KEY LARGO WASTEWATER TREATMENT
DISTRICT
BOARD OF COMMISSIONERS
AGENDA

APRIL 19, 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. **BULK ITEMS**
1. Minutes of April 5 and April 11, 2011  
   Action  
   TAB 1

G. **COMMISSIONER’S ITEMS**  
2. General Manager, Charles Fishburn’s Contract  
   And Transition Governance  
   Commissioner Hammaker  
   TAB 2

H. **FINANCIAL REPORT**  
3. Pending Payments  
   Action  
   TAB 3
4. Purchase Card Policy  

I. **TECH REPORT**  
5. Security  
   Action  
   TAB 4

J. **OPERATION REPORT**  
6. Force Main/Gravity Connections  
   TAB 5

K. **ENGINEER’S REPORT**  
7. Monthly Status Report  
   TAB 6

L. **LEGAL COUNSEL REPORT**

M. **GENERAL MANAGER’S REPORT**  
8. Pilot Wastewater Treatment Plant Disposal  
   Action  
   TAB 7
9. Ocean Cay Collection System  
   Action  
10. Islamorada Inter-Local  

N. **COMMISSIONERS ROUNDTABLE**

O. **ADJOURNMENT**
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: April 19, 2011

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

SUBJECT: April 5, & April 11, 2011

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager
Date: 4-13-11

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Clerk</td>
<td></td>
<td>Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Review:</th>
<th>[ ] Engineering</th>
<th>Advertised:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Counsel</td>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td>General Manager</td>
<td>[ ] Clerk</td>
<td>Paper:</td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td>[X] Not Required</td>
</tr>
</tbody>
</table>

Summary Explanation/Background:

Resulting Board Action:
- [ ] Approved
- [ ] Tabled
- [ ] Disapproved
- [ ] Recommendation Revised
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

April 5, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:00 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins, Charles Brooks, and Susie Hammaker. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Steve Gibbs led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: Commissioner Brooks made a motion to approve the agenda. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

PUBLIC COMMENT

The following persons addressed the Board:

Speaker: Martin Waits, Islamorada

Subject: Cudo’s from Tavernier for work done.

Speaker: Sue Heim, Key Largo

Subject: Resolution No. 04-04-11 (Exhibit B)

Speaker: Sue Heim, Key Largo

Subject: Rule Amendment, Suspension/Termination of service by Customer
BULK ITEMS
Minutes of Mar. 7, & Mar. 15, 2011
Billing Appeal Calypso Restaurant

RESOLUTION NO. 03-04-11
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF A TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 04-04-11
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MONROE FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 05-04-11
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF GARY CHERUBINI & DEBORAH HILL, FOR REMOVAL OF ONE TAX PARCEL FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND REFUNDING COLLECTED ASSESSMENT PAYMENTS AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Hammaker made a motion to approve Bulk Items. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

COMMISSIONER'S ITEMS
FL Keys Days in Tallahassee
Commissioner Higgins gave a report on his trip to Tallahassee.

FINANCIAL REPORT
Pending Payments
CFO Zappulla presented an amended Pending Payments list provided. (Exhibit “A”)

Motion: Commissioner Brooks made a motion to approve the amended pending payments contingent upon the availability of funds. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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>
Commissioner Higgins  X
Chairman Majeska  Conflict of Interest
Commissioner Tobin  Absent
Commissioner Brooks  X
Commissioner Hammaker  X

Motion passed 3 to 0

Forensic Audit Update
This item will be brought back to the next Board meeting.

Monthly Financial Report
CFO Sal Zappulla presented a five month financial report.

Customer Service Report
Syndi Trakul presented the report.

OPERATIONS REPORT
Monthly Status Report
Margaret Blank, Operations Manager, reported that they are working on the odor control.

Package Plant Status Report
Greg Mathews presented his report.

Tie In Status Report
Carol Walker presented her report. The Board would like the number of 30 Day Notices that have been sent out on the Tie In Report.

Force Main Connections
Margaret Blank reported on the force main connections. Staff was directed to work on the list of properties that are connecting to the force main and what type of options they have available (irrigation meter, separate buildings, etc.)

ENGINEER'S REPORT
Monthly Status Report
Ed Castle presented his written report.

LEGAL COUNSEL REPORT
RESOLUTION NUMBER 06-04-11
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING RESOLUTION 26-12-10 PROVIDING FOR TEMPORARY DEFERRAL OF CONNECTION REQUIREMENTS AND CREDITS FOR WASTEWATER FEES COLLECTED FROM LOW-INCOME RESIDENTS; AND PROVIDING AN EFFECTIVE DATE.
Motion: Commissioner Brook made a motion to approve Resolution No. 06-04-11. Commissioner Hammaker 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>Commissioner Higgins</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 3 to 1

Rule Amendment (Suspension/Termination of service by Customer)

Motion: Commissioner Brooks made a motion to approve the Rule Amendment. Commissioner Hammaker 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>Commissioner Higgins</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 3 to 1

GENERAL MANAGER’S REPORT

Weiler Contract

Mr. Fishburn presented the “not to exceed contract”.

Motion: Commissioner Higgins made a motion to approve the Weiler Contract & the Weiler Engineering General Consulting Services. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

Basin F Phase 3 Close Out

Mr. Fishburn presented the contract
Motion: Commissioner Hammaker made a motion to approve the Basin F Phase 3 Close Out Contract. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

*Letters to Senator Nelson and Senator Rubio*

Mr. Fishburn presented the recommended letters.

Motion: Commissioner Brooks made a motion to approve the Letters to Senator Nelson and Senator Rubio. Commissioner Hammaker 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

*Pilot WWTP Disposal*

Mr. Fishburn presented the proposal.

Motion: Commissioner Higgins made a motion to approve the Pilot WWTP Disposal Contract. Commissioner Hammaker 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 tied 2 to 2

*Islamorada Inter-Local*

Mr. Fishburn reported on the meetings with Islamorada. Mr. Fishburn asked that the Board to consider allowing Mr. Zappulla participate in the Islamorada negotiations.
Commissioner Brooks stated that he is totally against negotiations with Islamorada. He also is against any staff member participating in Islamorada negotiations. This item will be on the April 19 meeting.

New Utility Truck
Mr. Fishburn explained the need for a third utility truck.

Motion: Commissioner Brooks made a motion to approve the purchase of a Utility Truck. Commissioner Higgins seconded the motion.

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

COMMISSIONER'S ROUNDTABLE
N/A

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 8:05 PM.

The KLWTD meeting minutes of April 5, 2011 were approved on April 11, 2011.

______________________________
Chairman Majeska

______________________________
Carol Walker, CMC
District Clerk
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

April 11, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:01 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins, Charles Brooks, Andrew Tobin (called in at 5:24 PM), and Susie Hammaker. Also present were General Manager Charles Fishburn, the District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Martin Waits led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Higgins added a Roundtable Item on “Connections to Force Main.” Chairman Majeska added the Organizational Chart to “Transition Governance.” Operations Manager Margaret Blank added an update on “Odor Control and Backup Problem.”

Motion: Commissioner Higgins made a motion to approve the agenda as amended. 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>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td></td>
<td></td>
<td>Absent</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 4 to 0

CONFLICT OF INTEREST POLICIES RELATED TO COMMISSIONERS, STAFF AND VENDORS

District Counsel Thomas Dillon explained the District’s Conflict of Interest Policies. The Board discussed various scenarios.
GENERAL MANAGER, CHARLES FISHBURN CONTRACT AND TRANSITION GOVERNANCE
Chairman Majeska would like one person in charge and reporting to the Board.

Commissioner Hammaker would like to see Mr. Fishburn as a consultant until the construction is finished, not as the General Manager.

Commissioner Higgins feels that Mr. Fishburn is not needed anymore.

Commissioner Tobin would like Mr. Fishburn to review his current contract and report what he would like his duties reduced to.

This item will be for discussion on April 19, 2011.

ODOR CONTROL
Ms. Blank explained what the District is doing to eliminate odor. The grit system has been taken down and she has ordered an odor neutralizer that should be in place by the end of the week.

BACK UP
Ms. Blank explained what the District is doing to fix the problem with the valve in the pits so that there will be no problem with the valves coming loose. A temporary crew will be hired to update the connections to valves already installed.

FORCE MAIN CONNECTIONS
Ms. Blank reported that staff is contacting the Engineers and pump representatives. She said that a letter would be sent to the affected property owners.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:23PM.

The KLWTD meeting minutes of April 11, 2011 were approved on April 19, 2011.

_________________________________
Chairman Majeska

_________________________________
Carol Walker, CMC
District Clerk
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 11, 2011

[ ] PUBLIC HEARING

[X] DISCUSSION

[ ] GENERAL APPROVAL OF ITEM

[ ] Action

SUBJECT: General Manager Charles Fishburn’s current contract status

RECOMMENDED MOTION/ACTION:

Approved by General Manager ______________________
Date: ______________

<table>
<thead>
<tr>
<th>Originating Department: Commissioner Hammaker</th>
<th>Costs: Approximately $</th>
<th>Attachments: Contract, Resumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review:</td>
<td>Engineering [ ]</td>
<td>Advertised:</td>
</tr>
<tr>
<td>[ ] District Counsel [ ]</td>
<td>[ ] Clerk [ ]</td>
<td>Date: ______________</td>
</tr>
<tr>
<td>[ ] General Manager [ ]</td>
<td></td>
<td>Paper: ______________</td>
</tr>
<tr>
<td>[ ] Finance [ ]</td>
<td></td>
<td>[X] Not Required</td>
</tr>
</tbody>
</table>

Summary Explanation/Background:

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation
PAST SEVEN YEARS

- General Manager Key Largo Wastewater Treatment District
- Report to five member elected board
- Total Responsibility for Design, Build, Operation, and Finance of $157,000,000 septic tank to central sewer project for less than $142,000,000
- 2.3 MGD AWT ($30,000,000) Regional Wastewater Treatment Plant completed and in operation
- $100,000,000 (14,000 EDU) Vacuum Collection System under construction and nearing completion
- $50,000,000 construction completed in last twelve months
- $57,000,000 in low interest State Revolving Fund loans obtained
- $30,000,000 bank loan secured
- $17,000,000 RWA Bridge Loan Secured
- $40,000,000 in grants received
- Engineering and construction management were less than 12% of project costs
- Completed $12,000,000 pilot Design Build Wastewater project prior to Regional project
- Established assessments and rates in 2005 that withstood all challenges
- No Law Suits
- No work stoppages due to contract disputes

PRIOR EXPERIENCE

- Owner construction company
- Auto Industry – (GM, Ford, AMC)
  Manager, Operations, and Homologation for Europe, Africa, and China

LICENSES (State of Florida)

- Certified General Contractor
- Certified Mechanical Contractor
- Certified Plumbing Contractor

EDUCATION

- Bachelor of Mechanical Engineering University of Virginia
Monroe County Board of County Commissioners  
Key West, Florida  
**Division Director, Budget and Finance**  
October 2003 – 2007

This highly responsible senior management position had the primary responsibility to guide, direct, manage and administer the Budget and Finance Division of Monroe County Government. This included the office of management and budget in the monitoring and analysis of the county departments ensuring effective and efficient utilization of the County’s resources. In charge of the purchasing department and compliance with the county’s purchasing policy, and supervised the county’s grants administration and monitoring process.

- Maintained continuous budget control and compiled statistics and analyses of expenditures during the fiscal year; including analysis of requests for transfers of funds, and cash positions to meet changing conditions and made appropriate determinations as to the legality and reasonableness of fund transfers.
- Responsible for obtaining financing for the new Key West International Airport Terminal in the form of (V.R.D.O’s) Variable Rate Demand Obligations.
- Developed departmental policies and procedures, budget formulation, program evaluation and operating policy formulation and implementation of approved policies.
- Responsible for the county’s annual compliance with the State of Florida’s (TRIM) Truth in Millage laws and requirements.
- Created and presented various PowerPoint presentations at monthly Board of County Commissioner (B.O.C.C.) meetings in order to provide status reports to county commissioners and taxpayers of the county.
- Supervised subordinate professional and clerical personnel, including preparation of annual performance appraisals and determination of appropriate compensation increases.

Monroe County Clerk of the Circuit Court  
Key West, Florida  
**Finance Department- Treasury Management Supervisor**  
July 1999 – October 2003

Highly responsible supervisory and professional accounting work in making strategy recommendations for the county’s investment portfolio, monitoring banking relationships, revenue/receivable and recording/collections and processing complex contractual payments. Reported directly to the Finance Director and Clerk of the Circuit Court.

- Maintained and upgraded the County’s cash management system and monitored cash positions daily to maintain bank account levels necessary to cover banking services, while maximizing investment opportunities on idle cash balances.
- Reviewed and supervised the reconciliation of the County’s bank statements including pooled cash, group health insurance, workers compensation, and various other accounts for the B.O.C.C and Clerk of the Circuit Court.
- Responsible for principal and interest payments on all of County’s Long Term Debt. Ensured compliance with Bond Covenants, and reconciled the accompanying sinking fund accounts.
- Prepared and filed sales tax returns for the two county airports. Prepared and generated form 1099 for all of the County’s independent contractors.
Westvaco Corporation
New York, New York

Treasurer’s Department-Manager, Cash and Investments March 1990 – March 1999
Responsible for performing the cash management activities for the company’s domestic and international
operations. Reviewed cash positions daily to maximize investment opportunities and maintained bank
balances necessary to cover activity and ensure credit availability.
• Developed and maintained daily forecasts detailing sources and uses of cash so as to pinpoint necessary
  maturity dates of marketable securities and predict the need for short-term borrowing. Forecast cash flows
  for monthly and five year time horizons based on various earnings per share levels.
• Interfaced with Accounting, Credit, Accounts Payable, Accounts Receivable and Payroll and prepared
  weekly and monthly reports required for financial statement preparation in accordance with Generally
  Accepted Accounting Principles. (GAAP)
• Regularly reviewed bank service and performance and where appropriate made recommendations to the
  Treasurer and Chief Financial Officer for relationship/service changes.

Comptrollers’ Department-Senior Auditor July 1988 – March 1990
Supervised field and office work on complex audits, ie. major paper mills, converting operations.
Responsible for all personnel on the audit and for ensuring the scope of the audit was achieved, and the
report was written and distributed. Performed special projects in a variety of accounting and financial
areas.

KPMG Peat Marwick Certified Public Accountants
New York, New York
Senior Accountant August 1985 – July 1988
Reported directly to several managers and partners of the firm, and gained experience servicing public
and private clients in a variety of industries with emphasis in the pharmaceutical manufacturing industry.
• Performed numerous analytical reviews of financial data which were instrumental in identifying and focusing
  audit efforts on critical areas.
• Planned, coordinated and supervised up to three staff accountants on several out of state audits for a Fortune
  100 multidivisional pharmaceutical company.

Education and Credentials:
Saint John’s University, New York, New York, Bachelor of Science, Accounting, May 1985

Winner Government Finance Officer’s Association (G.F.O.A) Distinguished Budget Presentation
Award Fiscal Years 2004 through 2007

References will be furnished upon request.
JAMES BRUSH  
Project Engineer  
Operations and Maintenance Specialist—Water Systems

Academic Background
- BA, University of Illinois, 1972; James Scholar, High Honors
- MS, Civil Engineering/Environmental Engineering, University of Illinois, 1977

Professional Registrations
Professional Engineer, Florida 48504
Professional Engineer, Texas 69859
Professional Engineer, Indiana 19703
Professional Engineer, Illinois 062-042235
Professional Engineer, Mississippi 9984
Professional Engineer, Alabama 16321
Grade A Water Treatment Plant Operator, Texas
Class A Water Treatment Plant Operator, Illinois, No. 3319
Class 4 Wastewater Treatment Plant Operator, Illinois

Specialized Professional Competence
During Mr. Brush’s career in civil and environmental engineering he has provided consulting & construction management services to industry and government with emphasis in design and construction of residential and commercial projects involving site development, utilities, drainage, paving, and civil design; site investigations, sample collection and analyses, stormwater injection wells, water and wastewater treatment facility design and operation. Mr. Brush recently worked as a contract employee with the City of Key West and also has his own consulting firm, Industry & Environment Engineers.

Representative Professional Experience
City of Key West, Monroe County, FL 2/1999 to 7/2008
- Provided civil engineering services, including permit applications, design of stormwater drainage systems, and sanitary sewers. Successful acquisition of FDEP, U.S. Army Corps of Engineers permits and FEMA grants for City infrastructure, marina and docking facilities, wastewater, sanitary sewers, and stormwater drainage facilities. Provided civil engineering project management, permitting, design and construction phase services for docks, pier extensions, marina dredging, marina restroom facilities, pump-out systems, fueling facilities, new boat ramps, marina operation and maintenance manual, fueling system assessment, marina self-certification program, marina stormwater management plans, sovereign submerged land leases, FEMA audits and project close-out documents, parking garage concrete repair/corrosion protection, hurricane storm shutters, residential/commercial energy efficiency studies, nature preserve boardwalks, SFWMD/USACE/DEP mitigation, stormwater injection wells, sanitary sewer, and water lines.

CIVIL AND ENVIRONMENTAL ENGINEERING • PERMITTING • CONSTRUCTION PHASE SERVICES

Wastewater Treatment
- Sugarloaf Women’s Land Trust, Sugarloaf Key, FL, 2001-2003
  Provided professional engineering to the Land Owner for preparation of a Florida Department of Health (DOH) Innovative System Permit Application for treatment of wastewater and reuse of graywater. Work included developing a site plan, system layout, and evaluation of vendor performance claims, design calculations, evaluation of wind and solar power systems, and engineers report.
City of Key West - City Marina at Garrison Bight - Sewage Pump Out System - 2004
Provided professional engineering to the City Port Authority for the design and acquisition of a Florida Department of Environmental Protection (DEP) Permit Application for boat sewage pump out & pipeline system. Work included developing a site plan, system layout, evaluation of vendor performance claims, design calculations, engineers report, plans and specifications, bid documents.

Journeys End Resorts, Houston TX - Wastewater and Water Treatment Facilities for a Resort, Ambergris Cay, Belize 1997.
Provided professional engineering to the Resort Corporate office in Houston, TX for the design and upgrade of a sewage treatment package plant and upgrade of a well field, pumping, reverse osmosis water treatment plant and disinfection system. Work included developing a site plan, system layout, evaluation of vendor performance claims, evaluation of wind and solar power systems, design calculations, and report.

Cayman Water and Sewerage Authority, Grand Cayman, B.W.I 1982.
Evaluated water supply resources, groundwater pollution, modeling of sites for new uncontaminated water supply wells, reverse osmosis treatment systems while at Clyde E. Williams & Associates (B.W.I.) Ltd.

Mexico City, Mexico - Sewage Treatment Plant Evaluations - 1998
Inspected, evaluated & prepared assessment for Mexico City's two major sewage treatment plants for Arens Design-Build Construction Company and Departamento Del Distrito Federal Secretaria General De Obras.

Trinity River Authority's - Central Regional Wastewater Treatment Plant, Grand Prairie, TX - 1990
Project manager for fast track expansion of a major wastewater treatment plant serving the Dallas-Fort Worth Metro-plex while employed by Freese and Nichols, Inc., Fort Worth TX.

Williams Mobile Home Park, - Wastewater Treatment Package Plant and Collection System, Burleson, TX - 1999
Provided professional engineering to the Park Owner for the design and preparation of a TNRC Permit Application for collection system and new package treatment plant. Work included developing a site plan, system layout, evaluation of vendor performance claims, design calculations, engineers report, and obtaining permits.

Minter Mobile Home Park, - Wastewater Treatment Package Plant and Collection System, TX - 1999
Provided professional engineering to the Park Owner for the design and preparation of a TNRC Permit Application for collection system and new package treatment plant. Work included developing a site plan, system layout, evaluation of vendor performance claims, design calculations, engineers report, and obtaining permits.


David Todd Engineering Inc., Abilene, TX
Project manager for improvements to water and wastewater treatment plants while employed as a contract employee by David Todd Engineering Inc., Abilene, TX. Work included EPA Clean Water Act grant protocols such as Facilities Plans, Sewer System Evaluations, (SSES), Combined Sewer Overflow Studies (CSO), Industrial Pre-treatment Programs, Design, Bidding, Construction Phase, Operation and Maintenance Manuals (O&M), Plant Start-up, Operator Training for the cities of Seminole, Spur, Matador, DeLeon, Stamford, Eldorado, Sonora, Albany, Plains, and Abilene, Texas.
James Brush
RESUME PAGE 3

**Freese and Nichols, Inc., Fort Worth, Texas**
**Project Manager**
**1984-1992**

- **Trinity River Authority's- Central Regional Wastewater Treatment Plant, Grand Prairie, TX - 1990**
  Project manager for fast track expansion of a major wastewater treatment plant serving the Dallas-Fort Worth Metro-plex while employed by Freese and Nichols, Inc., Fort Worth TX.

- **Village Creek- Central Regional Wastewater Treatment Plant, Fort Worth, TX – 1989**
  Project engineer for expansion of a major wastewater treatment plant serving Fort Worth, TX while employed by Freese and Nichols, Inc., Fort Worth TX.

- **City of Greenville- Wastewater Treatment Plant Improvements, Fort, TX – 1986**
  Project engineer for expansion and improvements of a wastewater treatment plant while employed by Freese and Nichols, Inc., Fort Worth TX. Wrote Operations & Maintenance Manual for Wastewater Treatment Plant, plant start-up, operator training and plant operation.

- **City of Brownwood, - Water & Wastewater Treatment Plant Improvements, Brownwood, TX – 1986**
  Project manager for expansion and improvements of a wastewater treatment plant while employed by Freese and Nichols, Inc., Fort Worth TX. Wrote Operations & Maintenance Manual for Water & Wastewater Treatment Plants, plant start-up, operator training and plant operation.

- **City of Abilene, - Wastewater Treatment Plant Improvements, Abilene, TX – 1987**
  Project manager for expansion and improvements of a wastewater treatment plant while employed by Freese and Nichols, Inc., Fort Worth TX. Wrote Operations & Maintenance Manual for Wastewater Treatment Plant, plant start-up, operator training and plant operation. Plant start-up received assistance from CH2M Hill Dallas Office-OMI O&M Specialist: Bo Heller.

- **City of Stephenville, - Wastewater Treatment Plant Improvements, Stephenville, TX – 1987**
  Project manager for expansion and improvements of a wastewater treatment plant while employed by Freese and Nichols, Inc., Fort Worth TX.

- **City of Denton, - Water & Wastewater Treatment Plant Improvements, Denton, TX - 1987**
  Project manager for expansion and improvements of a water and wastewater treatment plant while employed by Freese and Nichols, Inc., Fort Worth TX.

**Clyde E. Williams & Associates, Inc., South Bend, Indiana**
**Project Manager/Project Engineer**
**1979-1984**

- **City of Walkerton- Water and Wastewater Treatment Plant Improvements, Walkerton, IN – 1978**
  Project manager for expansion and improvements of a water and wastewater treatment plant while employed by Clyde E. Williams & Associates, Inc., South Bend, IN. Wrote Operations & Maintenance Manual for Water & Wastewater Treatment Plants, plant start-up, operator training and plant operation.

- **Cities in Indiana, Ohio and Michigan - Water and Wastewater Treatment Plant Improvements, – 1979-1984**
  Project engineer for improvements to water and wastewater treatment plants while employed by Clyde E. Williams & Associates, Inc., South Bend, IN. Work included EPA Clean Water Act grant
protocols such as Facilities Plans, Sewer System Evaluations, (SSES), Combined Sewer Overflow Studies (CSO), Industrial Pre-treatment Programs, Plant & Pump Station Design, Bidding, Construction Phase, Operation and Maintenance Manuals (O&M), Plant Start-up, Operator Training for the cities of Hammond, Frankfort, Mount Vernon, Lebanon, Logansport, Indiana; Minster, Ohio; Morencie, Niles, Michigan. Wrote Operations & Maintenance Manuals for Water & Wastewater Treatment Plants, plant start-up, operator training and plant operation.

Project Manager
1976-1979

Cities in Illinois - Water and Wastewater Treatment Plant Improvements, – 1976-1979
Project engineer for improvements to wastewater treatment plants while employed by Daily & Associates, Inc., Champaign, IL. Work included EPA Clean Water Act grant protocols such as Facilities Plans, Sewer System Evaluations, (SSES), Combined Sewer Overflow Studies (CSO), Industrial Pre-treatment Programs, Plant & Pump Station Design, Bidding, Construction Phase, Operation and Maintenance Manuals (O&M), Plant Start-up, Operator Training for the cities in Illinois.

1976-1979: Environmental Research Lab, Institute for Environmental Studies, Heavy Metals Task Force, University of Illinois at Champaign-Urbana. Research Assistant for identification and investigation of environmental problems and solutions. Conducted an anaerobic filter pilot plant study for removal of heavy metals and organics from Enfield, Connecticut landfill leachate, soil testing from a zinc smelter plant site; studies of toxic effects of applying Chicago Sanitary District sludge to farmland. Conducted atomic absorption spectroscopy, gas chromatography, nuclear magnetic resonance studies, sample preparation and wet chemistry analysis.


1969-1972: Physical Plant, University of Illinois, Champaign, IL Engineering and Laboratory Technician for facilities providing heating, ventilation, air conditioning, and electricity for university buildings; also for the Physics Department cryogenics laboratory and machine shop conducting military research, elementary particle/superconductivity/nuclear investigations for NSF, AEC, USN, and DOD

Publications
"Jet Maintenance Waste Treatment in the Jet Age," Texas Water Pollution Control Association Conference, June 3-5, 1992, Dallas, Texas.
"ECO-Diving 101," Dive Travel Magazine, July/August 1997, Santa Cruz, CA.

Professional Associations
Member United States Power Squadrons, No. E134585
Professional Association of Diving Instructors (PADI)-PADI Certified Dive Master No. 98273
NOAA Team Ocean Volunteer, Boat Operator, Florida Keys National Marine Sanctuary;
American Society of Civil Engineers (ASCE) and American Water Works Association (AWWA)
The Cuban-American Association of Civil Engineers-Miami

Skills: Autocad, MS Excel/Word, MS Money, MS Access, MS Project, MS VISIO, Eaglepoint/ArcView/GIS; Familiar with Naval Facilities Engineering Command NAVFAC’s Web-based Construction Management System (WebCM) using Primavera Systems Prime Contract.

103650 OVERSEAS HWY., NO. 46, KEY LARGO, FL 33037 Tel: 305-451-1938
9/8/2008
Richard Crow, E.I.T.
522 NW 159 Lane,
Pembroke Pines, FL 33028
(954) 254-7898
Richcrow1@msn.com

EDUCATION
2002 – 2007
B.S. in Civil Engineering
Florida Atlantic University
Boca Raton, Florida
Eligible for P.E.

EXPERIENCE
2009 – 2011 Construction Manager; Key Largo Wastewater Treatment District, Key Largo, Florida.

- Professional project management in the authorizing and monitoring the work of engineering consultants and contractors engaged in the design and construction of district projects.
- Responsible for the management of several projects simultaneously in various phases of development including planning, engineering consultant selection, design management, selection of contractor, construction management, and inspection.
- Supervised engineering consultants in preparing plans, specifications, and preliminary construction layouts and cost estimates.
- Supervises district staff in the construction department.

Associate Engineer; Chen and Associates Civil and Environmental Engineers, Fort Lauderdale, Florida.

- Project engineering for stormwater, potable water, wastewater, paving, grading, transportation and structural projects.
- Assisted Senior Engineers in permitting and design in a number of civil engineering projects.
- Professional engineering drawings production experience in potable water, surface water, wastewater, stormwater applications and various city re-development projects.
- Coordinated various team members such as CAD technicians, engineering inspectors, surveying, and sub-consultants.
- Maintained professional relationships with clients, regulatory agencies, utility coordination and construction management.
- Prepared proposals, contracts, tech memos, reports, specifications, drawings, standard operating procedures (S.O.P.), and cost opinions.
- Surface water, hydraulic and structural design calculations and other analyses thru programmable spreadsheets and engineering related programs.
- Construction Administration in a number of civil engineering projects.


- Project engineering for the design of Large Diameter Infrastructure Pipelines.
- Determined design criteria, construction constraints and route evaluation for various pipeline projects.
- Developed cost analysis and engineering design matrixes for different pipeline materials used in infrastructure construction.
- Prepared Basis of Design Reports (BODR), Feasibility Studies, Traffic Control Plans/M.O.T. and Engineer’s Opinion of Probable Construction Cost (OPC).
- Constructed technical specifications, details, permitting, and construction documents.
- Maintained and developed business relationships with Miami-Dade Water and Sewer Department.
SKILLS and QUALIFICATIONS

♦ Civil engineering design and construction administration experience.
♦ Advanced FDOT MOT Certification; NPDES Cert., OSHA Cert.
♦ C.E.I. experience in various construction projects; with additional experience in MS4 program inspection.
♦ Software proficiency in AutoCAD, Excel, Watercad, MathCad, Deltek, ArcView/GIS and various engineering design analysis programs.
♦ Proficient in GIS mapping (ArcMap and other ESRI software) and GPS equipment.

Employing Organization: Key Largo Wastewater Treatment District
Employment Period: October 2009 - Present
Final Position Acquired: Construction Manager

Key Projects

♦ $150 Million Wastewater Collection System and Treatment Plant Project—Key Largo Wastewater Treatment District, Key Largo, Florida:
  - The Construction Manager for the approximate $100 million wastewater collection system. Consisting of Basins A-K that was broken into 45 total phases for construction. The transmission main connecting the collection system consisted of over 15 miles of force main; sizes ranging from 4" to 18"; which included coordinating with a total of 5 engineering consultants and 7 different contractors.

Employment Period: June 2008 - May 2009
Final Position Acquired: Engineer II

Key Projects

♦ 16-inch Distribution Pipeline for Reclaimed Water—Miami-Dade Water and Sewer Department, Miami, Florida:
  - Project Engineer for approximately 3.4 miles of 16-inch reclaimed water pipeline located in Virginia Key.

♦ 72-inch Raw Water Main—Miami-Dade Water and Sewer Department, Miami, Florida:
  - Project Engineer for the design of a 72-inch Raw Water Main intended to transport raw water from the WASD Northwest Well field to the Hialeah/Preston Treatment Plant. The proposed RWM will serve as a redundant pipeline to the existing 96-RWM running along NW 74th Street. Services for this project include Feasibility Study, Large Diameter Design, Drainage, Water and Sewer Relocations Design, M.O.T. and Construction Phase Services.

♦ 60-inch Force Main—Miami-Dade Water & Sewer Department, Miami, Florida:
  - Part of the Project Team for the design of a 60-inch force main more than 2 miles from the South Miami Heights Water Treatment Plant to an existing 72-inch force main leading to the South District Wastewater Treatment Plant.

♦ South Hampton Main Replacements—City of Houston, Texas:
  - Project Engineer for construction plans, specifications and design for approximately 21,000 feet of an 8-inch Water Line Replacement in the South Area of the City of Houston.

♦ Westminster Christian School—Miami, Florida:
  - Project Engineer for the expansion of the school facilities and parking area. Duties included the general civil design, paving, drainage, and civil engineering inspections.
Employing Firm: Chen and Associates – Civil and Environmental Engineers

Employment Period: August 2004 – April 2008; May 2009 – August 2009

Final Position Acquired: Associate Engineer

Key Projects

♦ Broadview Park – A Neighborhood Improvement Project (NIP) in Broward County, Florida.
  - Assisted Project engineer for the site redevelopment design and construction management for Broadview Park N.I.P.

♦ Tollgate Shores Drainage Improvement Project – Islamorada, Village of Islands, Florida.
  - Construction Administrator for the community’s drainage improvements. Duties include: coordination of construction activities with contractor, public relations, contract execution and construction inspection.

♦ A.D.A. Study for the City of Fort Lauderdale – Fort Lauderdale, Florida.
  - Project Engineer for developing and implementing strategies to bring the city in compliance with the A.D.A. code within the city’s right-of-way. Worked with city’s building department, urban planning and inspection to oversee construction of improvements to bring the city in compliance with A.D.A. standards.

♦ 20” Water Main Installation, Amendment #3 (Broadview Park) – Broward County, Florida.
  - Project Engineer for the design of the 20” water main leading to Broadview Park down a major state road. (441)

♦ South Beach Parking Lot – Fort Lauderdale, Florida.
  - Project Engineer for the redesign of the parking lot and beach wall. Worked with client to provide story boards for city commissioners.

♦ UAZ Neighborhood Improvement Project – Dania Beach, Florida.
  - Project Engineer for the investigation, town coordination and design of neighborhood improvements, consisting of utility improvements, streetscape and speed deterrents.

♦ Davie GIS – Davie, Florida.
  - Assisted Project Engineer assisting in the utility mapping of the city’s infrastructure through ESRI GIS software.

♦ Pompano GIS – Pompano Beach, Florida.
  - Project Engineer for the construction of GIS data and cartography of Pompano Beach Municipal utility system.

♦ Dania Beach Asset Management – Dania Beach, Florida.
  - Project Engineer assisting in the utility mapping of the city’s infrastructure through ESRI GIS software.

♦ Dania Beach N.I.P. & Pre-neighborhood improvement assessment – Dania Beach, Florida.
  - Assisted Project Engineer assisting in investigations and design for Dania Beach N.I.P. project.

♦ LS21 Odor Control Project – Pompano Beach, Florida.
  - Assisted Project Engineer for the data and cost analysis for the pre-design analysis of odor treatment for the lift station.

♦ MS4 Stormwater Inspection/Re-certification – Coral Springs, Florida.
  - Project Engineer for site investigations and conclusions to determine MS4 compliance. Produce annual MS4 reports for the city, including but not limited the creation of a GIS database to easily and readily depict construction site information.

♦ Virginia Key Re-claimed Water Main – Key Biscayne, Florida.
  - Project Engineer for the pre-design investigation of Dade County reclaimed water distribution system.

♦ Sunview Park ADA Switchback Ramp – Broward County, Florida.
  - Project Engineer for the design of a 74’ A.D.A. compliant switchback ramp with retaining wall.
Experience

**Miami-Dade Water and Sewer Authority Department**  
Miami, FL

**Damage Investigator**  
Utility Coordination Division  
May 1995 - Present

Investigation of utility and property damage caused by contractors, excavators, property owners, other utility companies. Investigation includes, but is not limited to; inspecting and assessing damage site; documenting damage and circumstances using photographs, sketches, measurements, plans, construction drawings, interviews, field reports, and other various sources; determining liable parties; and creating and submitting damage report and itemized claim.

Position is responsible for ensuring accuracy and thorough documentation of all damage cases, to ensure payment of damages is made by liable party. The Investigator also performs follow-up collection activity, which includes meetings and correspondence with liable parties, attorneys, insurance companies, contractors, government agencies, utility companies, etc., and attendance of legal hearings.

The Investigator is also a Code Enforcement Officer, responsible for issuing citations to parties in violation of County Ordinance codes as related to Water & Sewer Utilities.

**Technician II**  
Utility Coordination Division, Locations  
April 1989 - May 1995

Location and inspection of water mains for electric, phone, cable, construction contractors, and developers, prior to work beginning. Assisting contractors and developers in interpreting County plans and specifications. Inspect utility installation to comply with permits and plans. Investigate and resolve complaints, issues, and questions, relating to Dade County Water and Sewer construction sites. Ensure compliance with regulations and prescribed specifications. Maintain thorough and current knowledge of all County Codes and Regulatory procedures governing the Inspection of Public Work Facilities.

**Semi-Skilled Labor**  
July 1984 – April 1986

Perform inspections, repairs, and maintenance service of water mains, fire hydrants and water services. Install new water mains, fire hydrants, and water services.

**Henkels & McCoy**  
January 1982 – July 1984

Location and inspection of utilities using extensive blueprints, for installation of AT&T underground cables. Supervision of crew to perform same functions.
Experience

Miami-Dade Water and Sewer Authority Department
Miami, FL

Damage Investigator
Utility Coordination Division May 1995 - Present

Investigation of utility and property damage caused by contractors, excavators, property owners, other utility companies. Investigation includes, but is not limited to; inspecting and assessing damage site; documenting damage and circumstances using photographs, sketches, measurements, plans, construction drawings, interviews, field reports, and other various sources; determining liable parties; and creating and submitting damage report and itemized claim.

Position is responsible for ensuring accuracy and thorough documentation of all damage cases, to ensure payment of damages is made by liable party. The Investigator also performs follow-up collection activity, which includes meetings and correspondence with liable parties, attorneys, insurance companies, contractors, government agencies, utility companies, etc., and attendance of legal hearings.

The Investigator is also a Code Enforcement Office, responsible for issuing citations to parties in violation of County Ordinance codes as related to Water & Sewer Utilities.

Technician II
Utility Coordination Division, Locations April 1989 - May 1995

Location and inspection of water mains for electric, phone, cable, construction contractors, and developers, prior to work beginning. Assisting contractors and developers in interpreting County plans and specifications. Inspect utility installation to comply with permits and plans. Investigate and resolve complaints, issues, and questions, relating to Dade County Water and Sewer construction sites. Ensure compliance with regulations and prescribed specifications. Maintain thorough and current knowledge of all County Codes and Regulatory procedures governing the Inspection of Public Work Facilities.

Semi-Skilled Labor July 1984 - April 1986

Perform inspections, repairs, and maintenance service of water mains, fire hydrants and water services. Install new water mains, fire hydrants, and water services.

Henkels & McCoy

Instrument Man I January 1982 - July 1984

Location and inspection of utilities using extensive blueprints, for installation of AT&T underground cables. Supervision of crew to perform same functions.
Margaret H. Blank, PE

OBJECTIVE: Seeking a challenging water/wastewater construction management position utilizing skills, knowledge and experience.

RELEVANT WORK EXPERIENCE:

Key Largo Wastewater Treatment District, Key Largo, FL
Operations Manager, May 2010 - present
Oversee wastewater treatment plant transition and operation.
Oversee collection system transition and operation.
Supervise plant operators, collections crew and support staff.
Prepare and monitor budget.

Key Largo Wastewater Treatment District, Key Largo, FL
Construction Manager, October 2005 - May 2010
Supervised construction inspectors and project engineers.
Developed field data collection mapping system.
Negotiated contracts and change orders.

Key Largo Wastewater Treatment District, Key Largo, FL
Project Engineer, May 2005 - October 2005
Conducted field inspections of on-going construction work.
Resolved field issues using engineering knowledge and experience.
Reviewed contract documents and checked engineering calculations.

Eckler Engineering, Inc., Coral Springs, FL
Project Engineer, September 1999 - December 2004
Responsible for hydraulic calculations, pump and equipment selection, pipeline layout, preparation of drawings and specifications, shop drawing review, organizing and conducting design review meetings and construction progress meetings, provide system start-up engineering support, and project management.

Project Highlights:

Design, permitting and construction of vacuum sewer systems, including hydraulic calculations and equipment selection.

Design, construction, and permitting of water treatment plant upgrades, including ground storage tanks, high service pumps, influent pumps, filter transfer pumps.
Design, construction, and permitting of gravity sewer system, lift station and force main, including hydraulic modeling using SewerCad.

Design, construction, and permitting of lift station rehabilitations.

Research and investigation of client’s existing return activated sludge pumps performance issues, prepared design report with recommendations.

Energizer Power Systems, Alachua, FL
Environmental Health and Safety Intern, April 1997-August 1999
Developed and maintained safety equipment inspection program.
Developed and maintained work injury database.
Duties included preparation of monthly water and wastewater reports for FDEP, and triennial groundwater reports for EPA.

The Weitz Company, Inc., West Palm Beach, FL
Special Projects Accountant, August 1995-August 1996
Developed accounting procedures for new division and computerized billings and sub-contract tracking.
Duties included project/cost accounting, budgeting, bid solicitation, and marketing.

Education:
University of Florida, Gainesville, FL
BS Environmental Engineering Sciences, August 1999, with honors

University of Connecticut, Storrs, CT
BS Accounting, December 1991

SKILLS:
Extensive computer experience including Microsoft Office Suite, hydraulic modeling software (Haested Methods), AutoCad, ArcGIS.

CERTIFICATIONS:
Professional Engineering license.
Greg Matthews  
125 South Hammock Road  
Islamorada, Florida 33036

Phone: (305)393-5160  
E-Mail: flgregmatthews@aol.com

Summary of Qualifications

Over 25 years of proven leadership and HR management experience with a variety of highly dynamic employers and industries including manufacturing, retail chains, service and public utilities ranging in size from startup operations to Fortune 50 divisions with 2400 employees.

Human Resources Experience

2008 - Present  Key Largo Wastewater Treatment District  Key Largo, FL  
Administrative Services Manager  
Contracted as HR consultant to a startup operation including the recruiting for the construction of an AWT treatment plant/collection system and policy development. Later hired as HR Manager with responsibilities that include employee relations, safety and government compliance. Also responsible for Customer Service and perform occasional duties in engineering.

1995 - 2000 Sony Electronics  San Diego, CA  
Division Director of Human Resources  
Managed total HR function for a highly visible (first Japanese plant in the US; named Top Ten Manufacturing Plant by Industry Weekly), highly automated, 24/7 manufacturing division employing 2400 person work force speaking 27 different first languages. Responsibilities included staffing, training, compensation, benefits, safety, security, government compliance, organizational development and employee relations.

Manager Human Resources  
Managed HR functions for a German/Japanese joint venture automotive supplier employing 750 with an emphasis on non-union employee relations, staffing, training, communications, government compliance and community relations.

Manager Human Resources  
Managed Human Resources function for a dynamic “turnaround” HVAC manufacturer including plant expansion from 250 to 500 employees, design new training program, coordinate employee teams and lead management team in new manufacturing methods.

Education

1978  University of Missouri - Columbia; B.A./Psychology
Paul Christian  
104500 Overseas Hwy • Key Largo, FL 33037 • 305-394-4826 • paulc@klwtd.com

Technology Executive

Technology and business visionary with executive and hands-on experience in automating small to medium size organizations, both in the public and private sector. Strong record of success in creating robust IT architectures and infrastructures. Proven ability to bring the benefits of IT to solve business issues while managing costs and risks. Solid background in collaborative system integration, team building and training.

Core Competencies

- Technology Design and Integration
- Management and Leadership
- Organizational Development
- Training and Coaching
- Public Speaking and Presentations
- Motivation and Personal Development
- Finance and Planning
- Problem Solving / Conflict Resolution

Key Experience

Key Largo Wastewater Treatment District, Key Largo, FL  
Technology Manager, April 2010 to Present

Provide desktop support for staff of 25 users. Maintain local and wide area networks, voice over IP (VoIP) system and data retention program. Responsible for IT planning and budgeting for organizational assets and technology implementation. Executive oversight of technology systems during construction.

Key Contributions:

- Completed design review and recommendations for innovative implementations of supervisory control and data acquisition, instrumentation control, communication and data redundancy and failover for a $35 million regional Advanced Wastewater Treatment (AWT) plant.
- Evaluated, hired, supervised and trained students in the Intern program.
- Developed innovative approaches to data management and retention to maximize the organizations data safekeeping.
- Completely redesigned the organization’s website, email system and data management process.
- Served in leadership role as senior staff member
- Represented Key Largo Wastewater Treatment District during presentation at local organizations such as Rotary and Leadership Monroe.

Meridian of the Keys, Inc., Key Largo, FL
President / Consultant, June 2008 to April 2010

Provided support to local small businesses and individuals in design, implementation and repair of their particular information systems. Clients included organizations in the areas of retail, food service, recreation and professional (Law and Engineering).

Keys Funding, Inc., Key Largo, FL
President / Principle Mortgage Broker, February 2004 to June 2008
TAB 3
Meeting Date: April 19, 2011  
Agenda Item No. 3

[ ] PUBLIC HEARING  
[ ] DISCUSSION  
[X] 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: 4-15-11

Originating Department: Finance  
Costs:  
Funding Source:  
Acct. #

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

Engineering  
Clerk

Attachments: Pending Payments Schedule

Advertised:  
Date:  
Paper:  
[X] Not Required

All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.

Yes I have notified everyone______________ or Not applicable in this case______________:

Please initial one.

Summary Explanation/Background:

Pending Payments schedule for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
## Key Largo Wastewater Treatment District

### Pending Payments 4/19/2011

Prepared by: Connie Fazio 4/14/2011

### CONSOLIDATED CASH BALANCE FORWARD

<table>
<thead>
<tr>
<th>Administration &amp; Operations</th>
<th>$ (4,599,010.03)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Balance A&amp;O Account Forward</strong></td>
<td>$ 1,125,366.50</td>
</tr>
<tr>
<td><strong>Plus:</strong></td>
<td></td>
</tr>
<tr>
<td>Misc Service Charges</td>
<td>$ 1,139.31</td>
</tr>
<tr>
<td>Wastewater Service Revenue</td>
<td>$ 58,982.41</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 60,121.72</td>
</tr>
<tr>
<td><strong>Less: Administration</strong></td>
<td></td>
</tr>
<tr>
<td>American Stamp Works: Stamp Replacement</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>State of Florida: Dept of Mgmt Svcs: Phone Service</td>
<td>$ 19.39</td>
</tr>
<tr>
<td>Richard Sante: Remove Antenna and Dish - District Office</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>FP Mailing Solutions: Mail Meter: 3/25-6/24/11</td>
<td>$ 104.85</td>
</tr>
<tr>
<td>Cooke Communications: Legal Notices - Newspaper</td>
<td>$ 200.06</td>
</tr>
<tr>
<td>Toshiba Financial Services: Black and White Copier Usage: 3/30-4/30/11</td>
<td>$ 338.43</td>
</tr>
<tr>
<td>The Reporter: Legal Notices - Newspaper</td>
<td>$ 862.65</td>
</tr>
<tr>
<td>Florida Dept of Revenue: Unemployment Tax: Reporting Period: 3/31/11</td>
<td>$ 1,648.51</td>
</tr>
<tr>
<td>Grau and Associates: Audit Services for FY2010</td>
<td>$ 2,000.00</td>
</tr>
<tr>
<td>Sante Acquisitions: District Office Rent</td>
<td>$ 2,611.25</td>
</tr>
<tr>
<td>Cynergy Consulting: Gov't Consulting Services</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Hicks-Richardson Associates: Lobbyists</td>
<td>$ 3,380.00</td>
</tr>
<tr>
<td>Monroe County Office of Tax Collector: Billing for 2010 Tax Roll</td>
<td>$ 9,000.00</td>
</tr>
<tr>
<td><strong>Less: Shared Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Federal Express: Shipping/Postage</td>
<td>$ 155.79</td>
</tr>
<tr>
<td>Comcast: Internet and TV</td>
<td>$ 274.75</td>
</tr>
<tr>
<td>KLI True Value: Supplies</td>
<td>$ 300.20</td>
</tr>
<tr>
<td>Keys Sanitary Service: Trash Service</td>
<td>$ 491.56</td>
</tr>
<tr>
<td>AT&amp;T: Telephone Services</td>
<td>$ 454.32</td>
</tr>
<tr>
<td>Sprint: Wireless Phone Service</td>
<td>$ 529.74</td>
</tr>
<tr>
<td>Keys Supply: Supplies</td>
<td>$ 778.76</td>
</tr>
<tr>
<td>Office Depot: Supplies</td>
<td>$ 954.47</td>
</tr>
<tr>
<td>Paychex Administrative Fees</td>
<td>$ 1,735.80</td>
</tr>
<tr>
<td>Bank of America: Credit Card</td>
<td>$ 3,393.69</td>
</tr>
<tr>
<td>Group Health Fees</td>
<td>$ 4,747.25</td>
</tr>
<tr>
<td>Staff Salaries Including Benefits</td>
<td>$ 72,226.61</td>
</tr>
<tr>
<td><strong>Less: Operations</strong></td>
<td></td>
</tr>
<tr>
<td>FKAA: Water</td>
<td>$ 13.46</td>
</tr>
<tr>
<td>FL Dept. of Environment Protection: C License Operator Renewal - C. Wright</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Bryant Answering Service: Phone Answering Service</td>
<td>$ 78.00</td>
</tr>
<tr>
<td>Napa Auto Parts: Supplies</td>
<td>$ 263.52</td>
</tr>
<tr>
<td>Unifirst: Employee Clothing</td>
<td>$ 286.84</td>
</tr>
<tr>
<td>Sunshine State One Call of FL Monthly Assessment Billing</td>
<td>$ 316.76</td>
</tr>
<tr>
<td>USA Bluebook: Replacement of Burned Out Pump</td>
<td>$ 322.75</td>
</tr>
<tr>
<td>Hach Company: Lab Supplies</td>
<td>$ 336.04</td>
</tr>
<tr>
<td>Sanders Laboratories: Lab Testing</td>
<td>$ 536.00</td>
</tr>
<tr>
<td>FKEC: Electricity</td>
<td>$ 585.13</td>
</tr>
<tr>
<td>Cottrell Welding: Aluminum Tread Plate - Odor Control Headworks</td>
<td>$ 950.00</td>
</tr>
<tr>
<td>Coral Electric: Removal Required to Install Controller: Basins E&amp;F</td>
<td>$ 1,200.00</td>
</tr>
<tr>
<td>Environmental Performance Systems: Startup of Remote Vac Sta F</td>
<td>$ 1,450.00</td>
</tr>
<tr>
<td>Waite Engineering: Professional Engineering Services</td>
<td>$ 1,795.13</td>
</tr>
<tr>
<td>Dumont Company: Chemicals</td>
<td>$ 7,147.00</td>
</tr>
</tbody>
</table>

**Sub-total Invoices**

$ 124,605.61

**Cash Balance A&O Account If All Paid**

$ 1,060,872.61

### South Components

<table>
<thead>
<tr>
<th><strong>Cash Balance KLSC Account Forward</strong></th>
<th>$(5,644,130.08)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plus:</strong></td>
<td></td>
</tr>
<tr>
<td>Misc. Service Charges</td>
<td>$ 1,250.00</td>
</tr>
<tr>
<td>MC $20M Grant Draw #23 Rec'd</td>
<td>$ 302,046.77</td>
</tr>
</tbody>
</table>

**Less:**

| Lazy Lizard: Embroidery of Vest | $ 20.00 |
| KLI True Value: Supplies | $ 81.55 |
| William Midling: Expense Report: Workboot Reimbursement | $ 101.64 |

**Sub-total Invoices**

$ 124,605.61

**Cash Balance KLSC Account If All Paid**

$ (64,483.89)
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Weis: Expense Report: Mileage Reimbursement 3/1/11-3/31/11</td>
<td>$158.51</td>
</tr>
<tr>
<td>Keys Supply: Supplies</td>
<td>$161.53</td>
</tr>
<tr>
<td>Atlantic Trash and Transfer: Move Vac Pumps from Storage Yard to Vac Sta K</td>
<td>$270.00</td>
</tr>
<tr>
<td>Brad Shank: Expense Report: Mileage Reimbursement 3/11-3/31/11</td>
<td>$500.31</td>
</tr>
<tr>
<td>Sprint: Wireless Phone Service</td>
<td>$335.55</td>
</tr>
<tr>
<td>Mike Dempsey: Expense Report: Mileage Reimbursement 3/14-4/10/11</td>
<td>$682.38</td>
</tr>
<tr>
<td>BC Enterprises: Clean Out Pump Truck - Emergency Call Outs</td>
<td>$985.00</td>
</tr>
<tr>
<td>Redland Company: Change Order #013: Mini Vac, Basins E&amp;F</td>
<td>$996.00</td>
</tr>
<tr>
<td>Paychex Administrative Fees</td>
<td>$1,645.29</td>
</tr>
<tr>
<td>Group Health Fees</td>
<td>$4,499.73</td>
</tr>
<tr>
<td>JA LaRocco Enterprise: Progress Billing: Pay App #43 Vac Sta E Upgrade</td>
<td>$5,039.28</td>
</tr>
<tr>
<td>Weiler Engineering: GIS Services</td>
<td>$4,503.75</td>
</tr>
<tr>
<td>Weiler Engineering: Professional Engineering Services</td>
<td>$27,525.00</td>
</tr>
<tr>
<td>Staff Salaries Including Benefits</td>
<td>$68,767.53</td>
</tr>
<tr>
<td>Overholt Construction: Pay App #28: Basins G/H &amp; J/K</td>
<td>$144,745.18</td>
</tr>
<tr>
<td>Redland Company: Pay App #19: Basins E&amp;F and Mini Vac Station</td>
<td>$558,041.06</td>
</tr>
</tbody>
</table>

Sub-total Invoices

Cash Balance KLSC if All Paid: $819,787.06

ACOE Grant Draw #16 Submitted 09/14/10 $891,347.00

North Components

Cash Balance KLNC Account Forward: $80,228.45

Plus:

MC $20M Grant Draw #23 Rec'd $271,945.27

Less:


Sprint: Wireless Phone Service $102.34

Robert Shutsky Property Mgmt: 8 Brown St, Clean-up for No-hub Failure $250.00

Paychex Administrative Fees $362.00

Group Health Fees $990.02

Oldcastle Architectural: Lava Rock for Odor Control $1,331.58

Tavernier Lawnmower: Snapper Lawnmower $4,599.00

Staff Salaries Including Benefits $15,105.54

Weiler Engineering: Professional Engineering Services $28,556.25

Sub-total Invoices: $51,317.13

Cash Balance KLNC Account if All Paid: $140,399.69

MC $20M Grant Draw #23 Submitted 02/14/2011 $271,945.27

CONSOLIDATED CASH BALANCE IF ALL PAID: $220,628.14

NOTE: A TOTAL OF $891,347.00 REQUESTED FOR REIMBURSEMENT IS OUTSTANDING

Approved for payment:

Robert Majeska, Chair

Date

Susan Hammaker Secretary/Treasurer

Date

(516,490.29)
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 19, 2011

[ ] PUBLIC HEARING  [ ] RESOLUTION

[X] DISCUSSION  [ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM  [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Purchasing Card Update

RECOMMENDED MOTION/ACTION: Discussion Bank of America Purchasing Card

Approved by General Manager __________________________
Date:____________________

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

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

[ ] Engineering_____
[ ] Clerk_____
[ ] Operations Manager_____

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

Summary Explanation/Background: Update of Purchasing Card Program P-Card
Bank of America

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

Agenda Request Form

Meeting Date: April 19, 2011
Agenda Item No. 5

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

SUBJECT: Security – Access control

RECOMMENDED MOTION/ACTION: None

Approved by General Manager ________________________________
Date: ____________________

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: Approximately $</th>
<th>Attachments: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>Funding Source: Acct.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Department Review:     | Engineering_____       | Advertised:      |
|                        | Clerk_____             | Date: __________ |
| [ ] District Counsel   |                        | Paper: __________ |
| [ ] General Manager    |                        | [X] Not Required |
| [ ] Finance           |                        |                  |

Summary Explanation/Background:

Paul Christian to discuss physical security concerns and solutions.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
Memo

To: The KLWTD Board of Commissioners
From: Paul Christian
Date: 04/19/2011
Re: KLWTD Security / Access control

Message

Once construction comes to an end, The Key Largo Wastewater Treatment District will consist of 8 locations with 12 different buildings and a total of approximately 90 different locks (with an additional 15 padlocks securing everything from gates to storage trailers).

Currently, we have no means by which to track access (who has gained access and when). Also, the District has implemented no formal key control program to effectively track who has keys, the number issued and the total number of keys in existence. The current process is an informal one tracked by several different staff members.

This is a growing concern as personnel changes continue to dilute the District’s overall physical security and cause a great deal of staff time in changing of locks.

We have evaluated many different ways to address this issue and have identified as the most cost effective and efficient way, the use of an electronic keys system where access information (who and when) can be collected and access control can be implemented. This is the same system currently being used by the Florida Keys Aqueduct Authority.

Please review for consideration the attached information and pricing regarding the CyberLock program by Videx. The entire system can be purchased and implemented for a total of $35,848.

Respectfully Submitted

Paul Christian
Technology Manager
## Videx CyberLock Access Control System
### Cost Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CyberAudit Software</td>
<td>1</td>
<td>$950.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>Master Key</td>
<td>2</td>
<td>$195.00</td>
<td>$390.00</td>
</tr>
<tr>
<td>Programming Stations</td>
<td>2</td>
<td>$189.00</td>
<td>$378.00</td>
</tr>
<tr>
<td>Electronic Keys</td>
<td>40</td>
<td>$98.00</td>
<td>$3,920.00</td>
</tr>
<tr>
<td>Electronic Locks (Tumblers)</td>
<td>89</td>
<td>$250.00</td>
<td>$22,250.00</td>
</tr>
<tr>
<td>Electronic Padlocks</td>
<td>20</td>
<td>$208.00</td>
<td>$4,160.00</td>
</tr>
<tr>
<td>Installation Services (Firehawk Security, Key West)</td>
<td>40</td>
<td>$95.00</td>
<td>$3,800.00</td>
</tr>
<tr>
<td><strong>Total Solution</strong></td>
<td></td>
<td></td>
<td><strong>$35,848.00</strong></td>
</tr>
</tbody>
</table>

Firehawk Security in Key West is the local manufacturer’s representative and installation technician for this area. Currently, they are the only Monroe County based organization listed with the manufacturer for installation of this product.
CyberLock overview

CyberLock is an innovative lock system that easily converts existing mechanical locks into an access control system. With electronic lock cylinders, programmable CyberKeys, and CyberAudit software, you can create a powerful system to track and control access to every lock in your facility.

How does it work?

CyberLock electronic cylinders replace standard mechanical cylinders. Each CyberLock cylinder is an electronic version of a standard mechanical lock cylinder. Installing the cylinder into the lock hardware is as simple as removing the existing mechanical cylinder and replacing it with the CyberLock cylinder.

No wiring or battery is required at the lock.
The lock installs without wiring of any kind, and does not contain a battery. The power required to open a lock comes from the battery in the key.

CyberLocks cannot be picked.
CyberLocks have no keyway, and cannot be picked like a mechanical lock. CyberLocks resist forced rotation, and are designed to remain in the locked position if tampered with.

CyberKeys cannot be duplicated.
It's not possible to create a duplicate CyberKey. Passwords in the software and hardware are unique to each installation, and protect against creation of unauthorized keys. And, although two keys can be programmed alike, each one makes its own unique record in the software.

Both a key with a replaceable battery and a key with a rechargeable battery are available.
Keys can be assigned a begin date and an expiration date. This means keys can be issued before they begin working, and can be set to expire at a particular time in the future. Setting short-term expiration dates on keys is an excellent way to minimize risk due to lost or stolen keys.

Each key contains a list of locks it can open, with days and times. The CyberKeys are programmed with access privileges for each user. A standard key holds a list of up to 3300 locks the user can open, with the schedule of days and times they are allowed in.

A record of all events is stored in both the locks and the keys. Each time a key is used at a lock, a record of the lock ID, date, and time is stored in the key, and a record of the key ID, date, and time is stored in the lock. The key stores up to 3900 of the most recent access events, and the lock stores the most recent 1100 access events. Locks and keys also record when an unauthorized person attempted to open the lock with a CyberKey.

One key opens doorways, padlocks, cabinets, safes, vending machines, and more! The complete line of cylinders allows controlling access to much more than just doorways. Designed for both indoor and outdoor use, the durable CyberLock tracks and controls access to padlocked gates, safes, cash drawers, server cabinets, file boxes, freight trucks, and vending machines.
Cyinders for Doorways
Enter the world of CyberLock through the front door! Videx cylinders for
doorways are the first place most people begin. The cylinder cannot be
picked, provides an audit trail of activity, and requires no wiring.

You can retrofit knob or lever locks that require Schlage® 6-pin and Yale®
6- or 7-pin format cylinders. Other door hardware options include rim
and mortise cylinders in a variety of sizes and finishes.

IC Cylinders
Whether in a door application or
providing access to a cabinet, CyberLock
interchangeable cores are easy to install
using a programmable control key. Both
a small-format IC and a Schlage-type
large-format IC are available.

CyberLock Padlocks
One of the most useful and unique applications for
CyberLock is in a padlock! Now you have an intelligent
padlock to control access to the back of your delivery trucks,
outside gates, and control boxes. CyberLocks for padlocks are
manufactured with additional protection against moisture at
the back of the cylinder, for strong performance in padlocks
installed outdoors in harsh, wet environments.

Cyinders for Cabinets
Cabinets, boxes, and containers often use cam locks.
The Videx line includes two standard cam locks and
a variety of custom cam lock designs. This range
brings access control to fare boxes on buses, jewelry
display cases, medical cabinets, and server cabinets.
No wiring required and full access control provided!!

Cyinders for Vending Machines
CyberLock offers complete access control for your vending machines, providing
a full audit trail of all activity. Everyone is accountable, every dime is accounted
for! Whether you install CyberLock vending cylinders on one troublesome
route, or on all your machines, you're in control.
How a System Works Together

What's happening in the lock?
Each CyberLock contains:
• a unique ID number that cannot be changed or duplicated
• a list of the most recent 1100 access events: key ID, date and time, and type of event
• encrypted access codes that identify it as belonging to a particular system

What's happening in the key?
Each CyberKey contains:
• a unique ID number that cannot be changed or duplicated
• a list of up to 3900 access events: lock ID, date and time, and type of event
• the access schedules for that specific key
• encrypted access codes that identify it as belonging to a particular system

How do the locks and keys communicate with one another?
When a key contacts a lock, a sequence of events occurs:
• the battery in the key energizes the circuitry in the lock
• the lock and key exchange IDs
• the key checks that the lock ID is on its list of locks it may open
• the key checks that it is at the lock at an authorized day and time
• the lock and key compare access codes to verify they are from the same system

• the key gains permission to open the lock, and an “Authorized to open” event is time-stamped and stored in both lock and key

or

• the key is denied permission to open the lock, and a “Denied” event is time-stamped and stored in both lock and key
CyberAudit-Web Professional installs on your PC, Mac, or server for management of a Cyberlock system. It is ideal for small- to medium-sized companies that need a high level of security and key control. Highlights of the Professional software are:

- Access scheduling: determine what keys should open what locks, and when.
- Audit trail: see the access information gathered by the locks and keys.
- Key expirations: decide how often you want each user's key to expire, then let the software manage expirations automatically for you.
- Email notifications: receive an email notification on specific events, such as denied entries or events over the weekend.
- Reporting: set up report templates to run regular reports on the data from locks and keys.
- Designation of lost keys: use the lost key feature to block keys outside of your control from the locks.
- Software log: view the history of changes made in the software at any time.

A complete system includes locks, keys, one or more communicators, a Grand Master, and the Professional software.

The top Administrator opens a browser to manage the system from a central computer. Local users program and download keys using an IR Encoder or USB Station connected directly to the central computer.

Keyholders program and download their keys from their computers or by using Authorizers or Web Stations. Users can access a securely stored key that is programmed as it is needed by presenting an RFID card to the CyberKey Vault 1.

Other Administrators access the system by opening a browser on their computers.
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: April 19, 2011

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

SUBJECT: Update on commercial tie-ins.

RECOMMENDED MOTION/ACTION:

Approved by General Manager ________________________
Date: ____________________

<table>
<thead>
<tr>
<th>Originating Department</th>
<th>Costs:</th>
<th>Funding Source:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
[ ] District Counsel    |        |                |             |
[ ] General Manager    |        |                |             |
[ ] Finance            |        |                |             |
[ ] Engineering        |        |                |             |
[ ] Clerk              |        |                |             |
[ ] Operations Manager |        |                |             |

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

Summary Explanation/Background:

Board requested an update on commercial tie-ins to the force main at the last meeting.

Staff has scheduled a meeting with the FDEP, engineers and pump manufacturers for Thursday, April 21 to discuss ways to make the tie-in process as economical as possible for businesses.

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

Agenda Request Form

Meeting Date: April 19, 2011

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

SUBJECT: Monthly Projects Status Report

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 4-19-11

---

Originating Department: Weiler Engineering
Costs: $
Funding Source:

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

[ ] Engineering
[ ] Clerk

Advertised:
Date: 
Paper: 
[X] Not Required

---

Summary Explanation/Background: A representative from Weiler Engineering will give a verbal monthly status report.

---

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

Agenda Request Form

Meeting Date: April 19, 2011

Agenda Request Form

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

SUBJECT: Pilot WWTP Disposal

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date:

Originating Department: General Manager

Costs: $

Funding Source: Acct.

Attachments: Agreement

Department Review:

[ ] District Counsel
[ ] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk

Advertised:

Date:

Paper:

[X] Not Required

Summary Explanation/Background: Staff has been working with potential purchasers of the decommissioned Pilot Plant. Fountain Engineering has agreed to carefully remove the Pilot WWTP to their yard in Dade County at their expense. Any sale of this equipment will be shared 50/50 between KLWTD and Fountain Engineering.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
Combined Agreement and Bill of Sale for Equipment and Machinery with Waivers of Warranties

This Assignment and Bill of Sale (this Assignment) is made this the ___ day of __________, 2011 from the Key Largo Wastewater Treatment District, an independent special district of the State of Florida, having its principal office at 98880 Overseas Highway, Key Largo, Florida (Assignor), to Fountain Engineering Inc., a corporation organized under the laws of the State of Florida, having its principal office at 21050 S.W. 172 AVENUE, MIAMI Florida (Assignee).

Assignor, for one and no/100 dollars ($1.00) (Initial Purchase Price) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does now sell, transfer, assign, and convey to Assignee all of Assignor's right, title and interest in and to the equipment, machinery, and personal property listed on Exhibit A (collectively referred to herein as the Equipment), subject to the terms and conditions set forth below.

The parties anticipate that Assignee will sell the Equipment to one or more third parties. Assignee will notify Assignor in writing of each sale of all or any part of the Equipment, including the purchase price and terms of sale. In addition to the sum set forth above, if Assignee receives payments for all or any part of the Equipment in an amount exceeding the Initial Purchase Price within three years of the date of this Assignment, Assignee will, within fifteen days after receipt, remit to Assignor one-half of the amount received in excess of the Initial Purchase Price.

Assignor reserves a purchase money security interest in the Equipment, securing the obligations of Assignee under the preceding paragraph. Assignor may, but shall not be required, to record and file one or more financing statements covering the Equipment.

1. Disclaimers
   A. EXCEPT TO THE EXTENT EXPRESSLY SET FORTH IN SECTION TWO, (i) ASSIGNOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS, STATUTORY OR IMPLIED, AND (ii) ASSIGNOR DISCLAIMS ALL LIABILITY AND RESPONSIBILITY FOR ANY REPRESENTATION, WARRANTY, STATEMENT OR INFORMATION MADE OR COMMUNICATED (ORALLY OR IN WRITING) TO ASSIGNEE OR ANY OF ITS AFFILIATES, EMPLOYEES, AGENTS, CONSULTANTS OR REPRESENTATIVES (INCLUDING, BUT NOT LIMITED TO, ANY OPINION, INFORMATION, PROJECTION OR ADVICE THAT MAY HAVE BEEN PROVIDED TO ASSIGNEE BY ANY OFFICER, DIRECTOR, EMPLOYEE, AGENT, CONSULTANT, REPRESENTATIVE OR ADVISOR OF ASSIGNOR OR ANY OF ITS AFFILIATES). IN PARTICULAR AND WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ASSIGNOR DISCLAIMS ANY REPRESENTATION OR WARRANTY, EXPRESS, STATUTORY OR IMPLIED, AS TO (i) THE MAINTENANCE, REPAIR, CONDITION, QUALITY, SUITABILITY, DESIGN OR MARKETABILITY OF THE EQUIPMENT, (ii) THE CONTENT, CHARACTER OR NATURE OF ANY INFORMATION MEMORANDUM, REPORTS, BROCHURES, CHARTS OR STATEMENTS PREPARED BY ASSIGNOR OR THIRD PARTIES WITH RESPECT TO THE EQUIPMENT, (iii) ANY OTHER MATERIALS OR INFORMATION THAT MAY HAVE BEEN MADE AVAILABLE TO ASSIGNEE OR ITS AFFILIATES, OR ITS OR THEIR EMPLOYEES, AGENTS, CONSULTANTS, REPRESENTATIVES OR ADVISORS IN CONNECTION WITH THE TRANSACTIONS CONTEMPLATED BY THIS ASSIGNMENT OR ANY DISCUSSION OR PRESENTATION RELATING TO THE SAME, AND (iv) ANY IMPLIED OR EXPRESS WARRANTY OF FREEDOM FROM PATENT OR TRADEMARK INFRINGEMENT. EXCEPT AS EXPRESSLY SET FORTH IN SECTION TWO, ASSIGNOR FURTHER DISCLAIMS ANY REPRESENTATION OR WARRANTY, EXPRESS, STATUTORY OR IMPLIED, OF MERCHANTABILITY, FREEDOM FROM LATENT VICES OR DEFECTS, FITNESS FOR A PARTICULAR PURPOSE OR CONFORMITY TO MODELS OR SAMPLES OF MATERIALS OF ANY ASSETS, AND RIGHTS OF A PURCHASER UNDER APPROPRIATE STATUTES TO CLAIM DIMINUTION OF CONSIDERATION OR RETURN OF THE PURCHASE
PRICE, IT BEING AGREED BY THE PARTIES TO THIS ASSIGNMENT THAT ASSIGNEE
SHALL BE DEEMED TO BE OBTAINING THE EQUIPMENT IN ITS PRESENT STATUS,
CONDITION AND STATE OF REPAIR, "AS IS" AND "WHERE IS" WITH ALL FAULTS OR
DEFECTS (KNOWN OR UNKNOWN, LATENT, DISCOVERABLE OR UNDISCOVERABLE),
AND THAT ASSIGNEE HAS MADE OR CAUSED TO BE MADE SUCH INSPECTIONS AS
ASSIGNEE DEEMS APPROPRIATE. AS PART OF THE PROVISIONS OF THIS PARAGRAPH
A, BUT NOT AS A LIMITATION, ASSIGNEE AGREES, REPRESENTS AND WARRANTS
THAT THE MATTERS RELEASED IN THIS PARAGRAPH ARE NOT LIMITED TO MATTERS
WHICH ARE KNOWN OR DISCLOSED, AND ASSIGNEE WAIVES ANY AND ALL RIGHTS
AND BENEFITS WHICH IT NOW HAS, OR IN THE FUTURE MAY HAVE CONFERRED UPON
IT, BY VIRTUE OF THE PROVISIONS OF FEDERAL, STATE OR LOCAL LAW, RULES OR
REGULATIONS. Assignor and Assignee acknowledge that the compensation to be paid
to Assignor for the Equipment has been decreased to take into account that the
Equipment is being sold subject to the provisions of this Paragraph A.

B. Assignor and Assignee agree that, to the extent required by applicable law to be
effective, the disclaimers of certain representations and warranties contained in this
Section One are conspicuous disclaimers for the purpose of any applicable law.

2. Further Agreements
Assignor and Assignee agree that the transfer and assignment of the Equipment is
conditioned upon the following agreements between the parties:

A. The Equipment shall be removed by Assignee at Assignee's sole risk and cost
within _______ (days) after the execution of this Assignment unless prohibited from doing
so due to an excusable delay. Assignee agrees to pay Assignor $___________ per day
as storage fees for any Equipment not so removed within such time period unless prior
arrangements are made or the parties agree otherwise.

B. All hazardous materials contained in any of the Equipment, including but not
limited to battery backup systems, will be properly removed and disposed of by licensed
companies hired by Assignee that specialize in handling and disposing of such
materials. Assignee shall not be responsible for removing any concrete pads or
foundations and shall not be responsible for any hazardous materials at or below the
surface unless resulting from the work of Assignee. Assignor agrees to cooperate with
Assignee and provide all reasonable assistance in relation to Assignee removing the
Equipment and performing the work at the site.

C. Assignor shall provide Assignee and its designated contractors access to the site
during the time period set forth in Paragraph A of this Section Two, for purposes of
allowing Assignee to fulfill its obligations under this Section Two. Assignee agrees to
indemnify and hold harmless Assignor, Commissioners, and employees, officers, from
and against any and all claims, damages (including reasonable attorney's fees) and
causes of action arising out of the negligence of Assignee (or any of its contractors or
subcontractors) while on the site for any purpose contemplated by this Assignment,
including but not limited to inspection, deconstruction, removal and transportation of the
Equipment and restoration of the site. Assignee agrees to provide proof of Assignee's
insurance to support its indemnity obligations under this Paragraph C.

D. Assignor represents and warrants to Assignee that as of the date of this
Assignment Assignor has and does now convey to Assignee full legal, marketable and
beneficial title to the Equipment, free and clear of any and all security interests, liens,
claims, charges or encumbrances of any nature whatsoever.

3. **Execution of Future Necessary Documents**
   
   **Assignor** and **Assignee** agree that from and after the date of this Assignment, each of them will, and will cause their respective representatives and affiliates to execute and deliver such further instruments of conveyance and transfer and take such other action as may reasonably be requested by any party to this Assignment to carry out the purposes and intents of this Assignment.

4. **No Special or Punitive Damages**

   NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS ASSIGNMENT OR OTHERWISE, NO PARTY TO THIS ASSIGNMENT (OR ANY OF ITS SUBSIDIARIES, AFFILIATES OR ASSIGNS) SHALL, UNDER ANY CIRCUMSTANCE, BE LIABLE TO ANY OTHER PARTY (OR ANY OF ITS SUBSIDIARIES, AFFILIATES OR ASSIGNS) FOR ANY CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL OR PUNITIVE DAMAGES CLAIMED BY SUCH OTHER PARTY UNDER THE TERMS OF OR DUE TO ANY BREACH OF THIS ASSIGNMENT, INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR INCOME, COST OF CAPITAL, OR LOSS OF BUSINESS REPUTATION OR OPPORTUNITY.

5. **Severability**

   The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

6. **No Waiver**

   The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

7. **Governing Law**

   This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.

8. **Notices**

   Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

9. **Attorney's Fees**

   In the event that any lawsuit is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

10. **Entire Agreement**

   This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
11. **Modification of Agreement**

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

WITNESS our signatures as of the day and date first above stated.

Key Largo Wastewater Treatment District

By: ________________________________

(Printed name & Title)

(Signature of Officer)

Fountain Engineering Inc.

By: ________________________________

(Printed name & Title)

(Signature of Officer)

Attach Exhibit A
Meeting Date: April 19, 2011

[ ] PUBLIC HEARING

[ ] DISCUSSION

[X] GENERAL APPROVAL OF ITEM

[ ] Other:

SUBJECT: Ocean Cay Collection System

RECOMMENDED MOTION/ACTION:

Approved by General Manager ________________
Date: ________________

Originating Department: General Manager
Costs: $
Funding Source: Acct.

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

[ ] Engineering
[ ] Clerk

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: April 19, 2011
Agenda Item No. 10

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

SUBJECT: Islamorada Inter-Local

RECOMMENDED MOTION/ACTION:

Approved by General Manager ____________________________
Date: __________________

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: $</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>Funding Source: Acct.</td>
<td></td>
</tr>
</tbody>
</table>

| Department Review:       | Engineering | | Advertised: |
|--------------------------|-------------| | Date: ____________ |
| [ ] District Counsel     | [ ] Clerk   | | Paper: ____________ |
| [ ] General Manager      | [ ]        | | [X] Not Required |
| [ ] Finance              | [ ]        | |

Summary Explanation/Background: District Staff has had two recent meetings with Islamorada Staff to refine the Inter-Local between KLWTD and Islamorada for the treatment of Islamorada Wastewater at the KLWTD Treatment Plant.

Resulting Board Action:
☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised6