

**KEY LARGO WASTEWATER TREATMENT
DISTRICT
BOARD OF COMMISSIONERS
TRANSITION MEETING AGENDA**



May 9, 2011 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Robert Majeska
Andrew Tobin
Susan Hammaker
Treasurer
Norman Higgins
Charles Brooks

Chair
Vice Chair
Secretary-

Commissioner
Commissioner

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

General

District

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. TRANSITION TIMELINE TAB 1**
- F. HYDROGEN SULFIDE (H2S) DATALOGGER TAB 2**
- G. MOTION TO APPOINT/HIRE/PROMOTE MARGARET BLANK PE TAB 3
TO THE POSITION OF GENERAL MANAGER OF THE KEY
LARGO WASTEWATER TREATMENT DISTRICT. ACTION**
- H. COMMUNICATIONS WITH MEDIA & PUBLIC POLICY 3.0 ACTION TAB 4**
- I. DISCUSSION ON PERSONNEL MANUAL UPDATE TAB 5**
- J. BOARD INTERVIEWS WITH POTENTIAL KLWTD LEADERSHIP TAB 6
WITHIN KLWTD**
- K. SEMIMONTHLY PAYROLL TAB 7**
- L. COMMISSIONERS ROUNDTABLE**
- M. ADJOURNMENT**

TAB 1

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011 Agenda Item No.. *E*

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

SUBJECT: Staff recommendation transition time line.

RECOMMENDED MOTION/ACTION:

Approved by General Manager *[Signature]*
Date: *5-11-11*

Originating Department: Operations	Costs: Funding Source:	Attachments: Memo
Department Review: <input type="checkbox"/> District Counsel _____ <input checked="" type="checkbox"/> General Manager <i>[Signature]</i> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____ <input checked="" type="checkbox"/> Operations Manager <i>MB</i>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background:

Staff requests that the Board consider the following input regarding the transition plan.

Resulting Board Action:

- Approved
 Tabled
 Disapproved
 Recommendation Revised

Memo

To: KLWTD Board
From: Margaret Blank, PE
CC: Chuck Fishburn
Date: May 4, 2011
Re: Transition Plan

Introduction

The purpose of this memorandum is to clarify my position on the transition plan. Although the District will survive the abrupt departure of the current General Manager, I believe it will cause a significant amount of disruption. I believe the District and its customers would benefit from a gradual separation.

Construction

There is still extensive work to do on the collection system in our main service area. Our last vacuum station will be complete in May 2011. I don't expect the collection systems in the main service area to be complete until August 2011.

There are also some major projects that have not even been designed yet. These include the shallow back-up wells, the sludge handling system, the Intellipro upgrade, SCADA upgrades at the vacuum pump stations, serving unique properties, and serving the cold spot area on C-905.

All of these activities will require continued planning and oversight. They will still be generating questions and concerns from the public.

Transition

The District has been very successful at financing, designing and building its sanitary sewer system. However, we're now entering the operations phase and we need to put the infrastructure in place to support our mission. Following is a list of areas that need attention.

1. Purchasing: The District has a solid purchasing policy. We've been very successful at using in-house resources to procure equipment and services related to construction. Now we need to translate that into a permanent, on-going function suitable for an operating utility. Some of the necessary tasks are listed below:

A. **Asset Management:** The District has purchased asset management software. This software is used by several municipalities and utilities in Florida. The major advantage is that this software interacts with ESRI to simplify tracking of maintenance on field assets such as pits and valves. We expect Weiler to provide an implementation plan shortly.

B. **Inventory Control:** The District has a series of spreadsheets for inventory control. This system must be integrated into our asset management software.

C. **Tracking:** Provide a way for staff to follow up on requisitions and purchase orders.

2. **Finance/Accounting:** For the District to run smoothly as a utility, internal management reporting is required. At a minimum, regular reporting on the following is needed.

A. Information on assessments and billings.

B. Information on payroll, including pay rates, overtime, vacation and sick time taken.

C. Internal reports as needed for operations and trending.

E. Track contracts and work authorizations. Are we exceeding contract limits?

3. **Engineering/GIS:** When construction and design are complete, we will still need additional work to support utility operations.

A. **Utility maps.** Although we have record drawings, they are not in a format that is convenient for staff when they are troubleshooting the collection system.

B. **Vacuum system model.** The District has a series of spreadsheets that were used to perform vacuum system loss calculations. Although they were adequate for design, it is very difficult and time-consuming to make changes. Staff intends to model the vacuum system using ESRI software. This will allow us to make changes and see their impact quickly and easily.

C. **Force main model.** The District has purchased SewerCad, which is the software that CPH used to design the force main. The model will allow us to help property owners' engineer identify the most efficient pump when tying into the force main. If we monitor pressures along the force main, the model will help us evaluate whether the force main is working as it should.

4. **Customer Tie-in Assistance:** Several businesses have expressed concern that their tie-in costs are extremely high. Although nearly all the package plant owners have tied in, there are about as many small businesses that need to tie in. These small businesses have never had any exposure to working with an engineer or working with the FDEP. They will need help from staff to guide them through the tie-in process. The District needs to make sure that at least one staff member is available to assist.

Recommendations

I and the other senior staff believe we can weather Chuck's abrupt departure. However, I feel it would be better for the District to have a gradual separation. With an abrupt change, customers may see slower responses to their issues if staff is preoccupied with additional duties. There may also be slowdowns in construction decisions. I would like to see Chuck Fishburn continue with the District at least until construction of the main service area is complete and adequate progress has been made on the above-mentioned transition items. I believe that a period of six months would be adequate. During that period the work load of key employees will be reduced to a point where we can take on additional responsibilities without compromising our responsiveness and effectiveness.

TAB 2

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011

Agenda Item No. *F*

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

SUBJECT: Hydrogen Sulfide (H2S) monitoring equipment.

RECOMMENDED MOTION/ACTION:

Approved by General Manager *C. J. R.*
Date: 5-4-11

Originating Department: Operations	Costs: \$7500 Funding Source:	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <i>C. J. R.</i> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____ <input checked="" type="checkbox"/> Operations Manager <i>M. B.</i>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background:

After extensive research, I plan to purchase two H2S dataloggers. One is a low range model meant to measure ambient levels of H2S. Approximate price is \$5000. This unit would be placed at the fence line. The other is a medium range model meant to monitor odor sources. Approximate price is \$2500. This unit would be placed at the head works.

This purchase is necessary to quantify the frequency and scope of odor issues. We receive sporadic complaints without enough detail to gauge whether our corrective actions are effective or not. This equipment would give us reliable feedback.

Resulting Board Action:

- Approved Tabled Disapproved Recommendation Revised

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 9, 2011

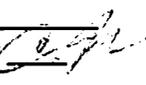
Agenda Item No. **G**

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

SUBJECT: KLWTD General Manager

RECOMMENDED MOTION/ACTION: Motion to appoint/hire/promote Margaret Blank PE to the position of **General Manager** of the Key Largo Wastewater Treatment District.

Approved by General Manager 
Date: 5-4-11

Originating Department: Commissioner Brooks	Costs: Approximately \$ Funding Source:	Attachments:
Department Review: <input type="checkbox"/> District Counsel _____ <input checked="" type="checkbox"/> General Manager <u></u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background: Margaret's previous position as Operations Manager will be filled by another individual relieving Margaret of operational duties so Margaret may concentrate on the overall district responsibilities. This shifting of personnel is designed to provide efficient and smooth progress in streamlining KLWTD operations.

Because of time constraints regarding placing this motion on the May 19 meeting, the pertaining duties and responsibilities of this position will be subject to eventually reviewing General Manager's duties and responsibilities by the District Board at the nearest board meeting or a date determined by the District Board. (Contract development)

This Motion Is Respectfully Submitted by:
 Charles Brooks
 Commissioner KLWTD of May 9

Resulting Board Action:

- Approved Tabled Disapproved Recommendation Revised

TAB 4

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011

Agenda Item No. *H*

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

SUBJECT: Employee Handbook

RECOMMENDED MOTION/ACTION:

Approved by General Manager *C. J. R.*
Date: *5-9-11*

Originating Department: Legal	Costs: Funding Source:	Attachments: Policy
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TMD</u> <input checked="" type="checkbox"/> General Manager <u><i>[Signature]</i></u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____ <input type="checkbox"/> Operations Manager _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background:

Draft employee handbook

Resulting Board Action:

- Approved Tabled Disapproved Recommendation Revised

Key Largo Wastewater Treatment District

Employee Handbook

May 4, 2011

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WELCOME TO THE KEY LARGO WASTEWATER TREATMENT DISTRICT!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with the District and answer many of your initial questions.

As an employee of the District, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality services to our customers and to do so courteously, efficiently and economically.

You are an important part of this process for your work directly influences the District's reputation.

We are glad you have joined us and we hope you will find your work to be both challenging and rewarding.

KLWTD AND YOU

As managers, our job is to organize the conditions and structure of your work environment according to current county, state and federal codes, laws and regulations in order to provide the highest quality wastewater services for our community.

Our job is to:

1. Provide equal employment opportunity and treatment regardless of race, religion, color, sex age, national origin, disability, or military status;
2. Provide fair wages and benefits according to work performed;
3. Establish work hours based on the District's production and service;
4. Monitor and comply with applicable federal, state and local laws and regulations concerning your safety.
5. Offer job training as appropriate;
6. Be receptive to constructive suggestions about job duties, working conditions and personnel policies.

In addition to the responsibilities specified in your contract, *your job* is to:

1. Deal with customers, fellow workers and suppliers pleasantly and professionally;
2. Be on time for scheduled work and perform your work safely and efficiently;
3. Immediately alert your Supervisor of any unsafe conditions or practices;
4. Comply with District policy on drugs, alcohol and tobacco;
5. Comply with emergency procedures, hurricane watches and warnings;
6. Observe District policy on District business use of vehicles.

Together we have a mutual obligation to respect each other and our community in the execution of our duties.

Important Definitions

The District has entered into an agreement with Paychex Business Solutions, Inc., (herein after referred to as "PBS"), a Professional Employer Organization. This is a co-employment arrangement. The District selected PBS to help employees enjoy the many District benefits offered through this concept.

The term District, as used throughout this Employee Handbook refers exclusively to the Key Largo Wastewater Treatment District, your worksite employer who will direct your day-to-day duties.

Please refer to the PBS New Employee Packet you completed prior to receiving this Employee Handbook for additional information.

SECTION 1: THE WAY WE WORK

A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about District employment policies and practices. We expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding your job and the District. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time-to-time. The District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by the District Board of Commissioners in writing, the District reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions must be in writing and must be signed by the General Manager of the District. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

YOUR EMPLOYMENT CONTRACT AND THIS HANDBOOK

Finally, you have signed an employment contract with the District. The District has attempted to ensure that there is no conflict between your employment contract and this Employee Handbook. However, if there is a conflict between your employment contract and this Employee Handbook, the terms of your employment contract will prevail.

THE DISTRICT AND PBS ARE AT-WILL EMPLOYERS. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE DISTRICT MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE, SUBJECT TO THE NOTICE PROVISIONS IN YOUR WRITTEN CONTRACT. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE DISTRICT OR PBS IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DISTRICT GENERAL MANAGER. ANY SUCH CONTRACT SIGNED BY THE DISTRICT GENERAL MANAGER IS NOT BINDING ON PBS UNLESS IT IS ALSO EXECUTED BY THE PRESIDENT OF PBS.

This Employee Handbook refers to current benefit plans maintained by the District and/or PBS. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

The employment policies and/or benefit summaries found in this Employee Handbook are written for all employees. PBS is not bound by the terms of any contract between an employee and the District unless it is executed by the President of PBS.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information and/or any other protected class under federal, state, or local statute.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

AMERICANS WITH DISABILITIES ACT

We are committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for an accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician, or other medical, or rehabilitation professionals.

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal: to provide excellent service to our customers in a cost-effective, efficient manner.

In order to maintain an atmosphere where these goals can be accomplished, we strive to provide a comfortable and progressive workplace. Most importantly, we try to have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

NON-HARASSMENT

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

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

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

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

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

An employee who violates this policy will suffer disciplinary consequences.

SEXUAL HARASSMENT

We firmly prohibit sexual harassment of any employee by another employee, supervisor or a third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually related drawings, pictures, jokes, teasing, uninvited touching, or other sexually related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use, or history, text messages, pictures, images, writings, words, or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

Any employee who believes that (s)he or she is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the General Manager. The employee should retain and be prepared to present any documents or things that tend to support the employee's complaint of harassment. Harassment complaints often involve interactions between two persons, with no other witnesses present. Therefore, retention of evidence of the harassment may be critical to the investigation.

1. If an employee makes a report to the General Manager and (s)he either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to another member of management or District Counsel.
2. The District will investigate every reported incident immediately. Any employee, supervisor, or agent of the District who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The District will conduct all investigations in a discreet manner. The District recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the District's assurance that no reprisals will be taken because of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

CATEGORIES OF EMPLOYMENT

INTRODUCTORY PERIOD - Employees are on an introductory period during their first 180 calendar days of employment with the District.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the

introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

Employees are categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

CERTIFICATION, LICENSING, AND OTHER REQUIREMENTS

You will be informed by your supervisor if there are any licensing, certification, or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements if applicable, we are committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the District.

NEW EMPLOYEE ORIENTATION

Upon joining our District, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. He or she is a good source of information about the District and your job.

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your supervisor.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will document the suggestion in your personnel file and consider it at the time of your performance review.

TALK TO US

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor or any other member of management so the problem can be settled by examination and discussion of the facts.

Your suggestions and comments on any subject are important and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

SECTION 2: YOUR PAY AND PROGRESS

HOURS OF WORK AND OVERTIME

The District establishes working hours with provision for approved overtime and exceptional circumstances such as emergencies. Your Supervisor will determine and approve your schedule, allowing for meal and rest breaks, overtime, and special circumstances. For the purposes of overtime compensation, only hours during which Employee is necessarily required to be on the District's premises, on duty, or at a prescribed work place in excess of forty during a workweek will be counted.

You must obtain the approval of your supervisor before working overtime or during meal and other scheduled breaks. In case of emergency, when there is no time to obtain the advance approval of your supervisor, you should notify your supervisor of the emergency conditions and steps taken to respond to them as soon as time permits.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides otherwise.

Exempt employees are not entitled to overtime pay.

YOUR TIME SHEET

You are responsible for filling out your time sheet accurately. Falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

Time records must be completed at the close of each workday. Your Supervisor will check and sign your time sheet, and enter unworked, overtime, and paid vacation time to which you are authorized.

You must turn in your signed time records on the date specified by your supervisor. Failure to do so may result in a delay of your paycheck.

RECORDING YOUR TIME

Your supervisor will review with you at the time of hire whether you are required to record your hours and if so, how to record them.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- All plant employees are required to use the time clock.

Exempt employees may be required to record their time worked in accordance with federal and state wage and hour laws.

All employees subject to this policy are required to record all time worked.

PAYDAY

Please speak to your supervisor for information regarding payday and the pay period end day.

Please review your paycheck for accuracy. If you find an issue, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the situation.

PAYCHECK DEDUCTIONS

The District is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and social security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the District that salaried employees' pay will not be "docked" or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the District may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

Any deductions from employees' wages are made in accordance with applicable state and federal laws.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with their supervisor or any other member of management.

GARNISHMENT/CHILD SUPPORT

When an employee's wages are garnished by a court order, our District is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The District will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

DIRECT DEPOSIT

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

REPORTING TIME PAY

The District will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.

OUTSIDE EMPLOYMENT

You may not accept any other employment for compensation without the prior written consent of the General Manager, which consent may be withheld if the General Manager reasonably believes that such employment would negatively affect the quality of the Employee's services to the District.

ANNUAL REVIEW

On or about your anniversary hire date your Supervisor will conduct with you an evaluation that will include past performance, current and future goals, and discussion of possible merit increases.

YOUR PERSONAL PROPERTY

Leave any unnecessary personal property at home. The District is not responsible for the loss, damage, or theft of your personal property of cash or other valuables.

To maintain security and protect against theft, the District reserves the right to inspect all personal property brought onto the District's premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the District may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and remove all District property and other items that violate District rules and policies.

DISTRICT PROPERTY

District property is to be used solely for District business. District property must not be removed off premises without the authorization of the General Manager.

SOLICITATION

The District prohibits on premises solicitation by nonemployees and employees because these activities can interfere with normal operations, annoy customers and pose a threat to security.

The District may authorize a limited number of charitable or gift fund drives by employees and you are encouraged to volunteer to assist in these drives, but participation is entirely voluntary.

COMMUNICATION WITH THE MEDIA

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

Employees do not have the right to comment on the character, integrity, motive, or judgment of others.

We caution you to exercise care regarding your perceptions of District policy and procedure and encourage you to refer any questions you receive to the District Clerk, your Supervisor or the General Manager.

Media representatives often work under constraints as to the time available to research a story. A reporter's request for information may be the only opportunity for the District to explain its position with regard to a particular issue. Therefore, a District employee receiving a request for information from a media representative must ensure that the reporter is referred to a person who is able to explain the District's position.

Employees are prohibited from communications about accidents or injuries.

Employees must notify a Manager in writing about any media contacts and provide the Manager with a written synopsis of the communication.

SECTION 3. TIME AWAY FROM WORK AND OTHER BENEFITS

EMPLOYEE BENEFITS

PBS has developed a comprehensive set of employee benefit programs to supplement the benefits offered by the District and your regular wages. These benefits represent a hidden value of additional income to the District's employees.

This Employee Handbook describes the current benefit plans maintained by PBS. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling. Contact PBS' Benefits Department at 1-800-741-6277 if you have any questions concerning your benefits.

PBS reserves the right to modify its benefits at any time. Either the District or PBS will keep you informed of any changes.

PAID HOLIDAYS

The District designates and observes ten days as holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day and Christmas Day. If a holiday falls on a Saturday, the Friday before will be observed. If a holiday falls on a Sunday, it will be observed on Monday.

You must work the scheduled workday before and after the holiday to receive holiday pay.

If you work a paid holiday you will receive holiday pay plus one and a half times regular pay.

VACATION/PAID LEAVE

You will accrue one hour of vacation pay for every 20 hours worked. You will qualify to receive paid leave after 6 months of employment. The General Manager approves all requests for vacation. Leave must be taken no later than the last day of the calendar year following the calendar year in which it was earned.

Should you be terminated, you will receive vacation pay for any unused vacation accrued at the time of termination.

DOMESTIC AND SEXUAL VIOLENCE LEAVE

An employee who has been employed by the District for three or more months and who is the victim of domestic or sexual violence, or whose family member or a member of their household is a victim of domestic or sexual violence shall be permitted to take up to three working days of unpaid leave in any 12-month period. Such leave must be used to: 1) obtain or attempt to obtain judicial relief such as a restraining order; 2) seek medical attention and/or mental health counseling; 3) obtain services from a domestic or sexual violence shelter, domestic or sexual violence program, or rape crisis center; 4) seek new housing to escape the perpetrator or make the employee's home secure from the perpetrator; or 5) seek legal assistance arising from the act of domestic or sexual violence or to attend for prepare for court-related proceeding arising from the act of domestic or sexual violence.

Affected employees must give the District reasonable advance notice of the intention to take leave along with sufficient documentation of the act of domestic or sexual violence, unless providing that notice is not practicable due to imminent danger to the employee, a family member of the employee, or a member of the employee's household.

The District will hold the employee's information provided to the District in order to request leave in confidence except to the extent that the disclosure is 1) request or consented to in writing by the employee; or 2) otherwise required by applicable federal or state law.

Affected employees may elect to use other accrued paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) for the time off allowed under this policy. This leave will run concurrently with any other applicable leave.

JURY DUTY

Employees summoned for jury duty are granted an unpaid leave, unless state or local law dictates otherwise.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with your supervisor as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

VOTING LEAVE

The District believes that every employee should have the opportunity to vote in a state or federal election, general primary, or special primary. An employee may be granted time off with prior approval from his or her supervisor in accordance with state law. This excused time off if necessary, is unpaid unless state law dictates otherwise. We reserve the right to select the hours you are excused to vote.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify your supervisor of the need for voting leave as soon as possible.

MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses.

Military orders should be presented to your supervisor and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the District unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

WITNESS LEAVE

Employees are given the necessary time off to attend or participate in a court proceeding in accordance with state law. This time off is unpaid, unless state law dictates otherwise. We ask that you notify your supervisor of the need to take witness leave as far in advance as possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

COBRA

If you are included in the PBS group health care plan or another group health plan, you and your covered dependents will have the opportunity to continue medical (and/or dental and vision*) benefits for a period of up to 36 months under the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical (and/or dental and vision*) coverage for you and your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical (and dental*) plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact your supervisor.

*COBRA applies to dental and vision care insurance only if you are enrolled in a group dental and/or vision care insurance plan on the day of the qualifying event.

FEDERAL FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. Employees should contact their supervisor to determine whether they may be eligible for leave under this policy.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the District in the preceding seven years (limited exceptions apply to the seven-year requirement);
 2. have worked at least 1,250 hours for the District over the preceding 12 months;
- and
3. currently work at a location where there are at least 50 employees within 75 miles.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);

3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details);

or

6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military- Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A "*serious health condition*" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A "*covered servicemember*" is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term "*serious injury or illness*" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, rating, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

"*Qualifying exigencies*" include activities such as short- notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the 12-Month Period

The District measures the 12-month period in which leave is taken based on the first day of the FMLA leave. FMLA leave ends 12 months after that date with one exception. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. For leave to care for a covered servicemember, the District calculates the 12- month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember

and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly born child or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the District's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the District may require you) to use accrued paid leave (such as sick leave, vacation, personal days, family leave, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the District's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the District will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the District may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave; sufficient information may include you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave; you must also inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified;
2. if the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave; if the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the District's normal call-in procedures, absent unusual circumstances;
3. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the District's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence

and attendance policies, subjecting you to discipline up to and including discharge. Second or third medical opinions and periodic re-certifications may also be required;

4. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

5. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition; the District will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including discharge.

Employer Responsibilities

To the extent required by law, the District will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the District will provide them with a notice that specifies any additional information required, as well as the employee's rights and responsibilities. If employees are not eligible, the District will provide a reason for the ineligibility. The District will also inform employees if leave will be - designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the District's standard leave of absence and attendance policies. This may result in discharge if you have no other District-provided or legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the District's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The District generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including discharge.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including discharge.

Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the District encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources department or your supervisor, FMLA regulations

require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The District reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered servicemember," which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests leave; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render a current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for servicemembers on the permanent disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. "Next of kin" means the nearest blood relative of the servicemember, other than the servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no

more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period."

Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e., the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a "single 12-month period"). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.

5. **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

6. **Temporary rest and recuperation.** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.

7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following the termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

8. **Mutually agreed leave.** Other events that arise from the close family member's duty under a call or order to active duty, provided that the District and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

SOCIAL SECURITY

During your employment, you and the District both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

UNEMPLOYMENT INSURANCE

Upon separation of employment, you may be entitled to unemployment insurance benefits. Information about unemployment insurance can be obtained from your local state agency.

WORKERS' COMPENSATION

On-the-job injuries are covered by a Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

EDUCATIONAL ASSISTANCE PROGRAM

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

1. This program is open to all employees.

2. A District employee may request that the District provide financial assistance, including the cost of books, equipment, fees, supplies, and tuition for education and training that the employee believes will assist him or her in performing employment duties.
3. The request must include a written course outline and statement of the course objectives set by the course provider, a brief written statement of the benefit to the District expected to result from the employee's successful completion of the course, and a listing of the costs to be paid by the District. The employee must submit the request to his or her supervisor.
4. The District will, in its discretion, approve a request for educational assistance if the District determines that participation in the course will benefit the District and that the cost to the District is reasonable and within the District's budget. The District may limit the amount of educational assistance to an amount that is less than the full cost, and may impose conditions on the approval, including without limitation that course attendance will be during the employee's personal time, as opposed to work time. The District normally will not pay the employee's travel and subsistence costs in connection with course attendance unless the District determines that the benefit to the District as a result of the employee's completion of the course will be substantial, or unless the District requires the employee to attend the course.
5. District educational assistance is not taxable income to the employee.
6. An employee may not choose to receive cash or other benefits that must be included in gross income instead of educational assistance.

SECTION 4. ON THE JOB

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within our District. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours, if possible.

If you are absent for three days without notifying the District, it is assumed that you have voluntarily abandoned your position with the District and you will be removed from the payroll.

STANDARDS OF CONDUCT

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

1. Ethics in Procurement. See District Procurement Policy, Section 1-1.04
2. Workplace Conduct.
 - a. In General. An employee must:
 - i. Comply with the District policy on drugs and alcohol.
 - ii. Comply with all lawful requests and directions from the employee's supervisor.
 - iii. Report to work punctually as scheduled.
 - iv. Ensure that all District records for which the employee is responsible are complete, accurate, and in compliance with all legal requirements.
 - v. In case of doubt as to the legal requirements for documents, request instruction from the employee's supervisor.
 - vi. Report to the General Manager any instances in which another employee directs, suggests, or advises that the employee falsify any document or fail to follow approved procedures for the gathering of data or completion of records.
 - vii. Refrain from possessing firearms, or any other weapons, on District property or District vehicles.
 - viii. Observe all safety requirements, including use of safety gear.
 - ix. Dedicate the employee's entire attention during working hours to performing the employee's work responsibilities.
 - x. Refrain from smoking within any enclosed space on District premises.
 - xi. Maintain cleanliness and order in the employee's assigned work areas.
 - b. Working with the Public. An employee must:
 - i. Observe the highest standards of courtesy and respect toward members of the public.
 - ii. Respond to public inquiries honestly and fully.

- iii. In a case where the employee is not certain of the appropriate response, refer an inquiry to the employee's supervisor.
- c. Working with other Employees. An employee must:
 - i. Observe the highest standards of courtesy and respect toward other employees and their property.
 - ii. Avoid any statement or conduct that constitutes sexual harassment.
- d. Use of District Premises. The District premises, including plant facilities, installations, office, and premises rented on a temporary basis are to be used exclusively for District business. No person may use District premises to promote, advertise, or advocate anything that does not directly further District business. The District shall remove any materials that are inconsistent with this policy from the District premises. The General Manager may approve exceptions to this policy to post notices of events by non-profit or service organizations whose functions are similar to or supportive of District business.

Each employee has an obligation to observe and follow the District's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay and/or discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the District's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in District activities or in District vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of District property, equipment or facilities in connection with outside work while on District time; poor attendance, or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

CLIENT AND PUBLIC RELATIONS

Our District's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward our District may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but when we do we run the risk of losing not only that client, but his or her associates, friends, or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

SOLICITATION AND DISTRIBUTION

To avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas during the work hours of any employee involved is prohibited.

Trespassing, soliciting, or distribution of literature by non-employees on these premises is prohibited at all times.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given to your supervisor promptly.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using the District's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your supervisor at once.

PERSONAL PROPERTY

The District is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

DRESS POLICY

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the District with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the District to the public and fellow employees.

PROTECTING DISTRICT INFORMATION

Protecting our District's information is the responsibility of every employee and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the District's confidential or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us, such as friends, family members, members of the media, or other business entities.

The District's address shall not be used for the receipt of personal mail.

CONFLICT OF INTEREST/CODE OF ETHICS

A District's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the District, or any of its clients, for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations, or business entities.

The District adheres to the highest legal and ethical standards applicable in our business. The District's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the District shall conduct their personal affairs in such a fashion that their duties and responsibilities to the District are not jeopardized and/or legal questions do not arise with respect to their association or work with the District.

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the District.

Additionally, all resigning employees must complete a brief exit interview prior to leaving. All District property, including this Employee Handbook, must be returned upon discharge. Otherwise, the District may take further action to recoup any replacement costs and/or seek the return of District property through appropriate legal recourse.

You should notify the District if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

SECTION 5. SAFETY IN THE WORKPLACE

GENERAL SAFETY

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

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

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

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

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

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

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

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

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

Employees must wear safety vests supplied by the District at all times when they are working at or near the site of outdoor construction.

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at our District. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the District's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, just ask your supervisor.
6. Know the locations, contents, and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.
8. Comply with OSHA standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

HURRICANE SAFETY

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

Hurricane Notices:

HURRICANE WATCH: 36-48 hours in advance.

HURRICANE WARNING: 24 hours in advance.

Employee Responsibilities:

PRIOR TO HURRICANE WATCH:

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

HURRICANE WATCH:

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

HURRICANE WARNING:

- Prepare for District Declaration of Emergency.
- Advise your supervisor where you will be during the hurricane.

WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to District property in the event someone, for whatever reason may be unhappy with a District decision, or action by an employee, or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a

potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the District's investigation, may result in disciplinary action, up to and including immediate discharge.

HAZARD COMMUNICATION

The District may use some chemicals (for example, cleaning compounds, waste treatment compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. You must follow all labeling requirements. Speak to your supervisor regarding the location of Material Safety Data Sheets (MSDS) in your work area.

If you have any questions, ask your supervisor.

YOUR SAFETY

The District complies with all applicable federal, state and local health and safety regulations. You are expected to observe all safety and health requirements whether established by the District or by federal, state, or local law.

You must report immediately to your Supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to yourself, employees, vendors, customers or guests. You are also encouraged to submit suggestions to make our workplace a safer, healthier environment.

CLEAN AIR POLICY

Per the Florida Clean Air Act, all areas within District buildings are smoke-free areas. Smoking is permitted outside unless posted otherwise. Violations of this policy may result in disciplinary action, up to and including discharge.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

SMOKING IN THE WORKPLACE

Our District is committed to providing a safe and healthy environment for employees and visitors. To accomplish this goal, smoking and the use of other tobacco products may be prohibited or allowed only in designated areas consistent with applicable state and local laws.

CONCEALED WEAPONS

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating District machinery, equipment, or vehicles for work-related purposes or while engaged in District business off premises is forbidden except where expressly authorized by the District and permitted by state and local

laws. This policy applies to all employees, including but not limited to those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

SUBSTANCE ABUSE

The District has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their coworkers, and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the District the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal substances and alcohol in the workplace including: on District paid time, on District premises, in District vehicles, or while engaged in District activities.

Your employment or continued employment with the District is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the District maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The District will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures consistent with the District's policies and applicable federal, state, or local laws.

The District further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of District issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the District has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.

Where applicable, our District will comply with the provisions of the Drug Free Workplace Act. Please speak with your supervisor for more information regarding our substance abuse policy.

SECTION 6. TRAVEL EXPENSE REIMBURSEMENT

A. DEFINITIONS

For the purposes of this section, the following words shall have the meanings indicated:

- 1) Authorized person means:
 - a) A person other than a district commissioner or employee as defined herein, who is authorized by the General Manager to incur travel expenses in the performance of official duties, or
 - b) A person who is appointed by the District to contribute time and services as consultant, advisor, or representative.
- 2) Class A travel means continuous travel of 24 hours or more away from District headquarters, or, in the case of an employee, the employee's usual place of performance.
- 3) Class B travel means continuous travel of less than 24 hours which involves overnight absence from District headquarters or, in the case of an employee, the employee's usual place of performance.
- 4) Class C travel means travel for short or day trips where the traveler is not away from District headquarters or, in the case of an employee, the employee's usual place of performance, overnight.
- 5) Common carrier means a train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- 6) District commissioner means a person serving as a member of the Key Largo Wastewater Treatment District Board of Commissioners.
- 7) Foreign travel means travel outside the United States.
- 8) Employee means an individual who is filling a regular or full-time authorized position and is responsible to the General Manager.
- 9) Travel day means a period of 24 hours consisting of four quarters of 6 hours each.
- 10) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature means the usual ordinary and incidental expenditures necessarily incurred by a traveler. Tips, gratuities, and the like are NOT reimburseable travel expenses.
- 11) Travel period means a period of time between the time of departure and time of return.
- 12) Traveler means a district commissioner, employee, or authorized person, when performing travel authorized by the District.

B. AUTHORITY TO INCUR TRAVEL EXPENSES

- a) All travel must be authorized and approved by the District Board of Commissioners, the General Manager, or the traveler's supervisor.
- b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a District purpose and must be within the limitations prescribed by this section.
- c) A traveler who becomes sick or injured may continue to receive subsistence as provided in subsection during the period of illness or injury until such time as the traveler is able to perform the

official business of the District or returns from the travel, whichever is earlier. Such subsistence may be paid when approved by the General Manager or District Board.

C. COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT

For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

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

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

- i) Breakfast--When travel begins before 6 a.m. and extends beyond 8 a.m.
- ii) Lunch--When travel begins before 12 noon and extends beyond 2 p.m.
- iii) Dinner--When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

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

D. RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE

For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

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

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

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

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

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

E. TRANSPORTATION.

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

i) The nature of the business.

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

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

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

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

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

i) Whenever travel is by privately owned vehicle:

(1) A traveler shall be entitled to a mileage allowance at the Internal Revenue Service optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes; or

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

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

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

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

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

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

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

F. OTHER EXPENSES

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

- i) Taxi fare, excluding gratuities.
- ii) Ferry fares; and bridge, road, and tunnel tolls.
- iii) Storage or parking fees.
- iv) Communication expense.

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

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

G. FRAUDULENT CLAIMS

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

H. ADVANCEMENTS

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

I. DIRECT PAYMENT OF EXPENSES BY DISTRICT

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

SECTION 7. VEHICLES

This policy addresses the use of vehicles on District business.

1. General.

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

2. Use of District Vehicles.

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

- e. District business includes driving the vehicle between a person's residence and the place of District business as described in the preceding paragraph, and when the driver's official responsibilities to the District include on-call responsibilities.
 - f. District business includes driving the vehicle to a restaurant in connection with the trip.
3. Use of Personal Vehicles on District Business.
- a. A District employee or official may use a personal vehicle on District business, and is entitled to a mileage reimbursement at the rate adopted by the District.
 - b. The mileage reimbursement shall be calculated by subtracting the odometer reading (in miles) at the beginning of the trip from the odometer reading (in miles) at the end of the trip, and multiplying the difference by the mileage reimbursement rate. The mileage submitted for reimbursement must exclude any deviations for personal business.
 - c. A driver must ensure that the vehicle is registered and insured as required by law, and that evidence of registration and insurance is carried in the vehicle.
 - d. At all times when the driver is using a personal vehicle on District business, the driver must observe the policies applicable to District vehicles.
4. Motor Vehicle Accidents and Reporting.
- a. A driver must report any accident, theft, damage, breakdown, or mechanical problem involving vehicle used on District business to the employee's supervisor, regardless of the extent of damage or lack of injuries.
 - b. The driver is responsible to report the incident immediately to police and state authorities as required by law.
 - c. In case of an accident, the driver must attempt to obtain all pertinent facts and information, including the driver's license and insurance information for all other drivers involved in the accident. The driver must also produce such information if requested by a peace officer or another driver involved in the accident.
 - d. A driver is not required to answer questions that may result in receiving a citation.
 - e. A driver must not admit fault or negligence at the scene of the accident.
 - f. A driver must cooperate with the District and its insurer in investigating and defending any claim arising out of or in any way connected with an accident.
 - g. A driver must attempt to obtain the names and addresses of others involved in the accident and of witnesses, if any. The driver should make a sketch or otherwise note position of the vehicles after the accident.

SECTION 8. WHISTLE-BLOWER

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

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

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

1. Individuals who reasonably believe they have information regarding a violation of federal or state law, District bylaws and/or District policies shall follow these procedures:
 - a. An employee shall report such information to the employee's supervisor.
 - b. The General Manager shall report such information to the District Board of Commissioners.
 - c. A Commissioner shall report such information to the Chairman of the District Board of Commissioners.
 - d. The Chairman of the District Board of Commissioners shall report such information to District Counsel.
 - e. If any person believes that reporting such information in the manner described above would be futile or would result in retaliation against that person, then that person shall report such information to the next higher level of authority or to District Counsel.
2. Any allegation of a whistleblower must be in writing and signed by the whistleblower. The designated person to whom the allegation is made shall furnish a copy of the allegation to each of the Commissioners and District Counsel within no more than three business days.
3. The District will promptly investigate any report in coordination with District Counsel, and will take corrective action as necessary. Except as necessary to investigate or to implement corrective action, and consistent with applicable law, the District will keep confidential the name of the person making the complaint.
4. The recipient of the allegation shall make an investigation and report to the Board of Commissioners the results of that investigation and the proposed actions to be taken, if any, at the next board meeting after receipt of the allegation.
5. Retaliation against an individual who reports violations or potential violations of the state or federal law that the individual reasonably believed to be true and accurate is a serious violation of this policy.
 - a. Acts of retaliation should be reported immediately as provided in Section 1, above.

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

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

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

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have received one copy of the Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligation of employment with the District. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with the District and PBS is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or the District, except where state law dictates otherwise. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement - express or implied - providing for employment other than at-will (unless those agreements are in a written contract signed by the authorized representative of the District).

I also acknowledge that, except for the policy of at-will employment, the District and PBS reserve the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing and must be signed by the president of the District. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the District may be modified at the sole discretion of the District, with or without cause or notice, at any time. No implied contract concerning any employment related decision, term of employment, or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status and the District's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the District concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with the District (unless those agreements are in a written contract signed by the president of the District).

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

Delivered to employee by: _____, on _____.

Received by Employee:

NAME

DATE

EMPLOYEE SIGNATURE

TAB 5

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011

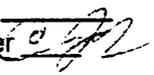
Agenda Item No. **I**

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

SUBJECT: Personnel Manual update

RECOMMENDED MOTION/ACTION:

Approved by General Manager 
Date: 5-4-11

Originating Department: Commissioner Tobin	Costs: Funding Source:	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u></u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background: Commissioner Tobin would like to suggest that the following policy be discussed in the Personnel Manual:

“District employees are expected to cooperate with each other in sharing information and “know how.” District employees are also expected to train other employees to perform their functions to avoid an interruption in work flow in the event of sickness, vacation, or termination of employment.

Resulting Board Action:

- Approved
 Tabled
 Disapproved
 Recommendation Revised6

TAB 6

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011

Agenda Item No. **J**

PUBLIC HEARING

RESOLUTION

DISCUSSION

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

SUBJECT: Board Interviews with Potential KLWTD Leadership

RECOMMENDED MOTION/ACTION:

Approved by General Manager *[Signature]*
Date: 5-4-11

Originating Department: Commissioner Hammaker	Costs: Approximately \$ Funding Source:	Attachments: Resumes
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u><i>[Signature]</i></u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk <u><i>[Signature]</i></u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background: Potential leadership within KLWTD invited to come before the Board to express their possible interest in a leadership role.

Resulting Board Action:

- Approved Tabled Disapproved Recommendation

Charles F. Fishburn
161 Dubonnet Road
Tavernier, FL 33070
305-942-1376
cffishburn@aol.com

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

Salvatore R. Zappulla

Gerome Avenue, Key West Florida 33040 Home: 305.294.3884 apkeywest@comcast.net

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.
- Instrumental in preparation of the County's Comprehensive Annual Financial Report.

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.
- Responsible for short-term investing. ie. Repurchase agreements, Commercial Paper, U.S. Treasury Bills.
- 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 infra-structure, 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.



James Brush

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- **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.

Cities in Texas - Water and Wastewater Treatment Plant Improvements, – 1992-1998

- **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.



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



James Brush

RESUME PAGE 4

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.

Daily & Associates, Inc., Champaign-Urban, Illinois
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.

1975-1976: 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.

1974-1975: Water and Wastewater Treatment Facilities, Village Grove, Illinois. Operation and maintenance of lime-soda ash softening water treatment plant and activated-sludge wastewater treatment plant.

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

"Heavy Metal Removal from Sanitary Landfill Leachate by Anaerobic Filter," 32nd Purdue Industrial Wastewater Conference, 1977.
and "Heavy Metal Removal with Completely Mixed Anaerobic Filter," *Water Pollution Control Federation Journal*, 1979.
"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.



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.

2004 – 2008 *Associate Engineer*; Chen and Associates Civil and Environmental Engineers, Fort Lauderdale, Florida.
2008 – 2009

- ◆ 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.

2008 – 2009 *Engineer II*; Lockwood Andrews and Newnam, Inc. (LAN), Coconut Grove, Florida.

- ◆ 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.

Employing Firm: Lockwood, Andrews & Newnam, Inc.

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.

Michael Scott Dempsey
28544 Tortuga Road
Little Torch Key, Florida 33042
H-(305)872-9333 C(305)522-6771

OBJECTIVE

To secure a position that will allow me to use my skills, knowledge and experience to make a positive contribution to the growth and development of an organization that values team work.

SUMMARY

I am offering over 30 years of experience in the development and supervision of the water and sewer field. I have a background in all areas of required fields. I have the ability to see the big picture while keeping an eye on the small details.

EXPERIENCE

Key Largo Wastewater Treatment District
Key Largo, Florida
District Inspector

December 2007 – Present

Inspector is responsible for reviewing, interpreting contract documents and well as coordinating ongoing construction contracts. Interpret plans and specification to insure contractor's strict compliance in the areas of materials and workmanship, change orders, and overall contract cost. Perform on-site inspections for contract, permit compliance, and prepare a monthly summary for each project.

Investigate and negotiate change orders for ongoing contracts. Review and evaluate contractor requests for contract modifications and change orders. Review construction plans and specifications prepared by consulting engineers. Complete various forms, reports, and correspondence. Review contractor's drawings and samples for compliance with contract documents. Receive various forms, reports, correspondence, manuals, reference materials and others documentation reviews, completes, processes, forwards, or retain as appropriate. Operates a computer to enter, retrieve, review or modify data; verify accuracy of entered data and makes correction; utilizes work processing, spreadsheet, or other software programs.

Fountain Engineering
Key Largo, Florida
Project Manager

May – 2004 – August 2005

Interpreter, interaction with KLWTD Inspector and field personnel, complete field book information, handle neighborhood complaints, resident's questions on connections to new sewer system, cleanouts, etc. Interact with Florida Aqueduct personnel. Complete monthly reports on material bought and uses, ordered material and oversee all deliveries. Monitor all gasoline/diesel brought into yard. Maintain daily reports for three crews (10 workers) daily photos, and videos of all construction and pre-construction.

Miami-Dade Water and Sewer
Authority Department
Miami, Florida
Damage Investigator
Utility Coordination Division

May 1984 – May 2004

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, 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 and 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 through and current knowledge of all County Codes and Regulatory procedures governing the Inspection of Public Work Facilities.

Pipe Fitter

July 1984 – April 1986

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

**Henkels & McCoy
Miami, Florida
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 function.

**Burdines, Dadeland Mall
South Florida Carpenters
District Counsel
Miami, Florida
Carpenters Apprentice**

February 1981–January 1982

Reconstruction of interior of Burdines. Duties included working with supervisor on blueprints and construction plans making decision on materials and construction efforts, following and enforcing strict building codes, and hands on labor.

**Biscayne Engineering
Post, Burkley, Scugh & Jernigan, Inc.
Miami, Florida
Survey/Rodman/Instrument Man I**

June 1978-February 1981

Responsible for supervising crew to survey and inspect 36" pipeline and verification of asbuilt information for pipeline from Florida City to Key West which includes all bridges throughout the Florida Keys from Florida City to Key West.

EDUCATION

Certifications received in the following areas:

Excavation Safety – American Water Works Association
Ethics Training – Miami Dade Water and Sewer
Multigas Monitor – Miami Dade Water and Sewer
G.I.S. Training – Miami Dade Water and Sewer
Airvac School – Rochester Indiana
OSHA Construction Safety and Health Key Largo Wastewater Treatment District
Workzone Traffic Control M.O.T. – Key Largo Wastewater Treatment District

REFERENCES

References available upon request.

Greg Matthews
125 South Hammock Road
Islamorada, Florida 33036

Phone: (305)393-5160
E-Mail: figregmatthews@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.

1992 - 1994 North American Lighting Salem, IL
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.

1985 - 1991 Nordyne, Inc. Boonville, MO
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

EDUCATION:

1987 – 1991
 The Ohio State University,
 Columbus, Ohio – Major:
 Int'l Business Admin
 (Degree incomplete)

MILITARY:

1986 – 1996
 The Ohio Army National
 Guard – Title 10 US Army
 Active Duty

**PROFESSIONAL
CERTIFICATIONS:**

5/03/2006
 Florida Department of Real
 Estate
 Real Estate Sales Associate
 License Number
 SL3168784

12/13/2005
 Florida Department of
 Banking and Finance –
 Office of Financial
 Regulation - Mortgage
 Broker Business (Keys
 Funding, Inc.)
 License Number MBB
 0700885

06/12/2003
 Florida Department of
 Banking and Finance –
 Office of Financial
 Regulation Mortgage
 Broker
 License Number MB
 0609250

ACTIVITIES:

Free and Accepted Masons
 Florida Keys Masonic Lodge
 336 – Past WM (President),
 2008

Ancient and Accepted
 Order of the Nobles of the
 Mystic Shrine - Mahi

The Upper Keys Shrine
 Club – Past President,
 2005.

Keys Players

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

BILLIE JO UMANS
15012 SW 143 Place
Miami, FL 33186
E-mail: bjumans@yahoo.com

Home: 305-233-5787

Mobile: 561-373-4530

SUMMARY:

My Accounting, Audit, and Human Resource experience and knowledge are appreciated in a wide variety of disciplines. Over the years, I worked in a large variety of industries and Not-for-Profit organizations. I have practiced my skills all over the United States for a wide variety of industries such as the pharmaceutical industry, e-commerce, country clubs, hospitality industry, entertainment industry, educational institutions, Import/Export Industry, law, construction, Home Owners Associations, and a variety of 501 (C3) organizations. I created and implemented accounting procedures and organized, or re-organized administrative, human resources and Government grant reporting activities and Sarbanes Oxley Financial Compliance requirements.

PROFESSIONAL EXPERIENCE:

AURORA BUSINESS CONSULTANTS, INC., Palm Beach & Miami, Florida
2002 – Present Accounting Consultant

Independent Florida Corporation with the objective to assist small and medium sized companies with all their accounting, inventory, auditing, administrative, and planning needs. Including Human Resources, EEO, MWBE, DBE, and Government Grants Reporting

Activities

Independent Accounting Services for all types of accounting, including Cost Accounting and Inventory Control, and audits related to Property Management, Hospitality, Not-for-Profits, Construction, and a variety of other industries. Assignments ranged from staff accountant to interim controller.

SUPERIOR ASSET MANAGEMENT, INC., Palm Beach Gardens, Florida
2000 – 2002 Accountant

Financial Holding Company, specializing in Tax Liens and Property Management

Activities

- Supervised over 3 employees
- HR & Insurance
- Managed over 10 sets of books
- Consolidated 10 subsidiaries for large financial holding company
- Financial statements, AP and AR, General Ledger
- Fixed Asset Management
- All Corporate Taxes
- All tangible and intangible taxes
- Assist with finalization of corporate 1120, 1065 Tax Returns
- Monthly State Sales Tax
- Payroll 12 Employee's
- Quarterly Payroll Returns.
- Annual Property Taxes
- Annual Budgets
- Reconciled multiple Bank Accounts

EASTPOINTE COUNTRY CLUB, Palm Beach Gardens, Florida
1996 – 2000 Accounting Manager

Private, equity based, Country club with full service facilities.

Activities

- Supervised over 5 employees
- Project Accounting Construction
- Financial statements, AR ,AP and General Ledger
- Yearly Audits
- All Corporate Taxes
- All tangible and intangible taxes
- Liquor Taxes
- Assisted with finalization of corporate 990 (501K-C3) Tax Returns
- Monthly State Sales Tax
- Payroll, 120 Employee's
- All HR & Insurance
- Quarterly Payroll Returns.
- Annual Property Taxes
- Annual Budgets
- Cost Accounting and Inventory Control
- Policies and Procedures
- Managed large food and liquor inventories
- Fixed Asset Management

MACARTHUR'S HOLIDAY INN, Palm Beach Gardens, Florida
1993 – 1996 Assistant Controller

Large full service hotel and conference center

Activities

- Budget
- Insurance
- Financial statements, AR ,AP and General Ledger
- Yearly Audits
- All Corporate Taxes
- All tangible and intangible taxes
- Assist with finalization of corporate Tax Returns
- Monthly State Sales Tax
- Liquor Taxes
- Payroll, 150 Employee's
- HR & Insurance
- Quarterly Payroll Returns.
- Annual Property Taxes
- Annual Budgets
- Cost Accounting and Inventory Control
- Managed large food and liquor inventories
- Reconciled multiple Bank Accounts
- Supervised over 8 employees

POLYSERVE AIRCRAFT, Miami, Florida and Amsterdam, The Netherlands
1981 – 1993 **Accountant**

Export Company, specializing in High End Electronics for the Aviation Industry and Military

Activities

- Financial statements, AR ,AP and General Ledger
- Yearly Audits
- All Corporate Taxes
- Import & Export
- Assist with finalization of corporate Tax Returns
- Monthly State Sales Tax
- 3 Million Dollars Inventory
- Payroll, 75 Employee's
- HR & Insurance
- Quarterly Payroll Returns.
- Annual Budgets
- Cost Accounting
- Reconciled multiple Bank Accounts
- Supervised over 6 employees

MOST RECENT HIGHLIGHTS:

Property Management

- ✓ Interim Controller for Janus Management, Inc. (National Hospitality Property Management Company.)
- ✓ Interim Controller (Including Human Resources) for CAMS, Inc. (Property Management Company.)
- ✓ Senior Accountant for large Miami based Property Management company (20 Sets of Books)
- ✓ Reconciled Yearly CAM
- ✓ Accounting Consultant for large Palm Beach based Residential and Commercial Property Management Company.
- ✓ Fixed Asset Management for commercial and residential Real Properties
- ✓ Forensic Accounting and teaching their bookkeepers for high dollar Real Property investment firm.
- ✓ Project based Financial Auditor/Analyst for nationwide property management and investment corporation.

Hospitality

- ✓ Managed Day-to-Day Accounting Activities of large busy hotel and Country Club.
- ✓ Managed over 25 sets of books at one time for a national fast food franchisor.
- ✓ Managed large food and liquor inventories
- ✓ Engaged with a large accounting firm in Palm Beach as Restaurant Accounting Specialist. Set-up and maintained accounting activities for the following several chain specialty restaurants.
- ✓ Interim Controller and Human Resource Manager for gourmet Italian restaurant chain. Including all accounting and project administration for seven new locations
- ✓ Forensic Accounting and teaching their bookkeeper common restaurant accounting practices for "Grand Palm Catering" (Catering, Banquets, and resort style dining)

Not for Profit

- ✓ Interim Controller and Human Resource Manager for the National Police Athletic League main office (501-C3)
- ✓ Interim Controller for the Miami Greater Hebrew School (501-C3)
- ✓ Interim Controller and Human Resource Manager for high-end Country and Golf club in Wenatchee, WA (501-C3)
- ✓ Interim Controller and Human Resource Manager for the West Palm Beach Country Club (501-C3)
- ✓ Interim Controller and Human Resources for Scholarships grantor (501-C3)
- ✓ Prepared Grant Applications and Grant Reports
- ✓ Prepared IRS Status 501 Applications
- ✓ Preparations of Tax Return's 990

General Accounting

- ✓ Construction Project Accounting for Large Commercial Builder South Florida
- ✓ Compliance Projects in accordance with DOT and EEO requirements for traffic sign Company
- ✓ Cost Accounting for Manufacturers, Not for Profits, and Service Industry
- ✓ Balanced 50,000 inventory line items for large Caribbean Company.
- ✓ Consolidated 10 subsidiaries for large financial holding company
- ✓ Supervised all project accounting activities of multi-million dollar construction project of country club.
- ✓ Asset Management, AR/AP, general ledger and I accounting project for large Miami based Law firm.
- ✓ Corporate accounting for International E-commerce Retailer.
- ✓ Controller for International Healthcare Service Company
- ✓ Supervised over 10 employees
- ✓ Human Resources & Insurance for over 10 Companies
- ✓ General Accounting according to GAAP standards including all Monthly Financial Statements
- ✓ Preparations of Tax Return's 1120S, 1120C, 1120H
- ✓ Sales Tax, Monthly State Tax, Payroll monthly and quarterly Returns.
- ✓ Prepared Annual Budgets
- ✓ Prepared 5 year financial forecasting
- ✓ Numerous assignments for local Export Brokers pertaining to the administrative processing, Letters of Credit, and Cost Accounting.
- ✓ Compliance reviews of subcontractors' assignments for national cable television company.
- ✓ Sarbanes Oxley Financial Compliance for medium size public company.
- ✓ Set-up and re-organized accounting procedures and tasks for large law firm (50 attorneys)
- ✓ Project based Financial Auditor/Analyst for multinational manufacturer Rally Manufacturing, Inc.
- ✓ Trainer and Accountant for Cine Latino Cable TV
- ✓ Interim Controller for local Construction and Development Consulting Group
- ✓ Interim Controller for Pharmaceuticals Company

EDUCATION:

Florida International University

- Bachelors Degree in Business Administration & Accounting
- International Business & Accounting

TECHNICAL SKILLS:

Proficient with Microsoft Office Word, Outlook, Access, Excel, Turbo Tax , QuickBooks all Versions, including QuickBooks Enterprise, Netsuite, Peachtree, Yardi, AS400, Jonas, Timberline, Room Master for Hotels, Jenark and DMS. Working Knowledge of ForeFront, SAP, MS90, MAS200, MRI ,J.D.Edwards, Oracle Financial (formerly PeopleSoft), Sage, Pinnacle POS Software, Micro's POS Software, and Rainmaker for Law Offices, ADP All Versions, Paychecks and Microsoft Dynamics GP (Formerly Great Plains).

Carol Simpkins Walker, CMC

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

Experience **August 1, 2004 – Current** Key Largo Wastewater Treatment District
District Clerk, Salary \$67,000

Statutory Duties: recording, filing, record retention, and advertising resolutions, ordinances, bids, and public notices.

Non-Statutory Duties: I provide notary services for the office and the public. I process and store all records and contracts (per State Statues) while making sure that the parties are in compliance with the contracts and that they are current. I manage information for the dissemination of public records, record minutes of public meetings, prepare agenda packages.

Bids: I review bid package and place on Demand Star and in papers. Monitor question requests, submit addendums to plan holders, assist District Counsel in bid openings, send out and keep records of the Notice of Apparent Low Bid, Notice of Intend to Award, Notice of Award, and Award. I collect, organize and maintain all records pertaining to the bid.

RFQ: I place advertisements, collect ranking reviews for presentation to Commission, and then maintain contracts with chosen Contractors for Library.

I plan and conduct Town Hall meetings for the public every quarter to inform the property owners and residents of what the District will be doing in their area and when, the cost, and what it means to them, followed by a question and answer session.

I have worked with the District Counsel and the District Financial Officer in compiling the assessments to be sent to the County Tax Collector.

Write resolutions.

Review waiver exceptions and if acceptable write exemptions resolution, and assist residents with filling out Health Department and County Building Department forms.

Supply secretarial and administrative support to the General Manager, Financial Officer, Construction Manager, Project Inspectors, and Engineer.

Maintain Human Resource Files

Customer Service Administrator

April, 2002–July, 2004 Town of Lake Park, FL
Town Clerk, Salary \$47,062

Statutory Duties: Recording, filing, and advertising resolutions, ordinances, and public notices. As supervisor of elections for Lake Park I qualified candidates, provided election materials and ballots, I also recruited, and organized poll workers and their training. Obtained voting space in various buildings, rotated from site to site during election day and collected results and turned them over to County Supervisor of Elections after polls closed.

Non Statutory Duties: provided notary services for the office and the public, processed and stored all records and contracts (per State Statues) while making sure that the contracts were current, managed information for the dissemination of public records, recorded minutes of public meetings, prepared agenda packages for town commission, community redevelopment board and marina board.

- Worked with the Department Heads to bring departments into compliance with the General Records Schedule. (Something which had not been done in the Town's 70 year history.)
- Set up system for legal storage of Town records
- Set up a cost efficient method for records research
- Worked with Commission Advisory Boards, recruitment and administrative support
- Updated Clerks pages on Town Web Site.

Sept. 1998 – Oct. 2001 Village of Islamorada, FL
Village Clerk Salary \$42,000

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

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

Islamorada had just been incorporated and for the first two years I also served as the administrative assistant to the Village Manager. I also assisted the Finance Department for the first two years.

FEB. 1994 TO SEPT. 1998 City of Homestead, FL
Executive Assistant to Community Development Director,
Salary \$25,000

Community Redevelopment Agency & Planning and Grants Associate

Wrote grants, administered CDBG, TIF, & Historic Preservation grants. Representative to Main Street & Pioneer Commerce Park Associations. Assisted in annual budget preparation. Handled department's accounts payables & receivables, and payroll

Community Development & Planning

Administered two (2) TIF Grants
and at same time

Public Works Department

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

Building and Zoning

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

EDUCATION Certified Municipal Clerk Oct. 1998 to June 2001 International Institute of Municipal Clerk Los Angeles, California. Recertified for four years in July 2005.
AA from Miami Dade Community College 1990 - 1992 in Homestead; FL
Graduated with Honors and Distinction
South Dade Adult Education – Business Courses

SKILLS Typist
Computer literate: Word; Word Perfect, Quattro Pro, Excel, Quick Book Pro, Access, Power Point
Postage Machine, Copy Machine
Binding Machine, Adding Machine
PBX
Dictaphone
Detailed oriented, well organized, and self motivated
Excellent people skills

AFFILIATIONS Florida Association of City Clerks
International Institute of Municipal Clerks
Women of the Moose FL Chapter 1565
Business and Professional Women's Association

MARK W. WEIS

48 Coral Drive, Key Largo, Florida 33037
Residence (305) 453-0500

PROFILE

An experienced manager, problem solver, negotiator with over 25 years experience in the areas of construction, heavy equipment distribution, engineering, manufacturing, banking, retail, consumer service outlets, loan workout, project, credit management, banking, and sales.

ACCOMPLISHMENTS

- Project managed street rebuilding, store renovation and construction of a 6000 sq ft office building.
- Stabilized and managed two service oriented business.
- Set up external office functions for an underground construction company.
- Experienced in contract development, contract management, project management, office management, wastewater, material handling, marine, and printing equipment.
- Provided turnaround consulting in, retail concrete, furniture, marine, and consumer goods businesses.
- Protected company interests in secured and unsecured bankruptcy cases.

PROFESSIONAL EXPERIENCE

ADB Utility Contractors

2005-2006

Office Manager

- Brought office management to the local arm of this underground utility. Purchased material and equipment, accounts payable verification, accounts receivable follow-up, back charge control. Audited inventory, Set up a procedure and marketed lateral sewer sales. Contract administration.

CVS Pharmacy

2004-2005

Supervisor A – Front Store

- Participated in the transfer of ECKERD to CVS Pharmacy. Assisted in the initial set up, hiring, inventory, planograms, stocking, ordering, customer relations, and daily register closings.

Ocean Reef Club

2000-2004

Manager - Projects, Service Station, Cart Repair

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

Hasm Inc.

1999

Vice President – Operating a fresh fish brokerage company

MARK W. WEIS

Page Two

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

- Assisted in forming and training a "workout" team to handle a developing portfolio of up to 80 troubled banking relationships totaling \$50MM, including setting policy and selecting attorneys. Performed due diligence on financial statements, business plans, management capability, asset values, and going concern viability and liquidating underlying assets. Managed the Loan Recovery group of 7 collectors of charged-off loans made up of 5000 accounts ranging from \$500 to \$350M.

Mellon Bank, N.A., Pittsburgh PA **1985-1990**
Vice President, Credit Policy Department
Credit Recovery & Review Specialist (1985-1988)
Grant Street Bank (1988-1990)

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

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

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

General Manager, Dravo Leasing (1984-1985)
Group Credit Manager, Manufacturing/Transportation (1978-1982)
Credit Manager, Dravo Marks Equipment Division (1973-1977).

National Chemsearch
Sales Associate

Miller Printing Machinery Co.
Credit Manager and Purchasing Expediter

TAB 7

**KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form**

Meeting Date: May 9, 2011

Agenda Item No. **K**

PUBLIC HEARING

RESOLUTION

DISCUSSION

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

SUBJECT: Semimonthly Payroll

RECOMMENDED MOTION/ACTION:

Approved by General Manager *C. Z*
Date: 5-4-11

Originating Department: Commissioner Hammaker	Costs: Approximately \$ Funding Source:	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u><i>C. Z</i></u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____ <u><i>Sal</i></u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required

Summary Explanation/Background: CFO Sal Zappulla will explain any impacts.

Resulting Board Action:

- Approved
 Tabled
 Disapproved
 Recommendation