way or easements.
3. For proposed residential subdivisions with more than 50 lots, for proposed commercial subdivisions with more than 5 lots, and for areas zoned or used for an industrial manufacturing purpose or its equivalent, a sewerage system exists within one-fourth mile of the development as measured and accessed via existing easements or right-of-way.

4. For repairs or modifications within areas zoned or used for an industrial or manufacturing purpose or its equivalent, a sewerage system exists within 500 feet of an establishment's or residence's sewer stub-out as measured and accessed via existing right-of-way or easements.

(b) Blackwater means that part of domestic sewage carried off by toilets, urinals, and kitchen drains.

(c) Domestic sewage means human body waste and wastewater, including bath and toilet waste, residential laundry waste, residential kitchen waste, and other similar waste from appurtenances at a residence or establishment.

(d) Graywater means that part of domestic sewage that is not blackwater, including waste from the bath, lavatory, laundry, and sink, except kitchen sink waste.

(e) Onsite sewage treatment and disposal system means a system that contains a standard subsurface, filled, or mound drainfield system; an aerobic treatment unit; a graywater system tank; a laundry wastewater system tank; a septic tank; a grease interceptor; a dosing tank; a solids or effluent pump; a waterless, incinerating, or organic waste-composting toilet; a sanitary pit privy that is installed or proposed to be installed beyond the building on land of the owner or on other land to which the owner has the legal right to install a system; and package sewage treatment facilities, including those facilities that are in full compliance with all regulatory requirements and treat sewage to advanced wastewater treatment standards or utilize effluent reuse as their primary method of effluent disposal.

Section 2. Connection of existing onsite sewage treatment and disposal systems to central sewerage system.
Document Name: Ordinance 004-2000

(a) The owner of an onsite sewage treatment and disposal system must connect the system or the building’s plumbing to an available publicly owned or investor-owned sewerage system within 30 days after written notification by the owner of the publicly owned or investor-owned sewerage system that the system is available for connection. The publicly owned or investor-owned sewerage system must notify the owner of the onsite sewage treatment and disposal system of the availability of the central sewerage system. No less than 1 year prior to the date the sewerage system will become available, the publicly owned or investor-owned sewerage system shall notify the affected owner of the onsite sewage treatment and disposal system of the anticipated availability of the sewerage system and shall also notify the owner that the owner will be required to connect to the sewerage system within 30 days of the actual availability. The owner shall have the option of prepaying the amortized value of required connection charges in equal monthly installments over a period not to exceed 2 years from the date of the initial notification of anticipated availability.

(b) Subsequent to the effective date of this ordinance, the County Commission may, subject to approval of the FKA, adopt a resolution providing that the owner of an onsite sewage treatment and disposal system may pay any connection fees charged by an investor-owned sewerage system in monthly installments - without interest - over a period of time not to exceed five years from the date the sewerage system becomes available if the County determines that the owner has demonstrated financial hardship. The resolution must contain, at a minimum, the following:

1. The designation of the County employee(s) or officer(s) empowered to make the hardship determination; and
2. The criteria for making the determination which take into account the owner’s net worth, income, and financial needs.

Section 3. Penalties
Violations of this ordinance may be prosecuted before the Code Enforcement Special Master (or Board) as authorized by Chap. 6.3, Art. I, Monroe County Code, and Chap. 162, Part I, FS, by a notice to appear issued under Chap. 6.3, Art. II, and Chap. 162, Part II, and Sec. 125.69(2), FS, or Chap. 76-435, Laws of Florida, by prosecution as a second degree misdemeanor pursuant to Sec. 125.69(1), FS, or by any other method authorized by law for assuring compliance with the terms of this ordinance including suits for injunctive relief.

Section 4. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 5. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of said conflict.

Section 6. The provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the County of Monroe, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

Section 7. This ordinance shall take effect immediately upon receipt of official notice from the Office of the Secretary of State of the State of Florida that this ordinance has been filed with said Office.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 19th day of January, 2000.

Mayor Shirley Freeman
Commissioner Wilhelmina Harvey
Commissioner George Neufeld
Commissioner Mary Kay Kelch
Commissioner Nora Williams

Attest: DANNY L. KOHLAGE, Clerk
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

Shirley Freeman
Mayor/Chairman

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY	
DATE	1/1/92
NOTICE OF INTENTION TO CONSIDER
ADOPTION OF COUNTY ORDINANCE

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on Wednesday, January 19, 2000, at 3:00 PM at the Harvey Center - Truman School, 1200 Truman Avenue, Key West, Monroe County, Florida, the Board of County Commissioners of Monroe County, Florida, intends to consider the adoption of the following County ordinance:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA PROVIDING FOR DEFINITIONS; PROVIDING THAT THE OWNER OF AN ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM MUST CONNECT TO A SEWERAGE SYSTEM WITHIN 30 DAYS OF NOTIFICATION FROM THE OWNER OF THE SEWERAGE SYSTEM THAT THE SYSTEM IS AVAILABLE; AUTHORIZING PAYMENT OF CONNECTION FEES OVER A TWO YEAR PERIOD, OR OVER A FIVE YEAR PERIOD IF CERTAIN HARDSHIP CONDITIONS ARE MET; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES INCONSISTENT HEREBY; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Board with respect to any matter considered at the hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Copies of the above-referenced ordinance are available for review at the various public libraries in Monroe County, Florida.

Dated at Key West, Florida, this 10th day of December, 1999.

DANNY L. KOLHAGE, Clerk of the Circuit Court
and ex officio Clerk of the Board of County
Commissioners of Monroe County, Florida

(SEAL)

Publication dates
Key West Citizen 12/31/99 & 1/7/00
Keynoter 1/1/00 & 1/8/00
Reporter 12/30/99 & 1/6/00