KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS

AGENDA

MARCH 15, 2011 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Robert Majeska Chair
Andrew Tobin Vice Chair
Susan Hammaker Secretary-Treasurer
Norman Higgins Commissioner
Charles Brooks Commissioner

Charles F. Fishburn General Manager
Thomas Dillon District Counsel
Carol Walker District 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 District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER - PLEASE MUTE CELL PHONES
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL
D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES
E. PUBLIC COMMENT
   Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before
the meeting starts.

F. **PUBLIC HEARING TIME SPECIFIC AT 5:00 PM**
   1. PUBLIC HEARING RE WASTEWATER SERVICES TO GULFSTREAM SHORES, KNOWLSON COLONY, OCEAN REEF, CORAL COAST, AND OCEAN CAY

G. **PUBLIC HEARING TIME SPECIFIC AT 6:00 PM**
   2. PUBLIC HEARING RE WASTEWATER SERVICES TO CROSS KEY AND MANATEE BAY

H. **BULK ITEMS**
   3. Minutes of March 7, 2011
   4. RESOLUTION NO. 02-03-11
      A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF A TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

I. **COMMISSIONER’S ITEMS**
   5. Board Apology to Staff for Incorrect Terminology Action
      Commissioner Brooks
   6. Substandard Patching Commissioner Tobin
   7. Fraud Audit Commissioner Tobin

J. **FINANCIAL REPORT**
   8. Pending Payments Action

K. **OPERATIONS’ REPORT**

L. **TECH REPORT**

M. **ENGINEER’S REPORT**
   9. Verbal Status Report

N. **LEGAL COUNSEL REPORT**
   10. Employee Policies Action

O. **GENERAL MANAGER’S REPORT**
   11. Weiler WA #06-02 Amendment 7 Action
   12. Weiler WA #06-03 Amendment 3 Action
13. Eckler Engineering Task Order #3  Action
14. Redland Change Order #8  Action

P. COMMISSIONERS ROUNDTABLE

Q. ADJOURNMENT
SUBJECT: NOTICE OF PUBLIC HEARING RE WASTEWATER SERVICES TO GULFSTREAM SHORES, KNOWLSON COLONY, OCEAN REEF SHORES, CORAL COAST, AND OCEAN CAY

RECOMMENDED MOTION/ACTION:

Approved by General Manager ________________________________
Date: __________________

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: $</th>
<th>Attachments Memo</th>
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<tr>
<td>Legal</td>
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<td></td>
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</tbody>
</table>

Department Review: [ ] District Counsel [ ] General Manager [ ] Finance

[ ] Engineering [ ] Clerk

Advertised:
Date: __________________
Paper: __________________
[X] Not Required

Summary Explanation/Background: This area is located within the District consisting of the following subdivisions: Gulfstream Shores, Knowlson Colony, Ocean Reef Shores, Coral Coast, and Ocean Cay, all on the island of Key Largo, Florida.

The District will consider provision of low-pressure central wastewater service to these subdivisions. A low-pressure system requires the installation of a grinder pump capable of pumping wastewater at 60 pounds/square inch, more or less. The District has invited comments from interested parties and the general public as to whether to install grinder pumps and lateral connections on individual parcels within these subdivisions and, if so, the amount of the non-ad valorem assessments to be levied against the benefitted parcels.

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

To: Key Largo Wastewater Treatment District
From: Ed Castle
Date: March 10, 2010
Re: Coral Coast Collection System Analyses

Weiler Engineering has investigated 3 types of collection system alternatives for Coral Coast. The collection system analysis included vacuum systems, gravity systems, and grinder pump systems. We have tabulated the estimated construction cost estimates and made recommendations for the appropriate system for each area. Each area is detailed and summarized below. The attached spread sheets show the detailed items, associated quantities, cost estimates, and contingencies required for the construction of each of the various options.

Coral Coast is located at approximately mile marker 97 gulf side and consists of 15 single family residential properties, of which 9 are currently developed. It is directly adjacent to US1 and has been provided a forcemain stub in the southern transmission main plans. The collection system design in this area has no vacuum mains in the adjacent area and therefore significantly increased the cost for the vacuum option in this area. On the request of the District Manager, we have modified the grinder pump analysis to place the pumps at the residences. The 13 developed lots will receive pumps at this time. The vacant lots will be provided with a tee and valve for future connection. The grinder pump option was the most cost effective system for Coral Coast at $253,858. The vacuum option costs were $634,420 and the gravity system option came in at $507,243.

Project: Coral Coast Collection System Alternative Analysis

<table>
<thead>
<tr>
<th>Property</th>
<th>Vacuum Option</th>
<th>Estimated Construction Costs</th>
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<tr>
<td></td>
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<td>Grinder Pump Option</td>
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<tr>
<td>Coral Coast</td>
<td>$634,420</td>
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<td>Gravity Option</td>
</tr>
<tr>
<td>Coral Coast</td>
<td></td>
<td>$507,243</td>
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</table>

Based upon the cost analysis, Weiler Engineering recommends the installation of a grinder pump system for Coral Coast.
Weiler Engineering has investigated 3 types of collection system alternatives for Ocean Cay. The collection system analysis included vacuum systems, gravity systems, and grinder pump systems. We have tabulated the estimated construction cost estimates and made recommendations for the appropriate system for the area. Each area is detailed and summarized below. The attached spread sheets show the detailed items, associated quantities, cost estimates, and contingencies required for the construction of each of the various options.

The District Manager requested that Weiler Engineering revisit the cost analysis for Ocean Cay, modifying the conceptual design of the grinder pump system. In the previous analysis, we assumed gravity points of connection would be placed in the easement in front of each property, similar to the vacuum system configuration. Mr. Fishburn has requested an analysis in which a simplex grinder pump is installed at each residence adjacent to the home. With that change, we have provided pumps for the 25 developed parcels and a tee and valve for future connection of the single undeveloped parcel.

Ocean Cay is located at mile marker 100 on the ocean side at the end of Ocean Drive and consists of a possible total of 26 single family residences. Of these, 25 lots are developed. Ocean Drive is home to various large commercial properties that have been designed with forcemain points of connection. Ocean Cay was also provided with a forcemain point of connection in the southern transmission main plans. Collection Basin E is directly adjacent to Ocean Drive and a 4” vacuum main exists that could provide vacuum service to Ocean Cay, however, the existing 4” line would need to be replaced with a 6” line to accomplish this task. With all these factors taken into account the grinder pump option winds up as the lowest cost option for this area at $427,038. The vacuum system option came in at $479,055 and the gravity system option was the most expensive at $749,150.
Project: Ocean Cay Collection System Alternative Analysis

<table>
<thead>
<tr>
<th>Property</th>
<th>Vacuum Option</th>
<th>Grinder Pump Option</th>
<th>Gravity Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean Cay</td>
<td>$479,055</td>
<td>$427,038 (+ $24,390 vacuum redesign)</td>
<td>$749,150</td>
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Generally, analyses of this type result in a clear advantage of one system over the others, and we recommend the low-cost option. In the case of Ocean Cay, however, we recommend that the lowest capital cost option (grinder pump system) not be implemented but that the second lowest capital cost option (vacuum system) be implemented. The projected cost differential is only $52,000, and with the vacuum system, the benefit of automatically transferred emergency power is gained. There has also been design effort expended and infrastructure installed to accommodate the vacuum system for Ocean Cay. A switch to grinder pumps at this point would require that design be started over, meaning that an expenditure of $24,390 will have been wasted, effectively reducing the cost differential from $52,000 to $27,610.

In summary, the net capital cost savings for installing simplex grinder pumps at the homes is estimated to be $52,000 not including the cost of redesign. Although the grinder pump sumps will provide two to three days of storage during power outages, it is our opinion that the reliability of having automatic emergency power for the vacuum option outweighs the cost savings. We recommend continuing with the planned vacuum installation.

It is apparent that much of the concern voiced by the residents of Ocean Cay is due to the location of the cleanouts, which may make it necessary for some homeowners to run their laterals under pavers and other landscape features. A markup of the Eckler 90% drawings was provided to us by a resident indicating that installation of 17 vacuum pits rather than the 12 shown on the current design could resolve their issues with the locations of the cleanouts. While we have not performed a re-design to determine actual quantities of materials needed, we have done a rough estimate of the increase to project cost. The additional vacuum pits, 3” services and 6” laterals and associated asphalt patch would total approximately $49,750, or $1913 per lot.

If an overlay is desired, the estimated quantity of $4790 square yards would add $43,110 to the job at the existing contact price. This equates to $1658 per lot.

The District may wish to consider allowing the neighborhood to agree to the additional infrastructure and costs a group, or could allow individual property owners to have cleanouts moved at their cost using the mechanism currently in place.
Key Largo Wastewater Treatment District  
C-905 Grinder Pump Options

At the February 11th Special Call meeting the Board requested additional information regarding two alternative layouts for the grinder pump option. The grinder pump option provides a small diameter force main system to collect wastewater from the two nearer developed areas on C-905 and transmit it to Basin A where it can be pumped into either the force main or into the Basin A collection system. A few outlying homes, the solid waste transfer station and Sea Critters are not included in the grinder pump options. Weiler Engineering was instructed to provide cost estimates, site maps and conceptual layouts for these two options.

**Option 1**

Option 1 is to provide a force main system with one grinder pump for each developed property. The grinder pumps are to be placed in the public Right of Way (ROW). For worst-case analysis, it has been assumed that each property will require the installation of a power pole, electric meter and disconnect in the ROW in addition to the pump station, control panel and piping. In this case, the District would provide all facilities in the ROW and place a cleanout adjacent to the property line for connection of the on-site plumbing. In this case, the work required to be done by the owner on his private property is most similar to that of the bulk of the property owners in the District.

In this option, the total cost to be borne by the District for construction is estimated at $2,266,150. This equates to $32,918 per EDU. The cost to the property owner for installing his lateral is estimated at an average of $3,500. This cost will vary depending on the layout of the existing plumbing, the amount of landscaping and paving and other factors. It also does not include the cost of abandonment of the septic system.

A typical layout for the Option 1 is provided in Figure 1. It should be noted that during actual design, cost reducing alternative are likely to be developed. There are existing power poles on alternating property lines on one side of the road in these neighborhoods. If FKEC would allow these to be used for mounting the electric meters and disconnects, some savings could be realized. There is also potential for savings where adjoining lots are developed. The potential savings is likely to be less than 15%.

**Option 2**

The second option we were asked to consider was similar to Option 1, but with the grinder pump stations placed in a 10’ X 10’ easement to be granted by the property owner. The easement

Prepared for KLWTD  
By: Ed Castle, PE  
February 25, 2009

- 1 -
would be located at the ROW line and could be located at either side of the property frontage or in the middle. In this option, the District would install the pump stations and control panels in the 10' X 10' easement, but would not supply the power. The property owner would be required to install electrical conduit as well as his 4” lateral from the building out to the pump station. The work required to be done by the owner on private property is less similar to that of most property owners in the District in that this option requires the property owner to also run electrical conduit. The monthly O&M costs may also be different since the C-905 property owners would be paying the electrical costs each month in this option. The additional electrical costs will likely be in the neighborhood of $5 per month.

In Option 2, the total cost to the District would be $2,149,000. This equates to $30,268 per EDU. The cost to the property owner for installing his lateral and electrical conduit is estimated at an average of $5,100. This cost will vary depending on the layout of the existing plumbing, the amount of landscaping and paving and other factors. It also does not include the cost of abandonment of the septic system.

A typical layout for Option 2 is provided in Figure 2. In this case, each property would be provided with a grinder pump in the 10’ X 10’ easement, which could be located adjacent to the ROW anywhere along the property frontage.

**Option 3**
With the cost estimating spreadsheets set up for Options 1 and 2, analysis of a third option became a matter of adjusting quantities and assigning costs to the District and the property owner differently. Option 3 assumes that the District will install the force main system with a force main stub provided to each property line. The property owner would be required to install a grinder pump near the building and run the 1” force main from the pump station out to the ROW. This option is the least similar to that of most other property owners in the District. In this case, the property owner would install mechanical equipment that would have to meet the District’s standards and may also have to pay for electricity and maintenance of the pump station, depending on the District’s policies.

In this option, the total cost to the District would be $1,481,600. This equates to $20,868 per EDU. The cost to the property owner for installing the pump station and force main is estimated at an average of $12,500. This cost will vary depending on the layout of the existing plumbing, the amount of landscaping and paving and other factors. It also does not include the cost of abandonment of the septic system.

A typical layout for Option 3 is provided in Figure 3.
## C-905 E-1 grinder system analysis

### Option 1

<table>
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<tr>
<th>Description</th>
<th>QTY</th>
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<th>Cost</th>
<th>Cost per Home</th>
<th>Total Cost</th>
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Total Paid by Homeowners: $248,500
Total Paid by District: $2,266,150
Grand Total: $2,514,650

### Option 2

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<th>Description</th>
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<th>Units</th>
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<th>Cost per Home</th>
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<tr>
<td>E-I grinder pumps per home</td>
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Total Paid by Homeowners: $362,100
Total Paid by District: $2,149,000
Grand Total: $2,511,100

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Prepared for KLWTD
By: Ed Castle, PE
February 25, 2009
### Option 3

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<tr>
<th>Description</th>
<th>QTY</th>
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**Homeowner Cost** $12,500  
**District Cost per Home** $20,867.61  
**Total Paid by Homeowners** $887,500  
**Total Paid by District** $1,481,600  
**Grand Total** $2,369,100

Prepared for K LWTD  
By: Ed Castle, PE  
February 25, 2009
Glossary of Terms

- **AWT** – Advanced Wastewater Treatment. This is the level of treatment required by the year 2010 for all WWTPs in the Keys with capacities of 0.100 MGD or greater. This corresponds to levels of 5 mg/l CBOD, 5 mg/l TSS, 3 mg/l TN and 1 mg/l TP
- **BAT** – Best Achievable Treatment. This is the level of treatment required by the year 2010 for all wastewater treatment systems in the Keys with capacities of less than 0.100 MGD, including on-site treatment units. This corresponds to levels of 10 mg/l CBOD, 10 mg/l TSS, 10 mg/l TN and 1 mg/l TP
- **CBOD** – Carbonaceous Biochemical Oxygen Demand. This is a measurement of the level of organic pollutants (food) in wastewater
- **FDEP** – Florida Department of Environmental Protection
- **FKAA** – Florida Keys Aqueduct Authority
- **GPD** – Gallons Per Day
- **I&I** – Inflow & Infiltration. Inflow is non-sewage water, typically rain water, that enters a sanitary sewer system through lids on structures such as manholes. Infiltration is non-sewage water, typically groundwater or rain water that has soaked into the ground, that enters a sanitary sewer system through cracks and joints in buried pipes and structures.
- **MGD** – Million Gallons per Day
- **mg/l** – milligrams per liter (same as parts per million). This is the unit of measurement typically used to report the concentration of pollutants in wastewater
- **ROW** – Publicly owned Right of Way
- **SSOCOF** – Sunshine State One Call of Florida, the state agency that coordinates underground utility construction. Anyone who intends to dig must call SSOCOF to request locates. SSOCOF then relays the construction information to all members in the construction area with instructions to mark the location of their underground utilities in the work area prior to the start of construction.
- **SRF** – State Revolving Fund. A source of low-interest loans for utility planning and construction
- **TN** – Total Nitrogen. This is a measurement of the level of nitrogenous pollutants in wastewater
- **TP** – Total Phosphorus. This is a measurement of the level of phosphate and organic phosphorus pollutants in wastewater
- **TSS** – Total Suspended Solids. This is a measurement of the level of particulate matters in suspension in wastewater
- **WWTP** – Wastewater Treatment Plant
NOTICE OF PUBLIC HEARING
RE WASTEWATER SERVICES TO
GULFSTREAM SHORES, KNOWLSON COLONY, OCEAN REEF SHORES,
CORAL COAST, AND OCEAN CAY

The Key Largo Wastewater Treatment District (the "District") hereby provides notice that it invites public comments concerning the provision of wastewater service to the following subdivisions: Gulfstream Shores, Knowlson Colony, Ocean Reef Shores, Coral Coast, and Ocean Cay, all on the island of Key Largo, Florida.

The District will consider provision of low-pressure central wastewater service to these subdivisions. A low-pressure system requires the installation of a grinder pump capable of pumping wastewater at 60 pounds/square inch, more or less. The District invites comments from interested parties and the general public as to whether to install grinder pumps and lateral connections on individual parcels within these subdivisions and, if so, the amount of the non-ad valorem assessments to be levied against the benefitted parcels.

The public hearing will take place at 5:00 p.m. on March 15, 2011, or as soon thereafter as convenient, at the offices of the Key Largo Wastewater Treatment District, 98880 Overseas Highway, Key Largo, Florida. The District may or may not take action on this matter at the close of the hearing.

Pursuant to section 286.0105, Florida Statutes, if any person decides to appeal any decision by the District with respect to any matter considered at the above-referenced public hearing, he or she will need a record of the proceedings and he or she 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the District at 305-451-4019 at least seven days prior to the date of the hearing.

Dated this 13\textsuperscript{th} day of February, 2011

By Order of: Carol Walker, District Clerk
Key Largo Wastewater Treatment District
TAB 2
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: March 15, 2011
Agenda Item No. 2

[X] PUBLIC HEARING  [ ] RESOLUTION
[ ] DISCUSSION  [ ] BID/RFP AWARD
[ ] GENERAL APPROVAL OF ITEM  [ ] CONSENT AGENDA
[ ] Other:

SUBJECT: NOTICE OF PUBLIC HEARING RE WASTEWATER SERVICES TO CROSS KEY AND MANATEE BAY

RECOMMENDED MOTION/ACTION:
Approved by General Manager
Date: 3-10-11

<table>
<thead>
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<th>Originating Department:</th>
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</table>

Department Review:
[X] District Counsel
[X] General Manager
[ ] Finance

[X] Engineering
[ ] Clerk

Advertised:
Date: ____________
Paper: ____________
[ ] Not Required

Summary Explanation/Background: This area is located within the District adjacent to Route US #1 immediately south of the Dade County Line. The District has invited comments from interested parties and the general public as to whether to provide wastewater service to this area and, if so, what type of service.

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

To: Chuck Fishburn
From: Ed Castle, PE
Date: February 23, 2011
Re: Cross Key

Manatee Bay/Cross Key is located approximately 6.1 miles northwest of the central sewer system on the Overseas Highway. There are three existing treatment facilities including two FDEP plants and one DOH system as well as a number of on-site DOH systems. At Cross Key Marina there is an existing .005 MGD permitted extended aeration treatment plant that appears to be in poor condition and does not have the room for expansion to a BAT facility. An RV park has an existing DOH compliant system that we were unable to locate during the site visit. This system when located will likely prove to be too small to accomplish the goal of serving this entire area. At the Manatee Bay Club there is an existing .0095 MGD permitted treatment facility that has 45,000 gallons of aeration capacity. This facility has some leakage issues that need to be investigated. If this facility is structurally sound and the leaks are sealed I believe that this facility could be upgraded to BAT and provide 2015 compliant treatment for this entire area.

The Board has requested that staff begin an analysis of options for treatment of wastewater to determine if the District can offer any assistance to the property owners in this area in meeting the 2015 requirements. As per standard procedures, WEC has prepared cost estimates for three options for collection system costs. A fourth, sub-option is the grinder pump system, but with piping only. This option may be used if the District intends to have small pump station on the private lots. The data is summarized in the table below, with detailed information provided in the tables at the end of this report.

<table>
<thead>
<tr>
<th>System Type</th>
<th>Engineering Cost</th>
<th>Construction Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum</td>
<td>$77,836</td>
<td>$819,324</td>
<td>$897,160</td>
</tr>
<tr>
<td>Gravity</td>
<td>$75,284</td>
<td>$792,462</td>
<td>$867,746</td>
</tr>
<tr>
<td>Grinder/Low Pressure with pumps</td>
<td>$40,805</td>
<td>$429,525</td>
<td>$470,330</td>
</tr>
<tr>
<td>On-Site Grinder, no pumps</td>
<td>$18,125</td>
<td>$190,785</td>
<td>$208,910</td>
</tr>
</tbody>
</table>
Several options for treatment of the collected sewage have been examined. Conversion of the Manatee Bay plant into a 2015-compliant system has the advantages of using existing foundations, tankage and disposal wells. We also looked at modifying two of the Fluidyne trains and relocating them to provide treatment at Cross Key. This option has the advantage of using existing surplus equipment owned by the District, but requires land acquisition and the construction of foundations and new disposal wells as well as the work on the treatment system itself. Construction of a new WWTP was not considered since it will clearly be more expensive than either of the two options above.

Finally, the concept of using a holding tank and transporting the sewage to the KLWTD regional plant was considered. This option was dropped from further consideration due to the volume of flow that is anticipated. Hauling of this volume would be cost-prohibitive. Holding tanks are regulated by DOH rather than FDEP, and a variance would be required. The table below summarizes the cost for the two remaining treatment options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Engineering Cost</th>
<th>Construction Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion of Manatee Bay WWTP</td>
<td>$45,434</td>
<td>$201,825</td>
<td>$247,259</td>
</tr>
<tr>
<td>Fluidyne WWTP</td>
<td>$47,917</td>
<td>$281,866</td>
<td>$329,783</td>
</tr>
</tbody>
</table>

Based on the collection system costs and the WWTP costs, it appears that the most economical option would be the construction of a grinder pump collection system with on-site pumps and conversion of the Manatee Bay WWTP to a BAT system. It should be noted that the on-site grinder pump system would be similar to the approach that the District appears to be taking for C-905. If the District supplies the on-site grinder pumps, the cost of the project will increase by approximately $250,000.

The table below compares the total cost of the on-site grinder pump options with District-provided pumps versus owner-supplied pumps. Note that in both cases, the three large users are expected to provide their own pump station upgrades.

<table>
<thead>
<tr>
<th>Option</th>
<th>Engineering Cost</th>
<th>Construction Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTP Conversion and District-supplied Grinder Pumps</td>
<td>$83,559</td>
<td>$622,610</td>
<td>$706,169</td>
</tr>
<tr>
<td>WWTP Conversion and Owner-supplied Grinder Pumps</td>
<td>$63,559</td>
<td>$392,610</td>
<td>$456,169</td>
</tr>
</tbody>
</table>

The final option that the District may wish to consider if for treatment with 2015-compliant on-site DOH systems for the smaller properties and upgrading of the two FDEP facilities to 2015 standards. This approach would eliminate the cost of designing and constructing a collection system.
An estimated order of magnitude cost for this approach is provided below. If this option is attractive to the District, a more detailed evaluation will be needed. We were unable to complete the more detailed evaluation in the time frame allotted for this initial report.

<table>
<thead>
<tr>
<th>Description</th>
<th>Engineering Cost</th>
<th>Construction Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manatee Bay Club 0.010 MGD Conversion</td>
<td>$38,500</td>
<td>$132,538</td>
<td>$171,038</td>
</tr>
<tr>
<td>Cross Key Marina 0.005 MGD Conversion</td>
<td>$33,120</td>
<td>$124,488</td>
<td>$157,608</td>
</tr>
<tr>
<td>RV Park (if already compliant as reported)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Installation of on-site DOH Systems, 20 ea</td>
<td>$50,000</td>
<td>$400,000</td>
<td>$450,000</td>
</tr>
<tr>
<td><strong>Total Cost for On-Site Systems</strong></td>
<td></td>
<td></td>
<td><strong>$778,646</strong></td>
</tr>
</tbody>
</table>

In summary, it appears that the grinder pump collection system and the conversion of the Manatee Bay Club would be the same order of magnitude as implementing an on-site system. It should be noted that although the option of owner-provided grinder pumps appears to be the lowest construction cost option, the cost of the grinder pumps must be added to the overall cost. In that case, it too would be of a similar order of magnitude for construction cost.

The final and perhaps deciding factor between the grinder pump/WWTP option and the on-site option is the O&M costs. Since in the grinder pump/WWTP option, only one treatment system will be staffed and maintained, this option is favored when compared with the 27 treatment systems to be operated in the on-site option.
NOTICE OF PUBLIC HEARING
RE WASTEWATER SERVICES TO
CROSS KEY AND MANATEE BAY

The Key Largo Wastewater Treatment District (the "District") hereby provides notice that it invites public comments concerning the provision of wastewater service to the area known as Cross Key and Manatee Bay.

This area is located within the District adjacent to Route US #1 immediately south of the Dade County Line. The District invites comments from interested parties and the general public as to whether to provide wastewater service to this area and, if so, what type of service.

The public hearing will take place at 6:00 p.m. on March 15, 2011, or as soon thereafter as convenient, at the offices of the Key Largo Wastewater Treatment District, 98880 Overseas Highway, Key Largo, Florida. The District may or may not take action on this matter at the close of the hearing.

Pursuant to section 286.0105, Florida Statutes, if any person decides to appeal any decision by the District with respect to any matter considered at the above-referenced public hearing, he or she will need a record of the proceedings and he or she 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the District at 305-451-4019 at least seven days prior to the date of the hearing.

Dated this 13th day of February, 2011

By Order of: Carol Walker, District Clerk
Key Largo Wastewater Treatment District
KEY LARGO WASTEWATER TREATMENT DISTRICT

**Agenda Request Form**

Meeting Date: March 7, 2011

Agenda Item No. 3

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] GENERAL APPROVAL OF ITEM
[ ] RESOLUTION
[ ] BID/RFP AWARD
[ ] CONSENT AGENDA

SUBJECT: Minutes of Mar. 7, 2011

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 3-10-11

<table>
<thead>
<tr>
<th>Originating Department: District Clerk</th>
<th>Costs:</th>
<th>Funding Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Engineering</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>[ ] Clerk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Review:

- [X] District Counsel
- [X] General Manager
- [ ] Finance

[ ] Not Required

Advertised:

Date: ________________

Paper: ________________

Summary Explanation/Background:

Resulting Board Action:

- [ ] Approved
- [ ] Tabled
- [ ] Disapproved
- [ ] Recommendation Revised
The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:03 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins (by phone), Charles Brooks, Andrew Tobin, and Susie Hammaker. Also present were the District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

The Key Largo Wastewater Treatment District observed a moment of silence in observance of Commissioner Higgins’ loss of a family member.

Chris Sante led the Pledge of Allegiance

**Motion:** Commissioner Tobin made a motion to approve allow Commissioner Higgins to participate at the March 7, 2011 Transition Meeting by phone. Commissioner Brooks seconded the motion.

**Vote on Motion**

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Hammaker</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

**APPROVAL OF AGENDA**

Commissioner Brooks requested that the Minutes of 3/1/11 and the 457b Change of Plan Trustee be Bulked. The Organizational Chart will be next, then the Staff Changes, then Sludge Process Update, followed by Speaker Invitations. Commissioner Tobin requested that an item on Lift Stations/Gravity Connections be added after the Bulk Items.

**Motion:** Commissioner Hammaker made a motion to approve the agenda as amended. Commissioner Tobin seconded the motion.
Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Hammaker</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

APPROVAL OF MINUTES
457B CHANGE OF PLAN TRUSTEE

Motion: Commissioner Brooks made a motion to approve the minutes of March 1, 2011 and the 457b Change of Plan Trustee. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Hammaker</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

LIFT STATIONS/GRAVITY CONNECTIONS

Public Comment

The following persons address the Board:

Speaker; Chris Sante, Islamorada
Speaker; Rob Bleser, Key Largo
Robert DiGiorgio, Key Largo

Subject; Lift Stations (Exhibit “A”)
Subject; Lift Stations
Subject; Lift Stations

Chairman Majeska explained that the Board has given direction to staff (Greg Matthews) to give them a report on Lift Stations/Gravity Connections for small business.

The Board directed to have a report (list of properties, financial impact, and Engineering solutions) from Greg Matthews and Engineering on April 5 and action on April 19, 2011.

ORGANIZATIONAL CHART/STAFF CHANGES

Commissioner Brooks expressed concern over not having the General Manager at the discussion of an organizational chart.

Commissioner Hammaker stated: “The proposed Management by Committee model is the very antithesis of a professional accountable local agency: it does not exist, for good reason, anywhere in the Keys, Florida of the Nation.
What is being proposed absolutely guarantees an ongoing day-to-day disaster as commissioner’s work to triangulate staff for their own agenda and the staff participates eagerly in this process. The end result is not only chaos but also the empowerment of staff whose greatest ability is not utility management but brown nosing and back stabbing. In this very complex legal, regulatory, and political environment the only question is the exact shape that the disaster would take and the price that will have to be paid to fix it.

The model we must adopt is very simple. An elected board sets policy for the body they serve and also does oversight for how the professional staff implements this policy. The staff is responsible for the day-to-day operation of the entity and its progress, and its task is monitored by the Board. It is hard to see that any responsible person, or any person who does not have his or her own agenda, would not agree with this.”

Commissioner Tobin does feel that it will be a government by committee if there is check and balance by Finance.

The Board directed Ms. Blank and Mr. Fishburn to look at both (organizational chart) forms and see how everyone reacts with each other and report back to the Board at the April 11, 2011.

SLUDGE PROCESS UPDATE
Ed Castle stated that he has not made a decision on what process he would suggest yet. He recommended that an Engineering Firm should be hired to provide a study, design and permitting services for the proposed sludge digestion and dewatering facilities.

Motion: Commissioner Tobin made a motion to direct staff to start the CCNA procedure for the Sludge Process. Commissioner Brooks seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Hammaker</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 5 to 0

SPEAKER INVITATIONS
Commissioner Hammaker has been asked to present the KLWTD structure case study at the Annual FSDA meeting in Key Largo.

COMMISSIONER’S ROUNDTABLE
Landscaping IDC
Mr. Dillon explained what the issue is with the electrical panel at the Dolphin Care Center.
Steve Gibbs
Commissioner Brooks stated he is troubled by questions asked by Mr. Gibbs. He suggested that there be a spokesperson for the office to answer reporters’ questions.

PUBLIC COMMENT
Speaker; Marty Waits Subject; Organizational Chart

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:44 PM.

The KLWTD meeting minutes of March 7, 2011 were approved on March 15, 2011.

________________________________________
Chairman Majeska

________________________________________
Carol Walker, CMC
District Clerk
The rush of the sewer board to save money on the total sewer cost has placed an enormous burden on those of us who have to hook to force mains.

Wendy’s, Fish house, Burger king, Keys Critters, and many other businesses are all on vacuum pits.

The cost to hook up is the cost of running a gravity pipe to the pit. About $3,500 to $5,000.

Those of us on a force main have to pay outrageous amounts of money.

<table>
<thead>
<tr>
<th>Island Bay Resorts</th>
<th>$72,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have to pay an engineer to design a system</td>
<td>$5,000</td>
</tr>
<tr>
<td>We have to pay you a fee</td>
<td>$485</td>
</tr>
<tr>
<td>We have to pay DEP</td>
<td>$500</td>
</tr>
<tr>
<td>We have to pay for this system</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

DEP has reviewed my permit and has told me to run an 8 inch gravity line for 2 bathrooms when a 4 inch line is all that is needed. A 4 inch line can handle up to 12 bathrooms. When I questioned them, and told them that the water flow would not be enough for a 8 inch line, then told me to bad.

I am now redesigning the system, another cost to me because DEP has no one with a brain or common sense.

You just told the residents of Tavernier that you would not move their sewer pipe to the alley way because it would cost you an extra $50,000. yet you push the force main cost on to me.

I am asking you, what relief do your customers that are being forced to hook to these lines get. You are making us pay for sewers and we can not afford to hook up.

In these economic times, who can afford this cost.
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: March 15, 2011

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Resolution No's. 02-03-11

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager: [Signature]
Date: 3-10-11

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs:</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td></td>
<td>Resolution No. 02-03-11</td>
</tr>
</tbody>
</table>

Department Review:
[X] District Counsel
[X] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Advertised:
Date: ________________
Paper: ________________
[X] Not Required

Summary Explanation/Background: This removes 1 environmentally sensitive lot from the 2009 Assessment Role which Monroe County has purchased and that the District is not going to serve.

Resulting Board Action:
☐ Approved     ☐ Tabled     ☐ Disapproved     ☐ Recommendation Revised
RESOLUTION NO. 02-03-11

A RESOLUTION OF THE BOARD OF COMMISSIONERS
APPROVING DESIGNATION OF A TAX PARCEL AS A
PARCEL EXCLUDED FROM THE 2009 NON-AD
VALOREM ASSESSMENT; AND PROVIDING FOR
APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Monroe County Property Assessor and the State of Florida have submitted documentation showing that the parcel described herein has been purchased for conservation, and are not capable of being improved with facilities that will generate wastewater; and

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

Section 1.
PARCEL ID: 00447830-000000
AK NO. 1547484
PARCEL DESCRIPTION: BK 3 LT 23 HARRIS OCEAN PK ESTATES KEY LARGO PB4-126 OR503-495 OR737-298 PROBATE #77-288-CP-23 OR858-1603 OR858-1607/AFF OR1011-1581QC(JB) OR1435-187(JB) OR1435-188AFF(JB)

Section 2.
The Key Largo Wastewater Treatment District Board of Commissioners does hereby exclude the deleted tax parcels designated above from the Key Largo Wastewater Treatment District’s 2009 Non-ad Valorem Assessment, provided that if the District in its sole discretion later provides Wastewater Service to any of the Excluded Parcels, the then-current owner(s) shall be required to pay to the District all direct and indirect costs and expenses, including, but not limited to, an amount fairly representing the special benefit that the Tax Parcel(s) will receive, as determined by the District. The amount charged at the time of later connection is expected to be significantly greater than the 2009 non-ad valorem assessment.

Section 3. APPLICABILITY AND EFFECTIVE DATE.
This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 15th DAY OF MARCH, 2011
The foregoing RESOLUTION 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:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Norman Higgins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Charles Brooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Susan Hammaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Andrew Tobin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Robert Majeska</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chairman thereupon declared Resolution No. 02-03-11 duly passed and adopted the 15th day of March, 2011

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ____________________________
    Chairman Majeska

ATTEST: Approved to as to form and legal sufficiency

______________________________  ______________________________
Carol Walker, District Clerk    District Counsel, Thomas M. Dillon

SEAL
Synthia Lankford

From: Rosch-Mark [Rosch-Mark@MonroeCounty-FL.Gov]
Sent: Friday, February 25, 2011 2:17 PM
To: 'Synthia Lankford'
Cc: Nystrom-Kim
Subject: Removal of KLWTD Assessment for AK 1547484

Hello Synthia,

MCLA closed on the purchase of this property for conservation today. The deed has been delivered to the Clerk’s Office and will be recorded in OR Book 2505 at page 2283.

Please proceed with removing the wastewater assessments from this property.

Thank you.

Mark J. Rosch
Executive Director
Monroe County Land Authority
1200 Truman Avenue, Suite 207
Key West, FL 33040
Phone: (305) 295-5180
Fax: (305) 295-5181

From: Synthia Lankford [mailto:trakulsg@bellsouth.net]
Sent: Monday, January 31, 2011 8:02 AM
To: Rosch-Mark
Cc: Nystrom-Kim
Subject: RE: Waiver of KLWTD Assessment for AK 1547484

Good Morning Mark –

Please advise the District when the MCLA finalizes the purchase of this property. The District will remove the outstanding wastewater assessment for lands purchased by the MCLA for conservation purposes, that will not require wastewater service now or at any time in the future.

Thank you.

Synthia Trakul Lankford
Senior Finance Manager
Key Largo Wastewater Treatment District
305-451-4019 ext 207

From: Rosch-Mark [mailto:Rosch-Mark@MonroeCounty-FL.Gov]
Sent: Monday, January 24, 2011 10:32 AM
To: Synthia Lankford
Cc: Nystrom-Kim
Subject: Waiver of KLWTD Assessment for AK 1547484

Hello Synthia,

MCLA is in the process of purchasing Block 3, Lot 23, Harris Ocean Park Estates (AK# 1547484) for conservation from Lynda Economou. There is an outstanding KLWTD assessment on this property for 2/25/2011
TAB 4
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: March 15, 2011
Agenda Item No. 5

[ ] PUBLIC HEARING
[ ] RESOLUTION
[ ] DISCUSSION
[ ] BID/RFP AWARD
[X] GENERAL APPROVAL OF ITEM
[ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Board Apology to Staff for Incorrect Terminology

RECOMMENDED MOTION/ACTION:

Approved by General Manager
Date: 3-11-11

Originating Department: Commissioner Brooks
Costs: Approximately $
Funding Source:
Attachments: LETTER

Department Review:
[ ] District Counsel
[X] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:
☐ Approved
☐ Tabled
☐ Disapproved
☐ Recommendation Revised
March 15, 2011

During the KLWTD Board meeting of March 7, 2011 commissioners referred to certain members of staff as dwarfs. Apparently the intent of the use of the term was meant to be humorous and not insulting or demeaning. But unfortunately when humor is injected that directly relates to individuals and their positions in many cases can be reviewed as demeaning. It is entirely up to the individuals whether they accept the humor or consider it a personal infringement into their positions and personalities. In this case at least one of the individuals referred to has notified the board that it was demeaning. Therefore it's imperative that the board formally apologize for the use of the term.

The term was used in reference to four or five top executive positions. These positions are positions of honor and great responsibility. It is imperative the district for these positions have the respect and cooperation of the subordinates. Not only can it be demeaning personally but just as importantly it can reduce the respect for those positions by subordinates which is catastrophic for the district’s efficiency. This is a subtle and hidden repercussion which can devastate the personnel infrastructure.

Each of these positions requires proper respect and should not be referred to anything that can be construed disrespectful; whether humorous or not; Definitions 1) dwarfs >to make seem small in comparison. 2) czar >the title of any of the former emperors of Russia-autocrat

Therefore the KLWTD Board formerly recognizes the erroneous use of personal directed humor that may have negative repercussions to our employees and or the district shall not be used during board meetings.

The KLWTD Board formerly apologizes for the use of the terms. And formally notifies all employees we have great respect for their positions and the work they do in providing services to Key Largo residents as well as improving the environment in which we live.

_________________________________  ________________
Chairman Robert Majeska                Vice Chairman Andrew Tobin

_________________________________
Secretary/Treasurer Susan Hammaker       Commissioner Charles Brooks

_________________________________
Commissioner Norman Higgins
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: March 15, 2011

[ ] PUBLIC HEARING
[X] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Substandard Patching

RECOMMENDED MOTION/ACTION:

Approved by General Manager
Date: 3-11-11

Originating Department: Commissioner Tobin
Costs: Funding Source:

Department Review:
[ ] District Counsel
[ ] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Attachments:
Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:
☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised6
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: March 15, 2011

[ ] PUBLIC HEARING
[X] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Fraud Audit

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 3-11-11

<table>
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<th>Originating Department: Commissioner Tobin</th>
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<th>Attachments:</th>
</tr>
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<tbody>
<tr>
<td>Department Review:</td>
<td>Funding Source:</td>
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<tr>
<td>[ ] District Counsel</td>
<td>[ ] Engineering</td>
<td></td>
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<tr>
<td>[x] General Manager</td>
<td>[ ] Clerk</td>
<td></td>
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<tr>
<td>[ ] Finance</td>
<td></td>
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</tbody>
</table>

Summary Explanation/Background:

Resulting Board Action:

☐ Approved          ☐ Tabled          ☐ Disapproved       ☐ Recommendation Revised
Meeting Date: March 15, 2011

[ ] PUBLIC HEARING
[ ] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Pending Payments Schedule

RECOMMENDED MOTION/ACTION: Approve Pending Payments schedule contingent upon availability of funds.

Approved by General Manager [Signature] Date: 3-11-11

Originating Department: Finance

Costs: Funding Source: Acct. #

Department Review:
[ ] District Counsel
[ ] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Attachments: Pending Payments Schedule

Advertised:
Date: 
Paper:
[X] Not Required

Yes I have notified everyone or 
Not applicable in this case 
Please initial one.

Summary Explanation/Background:
Pending Payments schedule for Board review and approval contingent upon availability of funds.

Resulting Board Action:
[_] Approved
[_] Tabled
[_] Disapproved
[_] Recommendation Revised
## CONSOLIDATED CASH BALANCE FORWARD

### Administration & Operations

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cash Balance A&amp;O Account Forward</td>
<td>$362,561.31</td>
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<tr>
<td><strong>Plus:</strong></td>
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<tr>
<td>Misc Service Charges</td>
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<tr>
<td>Wastewater Service Revenue</td>
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<tr>
<td><strong>Total Revenue</strong></td>
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<tr>
<td><strong>Less:</strong> Administration</td>
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<tr>
<td>FKAA: Water</td>
<td>$22.69</td>
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<tr>
<td>Benham Protective Services: Alarm Monitoring Services: March 2011</td>
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<td>Bryant Answering Service: March 2011 Answering Service</td>
<td>$79.00</td>
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<td>Manson Law Group: January 2011 Outside Legal Counsel</td>
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<td>Chase VISA Credit Card</td>
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<td>Comcast: Internet - District Office</td>
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<td>Toshiba Financial Services: B&amp;W Copy Usage: 2/28-3/30/11</td>
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<td>FKEC: Electricity</td>
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<td>Peter Raskob: Used Office Furniture for CFO Office</td>
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<td>The Reporter: Legal Notices</td>
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<td>Cooke Communications: Legal Advertisements</td>
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<td>Sante Acquisition, LLC: District Office Rent: March 2011</td>
<td>$2,611.29</td>
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<tr>
<td>Synergy Consulting: Gov’t Consulting Services &amp; Registration Fee: March 2011</td>
<td>$3,045.00</td>
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<td>Toshiba Business Solutions: B&amp;W and Color Copy Usage: 12/1/10-2/28/11</td>
<td>$3,280.51</td>
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<td>Hicks-Richardson Associates: Lobbyist Report and Service: February 2011</td>
<td>$3,380.00</td>
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<td>Thomas Dillon, PA: Legal Counsel</td>
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<td>Grau and Associates: Audit FY2010</td>
<td>$13,000.00</td>
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<table>
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<th>Description</th>
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<tr>
<td><strong>Less:</strong> Shared Expenses</td>
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<tr>
<td>Federal Express: Shipping</td>
<td>$181.07</td>
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<td>KLI True Value: Supplies</td>
<td>$352.32</td>
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<td>FKEC: Electricity</td>
<td>$417.11</td>
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<td>UniFirst: Employee Uniforms</td>
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<td>Dean Weismantle: District Office and Plant Office Cleaning - February 2011</td>
<td>$580.00</td>
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<td>Keys Sanitary Service:</td>
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<td>Office Depot: Supplies</td>
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<td>Paychex Administrative Fees</td>
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<td>Group Health Fees</td>
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<td>Staff Salaries Including Benefits</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Less:</strong> Operations</td>
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<tr>
<td>Shiloh Tire &amp; Lube: Titan Truck Spare Tire Repair</td>
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<td>Comcast: Internet Service</td>
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<td>Sanders Laboratories: Lab Testing</td>
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<td>Sunshine State One Call of Florida: Monthly Assessment Billing</td>
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<td>USA Bluebook: Repair Parts for Pumps</td>
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<td>Pronta Delivery Corp: Courier Service: Samples to US Water</td>
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<td>Airvac Inc: Supplies</td>
<td>$884.71</td>
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<td>Napa Auto Parts: Supplies</td>
<td>$818.15</td>
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<td>HD Supply Waterworks: Supplies</td>
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<td>Shell Fleet Plus: Fuel</td>
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<td>Weiler Engineering: WEC 06-03</td>
<td>$2,759.75</td>
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<tr>
<td>T.R. Jones &amp; Company: Storage Tank Liability Insurance</td>
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<td>FKEC: Electricity: Plant and Vac Stations</td>
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<td>Dumont Company: Chemicals</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td><strong>Sub-total Invoices</strong></td>
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<td>Cash Balance A&amp;O Account If All Paid</td>
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### South Components

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<tr>
<td>Cash Balance KLSC Account Forward</td>
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<td>BB&amp;T 30M Bond Draw #6 03/7/2011</td>
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<td><strong>Sub-total Receipts</strong></td>
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<td><strong>Less:</strong></td>
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<td>Dean Weismantle: Vac Station Office Cleaning - February 2011</td>
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<td>FKAA: Water</td>
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<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Sub-total:</strong></td>
<td>$(44,419.42)</td>
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Paul Hunter: Expense Report: Work Boot Purchase Reimbursement $133.74
Masterman’s, LLP: Generator and Fuel Tank Labels $141.29
Mark Weis: Expense Report: Mileage Reimbursement - February 2011 $168.21
Tropical PCs: Computer Network Supplies $407.70
Brad Shank: Expense Report: Mileage Reimbursement: 1/31/11 - 2/29/11 $443.70
KLI Home Center: Supplies $483.58
Mike Dempsey: Expense Report: Mileage Reimbursement: 1/10-2/24/11 $717.08
Mark LaVallee: Reimbursement for Overage to Sewer Hook-up $882.00
FKEC: Electricity $982.19
Aqua Waste Repairs, Inc: Core Drilling Vacuum Pit $1,000.00
Thomas Dillon, PA: Legal Counsel $1,325.00
Redland Company: MinVac - Add Hatch to Tank Vault $2,048.00
HD Supply Waterworks: Supplies $2,136.00
CDW Government: Software for Server $2,900.00
BC Enterprises: Pump Out Lift Station: 2/18-2/21/11 $2,997.50
CPH Engineers: STM Work Auth #14 Pay App #1 $3,230.00
Airvac Inc: Pits, Hoses, Grommets $49,920.00
Staff Salaries Including Benefits $72,302.31
Paychex Administrative Fees $2,008.27
Group Health Fees $4,539.13
Weiler Engineering: WEC #06-02 $27,960.40
Overholt Construction Corp: Pay App #27 Basins G, H, J, K $222,352.00
J.A. LaRocco Enterprise: Pay App #44 Basins I, J, K $486,324.57
Redland Company: Pay App #18, Basins E&F, Mini Vac Station $615,965.26

Sub-total Invoices $1,502,550.79

Cash Balance KLSC If All Paid $2,778,973.22

North Components
Cash Balance KLNC Account Forward $1,397,497.00

Plus:
BB&T 30M Bond Draw #6 03/7/2011 $2,600.00
Sub-total Receipts $2,600.00

Less:
Mark Weis: Expense Report: Mileage Reimbursement - February 2011 $30.60
Thomas Dillon, PA: Legal Counsel $600.00
CPH Engineers: NTM Work Auth #13 Pay App #1 $1,730.00
CPH Engineers: NTM Work Auth #15 Pay App #1 $2,040.00
Page Excavating: Repair Leak Gravity Lateral: Blackwater Dr. & Cormorant Dr. $2,800.00
Staff Salaries Including Benefits $17,237.89
Paychex Administrative Fees $479.89
Group Health Fees $1,082.38
Weiler Engineering: WEC #06-02 and #08-01 $19,320.00
Wharton-Smith Construction: Pay App #26 $88,291.82

Sub-total Invoices $133,792.55

Cash Balance KLNC Account If All Paid $1,266,304.45

MC $20M Grant Draw #23 Submitted 02/14/2011 $302,046.77

CONSOLIDATED CASH BALANCE IF ALL PAID $4,050,023.06

NOTE: A TOTAL OF $1,466,339.00 REQUESTED FOR REIMBURSEMENT IS OUTSTANDING

Approved for payment:

Robert Majeska, Chair
Date

Susan Hammaker, Secretary/Treasurer
Date
TAB 6
Meeting Date: March 15, 2011

[ ] PUBLIC HEARING
[x] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Monthly Projects Status Report

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 3/16/11

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<th>Originating Department:</th>
<th>Costs: $</th>
<th>Attachments:</th>
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<th>Department Review:</th>
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<tr>
<td>[ ] District Counsel</td>
<td>[ ] Clerk</td>
<td>Date:</td>
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<td>[ ] General Manager</td>
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<tr>
<td>[ ] Finance</td>
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Summary Explanation/Background: A representative from Weiler Engineering will give a verbal monthly status report.
KEY LARGO WASTEWATER TREATMENT DISTRICT  

Agenda Request Form  

Meeting Date: [ ] PUBLIC HEARING  [ ] RESOLUTION  
[ ] DISCUSSION  [ ] BID/RFP AWARD  
[ X ] GENERAL APPROVAL OF ITEM  [ ] CONSENT AGENDA  
[ ] Other:  

SUBJECT: Employee Policies  

RECOMMENDED MOTION/ACTION:  

Approved by General Manager [ ] RESOLUTION  
Date: 3-10-11  

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<th>Costs: Approximately</th>
<th>Funding Source: Acct.</th>
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<tr>
<td>[ X ] District Counsel</td>
<td>[ X ] General Manager</td>
<td>[ ] Engineering</td>
<td>[ ] Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ X ] Not Required</td>
<td></td>
</tr>
<tr>
<td>[ ] Finance</td>
<td>[ ] Engineering</td>
<td>[ ] Clerk</td>
<td>[ X ] Not Required</td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td>[ ] Clerk</td>
<td>[ X ] Not Required</td>
</tr>
</tbody>
</table>

Summary Explanation/Background:  
Provides for policies against harassment, educational assistance policy, prohibits reimbursement of gratuities in expense reporting  

Resulting Board Action:  
[ ] Approved  [ ] Tabled  [ ] Disapproved  [ ] Recommendation Revised6
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<tr>
<th>Section</th>
<th>Title</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Reserved Non-Harassment</td>
</tr>
<tr>
<td>2.0</td>
<td>Reserved</td>
</tr>
<tr>
<td>3.0</td>
<td>Communications with Media and Public</td>
</tr>
<tr>
<td>4.0</td>
<td>Educational Assistance Program</td>
</tr>
<tr>
<td>5.0</td>
<td>Ethics and Personal Conduct</td>
</tr>
<tr>
<td>6.0</td>
<td>Reserved</td>
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<td>7.0</td>
<td>General Safety</td>
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<td>8.0</td>
<td>Hurricane Safety</td>
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<td>9.0</td>
<td>Travel Expense Reimbursement</td>
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<td>Vehicles</td>
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<td>11.0</td>
<td>Whistle-Blower</td>
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1.0 RESERVED

NON-HARASSMENT

The District prohibits harassment of an employee by another employee, supervisor, or third party for any reason including without limitation: veteran status, uniform service member status, race, color, religion, national origin, sex, age, physical or mental disability, genetic information, and/or any other protected status under federal, state, or local law.

The purpose of this policy is to ensure that in the workplace no employee is subjected to prohibited harassment for any reason or in any manner. The conduct prohibited by this policy includes oral or written communications, gestures, messages, and other conduct.

Conduct constituting prohibited harassment includes slurs, epithets, derogatory comments, visual depictions, teasing, and joking that tends to denigrate the status of an individual.

An employee who believes that he or she is the victim of such harassment should immediately report the matter to the General Manager or District Counsel.

The District will investigate all such reports as confidentially as possible. The District will not take disciplinary action against an employee because he or she, in good faith, reports or participates in the investigation of an alleged violation of this policy.

An employee who violates this policy will suffer disciplinary consequences.
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYEE POLICIES

2.0 RESERVE
This policy addresses requirements for District employees communicating with the media and the public.

The District is committed to upholding the highest level of ethical conduct in its communications with others and expects the same conduct from people acting in its behalf. All communications with the media and the public will be correct, complete, and truthful.

Media representatives often work under constraints as to the time available to research a story. A reporter’s request for information may be the only opportunity for the District to explain its position with regard to a particular issue. Therefore, a District employee receiving a request for information from a media representative should provide a courteous, correct, complete, and truthful response.

If the District employee is not certain that he or she has the complete information necessary to provide a correct, complete, and truthful response, the employee should direct the media representative to a person the employee believes to have such information.

The District recognizes the right of any District employee or official to communicate with the media and the public. However, a District employee or official must exercise reasonable care to differentiate between his or her personal opinions or positions and official District positions.

A District Commissioner or the District General Manager may state the official District position with respect to any issue.

Where appropriate, a District Commissioner or the District General Manager may refer the media to the District Counsel, the District Engineer, the District Finance Officer, or another official for explanation of the official District position with respect to an issue.
4.0 EDUCATIONAL ASSISTANCE PROGRAM

The District has adopted an employee educational assistance program, as follows:

1. This program is open to all employees.

2. A District employee may request that the District provide financial assistance, including the cost of books, equipment, fees, supplies, and tuition for education and training that the employee believes will assist him or her in performing employment duties.

3. The request must include a written course outline and statement of the course objectives set by the course provider, a brief written statement of the benefit to the District expected to result from the employee’s successful completion of the course, and a listing of the costs to be paid by the District. The employee must submit the request to his or her supervisor.

4. The District will, in its discretion, approve a request for educational assistance if the District determines that participation in the course will benefit the District and that the cost to the District is reasonable and within the District’s budget. The District may limit the amount of educational assistance to an amount that is less than the full cost, and may impose conditions on the approval, including without limitation that course attendance will be during the employee’s personal time, as opposed to work time. The District normally will not pay the employee’s travel and subsistence costs in connection with course attendance unless the District determines that the benefit to the District as a result of the employee’s completion of the course will be substantial, or unless the District requires the employee to attend the course.

5. District educational assistance is not taxable income to the employee.

6. An employee may not choose to receive cash or other benefits that must be included in gross income instead of educational assistance.
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYEE POLICIES

5.0 ETHICS AND PERSONAL CONDUCT

This policy addresses ethics and personal conduct requirements for District employees.

Conduct that interferes with operations, discredits the District, or is offensive to customers or coworkers will not be tolerated. The District is committed to upholding the highest level of ethical conduct in its business dealings with others and expects the same conduct from people acting in its behalf.

1. Ethics in Procurement. See District Procurement Policy, Section 1-1.04

2. Workplace Conduct.
   a. In General. An employee must:
      i. Comply with the District policy on drugs and alcohol.
      ii. Comply with all lawful requests and directions from the employee’s supervisor.
      iii. Report to work punctually as scheduled.
      iv. Ensure that all District records for which the employee is responsible are complete, accurate, and in compliance with all legal requirements.
      v. In case of doubt as to the legal requirements for documents, request instruction from the employee’s supervisor.
      vi. Report to the General Manager any instances in which another employee directs, suggests, or advises that the employee falsify any document or fail to follow approved procedures for the gathering of data or completion of records.
      vii. Refrain from possessing firearms, or any other weapons, on District property or District vehicles.
      viii. Observe all safety requirements, including use of safety gear.
      ix. Dedicate the employee’s entire attention during working hours to performing the employee’s work responsibilities.
      x. Refrain from smoking within any enclosed space on District premises.
      xi. Maintain cleanliness and order in the employee’s assigned work areas.
   b. Working with the Public. An employee must:
      i. Observe the highest standards of courtesy and respect toward members of the public.
      ii. Respond to public inquiries honestly and fully.
      iii. In a case where the employee is not certain of the appropriate response, refer an inquiry to the employee’s supervisor.
   c. Working with other Employees. An employee must:
      i. Observe the highest standards of courtesy and respect toward other employees and their property.
      ii. Avoid any statement or conduct that constitutes sexual harassment.
d. District Property. An employee must not remove District property from District premises without prior authorization.

e. Use of District Premises. The District premises, including plant facilities, installations, office, and premises rented on a temporary basis are to be used exclusively for District business. No person may use District premises to promote, advertise, or advocate anything that does not directly further District business. The District shall remove any materials that are inconsistent with this policy from the District premises. The General Manager may approve exceptions to this policy to post notices of events by non-profit or service organizations whose functions are similar to or supportive of District business.
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYEE POLICIES

6.0 RESERVED
This policy addresses safety issues in general. Other policies address hurricane safety and vehicle safety issues.

The District is committed to exercising reasonable care to correct, minimize, and prevent safety concerns.

Safety concerns are conditions that may cause or contribute to bodily injury, death, or property damage. They include obstructions of pedestrian pathways and exits, slippery or unstable conditions, damaged or malfunctioning equipment, and equipment that is not being used in accordance with the manufacturer’s safety instructions.

All accidents are caused. All accidents can be prevented through the use of ordinary care. It is the responsibility of each District employee to become aware of safety issues and to take appropriate steps to correct, minimize, and prevent safety concerns.

If an employee is capable of correcting a safety concern, he or she should do so.

Reporting near misses is a critical component of accident prevention. Whether or not the employee corrects a safety concern, the employee must notify his or her supervisor of known safety concerns.

An employee who receives a report of any potential emergency situation should attempt to obtain the name of the informant, the exact location and the nature of the situation. The employee must refer this information to his or her supervisor as soon as appropriate.

If the situation is one that might result in immediate serious bodily harm or death, the employee must report the situation to appropriate governmental safety officials. In most cases, this reporting is done via the “911” system.

Employees must become familiar with the location and operation of all fire protective equipment in the vicinity of their work areas, as well as the emergency evacuation exits for safe and fast egress.

Employees must learn the classes of fire (A, B and C), their burning characteristics and the proper extinguishing agents to be used.

Employees must wear safety vests supplied by the District at all times when they are working at or near the site of outdoor construction.
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYEE POLICIES

8.0 HURRICANE SAFETY

This policy addresses hurricane preparation and recovery.

Observing excellent daily maintenance, cleanliness, safety and security measures are basic to keeping prepared for the unexpected. Additional preparation before an anticipated disaster keeps property damage and personal injury to a minimum. District staff and employees share in before and after responsibilities.

Hurricane Notices:

- HURRICANE WATCH: 36-48 hours in advance.
- HURRICANE WARNING: 24 hours in advance.

Employee Responsibilities:

PRIOR TO HURRICANE WATCH:

- Secure and clean personal property sites, purchase emergency supplies such as batteries, food, and plywood.
- Review personal evacuation plan and prepare for financial needs in the event of evacuation.

HURRICANE WATCH:

- Assist in securing District facilities, including complete back up of computer.
- Secure personal property and plan for possible evacuation, unless you are a designated emergency responder.
- Make sure you know how to contact your Supervisor/Clerk (District numbers, supervisor's home phone numbers, cell phone numbers, etc.)

HURRICANE WARNING:

- Prepare for District Declaration of Emergency.
- Advise your supervisor where you will be during the hurricane.
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYEE POLICIES

9.0 TRAVEL EXPENSE REIMBURSEMENT

This policy addresses the reimbursement of travel expenses on District Business.

A. DEFINITIONS.--For the purposes of this section, the following words shall have the meanings indicated:

1) Authorized person means:
   a) A person other than a district commissioner or employee as defined herein, who is authorized by the General Manager to incur travel expenses in the performance of official duties, or
   b) A person who is appointed by the District to contribute time and services as consultant, advisor, or representative.

2) Class A travel means continuous travel of 24 hours or more away from District headquarters, or, in the case of an employee, the employee’s usual place of performance.

3) Class B travel means continuous travel of less than 24 hours which involves overnight absence from District headquarters or, in the case of an employee, the employee’s usual place of performance.

4) Class C travel means travel for short or day trips where the traveler is not away from District headquarters or, in the case of an employee, the employee’s usual place of performance, overnight.

5) Common carrier means a train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

6) District commissioner means a person serving as a member of the Key Largo Wastewater Treatment District Board of Commissioners.

7) Foreign travel means travel outside the United States.

8) Employee means an individual who is filling a regular or full-time authorized position and is responsible to the General Manager.

9) Travel day means a period of 24 hours consisting of four quarters of 6 hours each.

10) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature means the usual ordinary and incidental expenditures necessarily incurred by a traveler. Tips, gratuities, and the like are NOT reimburseable travel expenses.

11) Travel period means a period of time between the time of departure and time of return.

12) Traveler means a district commissioner, employee, or authorized person, when performing travel authorized by the District.

B. AUTHORITY TO INCUR TRAVEL EXPENSES

a) All travel must be authorized and approved by the District Board of Commissioners, the General Manager, or the traveler’s supervisor.
b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a District purpose and must be within the limitations prescribed by this section.

c) A traveler who becomes sick or injured may continue to receive subsistence as provided in subsection during the period of illness or injury until such time as the traveler is able to perform the official business of the District or returns from the travel, whichever is earlier. Such subsistence may be paid when approved by the General Manager or District Board.

C. COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.--For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

i) Breakfast--When travel begins before 6 a.m. and extends beyond 8 a.m.

ii) Lunch--When travel begins before 12 noon and extends beyond 2 p.m.

iii) Dinner--When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

D. RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.--For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide District business, which convention, conference, or business serves a direct and lawful public purpose with relation to the District, either of the following for each day of such travel at the option of the traveler:

i) Eighty dollars per diem; or
ii) If actual expenses exceed $80, the amounts permitted in paragraph b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

   i) Breakfast $6
   ii) Lunch $11
   iii) Dinner $19

c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the District.

E. TRANSPORTATION.

   a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The General Manager or designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

      i) The nature of the business.

      ii) The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the General Manager or designee.

      iii) The number of persons making the trip and the amount of equipment or material to be transported.

   b) The District may provide any form it deems necessary to cover travel requests for traveling on official business and when paid by the District.

   c) Transportation by common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

   d) The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee.

      i) Whenever travel is by privately owned vehicle:
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(1) A traveler shall be entitled to a mileage allowance at the Internal Revenue Service optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes; or

(2) A traveler shall be entitled to the common carrier fare for such travel if determined by the agency-head to be more economical.

ii) Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection F.

iii) All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph d).

f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph d). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph d).

g) No contract may be entered into between a public officer or employee, or any other person, and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

F. OTHER EXPENSES

a) The following incidental travel expenses of the traveler may be reimbursed:

9.0 Travel Expense Reimbursement
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i) Taxi fare, excluding gratuities.

ii) Ferry fares; and bridge, road, and tunnel tolls.

iii) Storage or parking fees.

iv) Communication expense.

v) Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(1) (b) Other expenses which are not specifically authorized by this section may be approved by the District pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the District Board annually.

G. FRAUDULENT CLAIMS. Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in § 775.082 or § 775.083, F.S. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

H. ADVANCEMENTS. Notwithstanding any of the foregoing restrictions and limitations, an General Manager or designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

I. DIRECT PAYMENT OF EXPENSES BY DISTRICT. Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the General Manager or designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not
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exceed the total amount authorized for meals each day. The General Manager or designee
may also grant prior approval for the District to make direct payments of travel expenses in
other situations that result in cost savings to the District, and such cost savings shall be
documented in the voucher submitted to the Chief Financial Officer for the direct payment of
travel expenses. The provisions of this subsection shall not be deemed to apply to any
legislator or to any employee of the Legislature.
This policy addresses the use of vehicles on District business.

1. General.
   a. A District employee or a District official using a vehicle on District business must exercise reasonable care in the operation of the vehicle.
   b. A person using a vehicle on District business must have and maintain a valid Florida driver's license with all endorsements necessary for operation of the type of vehicle the employee operates.
   c. At the request of the District, a person using a vehicle on District business must allow the District to make a copy of the employee's driver's license and evidence of liability insurance.
   d. A person using a vehicle on District business must notify the District of any suspension or revocation of the person's driver's license or liability insurance.
   e. A driver on District business is responsible to ensure that the driver and all passengers use their seat belts properly.
   f. A driver on District business must minimize the use of a cell phone while the vehicle is in motion. If the driver receives a cell phone call while the vehicle is in motion, the driver should stop the vehicle in a safe place for the duration of the call, or arrange to return the call at a time when the vehicle is safely stopped.
   g. Prior to using a vehicle on District business, the driver should conduct a brief inspection to ensure that all lights and safety equipment are operational and that the tires appear to be properly inflated.
   h. A driver on District business is responsible for any violations of law by the driver.
   i. A driver is primarily responsible for his or her own failure to exercise reasonable care in operating the vehicle.
   j. The fact that the vehicle is used on District business DOES NOT eliminate, reduce, or otherwise affect the driver's responsibility for his or her failure to comply with the law or to exercise reasonable care in operating the vehicle.
   k. A driver may not, under any circumstances, operate a vehicle on District business when any physical or mental impairment affects the driver's ability to operate the vehicle safely. This includes temporary impairments due to illness, medication, or intoxication.

2. Use of District Vehicles.
   a. A District vehicle may not be used for personal business.
   b. A District vehicle may not be used to carry a passenger, including a family member, unless the passenger is engaged in District business.
   c. A person using a District vehicle must use the shortest route between the origin and the destination, unless traffic or other conditions require a longer route.
d. A person required to use a District vehicle before or after normal working hours may, for convenience, take the vehicle home the night before the District business and/or may return the vehicle the day after the District business.

e. District business includes driving the vehicle between a person's residence and the place of District business as described in the preceding paragraph, and when the driver's official responsibilities to the District include on-call responsibilities.

f. District business includes driving the vehicle to a restaurant in connection with the trip.

3. Use of Personal Vehicles on District Business.

a. A District employee or official may use a personal vehicle on District business, and is entitled to a mileage reimbursement at the rate adopted by the District.

b. The mileage reimbursement shall be calculated by subtracting the odometer reading (in miles) at the beginning of the trip from the odometer reading (in miles) at the end of the trip, and multiplying the difference by the mileage reimbursement rate. The mileage submitted for reimbursement must exclude any deviations for personal business.

c. A driver must ensure that the vehicle is registered and insured as required by law, and that evidence of registration and insurance is carried in the vehicle.

d. At all times when the driver is using a personal vehicle on District business, the driver must observe the policies applicable to District vehicles.


a. A driver must report any accident, theft, damage, breakdown, or mechanical problem involving vehicle used on District business to the employee's supervisor, regardless of the extent of damage or lack of injuries.

b. The driver is responsible to report the incident immediately to police and state authorities as required by law.

c. In case of an accident, the driver must attempt to obtain all pertinent facts and information, including the driver's license and insurance information for all other drivers involved in the accident. The driver must also produce such information if requested by a peace officer or another driver involved in the accident.

d. A driver is not required to answer questions that may result in receiving a citation.

e. A driver must not admit fault or negligence at the scene of the accident.

f. A driver must cooperate with the District and its insurer in investigating and defending any claim arising out of or in any way connected with an accident.

g. A driver must attempt to obtain the names and addresses of others involved in the accident and of witnesses, if any. The driver should make a sketch or otherwise note position of the vehicles after the accident.
11.0 WHISTLE-BLOWER

The District is committed to compliance with applicable state and federal laws and encourages reporting of truthful information of violations or potential violations of federal or state laws. The District will promptly and thoroughly investigate all complaints brought in good faith and will correct any conditions found to be out of compliance with law or District policy.

The District has developed this policy so that all District personnel will work together to maintain the highest level of compliance with all state and federal laws. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any violation of such policies will be investigated and resolved appropriately. Any Commissioner or employee who has any questions or concerns about this policy should discuss these questions with the General Manager or with District Counsel.

The District will not retaliate against any person who utilizes the complaint procedure in this policy or against any person complying with the investigation process, reporting truthful information to state or federal law enforcement, or testifying, participating in, or otherwise assisting with investigations or enforcement actions against the District.

1. Individuals who reasonably believe they have information regarding a violation of federal or state law, District bylaws and/or District policies shall follow these procedures:
   a. An employee shall report such information to the employee’s supervisor.
   b. The General Manager shall report such information to the District Board of Commissioners.
   c. A Commissioner shall report such information to the Chairman of the District Board of Commissioners.
   d. The Chairman of the District Board of Commissioners shall report such information to District Counsel.
   e. If any person believes that reporting such information in the manner described above would be futile or would result in retaliation against that person, then that person shall report such information to the next higher level of authority or to District Counsel.

2. Any allegation of a whistleblower must be in writing and signed by the whistleblower. The designated person to whom the allegation is made shall furnish a copy of the allegation to each of the Commissioners and District Counsel within no more than three business days.

3. The District will promptly investigate any report in coordination with District Counsel, and will take corrective action as necessary. Except as necessary to investigate or to implement corrective action, and consistent with applicable law, the District will keep confidential the name of the person making the complaint.

4. The recipient of the allegation shall make an investigation and report to the Board of Commissioners the results of that investigation and the proposed actions to be taken, if any, at the next board meeting after receipt of the allegation.

5. Retaliation against an individual who reports violations or potential violations of the state or federal law that the individual reasonably believed to be true and accurate is a serious violation of this policy.
a. Acts of retaliation should be reported immediately as provided in Section 1, above.

b. The District will take responsive action to address any retaliation incidents, including without limitation training, referral to counseling and/or disciplinary action such as reassignment, temporary suspension without pay or termination of employment as appropriate.

6. Individuals who make false and malicious complaints under this policy (as opposed to complaints which, even if erroneous, are made in good faith based on a reasonable belief in the truth and accuracy of such information) may be subject to appropriate disciplinary action up to and including the termination of employment.

7. Board of Commissioners Review. The Board of Commissioners shall have full review and final decision authority in matters related to the whistleblower and retaliation situations except where the allegation is against the Board of Commissioners.