

August 17th

2005

KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS

AGENDA



*Change Consent to B&K
APP 4/11*

Wednesday, August 17, 2005 at 5:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Charles Brooks
Gary Bauman
Andrew Tobin
Glenn Patton
Claude Bullock

Chairman
Vice Chairman
Secretary-Treasure
Commissioner
Commissioner

.....
Charles F. Fishburn
Thomas Dillon
Carol Walker

General Manager
District Counsel
Board Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, 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. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS

E. PUBLIC COMMENT

F. COMMISSIONERS ROUND TABLE

G. COMMISSIONER ITEMS

18-30-37-39-42-45
Policy concerning consent agenda

TAB 1

D. AGENDA

CHARLIE - LOT OF EMAILS - NOT AD OR PUT ON FOR CONSIDERATION.

PATTON - ASSUMPTION - Rule change FROM LAST MEETING #12 WAS PART OF LAST DISCUSSION.

WISH OF BOARD - IDENTIFY WHICH EMAILS NOT TO BE HEARD.

CHARLIE - IF NOT ON AGENDA

ANDY SO AMENDMENT TO ROBERT RULES

ANDY POINT OF ORDER R. RULES TIED TO CHANGE LOG 12 DO AT SAME TIME

ADOPT AS SUPPLEMENT BY RULE CHANGE LOG 12

PATTON - YES ADOPT UNDER RESO 07-08-05 - OPEN TABLE FOR DISCUSSION

BULLOCK - OK

GARY #40 OFF CONSENT w/ RULE LOG #12

GARY - STRIKE NO SECOND

F. - COM. ROUND TABLE - ALL RESONS STATED IN PAST

CHAM - 5, 6, 7, 8 & 9 ON CONSENT / BULK.

Motion CLAUDE - QUESTION 6 - MAX LINA 1/2 MILL INSTEAD OF 1 MILL

Second 5, 7, 8 & 9 - BULK ITEM.

Second

ANDY OK

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

TOM - DISC. ON PROPOSAL

APPROVED AS AMEND.
BY CONSENT

George Scott - Key Largo

Put in electric, gave desk, had dozens of
file cabinets, then rented other office, ran A/C all time burned
up. Let A/C at door of 2nd office then stolen.
Got May rent 125 deleted. - moved out. Need tell me moved &
leave me key. End last yr 30 day notice. Apucktised - then 30 day
notice cancelled - TOTAL of 3 times. Instead move then pay next
month rent. Asking for \$1050.
CF. Will discuss w/TOM & have response next week

AD #1 / Andy suggest
Move to Discussion Item
Rule 12 + Robert's Rules
Move To I.4- Reso 07-07-05

C 4

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

TAB 3 GARY - 4 Signs - 3 white 1 green - All anchored.
Called Code no suppose to Anchor. /over Kill/Clutter Hwy/cost \$

6

1) CFF \$900. started w/ RASKell- KLWTD Design + installed.

Claude - never had project w/no sign

Glenn - no problem w/4 signs - no agent if didn't - Keep in public eye

Andy - Take Down Across From Pubh's - support

~~Charlie~~ Debate NEXT sign -

Charlie - backup - Further Down Line / how much BACK is required

TOM
RR. waived w/ Discussion And no motion when
Approve Agenda

GARY - EMAIL Round TABLE item in Advance

Motion

CFF w/ work

Second

GARY made motion to remove sign
no second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

TAB 5, 7, 8, 9

8

Motion *Andy Bulk Approve*

Second *Glen*

Member	Yes	No	Other
Commissioner Tobin	✓		
Vice Chairman Bauman	✓		
Commissioner Bullock	✓		
Commissioner Patton	✓		
Chairman Brooks	✓		

5/0

TAB. 4

ROBERT Rules of Orders Newly Revised (9)
ROBERT THE THIRD

Andy. Re-Order - have Limited Discussion

Patton - Motion ok

Patton Delete Whereas - Nov. 19

Andy - Want^{1.} To Read 1st. - Recm. Roberts As supplemented by local
Rules^{3.} Tom prepared. 4. - 1 Motion
has provisions for informal meetings. - negative - he seen - too personal.

Claude - no comment

GARY - Agree w/ Andy
I am going to say it.

Motion Glenn For Discuss / To Amend Take out #9 whereas,
Second Claude

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
2 Commissioner Bullock			
1 Commissioner Patton			
Chairman Brooks			

TAB 4

10

Glenn with DRAW MOTION TO APPROVE
CLARIFY WHEREAS

Claude WITH DRAWN.

STRIKE # 9 WHEREAS

Amend.
Motion Glenn

Second Claude

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
2 Commissioner Bullock			
1 Commissioner Patton			
Chairman Brooks			

Glenn Form

TOP OF

CAPITAL
IMPROVEMENTS

12

Pg 5

500,000 in COST

Claude - why no So Camp in 5-yr cap. plan

~~MARTY~~

1pg Complete of No

1pg So. Camp

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

97
9,200, 7748000
101, 200

20

~~DISCUSS 8/10/00~~

Patton 1 yr ok

Andy

Claude

GARY - NOT CARE

Charlie 1 yr.

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

Charge When Sub Division

1. Elect PAST Already Pd.

2. Other one PAYS SDC THIS YR IN KLTU
KLP
SSW.

Other IN FLATION

& TRUE COST OF CONNECTION

FAIR & EASY TO CALCULATE.

ANDY- 6% - NOT PENALTY

Glenn PAY WHAT IT COST OVERALL

GARY- 2% vs 6%

Claude- hv to PAY FOR RECEPTION - SIGN ACKNOWLEDGMENT next
OWNER MUST COMPLY

needs to be higher than CPI- STW/going RATE OF INTEREST

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

Hasell
not giving
What they promised.
EP obligated to do
the testing.

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Vice Chairman Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

2. Policy on employee performance review TAB 2

3. Key Largo Park Sign TAB 3

4. *BULK* **CONSENT AGENDA** *off now ACTION ITEM*
RESOLUTION NO. 07-07-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE SELECTING AND APPROVING OF THE SPECIFIC VERSION OF ROBERT RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING RONR WILL BE USED FOR REFERENCE AND GUIDANCE IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD OF COMMISSIONERS.

8/31 - ReDo of Assessment Reso. TAB 4

I. **ACTION ITEMS**

5. Minutes of July 13, 2005 Board Meeting TAB 5

6. Contract for FY 2005 Audit Services TAB 6

7. Pending Payments List TAB 7

8. Color Camera for Lateral Inspections TAB 8

9. AutoCAD Software TAB 9

J. **DISCUSSION ITEMS**

10. Preliminary Draft Capital Budget FY 2006 TAB 10

11. Preliminary Draft Operating Budget FY 2006 2nd presentation TAB 11

13. Assessment Reso

K. **STATUS REPORTS**

12. Monthly Report & Current Progress Maps of Projects TAB 12

Next Meeting Discussion of \$100,000 loan

ITEMS OF ONGOING CONCERN

1. Procedures
2. Agency Coordination

L. **ADJOURNMENT**

8/31/05
Info Pack
Full Program Projection

TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED SPECIAL ASSESSMENTS AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

TAB 1

2. Proposed Budgets for FY 2006

TAB 2

F. PUBLIC COMMENT

G. COMMISSIONERS ROUND TABLE

H. COMMISSIONER ITEMS

I. BULK ITEMS

TAB 3

3. Airvac Purchase Order for KLP Project

J. ACTION ITEMS

4. Board Meeting Minutes of July 20 & Aug. 3, 2005

TAB 4

5. Pending Payments List

TAB 5

6. Rule Change Log #10
Article IX Fees And Charges, Section 9.01 System
Development Fee (SDC) (16)

TAB 6

7. Rule Log #12
Article 1 N/A New Section 1.14 Meeting Procedures

TAB 7

K. DISCUSSION ITEMS

8. \$100,000 Loan

TAB 8

L. STATUS REPORTS

9. Treatment Plant Operator Search

TAB 9

10. Proposed "Employee Performance Evaluation"

TAB 10

11. DCA Inspection

TAB 11

M. ADJOURNMENT

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 17, 2005

Agenda Item No. 1

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Policy concerning consent agenda

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 7, 29, 05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

Summary Explanation/Background: The Board would like to establish a policy concerning the consent agenda.

The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

The Board moved this item to the next meeting at the 8.3.05 meeting.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 17, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

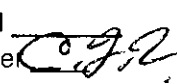
SUBJECT: Policy concerning employee performance reviews

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 8-1-05



Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments: Performance reviews.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

Summary Explanation/Background: Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to have a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman

The Board requested this item to be placed on the Aug. 3 agenda at the July 13 meeting.

The FKAA performance reviews are attached for the Boards review.

Resulting Board Action:

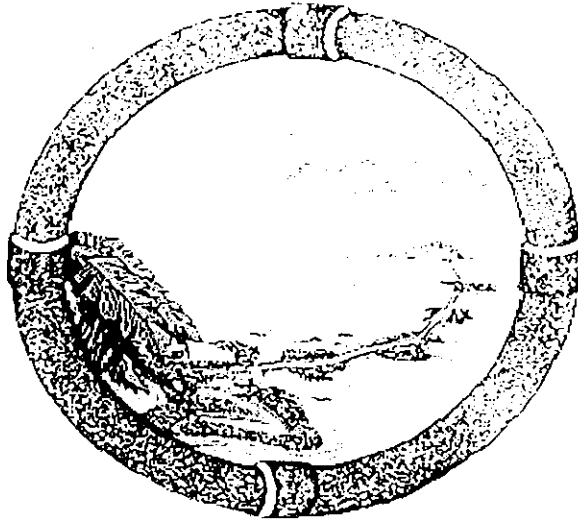
☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*

☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.

☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.

☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*

☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.

☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.

☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*

☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.

☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.

☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Directing/Leadership:** *The ability to set an example for others to follow; motivates and inspires subordinates to greater levels of achievement; sets realistic and challenging goals for self and others; commands the respect and support of subordinates; and continued development of own abilities in order to keep abreast of the field.*

☐ Exceeds Expectations: Consistently provides an excellent example for other to follow; involves subordinates in setting challenging goals; stimulates others to contribute new ideas; delegates effectively; enjoys the respect of subordinates; maintains own knowledge current with the field.

☐ Meets Expectations: Good at planning and organizing the work load. Usually does a good job at delegation and follow through. Staff usually gets the job done properly and on time.

☐ Needs Improvement: Overly cautious in setting goals; goals are frequently not challenging; delegates either excessively or not at all; morale is low; knowledge of field is out of date.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
- ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
- ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement/Problem Solving:** *Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; degree of understanding or organizational constraints in taking corrective action; ability to accommodate new information in the problem solving process.*

- ☐ Exceeds Expectations: Excellent ability to organize and correctly interpret information regarding a problem; anticipates or takes action in the earliest stages of problem development; understands and takes into account the long range implications of decisions; recommended solutions are innovative, almost always accepted and usually successful.
- ☐ Meets Expectations: Able to organize and correctly interpret information relevant to a problem; recognizes problems and initiates action in the early stages of problem development; anticipates some broader and/or long-range implications of decisions; recommended solutions are sound, occasionally innovative, and are usually accepted and successful.
- ☐ Needs Improvement: Problem solving ability satisfactory only within a narrow specialty area; requires considerable supervisory assistance outside this area; not fully cognizant of the larger implications of decisions; marked tendency to defer decisions or refer to own supervisor.

Comments: _____

7. **Budget Management:** *Maintaining the efficiency of operations as expressed in terms of cost-effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budget amounts; and, taking appropriate corrective actions when unexpected budget problems develop.*

- ☐ Exceeds Expectations: Operates efficiently near the lowest possible cost; stays within budget and frequently is able to save money by more economical procedures; staff deployment pattern optimized for maximum efficiency.
- ☐ Meets Expectations: Operates near lowest possible cost; stays within budget and is occasionally able to save money; staffing pattern indicates concern for efficiency.
- Needs Improvement: Usually fails to operate within budget, necessitating extensive budget revision and/or additional funds; results achieved insufficient for funds expended; overstaffed or available personnel not properly deployed to match workload.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*
- ☐ Exceeds Expectations: Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.
 - ☐ Meets Expectations: Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.
 - ☐ Needs Improvement: Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Skills:** *Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public; ability to give and accept constructive criticism; and ability to influence rather than instruct subordinates.*
- ☐ Exceeds Expectations: Maintains highly effective working relationships with others; viewed as very cooperative; accepts criticism in a positive way; influences others through sincerity and conviction rather than depending on authority; confronts conflict and resolves through effective problem solving.
 - ☐ Meets Expectations: Maintains effective working relationships with most people; seen as generally cooperative; usually takes criticism positively; uses authority sparingly, preferring to influence rather than instruct; usually willing to deal with conflict through sound problem solving.
 - ☐ Needs Improvement: Has few effective working relationships; generally seen as uncooperative; frequently reacts negatively to constructive criticism; uses authority rather than influencing skills; delays intervention into conflict situations, allowing those involved to come to a resolution.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e.: attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*
- ☐ Exceeds Expectations: Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.
 - ☐ Meets Expectations: Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.
 - ☐ Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*

☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.

☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.

☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*

☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.

☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.

☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*

☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.

☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.

☐ Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Ex) Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative
Quantity of Work
Quality of Work
Directing/Leadership
Dependability & Work Habits
Judgement/Problem Solving
Budget Management
Job Knowledge
Interpersonal Skills
Personal Qualities
Communication
Employee Development
Planning/Organizational Skills

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 59 - 65 points

Meets Expectations..... 39 - 58 points

Fails to Meet Expectations..... 1 - 38 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments:

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature

Date

Immediate Supervisor's Signature

Date

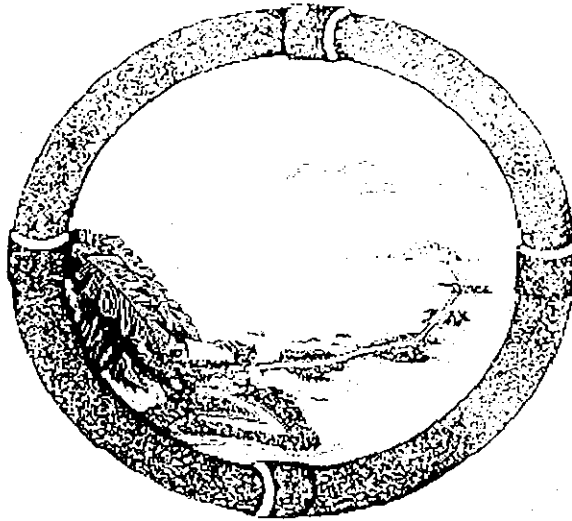
Department Director's Signature

Date

Executive Director's Signature

Date

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

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- ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*
- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
- ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
- ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Directing/Leadership:** *The ability to set an example for others to follow; motivates and inspires subordinates to greater levels of achievement; sets realistic and challenging goals for self and others; commands the respect and support of subordinates; and continued development of own abilities in order to keep abreast of the field.*
- ☐ Exceeds Expectations: Consistently provides an excellent example for other to follow; involves subordinates in setting challenging goals; stimulates others to contribute new ideas; delegates effectively; enjoys the respect of subordinates; maintains own knowledge current with the field.
- ☐ Meets Expectations: Good at planning and organizing the work load. Usually does a good job at delegation and follow through. Staff usually gets the job done properly and on time.
- ☐ Needs Improvement: Overly cautious in setting goals; goals are frequently not challenging; delegates either excessively or not at all; morale is low; knowledge of field is out of date.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.

☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.

☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement/Problem Solving:** *Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; degree of understanding or organizational constraints in taking corrective action; ability to accommodate new information in the problem solving process.*

☐ Exceeds Expectations: Excellent ability to organize and correctly interpret information regarding a problem; anticipates or takes action in the earliest stages of problem development; understands and takes into account the long range implications of decisions; recommended solutions are innovative, almost always accepted and usually successful.

☐ Meets Expectations: Able to organize and correctly interpret information relevant to a problem; recognizes problems and initiates action in the early stages of problem development; anticipates some broader and/or long-range implications of decisions; recommended solutions are sound, occasionally innovative, and are usually accepted and successful.

☐ Needs Improvement: Problem solving ability satisfactory only within a narrow specialty area; requires considerable supervisory assistance outside this area; not fully cognizant of the larger implications of decisions; marked tendency to defer decisions or refer to own supervisor.

Comments: _____

7. **Budget Management:** *Maintaining the efficiency of operations as expressed in terms of cost-effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budget amounts; and, taking appropriate corrective actions when unexpected budget problems develop.*

☐ Exceeds Expectations: Operates efficiently near the lowest possible cost; stays within budget and frequently is able to save money by more economical procedures; staff deployment pattern optimized for maximum efficiency.

☐ Meets Expectations: Operates near lowest possible cost; stays within budget and is occasionally able to save money; staffing pattern indicates concern for efficiency.

☐ Needs Improvement: Usually fails to operate within budget, necessitating extensive budget revision and/or additional funds; results achieved insufficient for funds expended; overstaffed or available personnel not properly deployed to match workload.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*

☐ **Exceeds Expectations:** Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.

☐ **Meets Expectations:** Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.

☐ **Needs Improvement:** Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Skills:** *Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public; ability to give and accept constructive criticism; and ability to influence rather than instruct subordinates.*

☐ **Exceeds Expectations:** Maintains highly effective working relationships with others; viewed as very cooperative; accepts criticism in a positive way; influences others through sincerity and conviction rather than depending on authority; confronts conflict and resolves through effective problem solving.

☐ **Meets Expectations:** Maintains effective working relationships with most people; seen as generally cooperative; usually takes criticism positively; uses authority sparingly, preferring to influence rather than instruct; usually willing to deal with conflict through sound problem solving.

☐ **Needs Improvement:** Has few effective working relationships; generally seen as uncooperative; frequently reacts negatively to constructive criticism; uses authority rather than influencing skills; delays intervention into conflict situations, allowing those involved to come to a resolution.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e.: attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*

☐ **Exceeds Expectations:** Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.

☐ **Meets Expectations:** Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.

Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*
- ☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.
 - ☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.
 - ☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*
- ☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.
 - ☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.
 - ☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*
- ☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.
 - ☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.
 - ☐ Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

Factor Titles:

RANKING:

POINT ELEMENT:

Initiative
Quantity of Work
Quality of Work
Directing/Leadership
Dependability & Work Habits
Judgement/Problem Solving
Budget Management
Job Knowledge
Interpersonal Skills
Personal Qualities
Communication
Employee Development
Planning/Organizational Skills

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 59 - 65 points

Meets Expectations..... 39 - 58 points

Fails to Meet Expectations..... 1 - 38 points

If an employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments:

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature

Date

Immediate Supervisor's Signature

Date

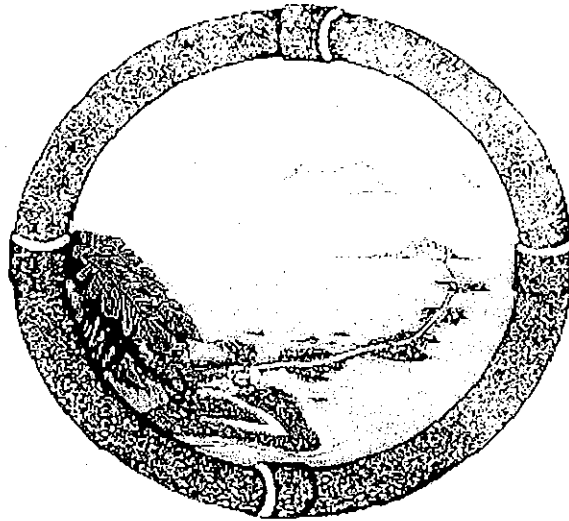
Department Director's Signature

Date

Executive Director's Signature

Date

FLORIDA KEYS AQUEDUCT AUTHORITY



NON-BARGAINING, NON-SUPERVISORY EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*
- ☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.
- ☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.
- ☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*
- ☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.
- ☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.
- ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*
- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
- ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
- ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Attendance:** *Pertains to employee's leave record and employee's conscientiousness in following proper reporting procedures, concerned with such items as excessive sick leave or absences without leave, etc.*
- ☐ Exceeds Expectations: Excels in attendance. Conforms to scheduled work hours, rarely extends lunch hours or breaks.
- ☐ Meets Expectations: Meets expectations for attendance, utilizes leave as intended. Conforms to scheduled work hours, seldom extends lunch hours or breaks.
- ☐ Needs Improvement: Irregular attendance and/or punctuality, abuses leave or utilizes leave to avoid stressful/demanding work periods. Negligent of scheduled work hours, often extends lunch hours or breaks.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
- ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
- ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement & Adaptability:** *Refers to the ability of the employee to think logically, to evaluate available choices and to make carefully thought-out practical decisions. Includes an employee's flexibility to meet new situations with confidence, to adjust to new assignments and/or methods readily and without difficulty.*

- ☐ Exceeds Expectations: Demonstrates sound judgement in the performance of his/her job. Offers input and/or constructive criticism in a tactful manner. Adapts well to changing situations. Accepts new assignments and/or methods with little difficulty.
- ☐ Meets Expectations: Accepts directions, instruction and authority. Requests additional information/direction only on the most complex assignments/tasks.
- ☐ Needs Improvement: Demonstrates lapses in judgement which make continued satisfactory performance improbable. Work must constantly be reviewed and checked. Has difficulty in following directions and instructions. Requires significant assistance in new assignments/tasks.

Comments: _____

7. **Safety:** *Concerns the personal safety habits of the employee; the employee's regard for safe working practices, for care of tools, machines, equipment, property, etc. The employee's observance of safety rules, regulations and procedures.*

- ☐ Exceeds Expectations: Demonstrate conscious awareness and is pro-active in following safety policies and procedures in the performance of his/her job duties.
- ☐ Meets Expectations: Complies with established safety policies and procedures in the performance of his/her duties.
- ☐ Needs Improvement: Works with careless disregard of established safety policies and procedures.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*

☐ **Exceeds Expectations:** Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.

☐ **Meets Expectations:** Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.

☐ **Needs Improvement:** Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Relations:** *Pertains to employee's willingness to develop a positive working relationship with fellow employees; to work as a team; to be cooperative, helpful and polite to the public, and fellow employees; to project a positive image of the Authority through the employee's manner toward others.*

☐ **Exceeds Expectations:** Exhibits cooperative spirit, works well as a member of the team. Gets along well with other employees and the public; respected by his/her co-workers.

☐ **Meets Expectations:** Attitude towards work demonstrates interest in job and support of the organization. Demonstrates a positive attitude towards supervisors, co-workers and the public; respectful, courteous, exhibits good self control and cooperation.

☐ **Needs Improvement:** Attitude demonstrates lack of interest in job, frequently criticizes or complains about work conditions/assignments/fellow employees. Noticeable difficulty in getting along with supervisors, co-workers and the public.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e. attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*

☐ **Exceeds Expectations:** Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.

☐ **Meets Expectations:** Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.

Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative

Quantity of Work

Quality of Work

Attendance

Dependability & Work Habits

Judgement and Adaptability

Safety

Job Knowledge

Interpersonal Relations

Personal Qualities

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 46 - 50 points

Meets Expectations. 30 - 45 points

Fails to Meet Expectations 1 - 29 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments: _____

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Department Director's Signature

Date

Executive Director's Signature

Date

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 17, 2005

Agenda Item No. 3

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Sign at the Key Largo Park Project

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 8-12-05

Originating Department: Commissioner Bauman	Costs: Approximately \$ Funding Source: Acct.	Attachments: Picture of sign
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: Commissioner Bauman placed this item on the agenda for discussion.

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised6

Water Quality Improvement Project



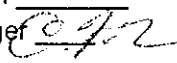
Agenda Request Form

Meeting Date: Aug 13 2005

Agenda Item No. 4

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☒ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Resolution No. 07-07-05RECOMMENDED MOTION/ACTION:Approved by General Manager 

Date: 7-24-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 07-07-05
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on the agenda.Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

RESOLUTION NO. 07-07-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE SELECTING AND APPROVING OF THE SPECIFIC VERSION OF ROBERT RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING RONR WILL BE USED FOR REFERENCE AND GUIDANCE IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD OF COMMISSIONERS.

Whereas The Board of KLWTD Commissioners on November 19, 2002 resolved That Robert's Rules of Order shall govern to the parliamentary procedures of the KLWTD Board henceforth.

Whereas The KLWTD Board Of Commissioners to this date has not established which copy/version of Robert's rules of order will be use to govern the KLWTD.

Whereas The definition of RONR means "Robert's Rules of Order Newly Revised ".

Whereas The rules within the RONR makeup the most widely accepted guide to fair and orderly meetings. They are applicable within the framework of any political belief and within the structure of any club, organization, or meeting that must transact business.

Whereas The public widely accepts and expects Robert's Rules of Order as the standard procedure for public bodies and is entitled to a to a familiar environment in which they wish to participate and deliberate.

Whereas When the public encounters vastly different rules of order between various bodies of government and/or organizations. the public may very well be dissuaded from participation and most particularly confused as to how their public business is being transacted.

Whereas Some KLWTD Commissioners have previously expressed during Board meetings the KLWTD Board should transact act business in an informal manner. RONR dissenting commissioners have expressed desires not to have any Robert's Rules Of Order.

Whereas Many Board discussions have ensued in the past to 2 -- 1/2 years of public meetings regarding rules and procedures. The Board has even spent great sums of money on consultants regarding the same and even received published outlines for rules and procedures. But to date no board action has taken place to address amend or change the adopted rules and procedures issues. (RONR 11-19-2002)

Whereas The presently sitting chairman (07/27/05) being present at the meeting as a member of the board on November 19, 2005 when the KLWTD Board unanimously adopted Robert's Rules of Order has conducted himself according to RONR and has attempted as present chairman to preside during board meetings using the Board approved parliamentary procedures there in. *Glenn De l et c*

Whereas Certain members of the KLWTD Board have continued to dissent on their own vote in accepting RONR on November 19, 2002. The dissenting commissioners with their

disruptive, dilatory and non-germane dialogue have caused ambiguity, ambivalence and confusion as to the KLWTD Board's policies & directions. This constant dissenting has caused unnecessary prolonged delays in the districts progress.

) **Whereas** It is imperative the KLWTD. Board select a specific volume/version of Robert's Rules of Order to govern the board on rules of order. This volume/version will provide the board, the chairman, the parliamentarian our counsel and with all who wish to engage, participate or transact with the KLWTD, a reference manual for the orderly and democratic process of doing public business.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AS FOLLOWS -- the rules contained in **Robert's Rules of Order Newly Revised (RONR) 2000 Edition** shall govern the KLWTD Board of Commissioners in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the KLWTD Board Of Commissioners.

The foregoing RESOLUTION NO. 07-07 05 was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
) Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 07-07-05 duly passed and adopted the 3rd day of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

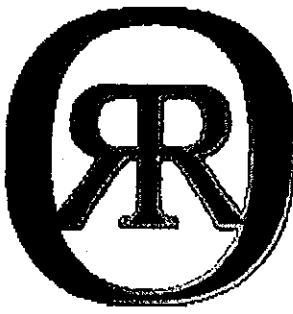
By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

Carol Walker, Board Clerk

By _____
District Counsel



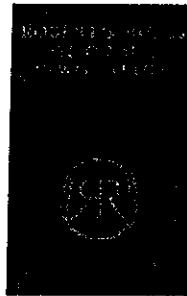
THE OFFICIAL *Robert's Rules of Order* Web Site

The Right Book

Robert's Rules of Order is America's foremost guide to parliamentary procedure. It is used by more professional associations, fraternal organizations, and local governments than any other authority.

The Tenth edition, referred to as *Robert's Rules of Order Newly Revised* (RONR), supersedes all earlier editions as the parliamentary authority in organizations that have adopted *Robert's Rules of Order* in their bylaws. It is important for all members of an organization to use a single parliamentary guide. Older editions of *Robert's Rules* have significant differences in their guidelines and page and section references, which can exacerbate disagreements instead of helping to settle them.

Here are images of the hardcover (dark blue) and softcover (gold) editions of the right book:



Robert's Rules of Order Newly Revised, is readily available at most bookstores. If the multiplicity of similar titles is confusing, insist on one of the editions shown above. Other versions may be less expensive, but they will leave you looking in vain for a passage or a page that other group members have in front of them. You can also order the book online from Amazon.com.

Because *Robert's Rules of Order* has been in use for so long, some of the earliest editions (published before 1915) are no longer protected by copyright. They have therefore been republished and revised by different writers with variable qualifications in parliamentary law. There is even one book published under the "Robert's Rules" name which contains an entirely different text. None of these books is sanctioned by the Robert's Rules Association, and none of them is a reliable, definitive source on parliamentary law. Only the 2000 edition of *Robert's Rules of Order Newly Revised*, is today's official

Short History of
Robert's Rules
About the Authors
The Right Book
How Your
Organization Can
Adopt *Robert's Rules*
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handbook.

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General Henry M. Robert
Robert's Rules of Order
Newly Revised
Tenth Edition

A New and Enlarged Edition by Sarah Corbin Robert, Henry M. Robert III, William J Evans, Daniel H. Honemann, and Thomas J Balch.

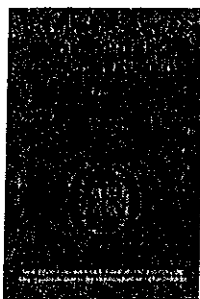
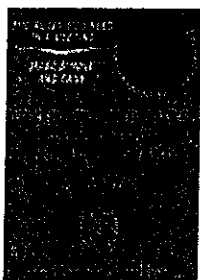
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NOTE: While Amazon.com also makes available other books with "Robert's Rules" in the title, be aware that only what it sells as *Robert's Rules of Order Newly Revised* is the current, official version. See [The Right Book](#).

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 17, 2005

Agenda Item No. 5

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of July 13, 2005 Board Meeting

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 8-11-05



Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of 7.13.05 meeting
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>C.F.R.</u> <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input checked="" type="checkbox"/> Clerk <u>ew</u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Board of Commisisoners Meeting



July 13, 2005
98880 Overseas Hwy, Key Largo, FL

The KLWTD Board of Commissioners met for a regular meeting on July 13, 2005 at 5:03 PM. Present were Chairman Charles Brooks, Commissioners, Glenn Patton, and Gary Bauman. Commissioner Andrew Tobin arrived at 5:19 pm. Commissioner Claude Bullock called in at 5:04 pm and participated by phone. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other appropriate District staff.

Chairman Brooks led the Pledge of Allegiance.

Motion: Commissioner Patton made a motion to allow Commissioner Bullock to participate and vote by phone in the Commission meeting of July 13, 2005. Commissioner Bauman seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock			Abstained
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 3 to 0

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Chairman Brooks requested that an amendment to the office lease be added, a May payment to Haskell be added, a discussion item concerning a definition of customer be added, a report on the Auditor RFP be added, and the CPH Work Authorization be removed.

Option: Commissioner Bullock made a motion to approve the agenda as amended. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: Steve Cacciatore, President of the KLTV association asked if the Commission will be voting on rates at the current meeting. Chairman Brooks explained that the vote will be taken on July 20, 2005.

COMMISSIONER'S ROUNDTABLE

Commissioner Bauman stated that he is against any items being discussed that have not been placed on the agenda.

Chairman Brooks asked if the Board had any comments on being involved with the furnishing of the new office building. There were no comments from the Board.

COMMISSIONER'S ITEMS

Parliamentary Procedures

Commissioner Tobin stated that every once in while the Board gets into issues. There are a few standard things that he feels should be written down as policies. Item One: Each Commissioner shall have a limited opportunity to ask questions and make comments before the Chair entertains a formal motion on an item. This shall not preclude the opportunity to engage in additional questions and/or debate after a motion is offered. Item 2: On matters of special importance, including such items as rate setting, special assessments, long-term contracts, and large financial obligations, two affirmative votes at separate meetings shall be required unless four commissioners are satisfied an emergency or other good cause exists to forego the second vote. Item 3: Commissioners shall have the right to ask Staff (Manager, Clerk, Financial Officer, or Attorney) to conduct limited research and prepare materials on an issue without the knowledge or approval of the Board unless staff determines the request will be unduly disruptive or prohibitively expensive. In that case Staff shall comply with the request on a limited basis until such time as the Board decides whether resources should be devoted to an issue.

District Counsel Thomas Dillon explained that Robert's Rules of Order is a suggestion on the official way to run a meeting. The suggestion in Robert's Rules is that the discussion on an item can be efficient much more focused if there had been a motion made. The Board can change this if they would like.

Commissioner Tobin stated that most of the Board is comfortable with having limited discussion before a motion has been made. The Chair still has control of the floor and how much discussion should go forward.

Commissioner Patton suggested that the Rules change form be used to formalize the policies.

Commissioner Bauman said that he agreed with Commissioner Tobin on the three proposed policies.

Commissioner Bullock has worked within the rules but he has the ability to change and can work with the discussion set up either way.

Chairman Brooks has been diametrically opposed to discussion before a motion since he became Chair. The Board had been going off track with a lot of discussion that was not relevant to the item. There are three separate items and they should be tackled as three separate agenda items. There should be a motion for consideration, perhaps three since it is three separate items. Chairman Brooks commented on Commissioner Tobin's remark that he needs feed back from staff at times, and a choice comment from fellow Commissioner's before he is ready. Chairman Brooks said that the time for limited amount of information is before the Commission meeting. Staff prepares an agenda which is delivered to the Board in a timely manner for each Commissioner to review all issues before coming to the Board meeting. It is the responsibility of each Commissioner to review the issues, most particularly those for action, prior to the meeting. Staff is also available for individual Commissioner dialog prior to the meeting to discuss the issues. This goes beyond limited amounts of information and could lead to in-depth details of the issues prior to the meeting. Each Commissioner should arrive at the Board meeting fully knowledgeable on the issues to be discussed. It is unfair to the Commissioners who have done their homework on the issues to sacrifice their valuable time for a Commissioner who has not done his homework to receive his homework in class. The purpose of the parliamentary procedure, which the Board has adopted, is to follow the standard the parliamentary procedure has established in making motions prior to discussion. It is a procedure that has lasted for hundreds of years and is time proven in Roberts Rules of Order. The purpose of the parliamentary procedure is in making a motion it is first establish whether the motion should even be considered by the Board by having a motion with a second. There have been motions die to the lack of a second which meant that there was not enough interest from the Board to bring the issue to the Board. Motion making narrows the issue to the issue and prevents some members from taking advantage of the informality of the meeting by taking up time of the Board in taking up non-related issues, going off on tangents not related to the issue. That only prolongs and delays and interferes with the smooth operation and the clear direction to staff as to the policy of the Board.

On the issues of premature positioning and back sliding Chairman Brooks stated that there are terms that he has not heard of previously. These are handled by the multitude of parliamentary motion handling such as amending and tabling. On the issue of the Chairman retaining authority, the Board member requesting the pre-discussion of issues is the one member, in Chairman Brooks' opinion,

who is most likely unlikely not to yield to the Chair to limit discussion. Chairman Brooks stated that thinks that the Board has been able to keep an orderly meeting.

The Commission decided by consensus to place the three items separately on the August 3 agenda.

Commissioner Tobin then suggested that an item concerning how Commissioners should get an action item on the agenda be on the August third agenda. The item should have at least two votes during discussion to be placed on the agenda for action.

The Board would like to establish a policy concerning the consent agenda.

ACTION ITEMS

Amendment to the Office Lease with Chris Sante

District Counsel Thomas Dillon explained that the amendment removes the obligation to name Mr. Sante on the liability policy. The District's insurance company will not name him on the policy because he is not a public entity. Mr. Sante has agreed to the amendment.

Motion: Commissioner Tobin made a motion to approve the amendment to the Office Lease with Chris Sante. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

District Financial Officer Compensation

General Manager Charles Fishburn explained that the District Financial Officer, Marty Waits, has been employed on a hourly basis with the District for one year on July 1, 2005. Marty replaced an outside consultant paid \$130 per hour at a rate of \$30 per hour. The Board's committee formed to replace the consultants with local hires projected \$40 per hour for this position.

Marty was employed at \$30 per hour partly because the General Manager had no knowledge of his capabilities other than his resume and an interview. Marty has demonstrated over the past year that he is an outstanding employee of the District.

∴ Fishburn recommends Marty's hourly rate be raised to \$40 per hour effect July 1, 2005.

Fishburn urged the Board to be proactive in approving this increase. Islamorada lost their financial person to the private sector recently and are now employing this person back at a rate in excess of \$100 per hour. He would also point out this is not a merit or COLA increase. It is compensating Marty for the value of the job he does for the District.

Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to be a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Motion: Commissioner Bauman made a motion to table the item.

Motion died due to a lack of a second.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman.

Chairman Brooks stated that he wanted to make sure that Mr. Waits increase does not set a precedent in increases. He would like to see in the evaluation availability of an hourly employee.

Motion: Commissioner Bullock made a motion to approve the increase in the District Financial Officer's hourly rate to \$40 an hour effective July 1, 2005. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman		X	
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 4 to 1

Pending Payments List

Motion: Commissioner Bauman made a motion to approve the pending payments list for July 13, 2005 consisting of a May payment to Haskell. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary			

Chairman	X		
Commissioner			
Claude Bullock	X		
Commissioner			
Glenn Patton	X		
Commissioner			
Andrew Tobin	X		
Chairman			
Charles Brooks	X		

Motion passed 5 to 0

DISCUSSION ITEMS

Provision of Wastewater Service in General Rules Change Log #1

Section 3.02 Wastewater Connections

Staff will emphasize that the convenience to the District will rule the decision of the location of the Valve Chambers. Staff was directed to rewrite the rule to say all District property not just valve chambers.

Provision of Wastewater Service In general Rules Change Log #2.

Chairman Brooks had the following comments:

On page 8 paragraph 3 he feels that the paragraph is vague and confusing and that it implies tampering on private property but because of its ambiguity it possible shifts responsibility for reporting tampering that takes place anywhere.

On page 8 paragraph 4 he again feels that the paragraph implies unbridled control and intrusion of property facilities placed there by the owner at the owner's expense. It also gives excessive powers to any individual or any employee of the District. It also categorically states the District will do an investigation regardless of whether or not a claim for tampering is valid and grants control to the District on private property facilities.

On page 8 paragraph 5 he thinks that the paragraph does not seem relevant to wastewater service. It may be lagging from the drinking waterside so how can it determine reduce cost of flow or services if the District is charging by the incoming flow. If tampering were to take place on private property with the sewer line from the residence to the street were strictly an outflow or sewerage flow with no metering device after you implement or charge somebody using this paragraph.

On page 9 paragraph 6 Chairman Brooks thinks this paragraph relates to the laterals or private property facilities. The first part of this paragraph says your are guilty without due process. The paragraph states you must demonstrate your innocence. This paragraph goes further to say the District will be responsible for correcting the tampering on private property.

On page 9 paragraph 7 Chairman Brooks would like to know where can any monetary or economic benefit be in the owner's last occupant damaging a lateral line. Don't the rules state that the residence or commercial properties within a geographical area that has central sewer will be charged

ch month for their appropriate service rate regardless whether or not they are connected to the lateral sewer system.

Page 9 paragraph 8 Again this paragraph throws responsibility onto the consumer the possibility of tampering – if their water bill is reduce, what level implies tampering? What about customers who have drastically highs and lows in their water consumption. In some cases gone for months at a time.

Commissioner Bullock looks at tampering as someone messing with the water meter and that would fall under the FKAA.

Commissioner Tobin does not think that the rule is strong or broad enough. The District needs to have the authority to confiscate, impound, remove, disconnect, etc any materials, facilities, or pipes that are connected to the wastewater system. Due process can come under “after the fact notice.”

Commissioner Patton thinks that if the District crews find something then the District should have the authority to remove something that is a deterrent to a public wastewater facility.

Commissioner Bauman likes the way the rule is written and would only agree to the minor modification.

Chairman Brooks told the Board about a system where the rules and regulations are display upon a screen and a person makes the changes to the document as it is discussed. He suggested that the Board may want to consider the system in the future.

Fees and Charges Rules Change Log #3

Section 9.01 Plan Review Fee

Ed Castle reported that the proposed change specifies a minimum fee plus a cost per 100 lineal foot collection main. Generally, collection mains will be in the ROW and will be designed and reviewed as part of project costs. On private property, typically laterals will be installed, with the exception being commercial properties. These may have main, laterals, force main, vacuum pits and pump stations. For simplicity, EDU-based fees are preferable. We can base the fees on EDU's, with the assumption that on average, the fee will pay for the required services. There will, however, be some instances where properties with high EDU counts will have a relatively simple set of plans. Conversely, properties with multiple buildings may have more complex systems.

Fees can be based on infrastructure, but a more comprehensive schedule would need to be generated. I have also seen fees based on a percentage of construction costs. This percentage method, however, may penalize properties with higher restoration costs unless restoration costs are dropped from the calculation. It is also subject to misrepresentation of actual construction costs.

This fee should include costs incurred for plan review, administrative expenses, and construction inspection. I would anticipate that the costs incurred by the District will be approximately 50% engineering review and 50% administrative and inspection.

The title of Section 9.01 might be changed to Connection Review and Inspection Fee or something similar.

Commissioner Patton said that the Change Order Forms can be used to address an issue. The issue now is plan review fees. He would like to see Mr. Castle get together with Mr. Fishburn and come back to a meeting with the language under the proposed rules change first.

Commissioner Tobin would like the Staff to come back with four categories and the true cost of the plan review.

Commissioner Bullock stated that it is not clear to him who the fees are applied to and it needs to be clarified.

Chairman Brooks agrees with the Board on the need for clarity. He does not want the people in the Key Largo Trailer Village to have to pay an additional plan review fee.

Fees and Charges Rules Change Log #6

Section 9.12 Laundromat SDC Fees Non Existent

Commissioner Patton stated that in his opinion, applying the normal SDC charges by calculating the numbers of EDU's based on 167 gallons per day usage would have the financial impact of leading Laundromats into bankruptcy.

Laundromats serve a vital public purpose. Also, low-income local residents that do not have laundry facilities at the current residence have already paid a SDC for the residence. Visitors have also paid a SDC via the commercial hotels having paid their SDC.

Laundromats would still pay the commercial usage rate of \$5.27 per thousand gallons of wastewater with no cap. As a result Laundromats will still basically pay of their usage of the KLWTD system.

Change log 7 also deals with Laundromats and the Board had no comments on either six or seven for change.

Classes of Wastewater Service Rules Change Log #7

Section 5.05 Laundromat Service

Definitions and Construction Terms Rules Change Log #8

Section 42 Definition of Equivalent Dwelling Unit

Commissioner Tobin does not want to change the definition of an EDU. There can be a separate section for a EDU.

District Counsel Thomas Dillon stated that he misunderstood the intention of Commissioner Patton's intent on Laundromats and at this time the change is not appropriate.

Classes of Wastewater Service Rules Change Log #9

Section 5.03

The Board and Staff will consider the intent of the change in Log 9.

Is and Charges Rules Change Log #10

Section 9.01 System Development Fee (SDC) (16)

Commissioner Tobin said that the District should have a policy for vacant property owners to sign off on the options to hook up to the sewer at the current time.

Ed Castle stated that Brown and Caldwell had been directed to design a plan to serve all the occupied lots and to design a system but put it as a dashed line going past the vacant properties and going down roads that have no homes. Laterals would not be run to vacant lots, just a stub out.

Commissioner Patton pointed out that for every vacant lot that is not charged the cost of an EDU goes up for everyone.

Commissioner Bauman would like to know where the money is going to come from if everyone signs a waiver. He would like to see the District do a break-even analysis.

Commissioner Bullock feels that each piece of property has the potential to be built on and the line should be run to it and the owner charged.

Commissioner Tobin said that if the District is going to go forward with billing vacant lots then a waiver clause allows the District to waive all or part of the fees upon a demonstrated showing that a vacant lot is in Tier One, owned for conservation, unity of title, or a ROGO lot.

Definition of a "Customer"

Commissioner Tobin would like to add "be the owner of the property or the owner's designee, which could also include any person who accepts or receives services, the intent being the owner is the responsible person" to the definition of a "Customer." This would make the owner of the property the responsible party.

District Counsel Thomas Dillon said that it is his intent to ask the State Representative to sponsor an amendment to the District's enabling legislation to give the District the ability to lean property. Mr. Dillon thinks that Commissioner Tobin's item is a good one.

Commissioners Bullock, Patton, and Bauman agree with Commissioner Tobin.

STATUS REPORTS

Monthly Report on KLTV & KLP from Ed Castle

Mr. Castle reported that he has received some shop drawings from ADB and had a preconstruction meeting with them on Tuesday.

The Treatment Plant is on schedule.

The comments have been submitted to CPH on the Lake Surprise/Sexton Cove project and have been received back on July 12, 2005.

Commissioner Bullock expressed concern over not being copied on issues relating to permit issues. Mr. Castle would like to have a letter sent from the Board requesting to be informed.

Project Funding Status Report

Financial Officer Martin Waits invited anyone to give him a call if they have any questions on the report.

Preliminary Report on the Auditor RFP

Mr. Waits reported that the District received two response and they will be ranked and presented at the August 20 meeting.

ADJOURNMENT

After a motion to adjourn by Commissioner Bullock and not seconded Chairman Brooks adjourned the meeting at 8:40 PM.

KLWTD meeting minutes of July 13, 2005 were approved on August 17, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 6

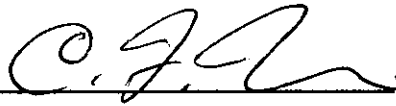
- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> DISCUSSION
<input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

SUBJECT: Contract for FY 2005 Audit Services

RECOMMENDED MOTION/ACTION: Authorization to execute a contract with Grau & Company to audit the District's FY 2005 Financial Statements.

Approved by General Manager

Date: 8-11-05



Originating Department: Finance	Costs: \$16,500 Funding Source: MSTU Funds Acct. #	Attachments: Schedule of Fees Agreement
Department Review: <input checked="" type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.		Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: Responses to an RFP for Professional Auditing Services have been previously reviewed with the Board, and authorization received to pursue a contract with Grau & Company.

A contract has been negotiated, and reviewed by legal counsel. Documents executed by Grau & Company will be in hand at the meeting.

APPENDIX E

SCHEDULE OF FEES

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE KEY
LARGO WASTEWATER TREATMENT DISTRICT 2005 FINANCIAL
STATEMENTS**

NAME OF PROPOSING FIRM: Grau & Company

	Hours	Quoted Hourly Rates	Total
Partners	<u>20</u>	<u>\$ 225</u>	<u>\$ 4,500.00</u>
Managers	<u>35</u>	<u>\$ 160</u>	<u>\$ 5,600.00</u>
Supervisory Staff	<u>35</u>	<u>\$ 110</u>	<u>\$ 3,850.00</u>
Staff	<u>28</u>	<u>\$ 70</u>	<u>\$ 2,520.00</u>
Other (specify): <u>Rounding</u>	<u> </u>	<u>\$</u>	<u>\$ 30.00</u>

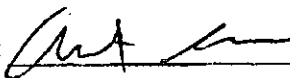
Sub-total for services described in
the Request for Proposals \$ 16,500.00

Out-of-pocket expenses:

Meals and lodging	<u>\$ 0.00</u>
Transportation	<u>\$ 0.00</u>
Other (specify): <u> </u>	<u>\$ 0.00</u>

**Total all-inclusive maximum
price for 2005 audit** \$ 16,500.00

Deduction amount if no Federal or State
single audit is required: (\$ 1,500.00)

Authorized Representative Signature: 

Printed Name and Title: Antonio Grau, Jr.

Date: August 5, 2005

AGREEMENT

By and Between

Key Largo Wastewater Treatment District

And

Grau and Company

Certified Public Accountants

For

Professional Auditing Services

This is an agreement between the Key Largo Wastewater Treatment District, an Independent Special District of the State of Florida (hereinafter the "District"), through its Board of Commissioners, and Grau and Company, Certified Public Accountants (hereinafter "Auditor.")

WITNESSETH, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, District and Auditor agree as follows:

ARTICLE I

SCOPE OF SERVICES

Auditor shall perform the services as specifically stated in the Scope of Services attached hereto as Attachment "A," and by this reference made a part hereof and as may be specifically designated and additionally authorized by the District. Each additional authorization will be in the form of a written work authorization. Each work authorization will set forth a specific Scope of Services, amount of compensation and completion date.

ARTICLE II

TERM

The term of this Agreement shall be for one (1) year beginning August 1, 2005 and ending July 31, 2006. At the end of each one (1) year period, this Agreement may, by agreement of the District and Auditor, be extended for up to four (4) additional one (1) year terms.

ARTICLE III

COMPENSATION

The District shall pay Auditor in accordance with Attachment B, Fee Schedule, which is attached hereto and incorporated by reference as part of this Agreement. The Fee Schedule will be subject to amendment for each extension period.

Auditor will invoice the District on a monthly basis. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services; a brief description of the services provided; if the services consist of a meeting or phone call, the names of the other participants; the time spent, rounded up to the nearest 0.1 hour.

This engagement is subject to the Florida Prompt Payment Act, Florida Statutes Chapter 218, Part VII.

ARTICLE IV STANDARD OF CARE

Auditor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional auditor under similar circumstances and Auditor shall, at no additional cost to the District, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE V RECORDS

Auditor shall keep such records and accounts, and require any and all agencies and sub-agencies to keep records and accounts as may be necessary in order to record complete and correct entries as to the services rendered hereunder. Such books and records will be available at all reasonable times for inspection and copying by the District and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete and incorrect entries in such books and records will be grounds for disallowance of any fees based upon such entries.

ARTICLE VI MISCELLANEOUS

6.1 OWNERSHIP OF DOCUMENTS

All documents and other data provided in connection with this Agreement are and shall remain the property of District whether or not the services to be performed hereunder are completed.

6.2 TERMINATION

This Agreement may be terminated by either party for cause, or by District for convenience, upon thirty (30) days written notice from the terminating party to the other party. In the event of such termination, Auditor shall be entitled to compensation for services performed to termination date. In the event that Auditor abandons this Agreement or causes it to be terminated by District, Auditor shall indemnify District against any loss pertaining to this termination. All finished and unfinished documents, data and reports prepared by Auditor shall become the property of District and shall be delivered to District within five (5) calendar days of District's request.

For purposes of this Agreement, termination by District for cause includes, but is not limited to, the following:

1. Auditor's failure to keep, perform and observe each and every provision of this Agreement and such failure continues for a period of more than seven (7) days after delivery to Auditor of a written notice of such breach or default; or
2. Auditor's occupational business license terminates for any reason; or

3. Auditor becomes insolvent, or takes the benefit of any present or future insolvency statute, or makes a general assignment for the benefit of creditors, or files a voluntary petition in bankruptcy or a petition or answer seeking reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any state thereof, or consents to the appointment of a receiver, trustee, or liquidator of all or substantially all of its property, or has a petition under any present or future insolvency laws or statute, filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or

Auditor recognizes and agrees that in the event of the termination or expiration of this Agreement, it will be necessary to assist the District and/or a selected successor to Auditor with an orderly transition and disposition of all records previously provided by the District to Auditor. Auditor shall be paid in accordance with Article III for all services rendered through the date of termination and for any services authorized to continue beyond the date of termination during any transition period.

6.3 EQUAL OPPORTUNITY EMPLOYMENT

Auditor agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement, because of race, color, religion, sex, age, national origin, or disability and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeships.

6.4 PUBLIC ENTITY CRIMES ACT

In accordance with Section 287.133, Florida Statutes, Auditor, by execution of this Agreement, verifies, acknowledges, and attests that it has not been placed on the convicted vendor list following a conviction for a public entity crime. Auditor further understands and accepts that this Agreement shall be voidable by the District or subject to immediate termination by the District in the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133, Florida Statutes. The District, in the event of such termination, shall not incur any liability to Auditor for any work or materials furnished.

6.5 ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered by Auditor under any circumstances, without the prior written consent of District.

6.6 INDEMNIFICATION OF DISTRICT

1. Auditor shall at all times hereafter, indemnify, hold harmless and defend District, its agents, and employees from and against any claim, demand or cause of action of any kind or nature arising out of error, omission or negligent act of Auditor, its agents, or employees in the performance of services under this Agreement.

2. Auditor further agrees, at all times hereafter, to indemnify, hold harmless and defend District, its agents, and employees from and against any claim, demand or cause of action or any kind or nature arising out of any negligent conduct or misconduct of Auditor in the performance of services under this Agreement and for which, its agents, or employees are alleged to be liable.

3. Auditor acknowledges and agrees that District would not enter into this Agreement without this promise of indemnification of District by Auditor, and that District's entering into this Agreement shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Agreement. Nothing in this Agreement shall be construed to affect in any way the District's rights, privileges, and immunities as set forth in Section 768.28, Florida Statutes.

6.7 INSURANCE

Auditor shall provide, pay for and maintain in force at all times during the services to be performed, insurance, including Workers' Compensation Insurance, Employer's liability Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance as described below.

Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. Auditor shall specifically protect District by naming the District as an additional insured under the Comprehensive General liability Insurance Policy hereinafter described. The Professional liability Insurance Policy or certificate shall reference this Agreement.

Notice of Cancellation and/or Restriction: The policies) must be endorsed to provide District with thirty (30) days notice of cancellation and/or restriction.

1. Professional Liability Insurance: The limits of liability provided by such policy shall be no less than Five Hundred Thousand Dollars (\$500,000.00).

2. Worker's Compensation Insurance to apply to all employees in compliance with the Workers Compensation law of the State of Florida and all applicable federal laws.

3. Comprehensive General Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General liability Policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include:

Premises and/or Operations;

Independent Contractors;

Broad Form Property Damage; and

Broad Form Contractual Coverage applicable to this specific Agreement.

Personal Injury Coverage with Employee and Contractual Exclusions removed, and with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

The District is to be named as additional insured with respect to liability arising out of operations performed for District by or on behalf of Auditor, or acts or omissions of Auditor in connection with such operations.

4. Business Automobile Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

Owned vehicles; and

Hired and non-owned vehicles.

5. Auditor shall provide to District, prior to the effective date of this Agreement, a Certificate of Insurance or a copy of all insurance policies required by Section 6.7 including any subsection thereunder. District reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that District shall be given not less than thirty (30) days notice prior to expiration or cancellation of the policy.

6.8 PERFORMANCE OF WORK BY AUDITOR

It is expressly agreed that Auditor is and shall be, in the performance of all work, services, and activities under this Agreement an independent contractor and not an employee, agent, or servant of the District. All persons engaged in any work, service or activity performed pursuant to this Agreement shall at all times and in all places be subject to Auditor's sole direction, supervision, and control. Auditor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects FIRM'S relationship and the relationship of its employees to the District shall be that of an independent contractor and not as employees or agents of the District.

6.9 LAWS AND REGULATIONS

It is further understood by the parties that Auditor will, in carrying out its duties and responsibilities under this Agreement, abide by all federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards.

6.10 CONTRACT ADMINISTRATOR

The District's Contract Administrator during the performance of services pursuant to this Agreement shall be the District's Finance Officer.

6.11 NO CONTINGENT FEE

Auditor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Auditor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Auditor any fee,

commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

6.12 GOVERNING LAW AND VENUE

The Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held In Monroe County and the Agreement will be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

6.13 ATTORNEYS' FEES

In ANY on brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

6.14 BREACH OF CONTRACT

Time is of the essence in the execution of the provisions of this Agreement.

6.15 AUTHORITY TO ENGAGE IN BUSINESS

Auditor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the District's representative upon request

6.16 ALL PRIOR AGREEMENTS SUPERSEDED

This document supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein; and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document.

6.17 DISTRICT'S RESPONSIBILITIES

The District shall be responsible for providing access to all project sites, and providing information on hand including all accounting records, paid invoices, bank deposits and reconciliations, and other data that are available in the files of the District.

6.18 NONDISCLOSURE OF DISTRICT INFORMATION

Auditor shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior express or implied authorization of District, or in response to a court ordered subpoena.

6.19 NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by first-class United States mail, postage prepaid, and addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notices:

FOR DISTRICT:

FINANCE OFFICER
KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HIGHWAY
KEY LARGO, FL 33037

FOR THE AUDITOR:

IN WITNESS WHEREOF, the parties hereto have set their hands this ____ day of August, 2005.

District
Key Largo Wastewater
Treatment District

Auditor

By: _____
Charles Brooks
Its: Chairman

By: _____
Its: _____

Attest

Attest

By: _____
Andrew Tobin
Its: Secretary

By: _____
Its: _____

Approved as to form

By: _____
Thomas M. Dillon
Its: Counsel

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 7

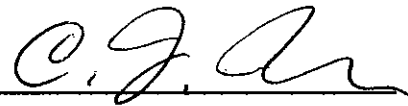
- | | |
|---|---|
| <p><input type="checkbox"/> PUBLIC HEARING</p> <p><input type="checkbox"/> DISCUSSION</p> <p><input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM</p> <p><input type="checkbox"/> STATUS REPORT</p> | <p><input type="checkbox"/> RESOLUTION</p> <p><input type="checkbox"/> BID/RFP AWARD</p> <p><input type="checkbox"/> CONSENT AGENDA</p> |
|---|---|

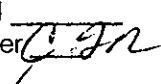

SUBJECT: Pending Payments List for August 17, 2005

RECOMMENDED MOTION/ACTION: Motion to approve pending payments list for August 17, 2005 contingent upon available funds.

Approved by General Manager

Date: 8-11-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Key Largo Wastewater Treatment District

Payments Pending 08/17/05
Prepared 08/10/05

CONSOLIDATED CASH BALANCE FORWARD

\$ 187,126.09

Administration & Operations

Cash Balance A&O Account Forward	\$ 96,102.22
Plus: MSTU Draw #10	77,110.40
Less: Florida Water resources Journal - Operator Ad	216.00
Postmaster - KLTV / KLP Assessment Notice	4,547.90
Dept. of Mgmt. Svcs - Telephone Service	329.79
Nissan Acceptance Corp. - Trucl Lease (July/August)	438.00
Keys Sanitary - Trash Service	32.62
Federal Express - Deliveries	126.89
Tom Dillon - Legal Services	6,906.50
Board Compensation - July	4,500.00
Staff Salaries - July	16,238.85
Payroll Benefits - FICA & Medicare	1,600.76
Sub-total Invoices	34,937.31

\$ 42,173.09

Cash Balance A&O Account If All Paid \$ 138,275.31

Memo: MSTU Draw #11 Submitted 7/22/05 \$46,929

Key Largo Park

Cash Balance KLP Account Forward	\$ (215,706.42)
Plus: DEP Draw #6	193,248.00
Less: Weiler Engineering - July	3,022.17
Tom Dillon - Legal Services	28.50
Staff Salaries (Incl. benefits) - July	2,802.34
Sub-total Invoices	5,853.01

187,394.99

Cash Balance KLP Account If All Paid \$ (28,311.43)

Memo: MC Cesspit Draw #1 Submitted 7/22/05 \$ 17,464

Key Largo Trailer Village

Cash Balance KLTV Account Forward	\$ 306,730.29
Plus: No Receipts	
Less: Weiler Engineering - July	5,656.79
Tom Dillon - Legal Services	219.00
Staff Salaries (Incl. benefits) - July	9,349.61
Sub-total Invoices	15,225.40

(15,225.40)

Cash Balance KLTV Account If All Paid \$ 291,504.89

Memo: FEMA Draw #8 Submitted 7/20/05 \$ 933,518

DCA Cesspit Draw #1 Submitted 7/22/05 \$ 654,049

FEMA Draw #9 (Final) Submitted 8/02/05 \$ 8,373

North Key Largo Development

Cash Balance NKLD Account Forward	(6,576.22)
Less: Tom Dillon	565.00
Staff Salaries (Incl. benefits) - July	1,512.16
Sub-total Invoices	2,077.16

(2,077.16)

Cash Balance NKLD Account If All Paid (8,653.38)

Memo: MC Loan Advance Submitted 7/01/05 \$1,000,000

CONSOLIDATED CASH BALANCE IF ALL PAID

\$ 399,391.61

NOTE: A TOTAL OF \$ 2,880,333 HAS BEEN REQUESTED FOR REIMBURSEMENT OR ADVANCE

Approved for payment:

Charles Brooks, Chairman

Andrew Tobin, Secretary

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 8

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Purchase of video camera.

RECOMMENDED MOTION/ACTION: Approve purchase of video camera for inspection of plumbing connections and pipeline maintenance.

Approved by General Manager

Date: 8-12-05

Originating Department: General Manager	Costs: \$ 6,800.00 Funding Source: Acct. #	Attachments: Memo and details from Ridgid catalogue.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <i>MB</i> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

See attached.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation

Revised

Memo

To: Key Largo Wastewater Treatment District Board
From: Margaret Blank
CC: File
Date: August 12, 2005
Re: Video Camera

The proposed video camera will be used to inspect homeowner plumbing connections to ensure that no rock, gravel, or other debris can enter and damage the vacuum sewer collection system. Once the collection system is operational, the camera will be used as a diagnostic tool to locate problems within the piping network.

A photograph of the camera from Ridgid's catalogue is enclosed. The pipe inspection system consists of a color camera, lights, 10-inch color monitor, and VCR. This camera was field tested along with another that came with a smaller monitor. We found that the larger monitor provided a much better picture than the smaller one.

This camera will improve the District's ability to perform its portion of plumbing connection inspections. The District will be responsible for ensuring that no gravel is in the pipe and checking the air intake. The Plumbing Department will check the trench bedding, pipe slope, pipe material, etc.

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

Color SeeSnake Systems

For color inspections using the latest technology choose RIDGID SeeSnake Plus.

- All color cameras have 350 lines of resolution for crisp clear images.

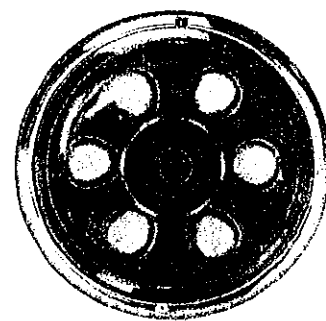


Self-Leveling SeeSnake Plus

Revolutionary Self-Leveling camera built SeeSnake Tough

The new Self-Leveling color video camera combines SeeSnake durability with an innovative, self-leveling camera head for a consistently upright picture. Smaller more durable, and more maneuverable than any other self-leveling camera on the market, this extraordinary camera is compatible with all Standard SeeSnake inspection systems.

All SeeSnake Cameras Include Factory Installed In-Line Transmitters.

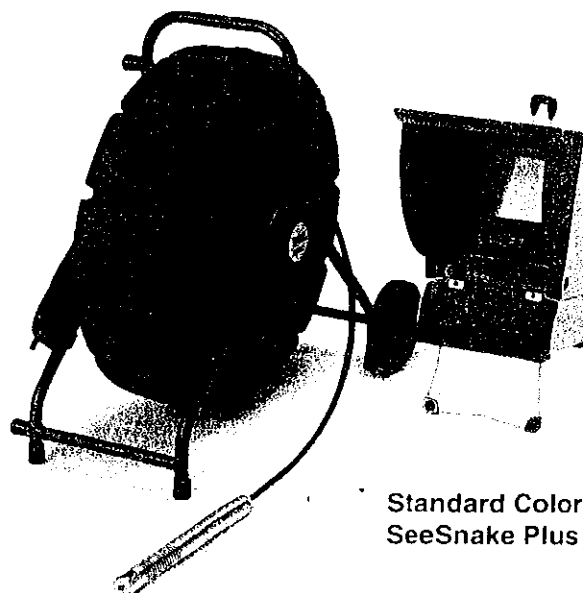


- Inspects Lines 2" and Larger
 - 2" 90's
 - 3" P-Traps
- Durable SeeSnake Construction in a Self-Leveling Camera Head
- 6 Rugged High-Intensity Lights
- Tungsten Weighting System
- Unique Bearing and Slip Ring Design

Color SeeSnake Plus

5 Rugged High Intensity Lights—Fully Adjustable

- At 1.365" in Diameter the Standard SeeSnake Plus provides you the Versatility you need to get the most out of your Camera Investment



Standard Color SeeSnake Plus

Color Mini SeeSnake Plus

- 3 Rugged High Intensity Lights—Fully Adjustable
- At 1.2" in Diameter the Color Mini SeeSnake Plus provides you the Maneuverability to get through the tightest spots



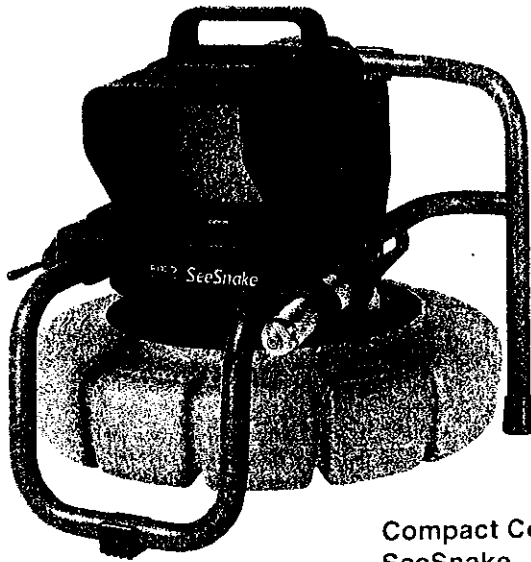
Color Mini SeeSnake Plus

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

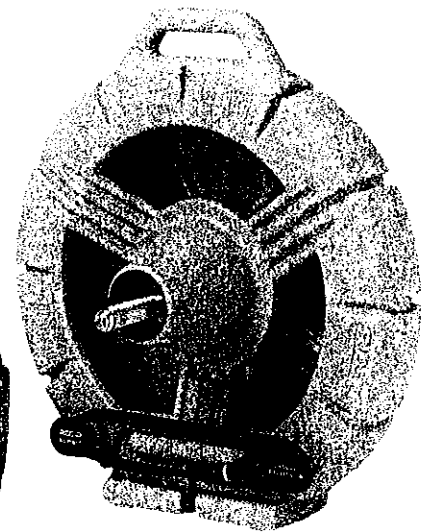
Color SeeSnake Compact and FlatPack

- SeeSnake Quality in a Lightweight Portable System
 - Compact Weighs only 20 lbs.
 - FlatPack Weighs only 11 lbs.
- 3 Rugged High Intensity Lights provide a crisp, clear image



Compact Color
SeeSnake

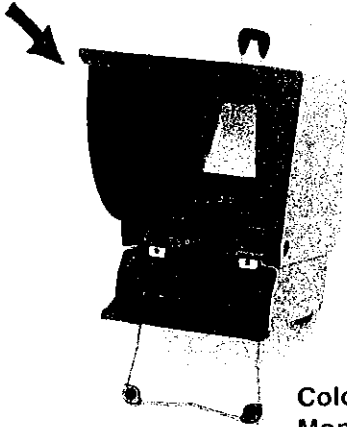
FlatPack
SeeSnake



Choose the Color Monitor that best suits you needs.

All Monitors Include:

- LED Control for Precise Lighting
- Transmitter Activation
- Power Supply



Color
Monitor VCR

Color Video
Toolcase



Color Monitor
Pack



- 10" Color Monitor
- Commercial Grade VCR
- Hands Free Audio Recording
- Volume and Audio Off Control

- High Resolution 5" Clear LED Monitor with Sunshade
- Commercial Grade VCR
- Internal Rechargeable Battery
- DC Car-Type Adapter

- 5" Color LED Monitor
- 14.4V Rechargeable Battery Port
- Plug for use with 115V/230V Outlet
- Video In/Out Jack

See Pages 126 and 127 For Ordering Information

RIDGID

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 9

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Purchase of Auto CAD LT 2006

RECOMMENDED MOTION/ACTION: Approve purchase of AutoCAD 2006 software.

Approved by General Manager

Date: 8-11-05

Originating Department: General Manager	Costs: \$899 Funding Source: Acct. #	Attachments: Quote from AutoDesk
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering MB <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: This drafting software will simplify and expedite communications with consulting engineers. It will also allow staff to view, plot and modify drawing in-house when needed.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Memo

To: Chuck Fishburn
From: Margaret Blank
CC: File
Date: August 11, 2005
Re: AutoCad Software

As you know, we've been considering three different types of drafting software, AutoCad, AutoCad LT, and TurboCad. At present, we'll be using this software primarily to view, plot, and modify drawings prepared by others. For this purpose, AutoCad LT is the best choice for us right now. TurboCad is geared toward architects, and I'm not sure about its compatibility with AutoCad. The full version of AutoCad may be necessary down the road if we decide to produce our own drawings. It has customizations and short cuts that expedite drafting work.

AutoCad LT is \$899. The full version of AutoCad is \$2,835.

Autodesk

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Software



AutoCAD LT 2006

**Original Price: ~~\$899.00~~****\$799.00****Instant rebate - save \$100 off list price!**

(Note: limited to a maximum of 10 seats per invoice address).

 **2000/XP**

Select Your Delivery Method

BUY NOW

AutoCAD LT® software, the world's number one seller for 2D drafting, just got better. AutoCAD LT with native DWG file format compatibility, simplifies drawing sharing. With enhancements such as improved text, tables, and hatching and a more intuitive interface, everyday tasks are streamlined just one thing in mind—your productivity.

- Dynamic input brings the power of the command line to the graphics cursor, giving you immediate information on the information you enter as you work.
- What you see is really what you get with improvements to the mtext editor, including number and one-step table creation.
- Hatch multiple areas with a single command, add and remove hatch boundaries, or calculate single click.
- Plot your drawings to paper or DWF easier and faster with a new simplified user interface.
- Single-user license
- 60 days of free telephone support from your date of purchase, in English, covering installation and configuration of AutoCAD LT.

AutoCAD LT cannot be sold outside of the US from this Store. If you are in Canada, please contact a reseller.

Recommended System Requirements:

- Intel® Pentium® III or later, with 800 MHz or faster processor, or compatible
- Microsoft® Windows® XP (Professional, Home Edition, or Tablet PC Edition with SP1 or SP2; 2000 Professional with SP4)
- 512 MB RAM
- 500 MB free disk space for installation
- 1024x768 VGA with true color
- Microsoft® Internet Explorer 6.0 SP1 or later
- CD-ROM drive
- Mouse, trackball, or compatible pointing device

Please contact an Autodesk Authorized Reseller if you have not previously owned or used an AutoCAD LT product, and, or need guidance in understanding the full range and variety of current Autodesk product and options available in order to choose the most appropriate solution for your business needs.

60-Day Basic Telephone Installation Support

Telephone installation support is technical assistance provided to you for 60-days from date of purchase with the primary purpose of getting the Autodesk software up and running on your system. It is not

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 10

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

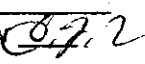

SUBJECT: Preliminary FY 2006 Capital Budget (First Presentation)

RECOMMENDED MOTION/ACTION: None

Approved by General Manager

Date: 8-11-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Presentation of the first draft of the FY 2006 Capital Budget and 5-year plan, which has been prepared by staff to solicit Commissioner's comments, suggestions and general input.

Final FY 2006 budget approval is anticipated no later than the meeting on September 7th.

KEY LARGO WASTEWATER TREATMENT DISTRICT
CAPITAL IMPROVEMENTS PROGRAM (FY 2006-2010)

PROJECT COST AND FUNDING SUMMARY

ESTIMATED PROJECT COSTS (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Key Largo Trailer Village	2,336	6,165	1,768					10,269
Key Largo Park	466	417	2,139					3,022
Calusa Campground			1,135					1,135
North Components		60	8,605	14,870	12,970	25		36,530
TOTAL COST	2,802	6,642	13,647	14,870	12,970	25	0	50,956

FUNDING SOURCES (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
County Loan	280	634						914
Grants	2522	5948	3,369					11,839
SDC's			371	735				1,106
Assessments			201	829	829			1,859
County Infrastructure Bonds		60	8,505	10,935				19,500
SRF Loan			100	2,371	12,141	25		14,637
To Be Identified			1,101					1,101
TOTAL FUNDING	2,802	6,642	13,647	14,870	12,970	25	0	50,956

ANNUAL OPERATING IMPACT CREATED BY PROJECTS (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Personnel:			74	114	175	183	193	739
Electric Power:			25	50	85	127	130	417
Chemicals:			8	15	55	118	121	317
Sludge Hauling:			18	38	52	63	71	242
Other Operating Costs:			91	149	219	290	300	1049
TOTAL OPERATING COST			216	366	586	781	815	2,764

**KEY LARGO WASTEWATER TREATMENT DISTRICT
CAPITAL IMPROVEMENTS PROGRAM (FY 2006-2010)**

PROJECT COST AND FUNDING SUMMARY

KEY LARGO TRAILER VILLAGE

1. PROJECT LOCATION/DESCRIPTION:

The Key Largo Trailer Village Wastewater System Construction project will provide central sewers to 470 EDU's of residential and commercial properties on the bay side of Key Largo. This design-build project includes the KLV collection system, transmission lines along US 1, and a 0.183 mgd wastewater treatment plant with vacuum pump station at MM 100.5.

2. JUSTIFICATION OF PROJECT:

The Key Largo Trailer Village is the No. 4 hot spot in all the Florida Keys. This area is densely populated with trailers and manufactured homes located primarily on canals. The project will provide central sewers for all existing dwelling units.

3. ESTIMATED PROJECT COST (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Engineering (FKAA)	371							371
Engineering (District)	98	77	15					190
Design-Build Contract	1,000	5,150	716					6,866
Contingency			100					100
Direct Purchases		819	543					1,362
Mitigation			295					295
Land (in kind)	826							826
Mgmt. & Other	41	119	99					259
TOTAL COST	2,336	6,165	1,768					10,269

4. FUNDING SOURCE (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Repair & Replacement								
Grants	2,056	5,531	1,768					9,355
SDC's								
County Loan	280	634						914
TOTAL FUNDING	2,336	6,165	1,768					10,269

5. ANNUAL OPERATING IMPACT CREATED BY PROJECT (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Personnel:			74	114	50			238
Electric Power:			25	50	17			92
Chemicals:			8	15	11			34
Sludge Hauling:			18	38	13			69
Other Operating Costs:			91	129	109			329
TOTAL OPERATING COST			216	346	200			762

PROJECT COST AND FUNDING SUMMARY

KEY LARGO PARK

1. PROJECT LOCATION/DESCRIPTION:

The Key Largo Park project is a wastewater collection system for a residential area near the Key Largo Trailer Village project and its associated wastewater treatment plant. The project will add 183 EDU's to the District's wastewater system service area in the immediate vicinity of the treatment plant.

2. JUSTIFICATION OF PROJECT:

The Key Largo Park collection system is a natural geographic extension of service area utilizing available treatment plant capacity and substantially increasing the EDU's served upon plant startup. Its close proximity to the District's first sewerage project also provides opportunities for construction efficiency and project cost optimization.

3. ESTIMATED PROJECT COST (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Engineering (FKAA)	326							326
Engineering (District)	121	45	15					
Construction Contract		300	1,753					2,053
Direct Purchases		35	195					230
Contingency		10	130					140
Mgmt. & Other	19	27	46					92
TOTAL COST	466	417	2,139					3,022

4. FUNDING SOURCE (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Repair & Replacement								
Grants	466	417	1,801					2,484
SDC's			371					371
Assessments			167					167
New Debt								
TOTAL FUNDING	466	417	2,139					3,022

5. ANNUAL OPERATING IMPACT CREATED BY PROJECT (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Personnel:								0
Electric Power:			Provided as impact in KLTV summary					0
Chemicals:								0
Sludge Hauling:								0
Other Operating Costs:								0
TOTAL OPERATING COST			0	0	0			0

**KEY LARGO WASTEWATER TREATMENT DISTRICT
CAPITAL IMPROVEMENTS PROGRAM (FY 2006-2010)**

PROJECT COST AND FUNDING SUMMARY

CALUSA CAMPGROUND

1. PROJECT LOCATION/DESCRIPTION:

Calusa Campground consists of 367 EDU's located between the Key Largo Trailer Village and Key Largo Park projects. The current wastewater collection system in the campground is defective. This project will replace the existing collection system and connect with the new wastewater treatment system. The Key Largo Park collection and transmission lines have been designed to accommodate campground flows.

2. JUSTIFICATION OF PROJECT:

This project area is located between two existing projects nearing completion. The existing Calusa Campground collection system is in very poor condition with 30% saltwater intrusion. Also, the treatment plant at Calusa would have to be replaced by 2010 if not connected to central sewerage.

3. ESTIMATED PROJECT COST (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Engineering			100					
Construction Contract			700					700
Direct Purchases			250					250
Contingency			50					50
Mgmt. & Other			35					35
TOTAL COST			1,135					1,135

4. FUNDING SOURCE (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Repair & Replacement								
Grants								0
SDC's								
Assessments			34					34
To Be Identified*			1,101					1,101
TOTAL FUNDING			1,135					1,135

5. ANNUAL OPERATING IMPACT CREATED BY PROJECT (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Personnel:								0
Electric Power:			Provided as impact in KLTV summary					0
Chemicals:								0
Sludge Hauling:								0
Other Operating Costs:								0
TOTAL OPERATING COST			0	0	0			0

Potential Sources of Funding:

	Potential
(1) Army Corps	\$267 + \$233
(2) KLTV Value Engineering	\$200
(3) SRF Loan Amendment	\$1,101

**KEY LARGO WASTEWATER TREATMENT DISTRICT
CAPITAL IMPROVEMENTS PROGRAM (FY 2006-2010)**

PROJECT COST AND FUNDING SUMMARY

NORTH COMPONENTS

1. PROJECT LOCATION/DESCRIPTION:

The North Components project consists of three components. The first component is an AWT treatment plant with a treatment capacity of 2.25 mgd. This plant capacity will meet the build out wastewater treatment needs of the entire District service area. The facility will be located on the existing plant site and will replace the 0.183 mgd treatment plant constructed as part of the Key Largo Trailer Village Project. The second component of this project includes construction of a force main from MM 106 south to the treatment plant site. The force main will be designed to eventually serve the entire northern half of the District's service area. The third component of the project consists of constructing collection systems for the Sexton Cove, Lake Surprise and Largo Gardens communities representing over 1,100 EDU's, and will also connect commercial establishments located along the US 1 corridor from MM 106 south to the plant site at MM 100.5 representing an additional 1,300 EDU's.

2. JUSTIFICATION OF PROJECT:

This project provides a regional waste treatment plant to service eventually service the entire District service area, as well as a force main to eventually service the entire northern half of the island. Service will also be extended to over 2,400 additional EDU's.

3. ESTIMATED PROJECT COST (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Engineering & Permitting	85	50	1,750					1,885
Force Main Construction			4,800					4,800
Treatment Plant			1,900	9,050	7,150			18,100
Collection Systems				5,650	5,650			11,300
Contingency			120	120	120	20		380
Mgmt. & Other		10	35	50	50	5		150
TOTAL COST	85	60	8,605	14,870	12,970	25	0	36,815

4. FUNDING SOURCE (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Operating Funds	85							85
Grants								0
SDC's				735				735
Assessments				829	829			1,658
County Infrastructure Bonds		60	8,505	10,935				19,500
SRF Loan			100	2,371	12,141	25		14,637
TOTAL FUNDING	85	60	8,605	14,870	12,970	25	0	36,815

5. ANNUAL OPERATING IMPACT CREATED BY PROJECT (\$ in thousands):

	PRIOR	FY 2005 Est.	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
Personnel:					125	183	193	501
Electric Power:					68	127	130	325
Chemicals:					44	118	121	283
Sludge Hauling:					39	63	71	173
Other Operating Costs:					110	290	300	700
TOTAL OPERATING COST			0	0	386	781	815	1,982

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. / /

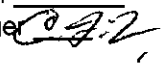

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|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
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SUBJECT: Preliminary FY 2006 Operating Budget (Second Presentation)

RECOMMENDED MOTION/ACTION: None

Approved by General Manager 

Date: 8-16-05

Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The first draft of the FY 2006 Operating Budget and 5-year Plan which has been prepared by staff to solicit Commissioner's comments, suggestions and general input was presented at the previous Board meeting, but received little attention as a very late item on a very busy agenda.

Staff is again providing an opportunity for the Board to focus on the District's FY 2006 Operating Budget.

PRELIMINARY FY 2006 OPERATING BUDGET

Background:

Page No.

FY 2005 Actual vs. Budget - 9 months

Not Included

FY 2005 Outlook vs. Budget - Full Year

Not Included

Preliminary Budget Presentation:

Revenues and Administrative Expenses

3

Revenue and Administrative Expense Assumptions

4

System Operating Expenses, Professional Services & Non-operating Expenses

5

Operating Expense, Professional Service & Non-operating Expense Assumptions

6

Supporting Information:

FY 2006 Salary Budget

7

System Operating Personnel Forecast

8

Vehicle Expense Forecast

9

Five Year Operating Forecast

Prepared: 0/2005

FY 2006 PRELIMINARY OPERATING BUDGET ASSUMPTIONS

Revenues and Administrative Expenses

Line No.	Account	
REVENUES:		
2	Wastewater Service Revenue	90% KLTv, KLP and Calusa EDU's billed beginning April 1, 2006. Northern components EDU's begin billing mid-2008, adding through 2010. (PRMG basis)
3	MSTU Revenue	Assumes 90% of Administrative and Professional Services will be reimbursed for administration, planning and implementation of capital projects.
5	Miscellaneous Income	Need to define District fee schedule (plan reviews, penalties, other fee services)
8	System Development Fees	After 90% factor, 15% KLTv & KLP (85 EDU's) pay SDC assessment in 2006, and 15% Calusa & NC in 2007.
9	Non Ad valorem Assessments	After 90% factor, 20 year assessment revenues. KLTv & KLP only in 2006, add Calusa & NC in 2007. (PRMG est.)
ADMINISTRATIVE EXPENSES:		
19	Administrative Payroll	Excludes amount charged to capital projects. See Schedule A for total salaries and split to projects (pg. 7).
21 / 22	Retirement & Health Insurance	New employee benefits
24	Billing Service	Estimated FKAA charge \$2.50 per monthly bill. Currently developing exact cost and ILA.
27	Liability Insurance	District staff guesstimate. Waiting for FMIT estimate.

		Actual FY 2004		Outlook FY2005		Budget FY 2006		Forecast		
								FY 2007	FY 2008	FY 2010
42	System Operating Expenses									
43	Operating Payroll (See Schedule B)	-	-	-	-	61,167	-	94,500	141,120	148,176
44	Payroll Taxes	-	-	-	-	4,679	-	7,229	10,796	11,335
45	Retirement Program	-	-	-	-	6,728	-	10,395	15,523	16,299
46	Health Insurance	-	-	-	-	7,952	-	12,285	18,346	19,263
47	Workers Comp Insurance	-	-	-	-	3,100,141	-	3,308	4,939	5,186
48	Property Insurance	-	-	-	-	24,140,000	-	24,000	37,500	42,000
49	Vehicle Expense (See Schedule C)	-	-	6,000	-	10,130	-	11,647	15,188	15,635
50	Electric	-	-	-	-	24,500	-	50,000	85,000	127,000
51	Water	-	-	-	-	3,000	-	5,000	8,500	14,500
52	Chemicals	-	-	-	-	8,000	-	15,000	55,000	118,000
53	Sludge Hauling	-	-	-	-	18,000	-	37,700	52,300	62,800
54	Supplies	-	-	-	-	2,500	-	4,000	6,500	11,000
55	Lab Services	-	-	-	-	7,500	-	15,000	40,000	50,000
56	Start-Up Expenses	-	-	-	-	15,000	-	-	15,000	15,000
57	Repairs and Maintenance	-	-	-	-	15,000	-	31,000	45,000	85,000
58	Miscellaneous Expenses	-	-	-	-	14,000	-	25,000	35,000	40,000
59	Sub-total System Operating Expenses	-	-	6,000	-	216,297	-	346,064	585,712	780,513
60	Professional Services									
61	Legal - General Counsel	50,511	40,000	-	-	60,000	-	61,800	63,654	65,564
62	Legal - Litigation Reserve	-	-	-	-	20,000	-	20,600	21,218	21,855
63	Legal - Bond Counsel	-	3,000	-	-	10,000	-	10,000	10,000	10,000
64	Financial Advisor	-	10,000	-	-	25,000	-	15,000	15,000	15,000
65	Utility Rate Consultant	-	25,000	-	-	15,000	-	15,000	15,000	15,000
66	Engineering Services	39,934	29,000	-	-	50,000	-	60,000	70,000	80,000
67	Audit Fees	10,520	10,500	-	-	16,000	-	20,000	20,600	21,218
68	Computer Support	525	1,500	-	-	2,000	-	2,100	2,205	2,315
69	Project Planning Contingency	-	-	-	-	10,000	-	10,000	10,000	10,000
70	Subtotal Professional Services	101,490	119,000	-	-	208,000	-	214,500	227,677	240,951
71	Total Operating Expenses	345,492	432,744	-	-	845,291	-	1,027,521	1,318,569	1,563,236
72	NON-OPERATING EXPENSES									
73	Capital Expenditures from Operating Account	3,084	4,000	-	-	7,000	-	30,000	30,000	10,000
74	Renewal and Replacement Transfer	-	-	-	-	14,890	-	29,779	60,623	99,725
75	Debt Service Transfer (Monroe County \$100,000 Loan)	-	-	-	-	109,273	-	-	-	-
76	Total Non-Operating Expenses Paid From Operating Revenue	3,084	4,000	-	-	131,163	-	59,779	90,623	109,725
77	Debt Service Transfer (Monroe County FEMA Match- \$914,285)	-	-	-	-	-	-	91,429	91,429	91,429
78	Debt Service Transfer (SRF Loan)	-	-	-	-	-	-	-	975,000	975,000
79	Transfer To Operating Reserve	-	-	-	-	-	-	-	-	-
80	Transfer To Capital Reserve	-	-	-	-	572,490	-	2,397,913	828,583	828,523
81	Total Non-Operating Expenses Paid From Non-Operating Revenue	-	-	-	-	572,490	-	2,489,342	920,012	1,894,952
82	Total Non-Operating Expenses	3,084	4,000	-	-	703,653	-	2,549,121	1,010,635	2,013,869
83	Total Expenses	\$ 348,576	\$ 436,744	-	-	\$ 1,548,944	-	\$ 3,576,642	\$ 2,329,204	\$ 3,567,914
84	Total Operating Surplus	128,873	(744)	-	-	(107,067)	-	128,095	470,336	1,033,997
85	Total Non-Operating Surplus (Deficit)	-	-	-	-	-	-	(91,429)	(91,429)	(1,066,429)
86	Total Fund Surplus/(Deficit)	\$ 128,873	\$ (744)	-	-	\$ (107,067)	-	\$ 36,666	\$ 378,907	\$ (32,432)
87	Cumulative Fund Surplus	\$ 128,873	\$ 128,129	-	-	\$ 21,062	-	\$ 57,728	\$ 436,635	\$ 404,203

PRELIMINARY FY 2006 OPERATING BUDGET

Background:

Page No.

FY 2005 Actual vs. Budget - 9 months

Not Included

FY 2005 Outlook vs. Budget - Full Year

Not Included

Preliminary Budget Presentation:

Revenues and Administrative Expenses

3

Revenue and Administrative Expense Assumptions

4

System Operating Expenses, Professional Services & Non-operating Expenses

5

Operating Expense, Professional Service & Non-operating Expense Assumptions

6

Supporting Information:

FY 2006 Salary Budget

7

System Operating Personnel Forecast

8

Vehicle Expense Forecast

9

Key Largo Wastewater Treatment District

Five Year Operating Forecast

Line No.		Actual FY 2004	Outlook FY2005	Budget FY 2006	Forecast				
					FY 2007	FY 2008	FY 2009	FY 2010	
1	OPERATING REVENUE								
2	Wastewater Service Revenue	\$ -	\$ -	\$ 297,792	\$ 595,584	\$ 1,212,456	\$ 1,994,508	\$ 2,178,348	
3	MSTU Revenue	477,151	433,000	566,095	613,312	659,572	704,451	575,000	
4	Interest Income	298	3,000	2,500	3,000	3,000	3,500	3,500	
5	Miscellaneous Income	-	-	3,000	3,500	4,000	4,500	4,500	
6	Subtotal Operating Revenue	477,449	436,000	869,387	1,215,396	1,879,528	2,706,959	2,761,348	
7	NON-OPERATING REVENUE								
8	System Development Fees	-	-	405,450	1,569,330	-	-	-	
9	Non Ad valorem Assessments	-	-	167,040	828,583	828,583	828,523	828,523	
10	Interest Income	-	-	2,110	3,450	4,130	6,330	2,700	
11	Subtotal Non-Operating Revenue	-	-	572,490	2,397,913	828,583	828,523	828,523	
12	Total Revenues	\$ 477,449	\$ 436,000	\$ 1,441,877	\$ 3,613,309	\$ 2,708,111	\$ 3,535,482	\$ 3,589,871	
13	OPERATING EXPENSES								
14	Administrative Expenses								
15	Board Meeting Compensation	42,300	42,000	45,000	45,000	45,000	45,000	45,000	
19	Administrative Payroll (See Schedule A)	50,354	166,600	190,175	210,880	222,356	229,027	235,897	
20	Payroll Taxes	7,187	13,000	17,991	19,575	20,453	20,963	21,489	
21	Retirement Program	-	-	20,919	23,197	24,459	25,193	25,949	
22	Health Insurance	-	-	24,723	27,414	28,906	29,773	30,667	
23	Workers Comp Insurance	-	7,650	16,000	9,700	10,228	10,535	10,851	
24	Billing Service	-	-	17,000	26,865	35,000	36,050	37,132	
25	Copier Expense	8,101	3,100	3,500	3,675	3,859	4,052	4,254	
26	Postage/Delivery Expense	2,932	4,700	5,500	3,000	6,000	7,000	8,000	
27	Liability Insurance	7,538	7,500	37,500	18,000	18,540	30,000	30,900	
28	Property Insurance	-	1,000	1,400	1,680	2,016	2,419	2,903	
29	Legal Advertisements	4,830	7,000	7,000	7,210	7,426	7,649	7,879	
30	Office Supplies	6,454	13,000	10,000	10,300	10,609	10,927	11,255	
31	Travel	547	2,600	5,000	5,250	5,513	5,788	6,078	
32	Rents & Leases	2,925	18,050	29,400	30,282	31,190	32,126	33,090	
33	Electric	188	2,300	3,360	3,461	3,565	3,672	3,782	
34	Water	-	150	700	721	743	765	788	
35	Telephone	2,859	7,700	7,200	7,560	7,938	8,335	8,752	
36	Dues & Subscriptions	175	600	700	721	743	765	788	
37	Miscellaneous Expenses	2,920	8,600	5,000	5,250	5,513	5,788	6,078	
38	Bad Debts	-	-	2,978	5,956	12,125	18,945	21,793	
39	GSG Management Services	104,464	1,194	-	-	-	-	-	
40	Reserve for Contingencies	228	1,000	1,200	1,260	3,000	6,000	6,500	
41	Sub-total Administrative Expenses	244,002	307,744	420,994	466,957	505,180	541,772	559,813	

FY 2006 PRELIMINARY OPERATING BUDGET ASSUMPTIONS

System Operating Expenses, Professional Services and Non-Operating Expenses

Line No.	Account	
SYSTEM OPERATING EXPENSES:		
43 / 47	Operating Personnel Cost	Assumes District operates treatment plant. See Schedule B for staffing plan (pg. 8)
48	Property Insurance	FY 2006 based on \$1.8 million plant value, greater of 5% or \$10,000 windstorm deductible.
49	Vehicle Expense	District truck leased 5 years. Purchase additional vehicle in 2007 & 2009. See Schedule C for expenses (pg. 9)
50 / 58	Treatment Costs	Based on PRMG "typical" model and Weiler Engineering model. Assumes operation March, 2006.
PROFESSIONAL SERVICES:		
61 / 69	Various Professional Services	Assumes continuing requirement for services of types utilized in FY 2005.
NON-OPERATING EXPENSES:		
73	Capital Expenditures - Operating	Reflects purchase of vehicles in 2007 and 2008.
74	Renewal & Replacement Reserve	5% of Wastewater Service Revenues
75	Debt Service Transfer	Monroe County \$100,000 loan for administrative start up expenses in FY 2003 due Sept. 30, 2006.
77	Debt Service Transfer	Monroe County 12.5% FEMA match funding (\$914,285) due in 10 equal installments beginning FY 2007.
80	Transfer To Capital Reserve	SDC and Non Ad valorem Assessment revenue (incl. interest) restricted to use in funding additional capital projects.

Schedule A

FY 2006 SALARY BUDGET

<u>Position</u>	<u>Annual Compensation</u>	<u>Months</u>	<u>Salary Budget</u>	<u>A&O</u>		<u>Projects</u>	
				<u>%</u>	<u>\$</u>	<u>%</u>	<u>\$</u>
General Manager	\$92,000	12	\$92,000	75	\$69,000	25	\$23,000
Finance Officer	48,000	12	48,000	95	45,600	5	2,400
Clerk to the Board	53,000	12	53,000	100	53,000	0	0
Customer Service Clerk	28,000	3	7,000	100	7,000	0	0
Staff Engineer	72,000	12	72,000	10	7,200	90	64,800
Inspector	63,000	12	63,000	0	0	100	63,000
Merit Increases (5% annual avg.)			16,750	50	8,375	50	8,375
TOTAL			\$351,750	54%	\$190,175	46%	\$161,574

Schedule B

SYSTEM OPERATING PERSONNEL FORECAST

	<u>FY 2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>
Lead Operator:					
Salary	\$52,000	\$54,600	\$57,330	\$60,197	\$63,206
Months Worked	9	12	12	12	12
Annual Expense	39,000	54,600	57,330	60,197	63,206
Operator:					
Salary	38,000	39,900	41,895	43,990	46,189
Months Worked	4	6	12	12	12
Annual Expense	12,667	19,950	41,895	43,990	46,189
System Maintenance:					
Salary	38,000	39,900	41,895	43,990	46,189
Months Worked	3	6	12	12	12
Annual Expense	9,500	19,950	41,895	43,990	46,189
TOTAL ANNUAL EXPENSE	\$61,167	\$94,500	\$141,120	\$148,176	\$155,585

Schedule C

VEHICLE EXPENSE FORECAST

	<u>FY 2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>
Vehicle No. 1					
Lease Expense	\$2,630	\$2,630	\$2,630	\$2,630	\$1,300
Fuel	2,600	2,678	2,758	2,841	2,926
Insurance	1,400	1,470	1,544	1,621	1,702
Maintenance	1,000	1,030	1,061	1,093	1,126
Annual Expense	7,630	7,808	7,993	8,184	7,054
Vehicle No.2					
Fuel	1,300	1,339	1,379	1,421	1,463
Insurance	700	1,470	1,544	1,621	1,702
Maintenance	500	1,030	1,061	1,093	1,126
Annual Expense	2,500	3,839	3,984	4,134	4,290
Vehicle No. 3					
Fuel			1,379	1,420	1,463
Insurance			772	1,621	1,702
Maintenance			1,061	1,093	1,126
Annual Expense			3,212	4,134	4,291
TOTAL ANNUAL EXPENSE	\$10,130	\$11,647	\$15,188	\$16,453	\$15,635

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 17, 2005

Agenda Item No. 12

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☒ STATUS REPORT

SUBJECT: Verbal Monthly Status Report

RECOMMENDED MOTION/ACTION: No action required

Approved by General Manager

Date: 8-11-05

Originating Department: Engineering	Costs: \$ Funding Source: Acct. #	Attachments: Maps for project areas showing progress
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

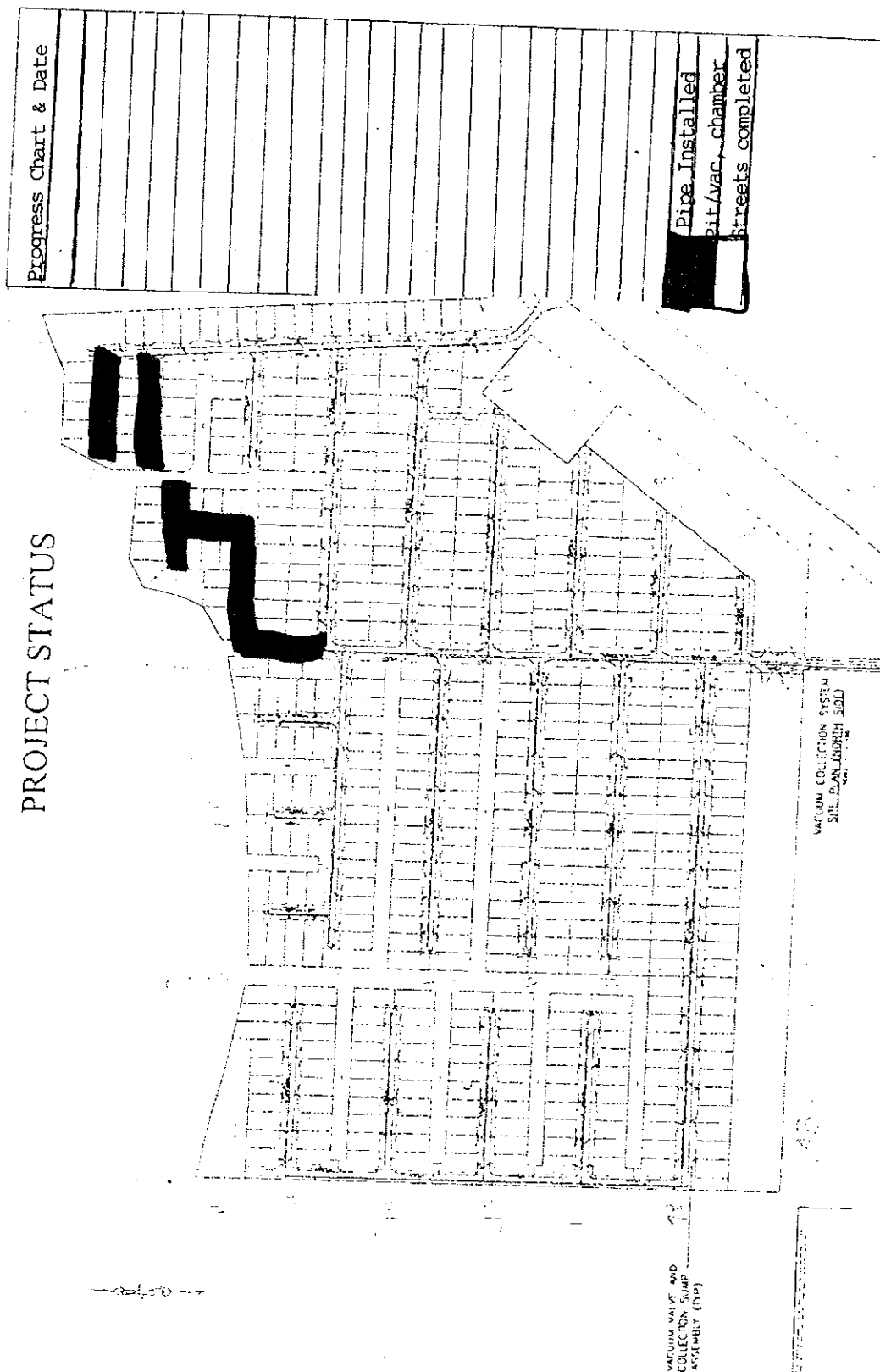
☐ Tabled

☐ Disapproved

☐ Recommendation Revised

KEY LARGO TRAILER VILLAGE

PROJECT STATUS



[illegible]

Progress Chart & Date	Pipe Installed
	Pit/vac. chamber
	Streets completed

Conch Plaza
91831 Overseas Hwy.
Tavernier, Fl. 33070

Key Largo Wastewater Treatment District
98880 Overseas Hwy, Kew Largo, Fl 33037

This is a bill for rent not paid for offices 200 & 202 in Conch Plaza and a wall air conditioner unit that disappeared.

Office # 202 rent of \$125.00 per month, for the months of June & July 2005 for a total of \$250.00.

Office # 200 rent of \$700.00 for July 2005.

New wall unit air conditioner \$100.00

Total due is \$1,050.00

Please make your check payable to George Scott and mail it to: 420 S. Coconut Palm Blvd, Tavernier, Fl 33070.

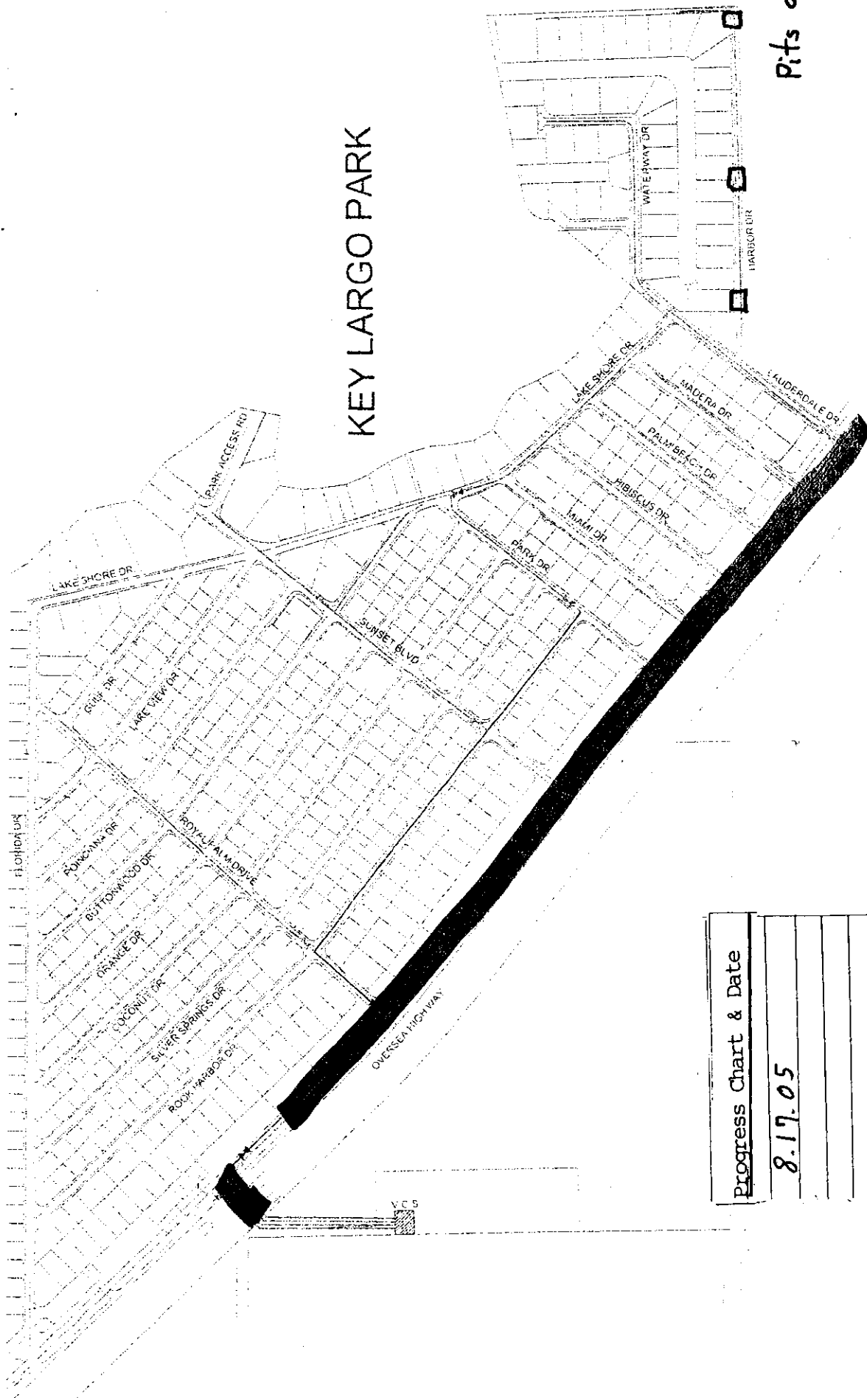
Thank you,
George Scott

Explanation of charges: At the end of last year Mr. Fishburn told me he was moving out of Conch Plaza the next month. Just before his move out date came up, he informed me his new office was not finished and he was staying longer. Mr. Fishburn told me he was moving on two other occasions for a total of three false moves.

I met with Mr. Fishburn in his office and it was mutually agreed that he would pay an extra months rent after moving out because of the uncertainty of moving to 98880 Overseas Hwy, Key Largo.

The wall AC was left on for over a week in office 202 and froze up and it was ruined. I bought another wall unit and tried to install it but could not get to the old AC to remove it because of all of the equipment stored in 202. I told District Clerk, Carol Walker the AC was in front of the 202 office door and the reason I did not installed it and for her to ask the man working in 202 to slip it into the old AC housing after pulling the burned up AC out, she agreed. A few days later Mr. Fishburn asked me where the unit was and assessed it was stolen.

Office 202 was vacated in late May according to Mr. Fishburn, because of lack of AC. Mr. Fishburn nor any other employee told me they had vacated office 202, nor had they returned the keys to the door.



KEY LARGO PARK

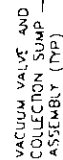
Pits dug

Progress Chart & Date

8.17.05

Pipe Installed
Pit/Vac. chamber
Streets completed

PROJECT STATUS



VACUUM COLLECTION SYSTEM
SITE PLAN (NORTH SIDE)

Progress Chart & Date

8.17.05

Pipe Installed
pit/vac. chamber
Streets completed

Mitigation *MARGARET*
~~Martin Waits~~

D. SEXTON COVE PROJECT

1. Transmission Line Status
Margaret Blank
2. Collection Line Status *SYSTEM*
Ed Castle
3. Regional Treatment Plant Status
Ed Castle
4. Deep Wells & Reuse Status
Ed Castle
5. Clearing of additional 1.5 acres

E. RULES & REGULATIONS

Tom Dillon

F. 2006 BUDGET

Operating, August 3
Capital, August 17
Budget, Sept. 7

Marty Waits

G. SYSTEM DEVELOPMENT CHARGES

Non Ad-valorum Assessment Status
Tom Dillon, Carol Walker

H. FKAA INTER-LOCAL AGREEMENT

Billing handled by FKAA
Tom Dillon

I. STATE REVOLVING FUND STATUS

Martin Waits

J. COUNTY GRANT STATUS (2005)

Martin Waits

K. CALUSA CAMPGROUND STATUS

Charles F. Fishburn

L. EQUIPMENT, STAFFING & TRAINING

1. AirVac School
 - a. Construction School
 - b. O & M School

*Myles
Nov. 14-18*

*RBC - Conference call
CALUSA
Saph. For KLP
Reso For Loan*

KLWTD STAFF MEETING ASSIGNMENTS

August 22, 2005

ASSIGNMENT	DATE	PERSON (S) ASSIGNED	EXPECTED COMPLETION DATE	COMMENTS	DATE COMPLETED
KLP Follow thru on completion of survey for KLP	June 27, 2005	Margaret Blank		Drawings received, Massey working on survey	
KLTV Color camera status	June 27, 2005	Myles Milander			
Service Agreement for customers	June 27, 2005	Tom Dillon Ed Castle			
TREATMENT PLANT SITE Approval for site clearing from Planning Commission & Fish & Wildlife	June 27, 2005	Margaret Blank		Weiler working on base site plan. Base plan will be used to make drainage plan, landscape plan, etc.	
TREATMENT PLANT RFQ for Operator	June 27, 2005	Ed Castle			
TREATMENT PLANT Value of treatment plant for insurance purposes	June 27, 2005	Ed Castle			
Coordinate with other entities on what is going on	June 27, 2005	Chuck Fishburn			
Letter to County concerning the County Grant request and the cost to the District information	June 27, 2005	Tom Dillon	Complete		6/28/05
Letter to the County request the \$1 Million Advance	June 27, 2005	Tom Dillon	Complete		6/28/05
Develop sign off sheets for Change Orders	June 27, 2005	Carol Walker		Sample given to staff on 7.11.05	July 11, 2005

ASSIGNMENT	DATE	PERSON (S) ASSIGNED	EXPECTED COMPLETION DATE	COMMENTS	DATE COMPLETED
Cost to redo log for the 4 pipes under US1/ Strong Memo	June 18, 2005 July 25, 2005	Weiler Eng Weiler Eng	By end of August		
Site Plan for FEMA	July 25,2 005	Weiler Eng.	ASAP		
FKAA Inter-local Agreement for billing	July 25, 2005	Tom Dillon			
Pricing for log for US Crossing	July 25,2005	ADB	ASAP		
Information on paint at plant site meeting requirement	July 25, 2005	Ed Castle			
Review assessment resolution with Nabor, Giblin & Nickerson	July 25, 2005	Tom Dillon	9/5/05	Initial Resolution, Public Notice, and letter notices approved 8/5/05	

August 17, 2005

Call to order 5 pm

FAQs, ATM

Pledge: Charlie

Roll Call

Member	Yes	No	Other	Present
Commissioner Andrew Tobin	✓			
Vice Chairman Gary Bauman	✓			
Commissioner Glenn Patton	✓			
Commissioner Claude Bullock	✓			
Chairman Charles Brooks	✓			

9 PM

R 47 13
R 26
R 28
R 39
R 47
1

**KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS**

AGENDA



**Wednesday, August 17, 2005 at 5:00 PM
98880 Overseas Hwy
Key Largo, FL 33037**

**Charles Brooks
Gary Bauman
Andrew Tobin
Glenn Patton
Claude Bullock**

**Chairman
Vice Chairman
Secretary-Treasure
Commissioner
Commissioner**

.....
**Charles F. Fishburn
Thomas Dillon
Carol Walker**

**General Manager
District Counsel
Board Clerk**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, 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. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS

E. PUBLIC COMMENT

F. COMMISSIONERS ROUND TABLE

G. COMMISSIONER ITEMS

1. Policy concerning consent agenda

TAB 1

2.	Policy on employee performance review	TAB 2
3.	Key Largo Park Sign	TAB 3
H.	CONSENT AGENDA	
4.	RESOLUTION NO. 07-07-05 A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE SELECTING AND APPROVING OF THE SPECIFIC VERSION OF ROBERT RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING RONR WILL BE USED FOR REFERENCE AND GUIDANCE IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD OF COMMISSIONERS.	TAB 4
I.	ACTION ITEMS	
5.	Minutes of July 13, 2005 Board Meeting	TAB 5
6.	Contract for FY 2005 Audit Services	TAB 6
7.	Pending Payments List	TAB 7
8.	Color Camera for Lateral Inspections	TAB 8
9.	AutoCAD Software	TAB 9
J.	DISCUSSION ITEMS	
10.	Preliminary Draft Capital Budget FY 2006	TAB 10
11.	Preliminary Drat Operating Budget FY 2006 2 nd presentation	TAB 11
K.	STATUS REPORTS	
12.	Monthly Report & Current Progress Maps of Projects	TAB 12

ITEMS OF ONGOING CONCERN

1. Procedures
2. Agency Coordination

L. ADJOURNMENT

TAB 1

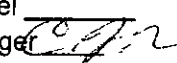
Agenda Request Form

Meeting Date: Aug 13, 2005

Agenda Item No. /

☐ PUBLIC HEARING☐ RESOLUTION☒ DISCUSSION☐ BID/RFP AWARD☐ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Policy concerning consent agendaRECOMMENDED MOTION/ACTION:Approved by General Manager 

Date: 7, 29, 05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The Board would like to establish a policy concerning the consent agenda.

The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

The Board moved this item to the next meeting at the 8.2.05 meeting.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 17, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Policy concerning employee performance reviews

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 8-1-05

Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments: Performance reviews.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background: Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to have a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman

The Board requested this item to be placed on the Aug. 3 agenda at the July 13 meeting.

The FKAA performance reviews are attached for the Boards review.

Resulting Board Action:

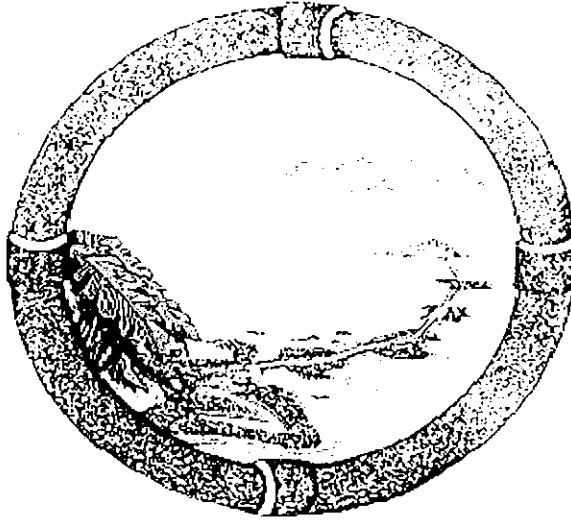
☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*

- ☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.
- ☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.
- ☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*

- ☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.
- ☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.
- ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*

- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
- ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
- ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Directing/Leadership:** *The ability to set an example for others to follow; motivates and inspires subordinates to greater levels of achievement; sets realistic and challenging goals for self and others; commands the respect and support of subordinates; and continued development of own abilities in order to keep abreast of the field.*

- ☐ Exceeds Expectations: Consistently provides an excellent example for other to follow; involves subordinates in setting challenging goals; stimulates others to contribute new ideas; delegates effectively; enjoys the respect of subordinates; maintains own knowledge current with the field.
- ☐ Meets Expectations: Good at planning and organizing the work load. Usually does a good job at delegation and follow through. Staff usually gets the job done properly and on time.
- ☐ Needs Improvement: Overly cautious in setting goals; goals are frequently not challenging; delegates either excessively or not at all; morale is low; knowledge of field is out of date.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
- ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
- ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement/Problem Solving:** *Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; degree of understanding or organizational constraints in taking corrective action; ability to accommodate new information in the problem solving process.*

- ☐ Exceeds Expectations: Excellent ability to organize and correctly interpret information regarding a problem; anticipates or takes action in the earliest stages of problem development; understands and takes into account the long range implications of decisions; recommended solutions are innovative, almost always accepted and usually successful.
- ☐ Meets Expectations: Able to organize and correctly interpret information relevant to a problem; recognizes problems and initiates action in the early stages of problem development; anticipates some broader and/or long-range implications of decisions; recommended solutions are sound, occasionally innovative, and are usually accepted and successful.
- ☐ Needs Improvement: Problem solving ability satisfactory only within a narrow specialty area; requires considerable supervisory assistance outside this area; not fully cognizant of the larger implications of decisions; marked tendency to defer decisions or refer to own supervisor.

Comments: _____

7. **Budget Management:** *Maintaining the efficiency of operations as expressed in terms of cost-effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budget amounts; and, taking appropriate corrective actions when unexpected budget problems develop.*

- ☐ Exceeds Expectations: Operates efficiently near the lowest possible cost; stays within budget and frequently is able to save money by more economical procedures; staff deployment pattern optimized for maximum efficiency.
- ☐ Meets Expectations: Operates near lowest possible cost; stays within budget and is occasionally able to save money; staffing pattern indicates concern for efficiency.
- Needs Improvement: Usually fails to operate within budget, necessitating extensive budget revision and/or additional funds; results achieved insufficient for funds expended; overstaffed or available personnel not properly deployed to match workload.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*
- ☐ Exceeds Expectations: Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.
 - ☐ Meets Expectations: Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.
 - ☐ Needs Improvement: Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Skills:** *Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public; ability to give and accept constructive criticism; and ability to influence rather than instruct subordinates.*
- ☐ Exceeds Expectations: Maintains highly effective working relationships with others; viewed as very cooperative; accepts criticism in a positive way; influences others through sincerity and conviction rather than depending on authority; confronts conflict and resolves through effective problem solving.
 - ☐ Meets Expectations: Maintains effective working relationships with most people; seen as generally cooperative; usually takes criticism positively; uses authority sparingly, preferring to influence rather than instruct; usually willing to deal with conflict through sound problem solving.
 - ☐ Needs Improvement: Has few effective working relationships; generally seen as uncooperative; frequently reacts negatively to constructive criticism; uses authority rather than influencing skills; delays intervention into conflict situations, allowing those involved to come to a resolution.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e.: attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*
- ☐ Exceeds Expectations: Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.
 - ☐ Meets Expectations: Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.
 - ☐ Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*

- ☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.
- ☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.
- ☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*

- ☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.
- ☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.
- ☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*

- ☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.
- ☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.
- Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Expects Expectations (EE) = 5 points Meets Expectations (ME) = 4 - 3 points Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:	RANKING:	POINT ELEMENT:
Initiative	_____	_____
Quantity of Work	_____	_____
Quality of Work	_____	_____
Directing/Leadership	_____	_____
Dependability & Work Habits	_____	_____
Judgement/Problem Solving	_____	_____
Budget Management	_____	_____
Job Knowledge	_____	_____
Interpersonal Skills	_____	_____
Personal Qualities	_____	_____
Communication	_____	_____
Employee Development	_____	_____
Planning/Organizational Skills	_____	_____
 TOTAL SCORE		_____

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 59 - 65 points

Meets Expectations..... 39 - 58 points

Fails to Meet Expectations..... 1 - 38 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments: _____

Immediate Supervisor's Signature Date

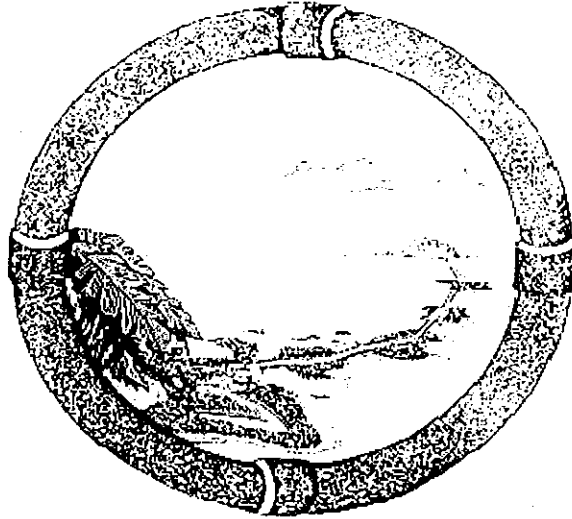
Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature Date Immediate Supervisor's Signature Date

Department Director's Signature Date Executive Director's Signature Date

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

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Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*

- ☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.
- ☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.
- ☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*

- ☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.
- ☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.
- ☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*

- ☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.
- ☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.
- ☐ Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative
Quantity of Work
Quality of Work
Directing/Leadership
Dependability & Work Habits
Judgement/Problem Solving
Budget Management
Job Knowledge
Interpersonal Skills
Personal Qualities
Communication
Employee Development
Planning/Organizational Skills

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations..... 59 - 65 points

Meets Expectations..... 39 - 58 points

Fails to Meet Expectations..... 1 - 38 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments:

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments:

Employee's Signature

Date

Immediate Supervisor's Signature

Date

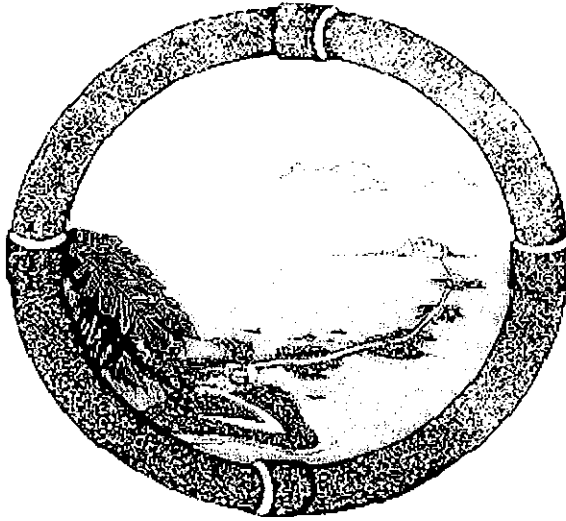
Department Director's Signature

Date

Executive Director's Signature

Date

FLORIDA KEYS AQUEDUCT AUTHORITY



NON-BARGAINING, NON-SUPERVISORY EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*
- ☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.
- ☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.
- ☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*
- ☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.
- ☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.
- ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*
- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
- ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
- ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Attendance:** *Pertains to employee's leave record and employee's conscientiousness in following proper reporting procedures, concerned with such items as excessive sick leave or absences without leave, etc.*
- ☐ Exceeds Expectations: Excels in attendance. Conforms to scheduled work hours, rarely extends lunch hours or breaks.
- ☐ Meets Expectations: Meets expectations for attendance, utilizes leave as intended. Conforms to scheduled work hours, seldom extends lunch hours or breaks.
- ☐ Needs Improvement: Irregular attendance and/or punctuality, abuses leave or utilizes leave to avoid stressful/demanding work periods. Negligent of scheduled work hours, often extends lunch hours or breaks.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*
- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
 - ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
 - ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement & Adaptability:** *Refers to the ability of the employee to think logically, to evaluate available choices and to make carefully thought-out practical decisions. Includes an employee's flexibility to meet new situations with confidence, to adjust to new assignments and/or methods readily and without difficulty.*
- ☐ Exceeds Expectations: Demonstrates sound judgement in the performance of his/her job. Offers input and/or constructive criticism in a tactful manner. Adapts well to changing situations. Accepts new assignments and/or methods with little difficulty.
 - ☐ Meets Expectations: Accepts directions, instruction and authority. Requests additional information/direction only on the most complex assignments/tasks.
 - ☐ Needs Improvement: Demonstrates lapses in judgement which make continued satisfactory performance improbable. Work must constantly be reviewed and checked. Has difficulty in following directions and instructions. Requires significant assistance in new assignments/tasks.

Comments: _____

7. **Safety:** *Concerns the personal safety habits of the employee; the employee's regard for safe working practices, for care of tools, machines, equipment, property, etc. The employee's observance of safety rules, regulations and procedures.*
- ☐ Exceeds Expectations: Demonstrate conscious awareness and is pro-active in following safety policies and procedures in the performance of his/her job duties.
 - ☐ Meets Expectations: Complies with established safety policies and procedures in the performance of his/her duties.
 - ☐ Needs Improvement: Works with careless disregard of established safety policies and procedures.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*

☐ **Exceeds Expectations:** Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.

- ☐ **Meets Expectations:** Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.

- ☐ **Needs Improvement:** Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Relations:** *Pertains to employee's willingness to develop a positive working relationship with fellow employees; to work as a team; to be cooperative, helpful and polite to the public, and fellow employees; to project a positive image of the Authority through the employee's manner toward others.*

- ☐ **Exceeds Expectations:** Exhibits cooperative spirit, works well as a member of the team. Gets along well with other employees and the public; respected by his/her co-workers.

- ☐ **Meets Expectations:** Attitude towards work demonstrates interest in job and support of the organization. Demonstrates a positive attitude towards supervisors, co-workers and the public; respectful, courteous, exhibits good self control and cooperation.

- ☐ **Needs Improvement:** Attitude demonstrates lack of interest in job, frequently criticizes or complains about work conditions/assignments/fellow employees. Noticeable difficulty in getting along with supervisors, co-workers and the public.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e. attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*

- ☐ **Exceeds Expectations:** Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.

- ☐ **Meets Expectations:** Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.

- ☐ **Needs Improvement:** Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative

Quantity of Work

Quality of Work

Attendance

Dependability & Work Habits

Judgement and Adaptability

Safety

Job Knowledge

Interpersonal Relations

Personal Qualities

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 46 - 50 points

Meets Expectations..... 30 - 45 points

Fails to Meet Expectations..... 1 - 29 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments:

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments:

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Department Director's Signature

Date

Executive Director's Signature

Date

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug. 17, 2005

Agenda Item No. 3

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Sign at the Key Largo Park Project

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 8-12-05

Originating Department: Commissioner Bauman	Costs: Approximately \$ Funding Source: Acct.	Attachments: Picture of sign
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Commissioner Bauman placed this item on the agenda for discussion.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Water Quality Improvement Project



TAB 4

Agenda Request Form

Meeting Date: Aug 13 2005

Agenda Item No. 4

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☒ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Resolution No. 07-07-05RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 7-29-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 07-07-05
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on the agenda.**Resulting Board Action:**☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE SELECTING AND APPROVING OF THE SPECIFIC VERSION OF ROBERT RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING RONR WILL BE USED FOR REFERENCE AND GUIDANCE IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD OF COMMISSIONERS.

Whereas The Board of KLWTD Commissioners on November 19, 2002 resolved That Robert's Rules of Order shall govern to the parliamentary procedures of the KLWTD Board henceforth.

Whereas The KLWTD Board Of Commissioners to this date has not established which copy/version of Robert's rules of order will be use to govern the KLWTD.

Whereas The definition of RONR means "Robert's Rules of Order Newly Revised ".

Whereas The rules within the RONR makeup the most widely accepted guide to fair and orderly meetings. They are applicable within the framework of any political belief and within the structure of any club, organization, or meeting that must transact business.

Whereas The public widely accepts and expects Robert's Rules of Order as the standard procedure for public bodies and is entitled to a to a familiar environment in which they wish to participate and deliberate.

Whereas When the public encounters vastly different rules of order between various bodies of government and/or organizations. the public may very well be dissuaded from participation and most particularly confused as to how their public business is being transacted.

Whereas Some KLWTD Commissioners have previously expressed during Board meetings the KLWTD Board should transact act business in an informal manner. RONR dissenting commissioners have expressed desires not to have any Robert's Rules Of Order.

Whereas Many Board discussions have ensued in the past to 2 -- 1/2 years of public meetings regarding rules and procedures. The Board has even spent great sums of money on consultants regarding the same and even received published outlines for rules and procedures. But to date no board action has taken place to address amend or change the adopted rules and procedures issues. (RONR 11-19-2002)

Whereas The presently sitting chairman (07/27/05) being present at the meeting as a member of the board on November 19, 2005 when the KLWTD Board unanimously adopted Robert's Rules of Order has conducted himself according to RONR and has attempted as present chairman to preside during board meetings using the Board approved parliamentary procedures there in.

Whereas Certain members of the KLWTD Board have continued to dissent on their own vote in accepting RONR on November 19, 2002. The dissenting commissioners with their

disruptive, dilatory and non-germane dialogue have caused ambiguity, ambivalence and confusion as to the KLWTD Board's policies & directions. This constant dissenting has caused unnecessary prolonged delays in the districts progress.

Whereas It is imperative the KLWTD. Board select a specific volume/version of Robert's Rules of Order to governed the board on rules of order. This volume/version will provide the board, the chairman, the parliamentarian our counsel and with all who wish to engage, participate or transact with the KLWTD, a reference manual for the orderly and democratic process of doing public business.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AS FOLLOWS -- the rules contained in **Robert's Rules of Order Newly Revised (RONR) 2000 Edition** shall govern the KLWTD Board of Commissioners in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the KLWTD Board Of Commissioners.

The foregoing RESOLUTION NO. 07-07 05 was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 07-07-05 duly passed and adopted the 3rd day of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

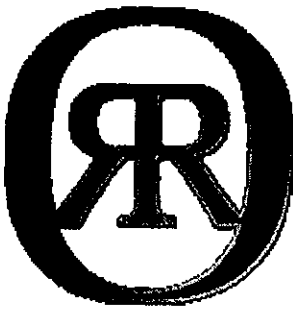
By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

Carol Walker, Board Clerk

By _____
District Counsel



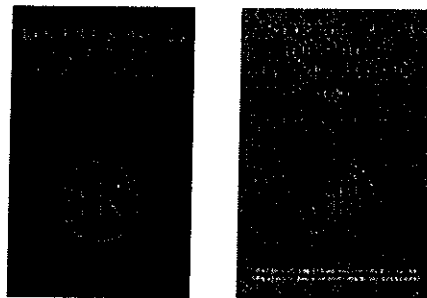
THE OFFICIAL *Robert's Rules of Order* Web Site

The Right Book

Robert's Rules of Order is America's foremost guide to parliamentary procedure. It is used by more professional associations, fraternal organizations, and local governments than any other authority.

The Tenth edition, referred to as *Robert's Rules of Order Newly Revised* (RONR), supersedes all earlier editions as the parliamentary authority in organizations that have adopted *Robert's Rules of Order* in their bylaws. It is important for all members of an organization to use a single parliamentary guide. Older editions of *Robert's Rules* have significant differences in their guidelines and page and section references, which can exacerbate disagreements instead of helping to settle them.

Here are images of the hardcover (dark blue) and softcover (gold) editions of the right book:



Robert's Rules of Order Newly Revised, is readily available at most bookstores. If the multiplicity of similar titles is confusing, insist on one of the editions shown above. Other versions may be less expensive, but they will leave you looking in vain for a passage or a page that other group members have in front of them. You can also order the book online from Amazon.com.

Because *Robert's Rules of Order* has been in use for so long, some of the earliest editions (published before 1915) are no longer protected by copyright. They have therefore been republished and revised by different writers with variable qualifications in parliamentary law. There is even one book published under the "Robert's Rules" name which contains an entirely different text. None of these books is sanctioned by the Robert's Rules Association, and none of them is a reliable, definitive source on parliamentary law. Only the 2000 edition of *Robert's Rules of Order Newly Revised*, is today's official

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General Henry M. Robert
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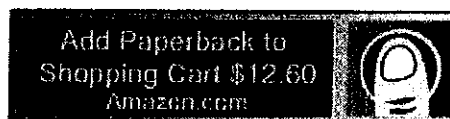
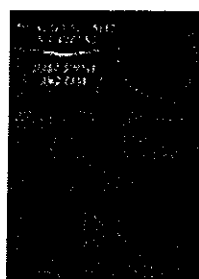
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TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 17, 2005

Agenda Item No. 5

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of July 13, 2005 Board Meeting

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 8-11-05



Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of 7.13.05 meeting
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>CJR</u> <input type="checkbox"/> Finance _____	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input checked="" type="checkbox"/> Clerk <u>ew</u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Board of Commisisoners Meeting



July 13, 2005
98880 Overseas Hwy, Key Largo, FL

The KLWTD Board of Commissioners met for a regular meeting on July 13, 2005 at 5:03 PM. Present were Chairman Charles Brooks, Commissioners, Glenn Patton, and Gary Bauman. Commissioner Andrew Tobin arrived at 5:19 pm. Commissioner Claude Bullock called in at 5:04 pm and participated by phone. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other appropriate District staff.

Chairman Brooks led the Pledge of Allegiance.

Motion: Commissioner Patton made a motion to allow Commissioner Bullock to participate and vote by phone in the Commission meeting of July 13, 2005. Commissioner Bauman seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock			Abstained
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 3 to 0

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Chairman Brooks requested that an amendment to the office lease be added, a May payment to Haskell be added, a discussion item concerning a definition of customer be added, a report on the Auditor RFP be added, and the CPH Work Authorization be removed.

Motion: Commissioner Bullock made a motion to approve the agenda as amended. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: Steve Cacciatore, President of the KLTV association asked if the Commission will be voting on rates at the current meeting. Chairman Brooks explained that the vote will be taken on July 20, 2005.

COMMISSIONER'S ROUNDTABLE

Commissioner Bauman stated that he is against any items being discussed that have not been placed on the agenda.

Chairman Brooks asked if the Board had any comments on being involved with the furnishing of the new office building. There were no comments from the Board.

COMMISSIONER'S ITEMS

Parliamentary Procedures

Commissioner Tobin stated that every once in while the Board gets into issues. There are a few standard things that he feels should be written down as policies. Item One: Each Commissioner shall have a limited opportunity to ask questions and make comments before the Chair entertains a formal motion on an item. This shall not preclude the opportunity to engage in additional questions and/or debate after a motion is offered. Item 2: On matters of special importance, including such items as rate setting, special assessments, long-term contracts, and large financial obligations, two affirmative votes at separate meetings shall be required unless four commissioners are satisfied an emergency or other good cause exists to forego the second vote. Item 3: Commissioners shall have the right to ask Staff (Manager, Clerk, Financial Officer, or Attorney) to conduct limited research and prepare materials on an issue without the knowledge or approval of the Board unless staff determines the request will be unduly disruptive or prohibitively expensive. In that case Staff shall comply with the request on a limited basis until such time as the Board decides whether resources should be devoted to an issue.

District Counsel Thomas Dillon explained that Robert's Rules of Order is a suggestion on the official way to run a meeting. The suggestion in Robert's Rules is that the discussion on an item can be efficient much more focused if there had been a motion made. The Board can change this if they would like.

Commissioner Tobin stated that most of the Board is comfortable with having limited discussion before a motion has been made. The Chair still has control of the floor and how much discussion should go forward.

Commissioner Patton suggested that the Rules change form be used to formalize the policies.

Commissioner Bauman said that he agreed with Commissioner Tobin on the three proposed policies.

Commissioner Bullock has worked within the rules but he has the ability to change and can work with the discussion set up either way.

Chairman Brooks has been diametrically opposed to discussion before a motion since he became Chair. The Board had been going off track with a lot of discussion that was not relevant to the item. There are three separate items and they should be tackled as three separate agenda items. There should be a motion for consideration, perhaps three since it is three separate items. Chairman Brooks commented on Commissioner Tobin's remark that he needs feed back from staff at times, and a choice comment from fellow Commissioner's before he is ready. Chairman Brooks said that the time for limited amount of information is before the Commission meeting. Staff prepares an agenda which is delivered to the Board in a timely manner for each Commissioner to review all issues before coming to the Board meeting. It is the responsibility of each Commissioner to review the issues, most particularly those for action, prior to the meeting. Staff is also available for individual Commissioner dialog prior to the meeting to discuss the issues. This goes beyond limited amounts of information and could lead to in-depth details of the issues prior to the meeting. Each Commissioner should arrive at the Board meeting fully knowledgeable on the issues to be discussed. It is unfair to the Commissioners who have done their homework on the issues to sacrifice their valuable time for a Commissioner who has not done his homework to receive his homework in class. The purpose of the parliamentary procedure, which the Board has adopted, is to follow the standard the parliamentary procedure has established in making motions prior to discussion. It is a procedure that has lasted for hundreds of years and is time proven in Roberts Rules of Order. The purpose of the parliamentary procedure is in making a motion it is first establish whether the motion should even be considered by the Board by having a motion with a second. There have been motions die do to the lack of a second which meant that there was not enough interest from the Board to bring the issue to the Board. Motion making narrows the issue to the issue and prevents some members from taking advantage of the informality of the meeting by taking up time of the Board in taking up non-related issues, going off on tangents not related to the issue. That only prolongs and delays and interferes with the smooth operation and the clear direction to staff as to the policy of the Board.

On the issues of premature positioning and back sliding Chairman Brooks stated that there are terms that he has not heard of previously. These are handled by the multitude of parliamentary motion handling such as amending and tabling. On the issue of the Chairman retaining authority, the Board Member requesting the pre-discussion of issues is the one member, in Chairman Brooks' opinion,

who is most likely unlikely not to yield to the Chair to limit discussion. Chairman Brooks stated that he thinks that the Board has been able to keep an orderly meeting.

The Commission decided by consensus to place the three items separately on the August 3 agenda.

Commissioner Tobin then suggested that an item concerning how Commissioners should get an action item on the agenda be on the August third agenda. The item should have at least two votes during discussion to be placed on the agenda for action.

The Board would like to establish a policy concerning the consent agenda.

ACTION ITEMS

Amendment to the Office Lease with Chris Sante

District Counsel Thomas Dillon explained that the amendment removes the obligation to name Mr. Sante on the liability policy. The District's insurance company will not name him on the policy because he is not a public entity. Mr. Sante has agreed to the amendment.

Motion: Commissioner Tobin made a motion to approve the amendment to the Office Lease with Chris Sante. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

District Financial Officer Compensation

General Manager Charles Fishburn explained that the District Financial Officer, Marty Waits, has been employed on a hourly basis with the District for one year on July 1, 2005. Marty replaced an outside consultant paid \$130 per hour at a rate of \$30 per hour. The Board's committee formed to replace the consultants with local hires projected \$40 per hour for this position.

Marty was employed at \$30 per hour partly because the General Manager had no knowledge of his capabilities other than his resume and an interview. Marty has demonstrated over the past year that he is an outstanding employee of the District.

Mr. Fishburn recommends Marty's hourly rate be raised to \$40 per hour effect July 1, 2005.

Mr. Fishburn urged the Board to be proactive in approving this increase. Islamorada lost their financial person to the private sector recently and are now employing this person back at a rate in excess of \$100 per hour. He would also point out this is not a merit or COLA increase. It is compensating Marty for the value of the job he does for the District.

Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to be a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Motion: Commissioner Bauman made a motion to table the item.

Motion died due to a lack of a second.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman.

Chairman Brooks stated that he wanted to make sure that Mr. Waits increase does not set a precedent in increases. He would like to see in the evaluation availability of an hourly employee.

Motion: Commissioner Bullock made a motion to approve the increase in the District Financial Officer's hourly rate to \$40 an hour effective July 1, 2005. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman		X	
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 4 to 1

Pending Payments List

Motion: Commissioner Bauman made a motion to approve the pending payments list for July 13, 2005 consisting of a May payment to Haskell. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary			

Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

DISCUSSION ITEMS

Provision of Wastewater Service in General Rules Change Log #1

Section 3.02 Wastewater Connections

Staff will emphasize that the convenience to the District will rule the decision of the location of the Valve Chambers. Staff was directed to rewrite the rule to say all District property not just valve chambers.

Provision of Wastewater Service In general Rules Change Log #2.

Chairman Brooks had the following comments:

On page 8 paragraph 3 he feels that the paragraph is vague and confusing and that it implies tampering on private property but because of its ambiguity it possible shifts responsibility for reporting tampering that takes place anywhere.

On page 8 paragraph 4 he again feels that the paragraph implies unbridled control and intrusion of property facilities placed there by the owner at the owner's expense. It also gives excessive powers to any individual or any employee of the District. It also categorically states the District will do an investigation regardless of whether or not a claim for tampering is valid and grants control to the District on private property facilities.

On page 8 paragraph 5 he thinks that the paragraph does not seem relevant to wastewater service. It may be lagging from the drinking waterside so how can it determine reduce cost of flow or services if the District is charging by the incoming flow. If tampering were to take place on private property with the sewer line from the residence to the street were strictly an outflow or sewerage flow with no metering device after you implement or charge somebody using this paragraph.

On page 9 paragraph 6 Chairman Brooks thinks this paragraph relates to the laterals or private property facilities. The first part of this paragraph says your are guilty without due process. The paragraph states you must demonstrate your innocence. This paragraph goes further to say the District will be responsible for correcting the tampering on private property.

On page 9 paragraph 7 Chairman Brooks would like to know where can any monetary or economic benefit be in the owner's last occupant damaging a lateral line. Don't the rules state that the residence or commercial properties within a geographical area that has central sewer will be charged

each month for their appropriate service rate regardless whether or not they are connected to the central sewer system.

Page 9 paragraph 8 Again this paragraph throws responsibility onto the consumer the possibility of tampering – if their water bill is reduce, what level implies tampering? What about customers who have drastically highs and lows in their water consumption. In some cases gone for months at a time.

Commissioner Bullock looks at tampering as someone messing with the water meter and that would fall under the FKAA.

Commissioner Tobin does not think that the rule is strong or broad enough. The District needs to have the authority to confiscate, impound, remove, disconnect, etc any materials, facilities, or pipes that are connected to the wastewater system. Due process can come under “after the fact notice.”

Commissioner Patton thinks that if the District crews find something then the District should have the authority to remove something that is a deterrent to a public wastewater facility.

Commissioner Bauman likes the way the rule is written and would only agree to the minor modification.

Chairman Brooks told the Board about a system where the rules and regulations are display upon a screen and a person makes the changes to the document as it is discussed. He suggested that the Board may want to consider the system in the future.

Fees and Charges Rules Change Log #3

Section 9.01 Plan Review Fee

Ed Castle reported that the proposed change specifies a minimum fee plus a cost per 100 lineal foot collection main. Generally, collection mains will be in the ROW and will be designed and reviewed as part of project costs. On private property, typically laterals will be installed, with the exception being commercial properties. These may have main, laterals, force main, vacuum pits and pump stations. For simplicity, EDU-based fees are preferable. We can base the fees on EDU's, with the assumption that on average, the fee will pay for the required services. There will, however, be some instances where properties with high EDU counts will have a relatively simple set of plans. Conversely, properties with multiple buildings may have more complex systems.

Fees can be based on infrastructure, but a more comprehensive schedule would need to be generated. I have also seen fees based on a percentage of construction costs. This percentage method, however, may penalize properties with higher restoration costs unless restoration costs are dropped from the calculation. It is also subject to misrepresentation of actual construction costs.

This fee should include costs incurred for plan review, administrative expenses, and construction inspection. I would anticipate that the costs incurred b the District will be approximately 50% engineering review and 50% administrative and inspection.

The title of Section 9.01 might be changed to Connection Review and Inspection Fee or something similar.

Commissioner Patton said that the Change Order Forms can be used to address an issue. The issue now is plan review fees. He would like to see Mr. Castle get together with Mr. Fishburn and come back to a meeting with the language under the proposed rules change first.

Commissioner Tobin would like the Staff to come back with four categories and the true cost of the plan review.

Commissioner Bullock stated that it is not clear to him who the fees are applied to and it needs to be clarified.

Chairman Brooks agrees with the Board on the need for clarity. He does not want the people in the Key Largo Trailer Village to have to pay an additional plan review fee.

Fees and Charges Rules Change Log #6

Section 9.12 Laundromat SDC Fees Non Existent

Commissioner Patton stated that in his opinion, applying the normal SDC charges by calculating the numbers of EDU's based on 167 gallons per day usage would have the financial impact of leading Laundromats into bankruptcy.

Laundromats serve a vital public purpose. Also, low-income local residents that do not have laundry facilities at the current residence have already paid a SDC for the residence. Visitors have also paid a SDC via the commercial hotels having paid their SDC.

Laundromats would still pay the commercial usage rate of \$5.27 per thousand gallons of wastewater with no cap. As a result Laundromats will still basically pay of their usage of the KLWTD system.

Change log 7 also deals with Laundromats and the Board had no comments on either six or seven for change.

Classes of Wastewater Service Rules Change Log #7

Section 5.05 Laundromat Service

Definitions and Construction Terms Rules Change Log #8

Section 42 Definition of Equivalent Dwelling Unit

Commissioner Tobin does not want to change the definition of an EDU. There can be a separate section for a EDU.

District Counsel Thomas Dillon stated that he misunderstood the intention of Commissioner Patton's intent on Laundromats and at this time the change is not appropriate.

Classes of Wastewater Service Rules Change Log #9

Section 5.03

The Board and Staff will consider the intent of the change in Log 9.

Fees and Charges Rules Change Log #10

Section 9.01 System Development Fee (SDC) (16)

Commissioner Tobin said that the District should have a policy for vacant property owners to sign off on the options to hook up to the sewer at the current time.

Ed Castle stated that Brown and Caldwell had been directed to design a plan to serve all the occupied lots and to design a system but put it as a dashed line going past the vacant properties and going down roads that have no homes. Laterals would not be run to vacant lots, just a stub out.

Commissioner Patton pointed out that for every vacant lot that is not charged the cost of an EDU goes up for everyone.

Commissioner Bauman would like to know where the money is going to come from if everyone signs a waiver. He would like to see the District do a break-even analysis.

Commissioner Bullock feels that each piece of property has the potential to be built on and the line should be run to it and the owner charged.

Commissioner Tobin said that if the District is going to go forward with billing vacant lots then a waiver clause allows the District to waive all or part of the fees upon a demonstrated showing that a vacant lot is in Tier One, owned for conservation, unity of title, or a ROGO lot.

Definition of a "Customer"

Commissioner Tobin would like to add "be the owner of the property or the owner's designee, which could also include any person who accepts or receives services, the intent being the owner is the responsible person" to the definition of a "Customer." This would make the owner of the property the responsible party.

District Counsel Thomas Dillon said that it is his intent to ask the State Representative to sponsor an amendment to the District's enabling legislation to give the District the ability to lean property. Mr. Dillon thinks that Commissioner Tobin's item is a good one.

Commissioners Bullock, Patton, and Bauman agree with Commissioner Tobin.

STATUS REPORTS

Monthly Report on KLTV & KLP from Ed Castle

Mr. Castle reported that he has received some shop drawings from ADB and had a preconstruction meeting with them on Tuesday.

The Treatment Plant is on schedule.

The comments have been submitted to CPH on the Lake Surprise/Sexton Cove project and have been received back on July 12, 2005.

Commissioner Bullock expressed concern over not being copied on issues relating to permit issues. Mr. Castle would like to have a letter sent from the Board requesting to be informed.

Project Funding Status Report

Financial Officer Martin Waits invited anyone to give him a call if they have any questions on the report.

Preliminary Report on the Auditor RFP

Mr. Waits reported that the District received two response and they will be ranked and presented at the August 20 meeting.

ADJOURNMENT

After a motion to adjourn by Commissioner Bullock and not seconded Chairman Brooks adjourned the meeting at 8:40 PM.

The KLWTD meeting minutes of July 13, 2005 were approved on August 17, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

TAB 6

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form


Meeting Date: August 17, 2005

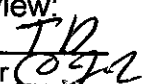
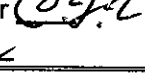

Agenda Item No. 6

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> DISCUSSION
<input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

SUBJECT: Contract for FY 2005 Audit Services

RECOMMENDED MOTION/ACTION: Authorization to execute a contract with Grau & Company to audit the District's FY 2005 Financial Statements.

Approved by General Manager 
Date: 8-11-05

Originating Department: Finance	Costs: \$16,500 Funding Source: MSTU Funds Acct. #	Attachments: Schedule of Fees Agreement
Department Review: <input checked="" type="checkbox"/> District Counsel  <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Responses to an RFP for Professional Auditing Services have been previously reviewed with the Board, and authorization received to pursue a contract with Grau & Company.

A contract has been negotiated, and reviewed by legal counsel. Documents executed by Grau & Company will be in hand at the meeting.

APPENDIX E

SCHEDULE OF FEES

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE KEY
LARGO WASTEWATER TREATMENT DISTRICT 2005 FINANCIAL
STATEMENTS**

NAME OF PROPOSING FIRM: Grau & Company

	Hours	Quoted Hourly Rates	Total
Partners	<u>20</u>	\$ <u>225</u>	\$ <u>4,500.00</u>
Managers	<u>35</u>	\$ <u>160</u>	\$ <u>5,600.00</u>
Supervisory Staff	<u>35</u>	\$ <u>110</u>	\$ <u>3,850.00</u>
Staff	<u>28</u>	\$ <u>70</u>	\$ <u>2,520.00</u>
Other (specify): <u>Rounding</u>	<u> </u>	\$ <u> </u>	\$ <u>30.00</u>

Sub-total for services described in
the Request for Proposals \$ 16,500.00

Out-of-pocket expenses:

Meals and lodging	\$ <u>0.00</u>
Transportation	\$ <u>0.00</u>
Other (specify): <u> </u>	\$ <u>0.00</u>

**Total all-inclusive maximum
price for 2005 audit** \$ 16,500.00

Deduction amount if no Federal or State
single audit is required: (\$ 1,500.00)

Authorized Representative Signature: 

Printed Name and Title: Antonio Grau, Jr.

Date: August 5, 2005

AGREEMENT
By and Between
Key Largo Wastewater Treatment District
And
Grau and Company
Certified Public Accountants
For
Professional Auditing Services

This is an agreement between the Key Largo Wastewater Treatment District, an Independent Special District of the State of Florida (hereinafter the "District"), through its Board of Commissioners, and Grau and Company, Certified Public Accountants (hereinafter "Auditor.")

WITNESSETH, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, District and Auditor agree as follows:

ARTICLE I
SCOPE OF SERVICES

Auditor shall perform the services as specifically stated in the Scope of Services attached hereto as Attachment "A.", and by this reference made a part hereof and as may be specifically designated and additionally authorized by the District. Each additional authorization will be in the form of a written work authorization. Each work authorization will set forth a specific Scope of Services, amount of compensation and completion date.

ARTICLE II
TERM

The term of this Agreement shall be for one (1) year beginning August 1, 2005 and ending July 31, 2006. At the end of each one (1) year period, this Agreement may, by agreement of the District and Auditor, be extended for up to four (4) additional one (1) year terms.

ARTICLE III
COMPENSATION

The District shall pay Auditor in accordance with Attachment B, Fee Schedule, which is attached hereto and incorporated by reference as part of this Agreement. The Fee Schedule will be subject to amendment for each extension period.

Auditor will invoice the District on a monthly basis. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services; a brief description of the services provided; if the services consist of a meeting or phone call, the names of the other participants; the time spent, rounded up to the nearest 0.1 hour.

This engagement is subject to the Florida Prompt Payment Act, Florida Statutes Chapter 218, Part VII.

ARTICLE IV STANDARD OF CARE

Auditor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional auditor under similar circumstances and Auditor shall, at no additional cost to the District, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE V RECORDS

Auditor shall keep such records and accounts, and require any and all agencies and sub-agencies to keep records and accounts as may be necessary in order to record complete and correct entries as to the services rendered hereunder. Such books and records will be available at all reasonable times for inspection and copying by the District and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete and incorrect entries in such books and records will be grounds for disallowance of any fees based upon such entries.

ARTICLE VI MISCELLANEOUS

6.1 OWNERSHIP OF DOCUMENTS

All documents and other data provided in connection with this Agreement are and shall remain the property of District whether or not the services to be performed hereunder are completed.

6.2 TERMINATION

This Agreement may be terminated by either party for cause, or by District for convenience, upon thirty (30) days written notice from the terminating party to the other party. In the event of such termination, Auditor shall be entitled to compensation for services performed to termination date. In the event that Auditor abandons this Agreement or causes it to be terminated by District, Auditor shall indemnify District against any loss pertaining to this termination. All finished and unfinished documents, data and reports prepared by Auditor shall become the property of District and shall be delivered to District within five (5) calendar days of District's request.

For purposes of this Agreement, termination by District for cause includes, but is not limited to, the following:

1. Auditor's failure to keep, perform and observe each and every provision of this Agreement and such failure continues for a period of more than seven (7) days after delivery to Auditor of a written notice of such breach or default; or
2. Auditor's occupational business license terminates for any reason; or

3. Auditor becomes insolvent, or takes the benefit of any present or future insolvency statute, or makes a general assignment for the benefit of creditors, or files a voluntary petition in bankruptcy or a petition or answer seeking reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any state thereof, or consents to the appointment of a receiver, trustee, or liquidator of all or substantially all of its property, or has a petition under any present or future insolvency laws or statute, filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or

Auditor recognizes and agrees that in the event of the termination or expiration of this Agreement, it will be necessary to assist the District and/or a selected successor to Auditor with an orderly transition and disposition of all records previously provided by the District to Auditor. Auditor shall be paid in accordance with Article III for all services rendered through the date of termination and for any services authorized to continue beyond the date of termination during any transition period.

6.3 EQUAL OPPORTUNITY EMPLOYMENT

Auditor agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement, because of race, color, religion, sex, age, national origin, or disability and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeships.

6.4 PUBLIC ENTITY CRIMES ACT

In accordance with Section 287.133, Florida Statutes, Auditor, by execution of this Agreement, verifies, acknowledges, and attests that it has not been placed on the convicted vendor list following a conviction for a public entity crime. Auditor further understands and accepts that this Agreement shall be voidable by the District or subject to immediate termination by the District in the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133, Florida Statutes. The District, in the event of such termination, shall not incur any liability to Auditor for any work or materials furnished.

6.5 ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered by Auditor under any circumstances, without the prior written consent of District.

6.6 INDEMNIFICATION OF DISTRICT

1. Auditor shall at all times hereafter, indemnify, hold harmless and defend District, its agents, and employees from and against any claim, demand or cause of action of any kind or nature arising out of error, omission or negligent act of Auditor, its agents, or employees in the performance of services under this Agreement.

2. Auditor further agrees, at all times hereafter, to indemnify, hold harmless and defend District, its agents, and employees from and against any claim, demand or cause of action or any kind or nature arising out of any negligent conduct or misconduct of Auditor in the performance of services under this Agreement and for which, its agents, or employees are alleged to be liable.

3. Auditor acknowledges and agrees that District would not enter into this Agreement without this promise of indemnification of District by Auditor, and that District's entering into this Agreement shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Agreement. Nothing in this Agreement shall be construed to affect in any way the District's rights, privileges, and immunities as set forth in Section 768.28, Florida Statutes.

6.7 INSURANCE

Auditor shall provide, pay for and maintain in force at all times during the services to be performed, insurance, including Workers' Compensation Insurance, Employer's liability Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance as described below.

Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. Auditor shall specifically protect District by naming the District as an additional insured under the Comprehensive General liability Insurance Policy hereinafter described. The Professional liability Insurance Policy or certificate shall reference this Agreement.

Notice of Cancellation and/or Restriction: The policies must be endorsed to provide District with thirty (30) days notice of cancellation and/or restriction.

1. Professional Liability Insurance: The limits of liability provided by such policy shall be no less than Five Hundred Thousand Dollars (\$500,000.00).

2. Worker's Compensation Insurance to apply to all employees in compliance with the Workers Compensation law of the State of Florida and all applicable federal laws.

3. Comprehensive General Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General liability Policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include:

Premises and/or Operations;

Independent Contractors;

Broad Form Property Damage; and

Broad Form Contractual Coverage applicable to this specific Agreement.

Personal Injury Coverage with Employee and Contractual Exclusions removed, and with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

The District is to be named as additional insured with respect to liability arising out of operations performed for District by or on behalf of Auditor, or acts or omissions of Auditor in connection with such operations.

4. Business Automobile Liability Insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

Owned vehicles; and

Hired and non-owned vehicles.

5. Auditor shall provide to District, prior to the effective date of this Agreement, a Certificate of Insurance or a copy of all insurance policies required by Section 6.7 including any subsection thereunder. District reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that District shall be given not less than thirty (30) days notice prior to expiration or cancellation of the policy.

6.8 PERFORMANCE OF WORK BY AUDITOR

It is expressly agreed that Auditor is and shall be, in the performance of all work, services, and activities under this Agreement an independent contractor and not an employee, agent, or servant of the District. All persons engaged in any work, service or activity performed pursuant to this Agreement shall at all times and in all places be subject to Auditor's sole direction, supervision, and control. Auditor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects FIRM'S relationship and the relationship of its employees to the District shall be that of an independent contractor and not as employees or agents of the District.

6.9 LAWS AND REGULATIONS

It is further understood by the parties that Auditor will, in carrying out its duties and responsibilities under this Agreement, abide by all federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards.

6.10 CONTRACT ADMINISTRATOR

The District's Contract Administrator during the performance of services pursuant to this Agreement shall be the District's Finance Officer.

6.11 NO CONTINGENT FEE

Auditor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Auditor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Auditor any fee,

commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

6.12 GOVERNING LAW AND VENUE

The Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Monroe County and the Agreement will be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

6.13 ATTORNEYS' FEES

In ANY on brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

6.14 BREACH OF CONTRACT

Time is of the essence in the execution of the provisions of this Agreement.

6.15 AUTHORITY TO ENGAGE IN BUSINESS

Auditor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the District's representative upon request.

6.16 ALL PRIOR AGREEMENTS SUPERSEDED

This document supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein; and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document.

6.17 DISTRICT'S RESPONSIBILITIES

The District shall be responsible for providing access to all project sites, and providing information on hand including all accounting records, paid invoices, bank deposits and reconciliations, and other data that are available in the files of the District.

6.18 NONDISCLOSURE OF DISTRICT INFORMATION

Auditor shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior express or implied authorization of District, or in response to a court ordered subpoena.

6.19 NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by first-class United States mail, postage prepaid, and addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notices:

FOR DISTRICT:

FINANCE OFFICER
KEY LARGO WASTEWATER TREATMENT DISTRICT
98880 OVERSEAS HIGHWAY
KEY LARGO, FL 33037

FOR THE AUDITOR:

IN WITNESS WHEREOF, the parties hereto have set their hands this ____ day of August, 2005.

District
Key Largo Wastewater
Treatment District

Auditor

By: _____
Charles Brooks
Its: Chairman

By: _____
Its: _____

Attest

Attest

By: _____
Andrew Tobin
Its: Secretary

By: _____
Its: _____

Approved as to form

By: _____
Thomas M. Dillon
Its: Counsel

TAB 7

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 7

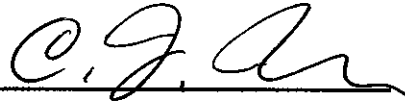
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|---|---|
| <p><input type="checkbox"/> PUBLIC HEARING</p> <p><input type="checkbox"/> DISCUSSION</p> <p><input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM</p> <p><input type="checkbox"/> STATUS REPORT</p> | <p><input type="checkbox"/> RESOLUTION</p> <p><input type="checkbox"/> BID/RFP AWARD</p> <p><input type="checkbox"/> CONSENT AGENDA</p> |
|---|---|

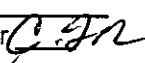

SUBJECT: Pending Payments List for August 17, 2005

RECOMMENDED MOTION/ACTION: Motion to approve pending payments list for August 17, 2005 contingent upon available funds.

Approved by General Manager

Date: 8-11-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

TAB 8

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 8

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Purchase of video camera.

RECOMMENDED MOTION/ACTION: Approve purchase of video camera for inspection of plumbing connections and pipeline maintenance.

Approved by General Manager

Date: 8-12-05

Originating Department: General Manager	Costs: \$ 6,800.00 Funding Source: Acct. #	Attachments: Memo and details from Ridgid catalogue.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering MB <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

See attached.

Resulting Board Action:

☐ Approved
Revised

☐ Tabled

☐ Disapproved

☐ Recommendation

Memo

To: Key Largo Wastewater Treatment District Board
From: Margaret Blank
CC: File
Date: August 12, 2005
Re: Video Camera

The proposed video camera will be used to inspect homeowner plumbing connections to ensure that no rock, gravel, or other debris can enter and damage the vacuum sewer collection system. Once the collection system is operational, the camera will be used as a diagnostic tool to locate problems within the piping network.

A photograph of the camera from Ridgid's catalogue is enclosed. The pipe inspection system consists of a color camera, lights, 10-inch color monitor, and VCR. This camera was field tested along with another that came with a smaller monitor. We found that the larger monitor provided a much better picture than the smaller one.

This camera will improve the District's ability to perform its portion of plumbing connection inspections. The District will be responsible for ensuring that no gravel is in the pipe and checking the air intake. The Plumbing Department will check the trench bedding, pipe slope, pipe material, etc.

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

Color SeeSnake Systems

For color inspections using the latest technology choose RIDGID SeeSnake Plus.

- All color cameras have 350 lines of resolution for crisp clear images.

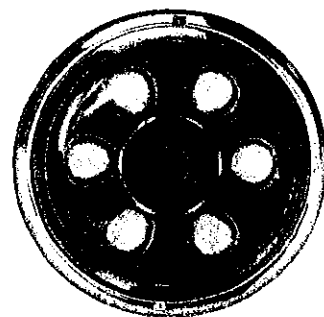


Self-Leveling SeeSnake Plus

Revolutionary Self-Leveling camera built SeeSnake Tough

The new Self-Leveling color video camera combines SeeSnake durability with an innovative, self-leveling camera head for a consistently upright picture. Smaller more durable, and more maneuverable than any other self-leveling camera on the market, this extraordinary camera is compatible with all Standard SeeSnake inspection systems.

All SeeSnake Cameras Include Factory Installed In-Line Transmitters.



- Inspects Lines 2" and Larger
 - 2" 90's
 - 3" P-Traps
- Durable SeeSnake Construction in a Self-Leveling Camera Head
- 6 Rugged High-Intensity Lights
- Tungsten Weighting System
- Unique Bearing and Slip Ring Design

Color SeeSnake Plus

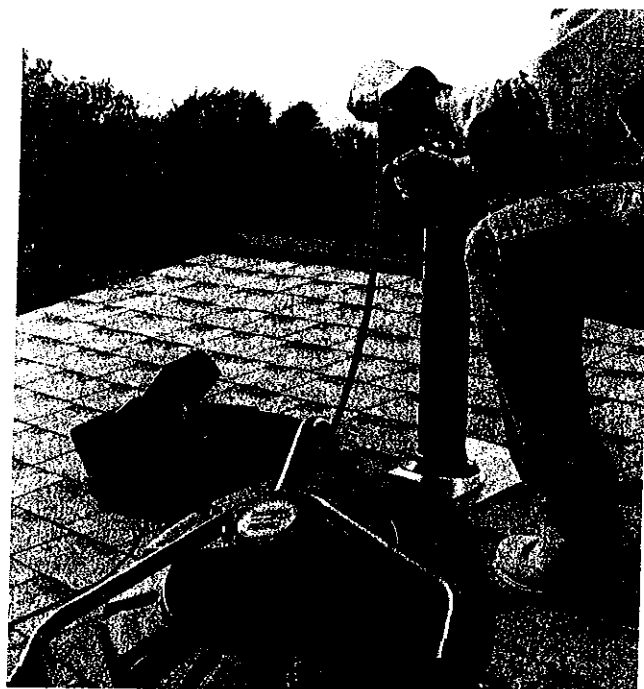
- 6 Rugged High Intensity Lights—Fully Adjustable
- At 1.365" in Diameter the Standard SeeSnake Plus provides you the Versatility you need to get the most out of your Camera Investment



Standard Color
SeeSnake Plus

Color Mini SeeSnake Plus

- 3 Rugged High Intensity Lights—Fully Adjustable
- At 1.2" in Diameter the Color Mini SeeSnake Plus provides you the Maneuverability to get through the tightest spots



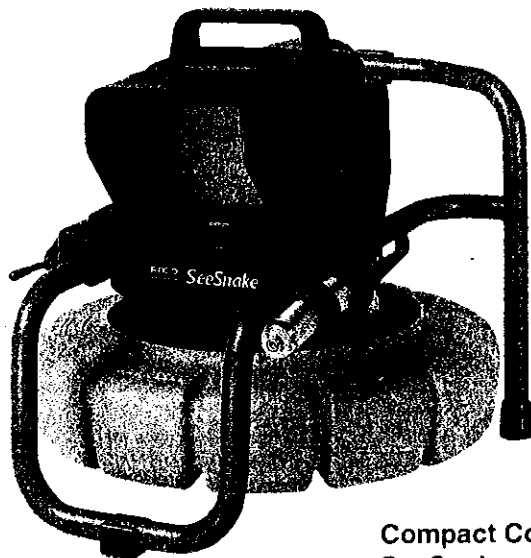
Color Mini SeeSnake Plus

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

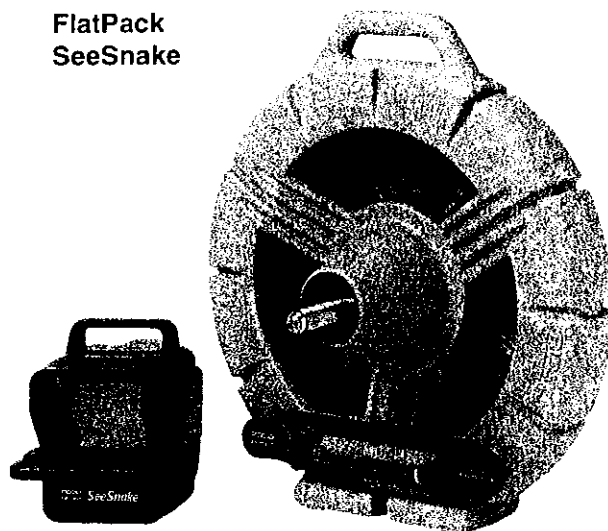
Color SeeSnake Compact and FlatPack

- SeeSnake Quality in a Lightweight Portable System
 - Compact Weighs only 20 lbs.
 - FlatPack Weighs only 11 lbs.
- 3 Rugged High Intensity Lights provide a crisp, clear image



Compact Color
SeeSnake

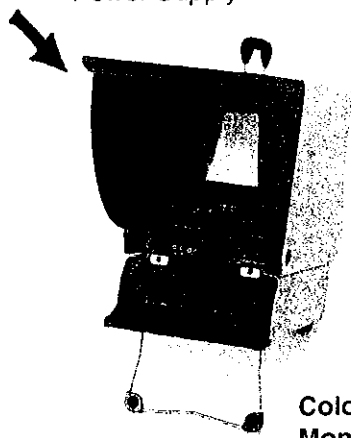
FlatPack
SeeSnake



Choose the Color Monitor that best suits your needs.

All Monitors Include:

- LED Control for Precise Lighting
- Transmitter Activation
- Power Supply



Color
Monitor VCR

Color Video
Toolcase



Color Monitor
Pack



- 10" Color Monitor
- Commercial Grade VCR
- Hands Free Audio Recording
- Volume and Audio Off Control

- High Resolution 5" Clear LED Monitor with Sunshade
- Commercial Grade VCR
- Internal Rechargeable Battery
- DC Car-Type Adapter

- 5" Color LED Monitor
- 14.4V Rechargeable Battery Port
- Plug for use with 115V/230V Outlet
- Video In/Out Jack

See Pages 126 and 127 For Ordering Information

RIDGID
MAKING SENSE OF THE WORLD AROUND YOU

123

TAB 9

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 9

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Purchase of Auto CAD LT 2006

RECOMMENDED MOTION/ACTION: Approve purchase of AutoCAD 2006 software.

Approved by General Manager

Date: 8-11-05

Originating Department: General Manager	Costs: \$899 Funding Source: Acct. #	Attachments: Quote from AutoDesk
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <i>C.F.Z.</i> <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <i>MB</i> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: This drafting software will simplify and expedite communications with consulting engineers. It will also allow staff to view, plot and modify drawing in-house when needed.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Memo

To: Chuck Fishburn
From: Margaret Blank
CC: File
Date: August 11, 2005
Re: AutoCad Software

As you know, we've been considering three different types of drafting software, AutoCad, AutoCad LT, and TurboCad. At present, we'll be using this software primarily to view, plot, and modify drawings prepared by others. For this purpose, AutoCad LT is the best choice for us right now. TurboCad is geared toward architects, and I'm not sure about its compatibility with AutoCad. The full version of AutoCad may be necessary down the road if we decide to produce our own drawings. It has customizations and short cuts that expedite drafting work.

AutoCad LT is \$899. The full version of AutoCad is \$2,835.

Autodesk®

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AutoCAD LT 2006



Original Price: ~~\$899.00~~

\$799.00

Instant rebate - save \$100 off list price!

(Note: limited to a maximum of 10 seats per invoice address).

2000/XP

Select Your Delivery Method

BUY NOW

AutoCAD LT® software, the world's number one seller for 2D drafting, just got better. AutoCAD LT with native DWG file format compatibility, simplifies drawing sharing. With enhancements to improved text, tables, and hatching and a more intuitive interface, everyday tasks are streamlined just one thing in mind—your productivity.

- Dynamic input brings the power of the command line to the graphics cursor, giving you immediate information on the information you enter as you work.
- What you see is really what you get with improvements to the mtext editor, including number and one-step table creation.
- Hatch multiple areas with a single command, add and remove hatch boundaries, or calculate area with a single click.
- Plot your drawings to paper or DWF easier and faster with a new simplified user interface.
- Single-user license
- 60 days of free telephone support from your date of purchase, in English, covering installation and configuration of AutoCAD LT.

AutoCAD LT cannot be sold outside of the US from this Store. If you are in Canada, please contact a reseller.

Recommended System Requirements:

- Intel® Pentium® III or later, with 800 MHz or faster processor, or compatible
- Microsoft® Windows® XP (Professional, Home Edition, or Tablet PC Edition with SP1 or SP2; 2000 Professional with SP4)
- 512 MB RAM
- 500 MB free disk space for installation
- 1024x768 VGA with true color
- Microsoft® Internet Explorer 6.0 SP1 or later
- CD-ROM drive
- Mouse, trackball, or compatible pointing device

Please contact an Autodesk Authorized Reseller if you have not previously owned or used an AutoCAD product, and, or need guidance in understanding the full range and variety of current Autodesk products and options available in order to choose the most appropriate solution for your business needs.

60-Day Basic Telephone Installation Support

Telephone installation support is technical assistance provided to you for 60-days from date of sale with the primary purpose of getting the Autodesk software up and running on your system. It is not

TAB 10

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. 10

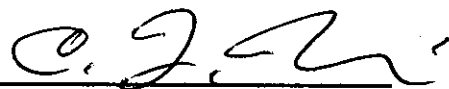
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|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

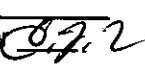

SUBJECT: Preliminary FY 2006 Capital Budget (First Presentation)

RECOMMENDED MOTION/ACTION: None

Approved by General Manager

Date: 8-11-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Presentation of the first draft of the FY 2006 Capital Budget and 5-year plan, which has been prepared by staff to solicit Commissioner's comments, suggestions and general input.

Final FY 2006 budget approval is anticipated no later than the meeting on September 7th.

TAB 11

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 17, 2005

Agenda Item No. / /

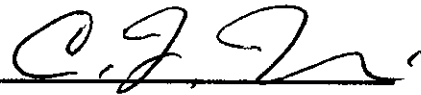
- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

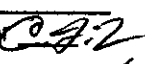
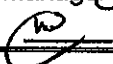
SUBJECT: Preliminary FY 2006 Operating Budget (Second Presentation)

RECOMMENDED MOTION/ACTION: None

Approved by General Manager

Date: 8-16-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The first draft of the FY 2006 Operating Budget and 5-year Plan which has been prepared by staff to solicit Commissioner's comments, suggestions and general input was presented at the previous Board meeting, but received little attention as a very late item on a very busy agenda.

Staff is again providing an opportunity for the Board to focus on the District's FY 2006 Operating Budget.

TAB 12

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug. 17, 2005

Agenda Item No. 12

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☒ STATUS REPORT

SUBJECT: Verbal Monthly Status Report

RECOMMENDED MOTION/ACTION: No action required

Approved by General Manager

Date: 8-11-05

Originating Department: Engineering	Costs: \$ Funding Source: Acct. #	Attachments: Maps for project areas showing progress
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised