A. CALL TO ORDER - PLEASE MUTE CELL PHONES

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

E. PUBLIC COMMENT
   Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before the meeting starts.
F. ELECTIONS
Chairman, Vice-Chairman, Secretary-Treasure

G. ENGINEER REPORT

H. BULK ITEMS
2. Adjustment of EDU Assignment AK#1590070
   Sunset Gardens Center, LLC.

I. FINANCIAL REPORT
3. Pending Payments
   Action
4. Health Insurance
   Action

J. COMMISSIONER'S ITEMS

K. OPERATIONS REPORT
5. WWTP Headworks Barscreen Rehabilitation
   Action
6. Collections Vactron Rehabilitation
   Action

L. LEGAL COUNSEL REPORT
7. Grievance Policy

M. GENERAL MANAGER'S REPORT

N. COMMISSIONERS ROUNDTABLE

O. ADJOURNMENT

MISSION STATEMENT:
"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."
TAB 1
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Nov. 5, 2013

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] ACTION ITEM
[ ] Other:

SUBJECT: Minutes of Oct. 15, 2013

RECOMMENDED MOTION/ACTION: The approval of minutes with any deletion, additions or corrections.

Approved by General Manager

Date: 11/5/2013

Originating Department: Clerk

Costs: $

Funding Source:

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

[ ] Engineering
[X] Clerk
[ ] Operations

Advertisements:
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 Commission Meeting at 4:03 PM. Present were Chairman Majeska, Commissioners, Norman Higgins, David Asdourian, Andy Tobin, and Steve Gibbs. Also present were the General Manager, Margaret Blank, Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Asdourian led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Asdourian added and item to the Roundtable on the Grievance Policy. Commissioner Higgins added an item on the Roundtable about a committee to help low income property owners. Commissioner Tobin added an item to Engineer Report on Commercial Grinder Pumps.

**Motion:** Commissioner Asdourian made a motion to approve the agenda as amended. Commissioner Gibbs seconded the motion.

**Vote on Motion**

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Motion passed 5 to 0

PUBLIC COMMENT

Name & Address  Subject
N/A             N/A

ENGINEER’S REPORT

Ed Castle, Weiler Engineering reported on alternatives for commercial grinder pumps.
BULK ITEMS
*Minutes of Oct. 8, 2013*

**Motion:** Commissioner Asdourian made a motion to approve the Bulk Items. Commissioner Higgins seconded the motion.

**Vote on Motion**

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Motion passed 5 to 0

FINANCIAL REPORT

**Pending Payments**

Connie Fazio reviewed the Pending Payments and answered Commissioners questions. She explained the change in the report since the District has switched to BSA.

Commissioner Gibbs requested that the new format show the department with a summary total be added to the report.

**Motion:** Commissioner Gibbs made a motion to approve the pending payments of Oct. 15, 2013 contingent on the availability of funds. Commissioner Higgins seconded the motion.

**Vote on Motion**

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Motion passed 5 to 0

COMMISSIONER’S ITEMS

N/A

OPERATIONS REPORT

**WEFTEC**

Dan Saus reported on his trip to the Water Environmental Federation Technical Education Conference in Chicago, IL.

**SCADA Change Order**

Dan Saus, Operations Manager, explained the change order.
Motion: Commissioner Asdourian made a motion to approve the Scada Change Order in the amount of $7,249. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

Vactron Purchase

Motion: Commissioner Higgins a motion to approve the purchase of a Vactron in the amount of $87,859.00. Commissioner Asdourian seconded the motion.

Vote on Motion

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Motion passed 5 to 0

LEGAL COUNSEL REPORT
Ray Giglio, District Counsel reported that he has written a letter to recoup monies for a damaged pipe and he will be bringing it to the Board.

GENERAL MANAGER’S REPORT
Trip to Tallahassee
Margaret Blank reported on what she and the Chairman Majeska did in Tallahassee.

Board Meeting Days and Time
Commissioner Gibbs suggested that there only be two regular meetings and call a special call meeting or workshop if a discussion meeting is needed.

The Board decided to meet on Tuesdays at 4 pm and to have three meetings a month.

COMMISSIONER’S ROUNDTABLE
Grievance Policy
Commissioner Asdourian would like to see a rough copy of the policy long before the meeting. Ms. Blank stated that it is ready to be reviewed and obtain comments.
PR Firm
Chairman Majeska suggested that the District hire a PR firm. Commissioner Tobin requested that a press release on the Tallahassee trip and the Mayfield Grant be released.

Time Extension

Motion: Commissioner Asdourian made a motion to extend the meeting. Commissioner Gibbs seconded the motion.

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Motion passed 5 to 0

Committee to Assist People
Commissioner Higgins would like to put a committee together to assist people.

The Board agreed that they would like to do something also.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:10 PM.

The KLWTD meeting minutes of Oct. 15, 2013 were approved on Nov. 5, 2013.

Chairman

Carol Walker, CMC District Clerk
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: November 5, 2013

[ ] PUBLIC HEARING

[ ] DISCUSSION

[X] GENERAL APPROVAL OF ITEM

[ ] Other:

SUBJECT: Adjustment of EDU Assignment – AK#1590070 – Sunset Gardens Center, LLC

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation (See Summary / Background)

Approved by General Manager: Date: 11/1/2013

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Department Review:

[ ] District Counsel

[X] General Manager

[ ] Finance

[ ] Engineering

[ ] Clerk

[ ] Customer Service

Advertisement:

Date: ________________

Paper: ________________

[X] Not Required

Summary Explanation/Background:

Staff recommends Board Approval of EDU reduction from 3.0 EDU to 1.0 EDU.

Water usage for the parcel listed above has been 0 or very low since the meter was installed in October 2010. Building was purchased July of 2013 (previously the American Red Cross).

Parcel owner has been notified of the recommended adjustments and has no objections.

The District will review water usage annually for the next 3 years to assure the correct EDU assignment is assigned.

Resulting Board Action:

- [ ] Approved
- [ ] Tabled
- [ ] Disapproved
- [ ] Recommendation Revised

Prepared: 03/07/2012
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037
Phone: 305-451-4019
Fax: 305-453-5807

Request for Review of Initial Pre-Payment amount or Monthly Base Charge and Adjustment of Fees and Charges for Wastewater Service

*Name: Sunset Gardens, LLC
*Date of Request: 9/18/13

*Service Address: 94000 St Overseas Hwy

*Phone: 305-393-4993
Email: jsimpson@oasgrp.com

Alternate Key (AK): 1590070
RE/Parcel ID: 00180380-000100

FKAA Account No: 58374025001
FKAA Meter No: 183339510

*Reason for Request: High cost for low usage

*A copy of your latest FKAA bill must be provided with this request

*Initial only one:

☐ I, the undersigned, certify that I am the OWNER of the parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment for this property and that my assessment be adjusted accordingly as outlined in the District's Assessment Resolutions. I further request that my monthly base charge for wastewater services as billed monthly on my current water bill be adjusted to meet the new EDU assignment. I understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and assessment for the parcel.

☐ I, the undersigned, certify that I am the TENANT of the unit or parcel listed above and hereby request that the Key Largo Wastewater Treatment District (the District) review my current Equivalent Dwelling Unit (EDU) assignment and that my monthly base charge for wastewater services as billed monthly on my current water bill be adjusted accordingly. I understand that, should a change be required, the entire parcel and all current tenants' EDU assignments may also be reviewed at the District's discretion. I further understand and accept that this review may result in an INCREASE of the EDU assignment for this property and if so, will result in an increase of my monthly base charge and possibly, the assessment for the parcel.

*Signature
*Date: 9/23/13

"* Denotes Required Fields
## Water Usage Calculations

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<td>JAN-MAY-MAY</td>
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### Notes/Comments:

- ** average consumption for each month and year.
- ** standard deviation for consumption.
- ** monthly consumption corrections for each month.
- ** calculation date: 2/74/12.
RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

September 25, 2013

AK: 1590070 / FKAA Acct: 583746-025001
SUNSET GARDENS CENTER LLC
6525 COLLINS AVE
MIAMI BEACH, FL 33141-4698

For Property Located At: 94000 OVERSEAS HWY, KEY LARGO

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the request for adjustment in the EDU assignment for the above referenced property. A review of water usage for the time period from 1/1/2010 to 12/31/2012, per Key Largo Wastewater Treatment District (KLWTD) Rules and Regulations, resulted in the findings below:

<table>
<thead>
<tr>
<th>EDU Assignment</th>
<th>Prior to Review</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Wastewater Base Charge</td>
<td>3.0</td>
<td>1.0</td>
</tr>
<tr>
<td>(On FKAA Bill: EDU Assignment X $33.60)</td>
<td>$100.80</td>
<td>$33.62</td>
</tr>
</tbody>
</table>

Wastewater monthly base charges billed on or after 7/20/2013 (sixty days prior to date review request was submitted) will be credited based on the adjusted EDU assignment of 1.0 EDU. Future wastewater monthly base charges will be adjusted accordingly.

As is mandated by KLWTD Rules and Regulations, this recommended decision will be presented to the KLWTD Board of Commissioners for review and approval, tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (please contact the District Clerk for confirmation of meeting date at 305-451-4019 ext 205 or at carol.walker@klwtd.com.) If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you must notify the District Clerk within 15 calendar days of the date of this letter.

Please contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com, should there be further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

(Enclosure – KLWTD FI-1)
AK: 1590070
SUNSET GARDENS CENTER LLC
6525 COLLINS AVE
MIAMI BEACH, FL 33141-4698

For property located at: 94000 OVERSEAS HWY, KEY LARGO

Dear Property Owner:

In accordance with the Key Largo Wastewater Treatment District’s ("KLWTD") Resolution No 25-08-13 (2013 Final Assessment Resolution), a review of your Wastewater Assessment was conducted (in response to your request received September 18, 2013) for the parcel listed above. This letter is your official notification for the findings of this review and recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The 2013 Final Assessment Resolution dictates that your “Equivalent Dwelling Unit” ("EDU") assignment be based upon a "... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel during the thirty-six consecutive months immediately prior to the year in which the calculation is made."

The Resolution further explains that the District will identify the highest three consecutive months in that period, and calculate their average. The District will divide the resulting average by 5,010, and round the quotient up to the next one-tenth. In no case will the number of EDU’s assigned to the parcel be less than 1.0.

Using this formula, a revised study of your water usage was conducted and the following determination has been made:

<table>
<thead>
<tr>
<th>Prior to Review*</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU Assignment</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Based on current outstanding assessment balance.

As is mandated by the 2013 Final Assessment Resolution, this recommended decision will be presented to the Key Largo Wastewater Treatment District Board of Commissioners for review and approval tentatively at the first Board of Commissioners regular meeting after 30 days from the date of this letter (contact the District Clerk for confirmation of meeting date at 305-451-4015 ext 205 or at carol.walker@klwtd.com). If you agree with the findings of this review, no further action is required. However, should you choose, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have disputing these findings. To do so, you MUST notify the District Clerk within 15 calendar days of the date of this letter. Should the Board of Commissioners accept these recommendations by majority vote, your 2014 non-ad valorem tax assessment will be calculated using the adjusted EDU assignment reflected above.

Please direct questions to the KLWTD Assessment Coordinator at 305-451-4019 ext 210 or via email diane.oberheu@klwtd.com.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners
TAB 2
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: November 5, 2013
Agenda Item No. 3

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

[ ] Other:

SUBJECT: Pending Payments (Report of Cash, Revenues and Expenditures)

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

Approved by General Manager __________________________ Date: 11/1/2013

<table>
<thead>
<tr>
<th>Originating Department: Finance</th>
<th>Costs: $453,552.85</th>
<th>Attachments: Pending Payments</th>
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<tbody>
<tr>
<td></td>
<td>Funding Source:</td>
<td></td>
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<tr>
<td></td>
<td>Acct. # see attached</td>
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<table>
<thead>
<tr>
<th>Department Review:</th>
<th>Engineering</th>
<th>Advertised:</th>
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<tr>
<td>[ ] District Counsel</td>
<td>[ ]</td>
<td>Date:</td>
</tr>
<tr>
<td>[X] General Manager</td>
<td>[ ]</td>
<td>Paper:</td>
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<tr>
<td>[X] Finance</td>
<td>[ ]</td>
<td>[X] Not Required</td>
</tr>
</tbody>
</table>

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

Yes I have notified everyone__________
or
Not applicable in this case__________:
Please initial one.

Summary Explanation/Background:

Pending Payments / Report of Cash, Revenues and Expenditures for Board review and approval contingent upon availability of funds.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
REVENUE REPORT FOR KEY LARGO WASTEWATER TREATMENT DISTRICT
PERIOD 10/11-10/31/2013

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>$ AMOUNT</th>
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<tr>
<td>401-0000-332.000.00</td>
<td>Islamorada ILA</td>
<td>$</td>
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<tr>
<td>401-0000-343.500.00</td>
<td>Wastewater Service Revenue</td>
<td>$ 288,222.20</td>
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<tr>
<td>401-0000-369.900.00</td>
<td>Miscellaneous Revenues</td>
<td>$ 280.00</td>
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**TOTAL:** $ 288,502.20

KLWTD BANK ACCOUNT BALANCES: OPERATING ACCOUNTS at 10/31/13

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<th>DESCRIPTION</th>
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<td>401-0000-101.000.06</td>
<td>BB&amp;T General Operating 9549</td>
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<td>$ 280,954.45</td>
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<td>401-0000-101.000.07</td>
<td>Capital Bank General Acct-9006</td>
<td>$ 230,234.98</td>
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<td>401-0000-101.000.09</td>
<td>Community Operating Acct -3606</td>
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<td>Check #</td>
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<td>Description</td>
</tr>
<tr>
<td>--------</td>
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<tr>
<td>4230</td>
<td>American Bankers Insurance Company</td>
<td>Flood Insurance FY14 - Vac D/Plant</td>
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<td>AMSOIL Inc</td>
<td>Vehicle oil</td>
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<td>Vac Station SCADA Upgrade</td>
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<td>State Lobbyist Oct 2013 Svcs.</td>
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<td>Daniel Saus</td>
<td>Parking Fee Reimbursement</td>
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<td>F.K.A.A.</td>
<td>Vac A Water</td>
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<tr>
<td>4236</td>
<td>Fastenal</td>
<td>Black Base K/LWTD Cones</td>
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<td>4237</td>
<td>Federal Express</td>
<td>Shipping Charges</td>
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<td>4238</td>
<td>Florida Municipal Insurance Trust</td>
<td>Oct. Health, Dental &amp;Vision Premiums</td>
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<td>HD Supply Waterworks, Inc.</td>
<td>Coupling and flange</td>
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<td>Mastermans, LLP</td>
<td>Latex Gloves</td>
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<td>Municipal Safety Services</td>
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<td>NAPA Auto Parts</td>
<td>Acct.#8601 Hydraulic Filter, clamps, fittings</td>
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<td>USA Bluebook</td>
<td>Ball Valve Snake / Hand Pump</td>
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<td>Vac JK/Humpty Dumpty/Tweedy Pie</td>
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<td>Airvac, Inc.</td>
<td>Rolling Diaphragn/Breather Plate</td>
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<td>Internet Vac I / Office</td>
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<td>Creative Services</td>
<td>Business Cards, Norm Higgins &amp; Rob Bulkiewicz</td>
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<tr>
<td>4283</td>
<td>Dean Weismantle</td>
<td>Facility Cleaning Plant, District &amp; Collections Office</td>
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<tr>
<td>4284</td>
<td>Dumont Company Inc.</td>
<td>Chemicals at Plant</td>
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<td>Various Locations</td>
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<td>Federal Express</td>
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<td>4287</td>
<td>FKEC</td>
<td>Electricity - Vac Stations &amp; Admin Office</td>
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<td>4288</td>
<td>FKEC</td>
<td>Electricity - Plant</td>
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<td>Emergency Lights for Vac Stations and Other Supplies</td>
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<td>Office Supplies</td>
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<td>Mileage Reimbursement Oct. 2013</td>
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<td>Nov. 2013 District Office Rent</td>
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<td>Sunshine State One Call of FL Inc.</td>
<td>Utility Locate Service</td>
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<td>Description</td>
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<tr>
<td>--------</td>
<td>----------------------------</td>
<td>------------------------------------------</td>
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<td>4297</td>
<td>TigerDirect</td>
<td>Cable/DSL Firewall VPN</td>
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<td>4298</td>
<td>Toshiba Business Solutions</td>
<td>District Office Copier Fees</td>
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<td>Travis Hartwell</td>
<td>Work pants and boots reimbursement</td>
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<td>4300</td>
<td>Verizon Wireless</td>
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<td>4301</td>
<td>Weiler Engineering Corp.</td>
<td>Consulting &amp; Construction Admin Work Auths: #06-02 &amp; #06-03</td>
</tr>
</tbody>
</table>

Total Amount Paid 10/11-10/31/13: $453,522.85 $64,940.55 $116,732.48 $193,850.42 $65,203.70 $10,625.70

Approved for payment:

Chairman Robert Majeska  Date  Norman Higgins, Secretary/Treasurer  Date
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: NOVEMBER 5, 2013

[ ] PUBLIC HEARING

[ ] DISCUSSION

[ ] GENERAL APPROVAL OF ITEM

[ ] Other:

SUBJECT: Health Insurance Renewal for FY2014

RECOMMENDED MOTION/ACTION: Review and Approval of FY2014 District Provided Health Insurance Renewal Premiums for KLWTD Employees with Florida League of Cities.

Approved by General Manager ___________________________ Date: 11/1/2013

Originating Department: Finance

Estimated FY14 Costs: $251,847.96

Budget Amount: $353,712.00 (Based on 34 Employees)

Funding Source: Acct. # 401-5130-230.000.12

Attachments: Health Insurance Renewal Proposal

Department Review:

[ ] District Counsel

[ ] Engineering

[ ] General Manager

[ ] Clerk

[ ] Finance

Advertised:

Date: ________________

Paper: __________________

[X] Not Required

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

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

Please initial one.

Summary Explanation/Background:

KLWTD has received health insurance renewal premium information for the calendar year 2014 from Florida League of Cities, our current health insurance provider. The annual increase in health insurance premiums is 5 percent, from our 2013 monthly rate of $722.45 per employee to the 2014 monthly rate of $758.58 per employee, for a total estimated cost in FY14 of $251,847.96, based on coverage for 28 employees.

This amount refers to medical insurance only. Optional dental and vision premiums are paid entirely by the employee.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
## Current Rates - Plan 4

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Enrollment</th>
<th>12/31/2013</th>
<th>Monthly Premium</th>
<th>Annual Premium</th>
</tr>
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<tbody>
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<td>$20,228.60</td>
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<tr>
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<tr>
<td>EE + Children</td>
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<td>$1,336.53</td>
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## Renewal Rates - Plan 4

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**Percent Change**: 5.00%
RESOLUTION

RECOMMENDED MOTION/ACTION: Approval to purchase 316 stainless steel baskets and replacement brushes for the plant influent screens as described in the quotation dated 10/14/2013 provided the manufacturer's representative MKI Services, Inc. in the amount of $22,514.00.

Summary Explanation/Background:

The screens that remove the debris from the wastewater plant influent have corroded to the point that they require maintenance. The manufacturer recommends upgrading to 316 stainless steel baskets to extend the life of the units. The current baskets have been in use since plant start-up and it is estimated that the upgraded baskets should last 2-3 times as long as the original ones.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
October 1, 2013

To Whom It May Concern:

Please accept this communication to confirm that MKI Services, Inc. is the exclusive vendor for WesTech equipment and parts sales in the State of Florida and are charged with the responsibility for all engineering related support on WesTech equipment and projects in their assigned territory.

We appreciate your interest in our equipment and products. Please contact me if you have any questions.

Best regards,

WesTech Engineering, Inc.

James R. Hanson
Vice President
DATE: October 14, 2013

TO: Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037

FROM: James B. Kelley

SUBJECT: WesTech Clean Flo Screens

Mr. Wright,

MKI Services, Inc. is pleased to offer the following materials for your consideration at your wastewater treatment plant:

Two (2) 316SS baskets for WesTech Clean Flo Spiral Screens $19,094.00
Two (2) Sets Replacement brushes with 316SS Fasteners $ 3,420.00

**SCHEDULE:**

The screen parts can be shipped 7 to 8 weeks after you place an order.

**PAYMENT TERMS:**

100% Net 30 days

**TAXES:**

This proposal does not include any sales or use taxes of any kind.

**VALIDITY:**

This proposal is firm for 60 days after which it is subject to withdrawal or change without notice.

**EXCLUSIONS:**

MKI SERVICES, INC. will not provide off-loading of screen parts.

If you have any questions regarding this scope please contact me at (954)755-2092.

Very truly yours,

MKI SERVICES, INC.

[Signature]

James B. Kelley
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: November 5, 2013
Agenda Item No. 6

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

SUBJECT: Collections Vactron Rehabilitation

RECOMMENDED MOTION/ACTION: Approval to rehabilitate KLWTD's Vactron PMD550DT as described in the quotation provided the manufacturer: Vermeer Southeast Sales and Service, Proposal QP05462 with pricing of $11,723.00.

Approved by General Manager [Signature] Date: 10/5/2013

Originating Department: [ ] Finance
[ ] Engineering
[ ] Clerk
[ ] Operations Manager

Costs: $11,723.05
Funding Source: FY 2013

Attachments:
Vermeer Quotation #QP05462
Vermeer Sole Source Letter

Advertised:
Date: [ ] Not Required
Paper: [ ] General Manager

Summary Explanation/Background:
The District's older Vactron trailer is in need of rehabilitation including a new vacuum tank and miscellaneous other items. The unit's manufacturer, Vermeer Southeast, has provided a proposal to replace the corroded tank and bring the unit back into serviceable condition. Upon completion this unit will be used as a back-up for the recently purchased Vactron.

Note: this piece of equipment is used for cleaning sewer lines, sucking up spills, performing locates, and other general maintenance duties. This machine is used on a daily basis and is the backbone of our tools for responding to customer issues.

Resulting Board Action:
☐ Approved
☐ Tabled
☐ Disapproved
☐ Recommendation Revised
**Quote Summary**

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<tr>
<th>Tax D Qty Description</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

**00 ******* QUOTE FOR WP21104 VACTRON PMD550DT SN# 5HZBF16246LM61197 *******

**01 JOB-1 REAR DOOR WILL NOT SEAL**

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<tr>
<th>LABOR</th>
<th>** TOTAL LABOR</th>
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<table>
<thead>
<tr>
<th>F;V Z TRUCK FREIGHT</th>
<th>** SEGMENT SUBTOTAL</th>
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<tbody>
<tr>
<td>450.00</td>
<td>1138.00</td>
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</table>

** TOTAL 11723.65**

Please remit payment to: Vermeer Southeast, 4401 Vineland Road, Suite A15, Orlando, FL 32811-7215

All warranties, if any, made with respect to this part(s) are those warranties made by the manufacturer. Dealer makes no warranties express or implied, including, but not limited to, warranties of merchantability and fitness of a particular purpose.

Terms: Net due 30 days following date of purchase unless otherwise noted. Service charge of 1 1/2% per month (annual rate of 18%) on past due balances. Special order parts & electrical items - non returnable stocked parts - 15% restocking charge with original invoice. No returns after 15 days.
**REAR DOOR IS NOT SEALING. DOOR LIFT CYLINDER, WELDMENT FOR LIFT CYLINDER**

<table>
<thead>
<tr>
<th>Tax</th>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
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</tr>
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<tr>
<td></td>
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<td>MISC PARTS SHOP F;V</td>
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<tr>
<td></td>
<td></td>
<td>1 750VT TANK ASSEMBLY</td>
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AND LATCHING ASSEMBLY RUSTED BEYOND REPAIR. TANK IS RUSTED TO THIN TO REPAIR. NEED NEW TANK ASSEMBLY. INTERNAL PLUMBING IN TANK IS RUSTED.

* SEGMENT SUBTOTAL 10585.65

** SUBTOTAL 11723.65

---

**Charge Sale**

**PAY THIS AMOUNT**  $11723.65

---

**TERMS:** NET DUE 30 DAYS FOLLOWING DATE OF PURCHASE UNLESS OTHERWISE NOTED. SERVICE CHARGE OF 1 1/2% PER MONTH (ANNUAL RATE OF 18%) ON PAST DUE BALANCES. SPECIAL ORDER PARTS & ELECTRICAL ITEMS - NON RETURNABLE STOCKED PARTS - 15% RESTOCKING CHARGE WITH ORIGINAL INVOICE. NO RETURNS AFTER 15 DAYS.
To Whom It May Concern:

Vac-Tron Equipment LLC recognizes Vermeer Southeast as the sole-source provider of Vac-Tron equipment in the States of Florida, Georgia, and Alabama. All sales, parts and service of above mentioned equipment is to be provided by Vermeer southeast for a period of no less than four years.

If you have any further questions on this matter please give me a call at (352) 636-0107.

Brian Showley
Vice President
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Nov. 5, 2013

[ ] PUBLIC HEARING
[X] DISCUSSION
[ ] ACTION ITEM

[ ] Other:

SUBJECT: Grievance Policy

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 11/1/2013

Originating Department: Legal
Costs: Unknown
Funding Source:
Attachments: Draft Policy

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

[ ] Engineering
[ ] Clerk
[Operations] __________________

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

Summary Explanation/Background:

Resulting Board Action:

□ Approved □ Tabled □ Disapproved □ Recommendation Revised
Employee Grievance Policy and Procedures

Effective Date: (XX/XX/XXXX)
Revision Date: (XX/XX/XXXX)

It is the policy of the Key Largo Wastewater Treatment District ("District") to maintain a harmonious and hostility-free workplace environment. To that end, the District encourages all employees to express concerns about any work-related issues, including workplace communication, interpersonal conflict, and other working conditions. For the purposes of this policy, any such concern shall be referred to as a “Grievance.” The following are the steps an employee should take to have a Grievance formally addressed by the management of the District.

GRIEVANCE PROCEDURE

Step 1a – Discuss the matter with your immediate supervisor.

Employees who feel that they have a Grievance are first encouraged to discuss their concerns with their immediate supervisor. Grievances can be the product of a lack of communication.

Step 1b – Discuss the matter with your department manager or a representative of Human Resources.

Employees who feel uncomfortable discussing the matter with their immediate supervisor for any reason, or who feel that a discussion with their immediate supervisor has not resulted in a satisfactory resolution, may take their Grievance to their supervisor’s manager (Department Manager) or to a representative of Human Resources (HR). In such cases, the Department Manager or HR representative will, as soon as practicable, attempt to facilitate an informal meeting with the employee and the employee’s immediate supervisor to discuss the Grievance.

Step 2 – File a formal Grievance with Human Resources

If the matter is not satisfactorily resolved by the informal meeting between the employee and the employee’s immediate supervisor using steps 1a or 1b above or, if the employee feels, for any reason, compelled to skip steps 1a and 1b, an employee may submit a formal Grievance to the District’s HR representative. Such Grievance must be in writing and must include:
1. The name of the employee filing the grievance.
2. The name(s) of any employees against whom the grievance is being filed (if applicable).
3. The name(s) of any witnesses to the incident(s).
4. The date(s) and time(s) of the incident(s) leading to the Grievance.
5. As much detail as possible related to the incident(s) that is (are) the subject of the Grievance.
6. The steps taken by the employee to resolve the Grievance, if applicable.
7. The employee’s desired resolution of the Grievance.
8. The date the Grievance is being filed
9. The signature of the employee filing the Grievance.

Step 3 – Receipt of formal Grievance

As soon as practicable after the formal Grievance has been filed, the HR representative will meet with the aggrieved employee to discuss the Grievance procedure. The HR representative shall verify the proper completion of the formal Grievance and advise the employee of the steps to be taken and estimated time-frame.

Step 4 – Formal Meeting

Within three (3) working days (for the purposes of this policy, working days are defined as days the employee and each participating member of the Formal Meeting, have actually worked), the HR representative shall facilitate, and document the results of, the Formal Meeting with the following applicable individuals:

1. The employee’s immediate supervisor *
2. The Senior Staff member(s) of the applicable department(s) (“Senior Staff Representative”)*
3. Any other employee against whom the grievance is filed*
4. Any other employee that the aggrieved employee requests be present*
5. If the grievance includes allegations of sexual harassment, discrimination or other unlawful conduct, the District’s Counsel
6. The HR representative
7. The employee who has filed the grievance

*If the HR Coordinator shall find it inappropriate or impracticable to include this particular person, then a suitable member of Senior Staff shall be substituted for that person’s attendance.

The purpose of the Formal Meeting shall be to give employees an opportunity to have their Grievance heard, to discuss the facts presented in the formal Grievance and to give the members of the Formal Meeting an opportunity to ask questions of the employee regarding the Grievance. The Senior Staff Representative, upon hearing the employee’s Grievance may then:
1. Determine that further investigation should be conducted, either by the Senior Staff Representative or by the HR representative under the Senior Staff Representative’s direction. In such event, the investigation shall be done in a timely fashion and the Formal Meeting will be rescheduled upon the completion of that investigation; or

2. Attempt to resolve the Grievance to the satisfaction of the employee and, if applicable, the employee against whom the grievance is filed; or

3. Determine that sufficient evidence exists to take corrective action or disciplinary action against the employee against whom the grievance is filed; or

4. Determine that the Grievance should be declined and explain to the employee who filed the Grievance the reasons for that decision.

Step 5 – Appeal

Upon completion of the Formal Meeting, if the aggrieved employee is unsatisfied with the final outcome, the aggrieved employee may, within three (3) working days, request an Appeal Hearing. In such event, the HR representative shall facilitate, and document the results of an Appeal Hearing with the following applicable individuals:

1. The General Manager
2. A designated representative of the Board of Commissioners
3. The Senior Staff Representative
4. The District’s Counsel
5. The HR representative
6. The employee who has filed the grievance
7. Aggrieved employees shall have the right to represent themselves or, upon prior notification to the District, to be represented and/or accompanied by one of the following: an attorney, a co-worker, a friend or a family member.

The purpose of the Appeal Hearing shall be to give the employee an opportunity to have his or her Grievance heard by the General Manager and a representative of the Board of Commissioners. Upon conclusion of the Appeal Hearing, the General Manager will either:

1. Determine that the employee’s Grievance was handled improperly and direct that step 4 be repeated; or
2. Determine that the employee’s Grievance was handled properly but adjust the findings to facilitate an agreeable resolution to the Grievance; or
3. Determine that the employee’s Grievance was handled properly and ratify the decision to decline the employee’s Grievance. In such event, the General Manager shall explain to the employee who filed the Grievance the reasons for that decision. The decision of the General Manager shall be final and the employee shall have no further right of appeal.
SPECIAL CIRCUMSTANCES

In cases where the individuals involved in the Formal Meeting or Appeal processes stated above are involved either as the aggrieved or as the individual against who the grievance is being filed, the following concessions shall be made:

1. If the aggrieved employee is the HR representative, or if the party against whom the Grievance has been filed is the HR representative, the functions and duties of the HR representative shall be performed by the District Clerk.

2. If the employee against whom the Grievance has been filed is the Senior Staff Representative, the functions and duties of the Senior Staff Representative shall be performed by another member of Senior Staff as appointed by the General Manager.

3. If a member of the Senior Staff shall have a grievance against any other employee to include another Senior Staff Member, the General Manager or a member of the Board of Commissioners, the following procedures shall apply.

   Step 1 - The Senior Staff member is first encouraged to discuss the Grievance with the General Manager (as the General Manager is the Senior Staff Member’s direct supervisor).

   Step 2 - If the senior staff member feels that they are uncomfortable discussing the matter with the General Manager for any reason or if they feel that a discussion with the General Manager has not resulted in a satisfactory resolution, they may submit a formal Grievance with the HR representative as defined in step 2 above. Such Grievance shall include all of the following:
   a. The name of the Senior Staff member filing the grievance.
   b. The date(s) and time(s) of the incident(s) leading to the Grievance.
   c. The name(s) of any witnesses to the incident(s).
   d. As much detail related to the incident(s) leading to the Grievance.
   e. The steps taken by the Senior Staff member to resolve the Grievance, if applicable.
   f. The desired resolution to the Grievance.
   g. The date the Grievance is being filed
   h. The signature of the Senior Staff member filing the Grievance.

   Step 3 - As soon as practicable after the formal Grievance has been filed, the HR representative will meet with the aggrieved Employee to discuss the Grievance procedure and verify the completion of the formal Grievance.

   Step 4 - Within three (3) working days (working days being defined as days the employee and each participating member of the formal meeting, has actually worked), the HR representative shall facilitate, and document the results of, a formal meeting with the following applicable individuals:
a. A designated representative of the Board of Commissioners
b. The General Manager
c. The District's Counsel
d. The HR representative
e. The Senior Staff member who has filed the grievance
f. Any additional Senior Staff members as requested by any of the above parties.

Upon completion of the formal meeting, the designated representative of the Board of Commissioner shall make a determination as to the validity of the Grievance and either:

a. Determine that further investigation may need to be conducted either in person or by the HR representative under his or her direction and reschedule the formal meeting upon the timely completion of that investigation.
b. Attempt to resolve the Grievance to the satisfaction of the employee and, if applicable, the employee against whom the grievance is filed
c. Determine that the Grievance should be declined and explain to the Senior Staff member who filed the Grievance the reasons why.

GENERAL PROVISIONS

1. Under no circumstances can a former employee file a Grievance under the provisions of this policy. All employees of the District are “at-will” employees and as such, they may be terminated at any time, for any reason or for no reason. Therefore, the termination of a full-time regular employee is not subject to these Grievance procedures.

2. Throughout these procedures, time periods have been fixed to ensure that grievances are treated with the highest level of urgency and are dealt with quickly. These time periods may be extended if both the aggrieved party and the District consent to the extension in writing. If key members of the grievance process are unavailable, such consent shall not be unreasonably withheld.

3. Unless both parties have agreed, in writing, to an extension of time, the failure of the aggrieved employee to follow the time limits contained herein will result in an automatic, final, and binding denial of that employee’s grievance.

4. The formal Grievance, any other documentation submitted and findings will become public record and may be subject to inspection by third parties in accordance with Florida public records laws.
5. Once reduced to writing, the text of a grievance shall remain unaltered as the grievance progresses through any additional stages.

6. Any discussions and communications with the HR Coordinator regarding a Grievance whether made on District property or not and whether made while the HR Coordinator or the employee is on working time or not may be summarized and reduced to a writing that will become a public record and may be subject to inspection by third parties in accordance with Florida public records laws.

7. Notwithstanding any other directives within this policy, certain types of information that are confidential and/or exempt from the Public Records Law shall be protected accordingly and shall not be released or be subject to inspection by third persons.

8. At any time, if any involved party becomes aware of an accusation of unlawful behavior, sexual harassment, discrimination or behavior thought to threaten the safety of any person or persons whomsoever, such party shall immediately report such information to the General Manager, District Counsel and, if applicable, local law enforcement. Failure to do so may result in disciplinary action, up to and including termination.

9. Complaints involving alleged discriminatory practices shall be processed in accordance with the District’s Sexual and other Unlawful Harassment Policy.

10. The Key Largo Wastewater Treatment District ("District") assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

DUTIES, FUNCTIONS AND ROLES

1. Aggrieved employee: It is the responsibility of the employee having a grievance:
   a. To communicate such grievance in a timely manner relative to the events leading to the grievance.
   b. To comply with the time limits contained within this policy,
   c. To provide all facts, information and evidence pertaining to the Grievance in their entirety without embellishment, superfluous commentary or assumptions.

2. Immediate supervisor: It is the responsibility of ALL supervisors to support the District’s goal of maintaining a harmonious and hostility-free workplace environment. As such, immediate supervisors involved in an employee Grievance shall:
   a. Take all measures to ensure that any employee Grievance be handled in a professional manner
   b. Maintain an “open-door” policy related to Grievances
   c. Protect the employee voicing or filing a Grievance from retaliatory action against the aggrieved employee
3. Senior Staff Representative, including the General Manager: It is the responsibility of the Senior Staff to:
   a. Reinforce that all employee Grievance be handled in a professional manner
   b. Maintain and encourage immediate supervisors to maintain an “open-door” policy related to Grievances
   c. Protect the employee voicing or filing a Grievance from retaliatory action against the aggrieved employee
   d. Promptly address employee grievances and attempt to avoid the unnecessary escalation of the issue.
   e. Handle employee grievances with compassion and respect
   f. Conduct formal meetings facilitated by the HR Coordinator consequential to a formal Grievance being filed (as described in Step 4 above)
   g. Conduct independent investigation where applicable to determine the validity of employee grievances.
   h. Prepare written findings of any formal meeting conducted pursuant to this policy.

4. The HR representative:
   a. Is not empowered to make any decision with respect to the Grievance or to make any policy decisions.
   b. Shall document all steps and maintain accurate and thorough records throughout the entire grievance process.
   c. Shall facilitate all meetings and hearings between the employee and the management of the District
   d. Shall help guide the employee through the grievance process.