KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
TRANSITION MEETING AGENDA

January 10, 2012 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

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

Margaret Blank  General Manager
Thomas Dillon  District Counsel
Carol Walker  District Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER - PLEASE MUTE CELL PHONES

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES

E. MINUTES

F. GENERAL MANAGER
   1. Bishop, Rosasco & Co. Consulting Agreement Discussion/Action
   2. Ric Man Paving Contract, JK4 Action

.................................................................
3. TRIM Notice

G. COMMISSIONER’S ITEMS
   4. Islamorada

H. COMMISSIONER’S ROUNDTABLE

I. ADJOURNMENT

TAB 3 Discussion/Action
Meeting Date: Jan. 10, 2012

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

SUBJECT: Jan. 3, 2012 Minutes

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 1/5/2012

Originating Department: District Clerk

<table>
<thead>
<tr>
<th>Department Review:</th>
<th>Costs:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] District Counsel</td>
<td>[ ] Engineering</td>
<td>Minutes</td>
</tr>
<tr>
<td>[ ] General Manager</td>
<td>[ ] Clerk</td>
<td></td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding Source:

Advertised:

Date: 

Paper:

[X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:03 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker, Norman Higgins, and Charles Brooks. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Richard Crow led the Pledge of Allegiance.

**APPROVAL OF AGENDA**
Commissioner Higgins added a discussion item on the Island Dolphin Care and the Key Largo Post Office. Commissioner Hammaker reported a correction to be added to the Dec. 20, 2011 minutes. Chairman Majeska pulled the Minutes of Dec. 20, 2011 from Bulk Items. Margaret Blank, General Manager, added an item on the FKAA Paving Inter-Local Agreement and a discussion item on the Bishop, Rosasco & Company Consultant Agreement.

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

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

Motion passed 5 to 0

**PUBLIC COMMENT**
The following persons address the Board:
Name: Burke Cannon, Tavernier, FL
      Sue Heim, Key Largo, FL
      Martin Waits, Islamorada, FL

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosasco contract</td>
</tr>
<tr>
<td>Assessments, FKAA Report</td>
</tr>
<tr>
<td>Finance Priorities</td>
</tr>
</tbody>
</table>
BULK ITEMS

Minutes of Dec. 6, 2011
Minutes of Dec. 12, 2011

RESOLUTION NO. 01-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF SEVENTEEN TAX PARCELS FROM THE 2007 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 02-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYNINE TAX PARCELS FROM THE 2008 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 03-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYFIVE TAX PARCELS FROM THE 2009 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 04-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTYEIGHT TAX PARCELS FROM THE 2010 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 05-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL
OF FORTY FIVE TAX PARCELS FROM THE 2011 NON-AD VALOREM ASSESSMENT;
AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 06-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF PATRICIA L. CUMMINGS FOR REMOVAL OF TWO TAX PARCELS FROM THE
2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN
EFFECTIVE DATE.

RESOLUTION NO. 07-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF GENA GAY FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD
VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 08-01-12
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST
OF JEAN CHARLES BERRUET FOR REMOVAL OF FIVE TAX PARCELS FROM THE
2005 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

COPIER REPLACEMENT FOR WEILER COPIER

Motion: Commissioner Brooks made a motion to approve Bulk Items. Commission
Higgins seconded the motion

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Minutes of Dec. 20, 2011
Commissioner Hammaker reported that on page 3 on the top FSD is suppose to be FASD. Under Commissioner’s Round Table she added the wording “and she challenged Commissioner Tobin to do the same.”

Chairman Majeska clarified that at the last meeting when he said that he wanted a report of the amount of money that was not collected in the FKAA late sewer billing bill he actually meant that he would like a complete and comprehensive report with a time line, how late was the billing, projected revenue, the neighborhoods that were affected and the number of connections that were affected.

Motion: Commissioner Brooks made a motion to approve the Minutes of December 20, 2011 as amended. Commissioner Hammaker seconded the motion

Vote on Motion

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

Motion passed 5 to 0

FINANCE
Report of Cash, Revenues, and Expenditures

Motion: Commissioner Brooks made a motion to approve the Cash, Revenues, and Expenditures for January 3, 2012 contingent upon the availability of funds. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

KLWTD Board of Commissioners
Board Meeting
Jan. 3, 2012
ENGINEER’S REPORT
Ed Castle, Weiler Engineering gave a report on the digester system.

GENERAL MANAGER’S REPORT
FKAA Paving Inter-Local Agreement

Motion: Commissioner Tobin made a motion to approve the FKAA Paving Inter-Local Agreement. Commissioner Brooks seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Bishop, Rosasco & Company Consultant Agreement
Margaret Blank, General Manager presented the Financial Director Scope of Work to the Board for review.

Commissioner Tobin would like to see primary duties listed, then over site and then advice. The General Manager will be the primary contract.

Commissioner Brooks has trouble with the over site duties.

Commissioner Hammaker would like to see a memo of understanding. Commissioner Hammaker would like to see training in the contract.

Commissioner Higgins stated he voted no originally because he would like to keep it local.

COMMISSIONER’S ROUND TABLE
Island Dolphin Care
Commissioner Higgins asked if anything has been settled. Nothing has been settled yet.

Key Largo Post Office
Commissioner Higgins stated he talked to the Post Office and we should send the notice to the Manager of the Key Largo Post Office.
ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 5:36 PM.

The KLWTD meeting minutes of January 3, 2012 were approved on January 10, 2012.

______________________________
Chairman Majeska

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

Agenda Request Form

Meeting Date: January 10, 2012

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

SUBJECT: Bishop, Rosasco & Co. Consultant Agreement

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 1/10/2012

Originating Department: GM

Costs: $75,000

Funding Source:

Attachments: Proposal and Contract

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

[X] Engineering
[ ] Clerk
[ ] Operations Manager

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

Summary Explanation/Background:

Resulting Board Action:
☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
December 20, 2011

Key Largo Wastewater Treatment District
c/o Margaret Blank
P.O. Box 491
Key Largo, FL 33037

Dear Board of Commissioners:

Enclosed you will find a proposal for chief financial officer services.

Thank you for the opportunity to present this proposal to you. If you have any questions on any of the information presented, please feel free to contact us.

We look forward to working with you.

Sincerely,

Bishop, Rosasco & Co.
CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into as of the 20th day of December, 2011 between the Key Largo Wastewater Treatment District ("District") and Bishop, Rosasco & Company ("Consultant").

CONSULTANT AND DISTRICT agree as follows:

1. SERVICES. Consultant agrees to perform the services described in the Consulting Agreement - Financial Director Scope of Work, a copy of which is attached hereto as Attachment A. The express terms of this Consultant Agreement shall control and supersede any inconsistent terms in Attachment A.

2. COMPENSATION. Consultant shall be compensated at the rates of $240 per hour for the Finance Director’s time, and $100 per hour for supporting staff’s time. The total annual contract amount shall not exceed $75,000, without prior written approval of the District.

3. DISTRICT’S REPRESENTATIVE. The District General Manager or designee named herein shall be the representative who will serve as the primary contact for Consultant. Designee: ________________________.

4. TERMINATION. Either party upon thirty (30) days written notice may terminate this Agreement.

5. COMPLIANCE WITH LAW. Consultant agrees to render services in a manner that complies with all applicable laws, rules and regulations, including ethics laws, rules and regulations.

6. INDEPENDENT CONTRACTOR. Consultant agrees that it is an independent contractor. The District is interested only in the results of the Consultant’s efforts, and Consultant shall be solely responsible for the method of performance of its duties under this Agreement and for all withholding taxes, including all federal, state and local taxes, and all worker’s compensation insurance.

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

8. PAYMENT OF INVOICES. Under Sections 218.73 and 218.74, Florida Statutes, payment is due not more than 45 days after receipt of a proper invoice. Under Section 218.74, Florida Statutes, payments not made within the time specified bear interest from 30 days after the due date at the rate of 1 percent per month on the unpaid balance. The
vendor must invoice the local governmental entity for any interest accrued in order to 
receive the interest payment. Any overdue period of less than 1 month is considered as 1 
month in computing interest. Unpaid interest is compounded monthly. For the purposes 
of this section, the term "1 month" means a period beginning on any day of one month 
and ending on the same day of the following month.

9. DOCUMENTS. All documents generated by Consultant in the course of providing 
services to the District are public records. Consultant will provide copies of such records 
to the District promptly upon request.

10. ASSIGNMENT. Consultant shall not assign its rights or obligations under this 
Agreement without the prior written consent of the District.

11. NON-WAIVER OF IMMUNITY. Notwithstanding the provisions of Sec. 768.28, 
Florida Statutes, the participation of the District in this Agreement and the acquisition of 
any commercial liability insurance coverage, self-insurance coverage, or local 
government liability insurance pool coverage shall not be deemed a waiver of immunity 
to the extent of liability coverage, nor shall any contract entered into by the District be 
required to contain any provision for waiver.

12. GOVERNING LAW. This Agreement shall be governed by the laws of the State of 
Florida. The parties agree that venue will lie in the appropriate court or before the 
appropriate administrative body in Monroe County, Florida.

13. ENTIRE AGREEMENT. The foregoing contains the entire Agreement of the parties 
hereo and supersedes any and all prior written or oral Agreements between the parties 
relating to the subject matter hereof. No modification of this Agreement shall be binding 
upon the parties unless the same is in writing signed by the parties.

EXECUTED this 20th day of December, 2011.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ________________________________________________

Its: General Manager

______________________________________________

By: ________________________________________________________________________

Title: ______________________________________________________________________
ATTACHMENT A
KEY LARGO WASTEWATER TREATMENT DISTRICT
CONSULTING AGREEMENT
FINANCIAL DIRECTOR SCOPE OF WORK

ESSENTIAL FUNCTIONS: The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned in writing by the District General Manager.

General Accounting/Routine Items

A. Review and advise staff on financial controls, financial reporting, and budgetary controls relating to District revenue and expenditures.

B. Assist staff in establishing and maintaining financial control of the billing and collection of District wastewater service charges performed by the Florida Keys Aqueduct Authority as a contract service for the District.

C. Assist and advise District staff as needed for preparation of the annual budget.

D. Provide advice and assistance in risk management functions upon request.

E. Ensure all internal controls are in place to comply with State Statutes, Rules of the Auditor General of the State of Florida, District Policies and the Codification of Government Accounting and Financial Reporting Standards published by the Governmental Accounting Standards Board.

F. Provide oversight and advice as requested for cash and investment management, accounting.

G. Provide advice to staff as requested to support billing, receivable maintenance, accounts payable, disbursements and general and subsidiary ledger maintenance services for the District.

H. Periodically review District procedures to ensure all cash and investment balances are properly safeguarded and all revenue and expenditures are accurately and timely processed to safeguard the assets of the District.

I. Assist District staff in preparing for external audit of financial records as requested.


K. Assist District staff in setting up a manageable and reliable system to track fixed asset records and schedule annual inventory of same. Train staff in the use of this system.

L. Review monthly trial balance, revenue and expenditure reports prepared by staff. Train staff in preparation of grant reports. Oversee and review the
reconciliation of cash, investments, receivable, and payable balances as requested.

M. Upon request, assist staff with the preparation of agenda items to meet agenda deadlines established by the District Clerk prior to each meeting.

N. Provide assistance as requested with the following recurring items:
   a. Payments pending list for Board of Commissioner approval.
   c. Quarterly statement of capital project sources and uses of funds.
   d. Quarterly statement of revenue and expense marked to budget.
   e. Prepare checks, obtain signatures for checks in accordance with the District's authorized signature limits and mail payments to vendors.
   f. Bids and requests for proposals.

O. Obtain CAFR printing and submit to State of Florida regulatory agencies, bank and any federally mandated repositories (required for bond compliance if District ever issues revenue bonds to public). Train District staff in preparation of CAFR.

P. Prepare and submit statutory annual financial report to State Department of Banking and Finance after obtaining auditors concurrence. Coordinate with External Auditor prior to submission, as required by Statute. Train District staff in preparation of annual financial report.

Q. Advise District staff as requested on risk management functions including obtaining insurance, payment of premiums, filing and monitoring any claims and providing required documentation to insurer.

R. Advise District staff as requested on maintenance of the District's financial books and records, in accordance with Florida Statutes Section 189.9.

Assessments

S. Advise District staff as requested on issues related to the preparation and maintenance of District assessment rolls and annual non ad valorem tax roll for submission to the Monroe County Tax Collector, and maintaining financial control of assessment revenue.

Purchasing/Procurement

T. Assist and train District staff in setting up appropriate processes, procedures and reports to ensure compliance with District's procurement policy.

Grants/Loans

U. Monitor all grant and loan related financial management functions. Advise staff as needed to ensure compliance with all requirements.

V. Prepare and train District staff in the preparation of grant status reports.
W. Assist District staff in preparation of grant requests, including preparing financial schedules to support requests.

X. Assist District staff with preparation of grant invoices to submit to grantor agencies.

Y. Assist District staff with follow-up with grantor agencies to obtain payments and to respond to granter agency questions if needed.

Z. Assist District staff with bank line of credit requests if needed.

AA. Assist District staff in the preparation of all draw requests as needed from County and other financing sources.

BB. Upon request, assist District staff in resolving causes of payment disapproval.

CC. If requested, coordinate with Monroe County, Monroe County Clerk of Courts, and state and federal agencies to ensure grant compliance is completed properly. This is designed to avoid any claim for improper expenditure and subsequent refund of grant proceeds.

DD. Assist District staff in providing proof of compliance with funding and grant requirements.

EE. Assist District staff in preparing requests for advances and reimbursements consistent with funding and grant requirements.

**Special Projects:**

FF. Assist District staff in identifying and purchasing appropriate accounting software.

GG. Other special projects as requested in writing.
PROFILE OF THE FIRM

Bishop, Rosasco & Co. is a full service certified public accounting firm with two locations in the Florida Keys: Marathon and Summerland Key. With approximately 15 employees, including four certified public accountants, we offer a wide scope of services to meet all of your accounting and finance needs.

We have enjoyed a wide diversity of opportunities to serve Federal, State, and local government agencies, profit and non-profit institutions, and common interest realty associations (CIRA’s). We provide financial advisory, tax, audit and assurance, management consulting and other accounting and bookkeeping services to over 2,500 individuals, small businesses, non-profit organizations, and governments and have been doing so for over 35 years throughout Monroe County.

LOCATIONS

Marathon
8085 Overseas Highway
Marathon, FL 33050
Office: (305) 743-6586
Fax: (305) 743-0726

Summerland
25000 Overseas Highway
Summerland, FL 33042
Office: (305) 745-4077
Fax: (305) 745-4078
MISSION STATEMENT

We believe that personalized finance and accounting services can be provided on a timely basis at a high level of competency by our local firm at reasonable rates.

LICENSE TO PRACTICE IN FLORIDA

Bishop, Rosasco & Co. is registered to do business as a sole proprietor firm in the State of Florida. The firm is licensed by the State of Florida Department of Business and Professional Regulation to practice as a Certified Public Accounting firm and has been performing continuous certified public accounting services in Monroe County for over 35 years. The expiration date of our license is December 31, 2011, at which time it will be promptly renewed.

SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

You are assured our staff are qualified and will perform to the best of their ability. The team we are committing to the Key Largo Wastewater Treatment District represents professional staff of the highest quality with many years of experience and a vast amount of governmental accounting knowledge. The team will ensure that the integrity of the District's internal control policies and procedures will remain intact.

We are very familiar with the financial reporting and auditing requirements of the U.S. Office of Management and Budget, Regulations of the State Department of Banking and Finance and the Florida Auditor General. This includes OMB A-133 compliance supplements, the Schedule of Expenditures of Federal Awards, the Financial Data Schedule, and specific federal and state grant auditing requirements.

Bishop Rosasco's professionals are able to provide traditional and nontraditional services. We have:

➢ A Proven Quality Performance Record
➢ A Thorough Understanding of Reporting Requirements and Applicable Laws as it Relates to Governmental Entities
➢ A Comprehensive Knowledge of the Operations of a Government Entity
➢ Long Standing and Immediate Knowledge and Familiarity with Wastewater and other Utility Operations.
➢ Experienced, Available and Accessible Staff

This proposal is made without collusion with any other person, company or parties and that it is in all respects fair and in good faith, without collusion or fraud, and Peter Rosasco, who is the sole proprietor of the firm, is legally authorized to bind this proposal.

The Key Largo Wastewater Treatment District will be a valued client. We offer you a team of professionals dedicated to providing outstanding services. We appreciate the time and courtesy extended to us in the proposal process. Should you have any questions please contact Peter Rosasco at (305) 743-6586.
Education
University of Florida B.S. in Accounting

Certification
Certified Public Accountant, State of Florida, 1979

Professional Experience

Peter Rosasco, CPA, has over 30 years of experience in public accounting. He has been providing financial and accounting services to local businesses, individuals, governments, and not-for-profit organizations in the Florida Keys since 1981. Mr. Rosasco’s governmental accounting experience includes, yet is not limited to, the following:

- City of Marathon, Finance Director since 2003
- Obtained the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City’s annual Comprehensive Annual Financial Report (CAFR) for each fiscal year since 2003
- Prepared and administered the City of Marathon’s Budgets from 2003- present
- Acting City Manager of the City of Marathon from November 2009 – February 2010
- Together with the Consulting Engineers and City of Marathon staff created and implemented the City of Marathon’s wastewater and stormwater utility projects. Mr. Rosasco was responsible for design and implementation of the financing plan for the projects including: State Revolving Fund (SRF) loans, bank loans and bonds, state and federal grants, and user assessments and rates
- Provides contract administration and oversight for all wastewater and stormwater utility construction and other contracts
- Supervised the administration and reporting associated with the City of Marathon’s wastewater and stormwater loans and grants
- Together with City of Marathon staff implemented and oversees the City’s non ad-valorem assessment and rate revenue collection for the wastewater and stormwater utility projects
- Mr. Rosasco has directly participated in both federal and State of Florida lobbying activities which have resulted in over $16,000,000 in grant funding for the City of Marathon’s wastewater and stormwater utility projects
- Village of Islamorada, Financial Consultant at various dates throughout 1998 – 2011
- Key Largo Fire Rescue & Emergency Medical Services District, Finance Director since 2005
- Assisted Monroe County in its annual budget process for the 2008 fiscal year
• Over the course of his career Mr. Rosasco has served as auditor and or financial consultant on the following governmental engagements:
  
  o Utility Board of the City of Key West "Keys Energy Service" in addition to performing annual audits Mr. Rosasco served as a consultant and assisted the Utility Board in acquiring over $100,000,000 in tax exempt bonds to construct the electric tie line between Marathon and Key West, Florida

  o Monroe County, Florida

  o City of Key West, Florida

  o Key West Housing Authority

  o Monroe County Housing Authority

  o Monroe County Comprehensive Land Authority

Professional/Community Affiliations

• Florida Institute of Certified Public Accountants
• Government Financial Officers Association (GFOA)
• Florida Government Finance Officers Association (FGFOA)
• Mote Marine Laboratory Trustee
• Big Pine Neighborhood Charter School/ Big Pine Academy Founding Director
• Rotary Paul Harris Fellow
Jennifer Zimmer

Education

University of Central Florida
B.S. in Accounting
M.S. in Accounting

Professional Experience

Jennifer Zimmer has over seven years of experience in public accounting. Prior to joining Bishop, Rosasco & Co. she spent four years in the audit and assurance department at Berman Hopkins Wright & LaHam CPAs and Associates, LLP, where her major client industries included Government and Not-for-Profit Organizations, home builders, Universities and private schools. Jennifer is in pursuit of her CPA license, and is also an Associate member of the FICPA. Jennifer resides and is a homeowner in Key Largo, Florida.

Ms. Zimmer’s governmental accounting experience includes, yet is not limited to, the following:

- City of Marathon, Deputy Finance Director, February 2009 - present
- Acting Finance Director of the City of Marathon from November 2009 – February 2010
- Key Largo Fire Rescue & Emergency Medical Services District, Deputy Finance Director, February 2009 - present
- Conducting financial, federal and state single audits of various Governmental and Not-for-profit organizations
- Preparing annual budgets that include setting the annual ad valorem millage rates for government entities, and completing the Florida Department of Revenue TRIM compliance requirements
- Preparing comprehensive annual financial reports (CAFR’s) for Government entities which resulted in the entity obtaining the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Performs oversight of the general ledger’s of government entities in accordance with the State of Florida’s Uniform Chart of Accounts, and manages staff of the finance departments

Verlie Davis

Professional Experience

Ms. Davis is a senior accountant in our Marathon Office. Her background includes extensive experience in construction accounting. Ms. Davis worked for ten years with Heery International as Office Manager/Project Accountant for the Construction Management Team responsible for the design and construction of five Monroe County Schools. Ms. Davis also worked for four years as Project Accountant with Danis Industries during construction of the Key West Wastewater Treatment Plant and the Sand Lake Wastewater Treatment Plant in Orlando Florida. Ms. Davis has a working knowledge of the State of Florida Construction Lien law and payment and performance bond requirements. Ms. Davis has been the City of Marathon’s senior finance account manager since September of 2008. In this capacity Ms. Davis has been directly responsible for the fiscal management of all of the City of Marathon’s construction contracts, including processing of pay applications, monitoring SRF and Bank loan depository accounts.
REFERENCES

• City of Marathon
  9805 Overseas Highway, Marathon, FL 33050
  Roger Hernstadt, City Manager (305) 743-0033

• Key Largo Fire Rescue & Emergency Medical Services District
  P.O. Box 1023, Key Largo, FL 33037
  Bill Andersen, Board Chairman (305) 451-1040 ext. 112

• Islamorada, Village of Islands
  86800 Overseas Highway
  Islamorada, FL 33036
  Ed Koconis, Village Manager, (305) 664-6410

• Monroe County
  1100 Simonton Street Suite 2-213
  Key West, FL 33040
  Tina Boan, Sr. Budget Director (305) 292-4472

• Bureau of Water Facilities Funding
  Florida Department of Environmental Protection
  2600 Blair Stone Road (MS 3505)
  Tallahassee, FL 32399-2400
  Timothy Banks, Program Manager, Timothy.Banks@dep.state.fl.us

• Big Pine Academy
  30220 Overseas Highway
  Big Pine Key, FL 33043
  Cathy Hoffman, Executive Director, (305) 872-1266
  Hazel Hartman, Budget Director, (305) 872-1266

• Greater Marathon Chamber of Commerce
  12222 Overseas Highway
  Marathon, FL 33050
  Daniel Samess, CEO, (305) 743-5417

• Florida Keys Land and Sea Trust, Crane Point
  5550 Overseas Highway
  Marathon, FL 33050
  John Henderson, Operations Manager, (305) 743-9100
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 10, 2012  Agenda Item No. 2

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

[ ] Other:

SUBJECT: Ric Man Paving Contract

RECOMMENDED MOTION/ACTION:

Approved by General Manager ____________________________
Date: 1/10/2012

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

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

Summary Explanation/Background:

Resulting Board Action:

- [ ] Approved
- [ ] Tabled
- [ ] Disapproved
- [ ] Recommendation Revised
Meeting Date: Jan. 10, 2012  

Agenda Item No. 3

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

SUBJECT: TRIM Notice

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 1/15/2013

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: $</th>
<th>Funding Source:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Review:

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

[X] Engineering
[ ] Clerk
[ ] Operations Manager

Advertised:

Date: 

Paper: 

[X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Jan. 10, 2012
Agenda Item No.

[ ] PUBLIC HEARING
[X] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Action

SUBJECT: Islamorada

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: j/l/2012

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

Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:
[ ] Approved   [ ] Tabled   [ ] Disapproved   [ ] Recommendation Revised