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 HEARING FOR:
Use of Uniform Method of Collecting Non Ad Valorem Assessments
TIME SPECIFIC 5 PM
F. 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.

G. ENGINEER REPORT

H. BULK ITEMS
1. Minutes of Nov. 19, 2013

I. FINANCIAL REPORT
2. Pending Payments

J. COMMISSIONER'S ITEMS

K. OPERATIONS REPORT

L. LEGAL COUNSEL REPORT
3. Grievance Policy (Continuation of Review from Nov. 19)
4. Elderly and Disabled Veteran Base Rate Discount Impact

M. GENERAL MANAGER'S REPORT
5. 2014 Meeting Dates

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: December 3, 2013

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

SUBJECT:

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager ____________ Date: 11/6/2013

Originating Department: Finance/Assessments

Costs: Funding Source:

Acct. #

Department Review:

[ ] District Counsel [ ] Engineering
[ ] General Manager [ ] Clerk
[ ] Finance [ ] Customer Service

Attachments:
1. Resolution 38-12-13

Advertised:

Date: ________________ Paper: ________________

[ ] Not Required

Summary Explanation/Background:

KLWTD stating their intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised

KLWTD Form F-3
Prepared: 03/07/2012
RESOLUTION NO. 38-12-13

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District (the “District”) is contemplating the imposition of special assessments for the provision of wastewater management infrastructure;

WHEREAS, the District intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing wastewater management services to property within the unincorporated area of the District as authorized by section 197.3632(3)(a), Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2014, in the same manner as provided for ad valorem taxes; and

WHEREAS, the District held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF KEY LARGO, FLORIDA, THAT:

Section 1. Commencing with the Fiscal Year beginning on October 1, 2014, and with the tax statement mailed for such Fiscal Year, the District intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632(3)(a), Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing wastewater management services. Such non-ad valorem assessments shall be levied within the unincorporated area of the District. The area potentially subject to the assessment is described as follows:

The territory consisting of Key Largo, including all lands east of Tavernier Creek, including Tavernier, Key Largo, and Cross Key, with the exception of Ocean Reef, all in Monroe County, Florida.

Section 2. The District hereby determines that the levy of the assessments is needed to fund the cost of wastewater management services within the unincorporated area of the District.
Section 3. Upon adoption, the Board Clerk is hereby directed to send a copy of this Resolution to the Florida Department of Revenue, the Monroe County Tax Collector, and the Monroe County Property Appraiser by December 31, 2013.

Section 4. EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED this 3rd day of December, 2013.

The foregoing RESOLUTION NO. 38-12-13 was offered by Commissioner, who moved its approval. The motion was seconded by Commissioner, and being put to a vote the result was as follows:

<table>
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<tr>
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<th>AYE</th>
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<tbody>
<tr>
<td>Chairman Gibbs</td>
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<td>Commissioner Asdourian</td>
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<td>Commissioner Higgins</td>
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<tr>
<td>Commissioner Tobin</td>
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</tbody>
</table>

The Chairman thereupon declared Resolution No. 38-12-13 duly passed and adopted the 3rd day of December 2013.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ________________________

Chairman, Steve Gibbs

ATTEST: Approved to as to form and legal sufficiency

__________________________
Carol Walker, Clerk

__________________________
General Counsel, Ray Giglio

SEAL
TAB 2
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Dec. 3, 2013  Agenda Item No. 1

[ ] PUBLIC HEARING  [ ] RESOLUTION

[ ] DISCUSSION  [ ] BID/RFP AWARD

[X] ACTION ITEM  [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of Nov. 19, 2013

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

Approved by General Manager
Date: 11/21/2013

Originating Department: Clerk

Costs: £

Funding Source:

Department Review:

[] District Counsel
[X] General Manager

[ ] Engineering
[ ] Clerk
[Operations]

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 Commission Meeting at 3:00 PM. Present were Chairman Steve Gibbs, Commissioners, Andy Tobin, Norman Higgins, David Asdourian, and Robbie Majeska. Also present were Chief Information Officer, Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

BOCC Carruthers led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Asdourian changed the Grievance Policy to discussion from action. Commissioner Majeska changed the purchase of three vehicles from action to discussion, possible action and moved the Fourth Quarter Budget Report to right after Public Comment.

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

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
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<tbody>
<tr>
<td>Commissioner Higgins</td>
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<td>Commissioner Majeska</td>
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<td>Chairman Gibbs</td>
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</table>

Motion passed 4 to 0

Monroe County Commissioner Carruthers and County Administrator Roman Gastesi
The Board discussed parity in the wastewater assessment charges in the Keys. There was a discussion of the District putting in a 71/2 million dollars request from the sales tax fund from the County.

The Board directed staff to have an agreement ready by April 2014 for the County that has a soft target number for achieving parity; one with getting the Mayfield Grant and one without the Mayfield Grant.
PUBLIC COMMENT
Name & Address  Subject
N/A

FINANCE
Fourth Quarter Budget Report

Peter Rosasco reviewed the report.

RESOLUTION NO. 37-11-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE DISTRICT BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 2013; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Majeska made a motion to approve Resolution No. 37-11-13. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Commissioner Higgins</td>
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<td>Chairman Gibbs</td>
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</table>

Motion passed 4 to 0

ENGINEER'S REPORT
Dan Saus reported the shallow wells are finished and the District will be doing the piping.

BULK ITEMS
Minutes of Nov. 21, 2013.

Motion: Commissioner Asdourian made a motion to approve Minutes of November 21, 2013. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
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</table>

Motion passed 4 to 0
RESOLUTION NO. 34-11-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF
ONE TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2007 NON-AD VALOREM
ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

Motion: Commissioner Higgins made a motion to approve Resolution No. 34-11-13.
Commissioner Asdourian seconded the motion.

Vote on Motion

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<th>Member</th>
<th>Yes</th>
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Motion passed 4 to 0

RESOLUTION NO. 35-11-13
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING
THE REMOVAL OF ONE TAX PARCEL FROM THE 2009 NON-AD VALOREM ASSESSMENT
WHERE THE ASSESSED VALUE IS BELOW THE THRESHOLD FOR WHICH A TAX BILL IS
GENERATED BY THE MONROE COUNTY TAX COLLECTOR; AND PROVIDING FOR
APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Higgins made a motion to approve Resolution No. 35-11-13.
Commissioner Majeska seconded the motion.

Vote on Motion

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<th>Yes</th>
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Motion passed 3 to 1

FINANCIAL
Pending Payments of Nov. 19, 2013

Motion: Commissioner Majeska made a motion to accept the pending payments of
Nov. 19, 2013 contingent upon the availability of funds. Commissioner
Higgins seconded the motion.

Vote on Motion

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<th>Member</th>
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<td>Commissioner Higgins</td>
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RESOLUTION NO. 36-11-13
A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING RESOLUTION NO. 36-11-12; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

Motion: Commissioner Asdourian made a motion approve Resolution No. 36-11-13. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 4 to 0

COMMISSIONER'S ITEMS
Notice to Low Flow Commercial Property Owners
Commissioner Tobin would like to help commercial property owners who have 1 EDU and no grease pump. He suggested either purchasing the required pump and/or financing the purchase of it. The Board would like the General Manager to email a list of commercial properties with their EDU counts and if they are connected or not.

OPERATION'S REPORT
Purchase one 2014 Ford Super duty F-550 Regular Cab, $45,837.00

Motion: Commissioner Higgins made a motion to approve the purchase of a 2014 Ford Super duty F-550 Regular Cab at $45,837.00. Commissioner Majeska seconded the motion.

Vote on Motion

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Motion passed 4 to 0
TIME EXTENSION

Motion: Commissioner Asdourian made a motion to extend the meeting for 30 minutes. Commissioner Higgins seconded the motion.

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Motion passed 4 to 0

GENERAL MANAGER’S REPORT

2\textsuperscript{nd} TIME EXTENSION

Motion: Commissioner Asdourian made a motion to extend the meeting for 30 minutes. Commissioner Higgins seconded the motion.

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<th>Member</th>
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Motion passed 4 to 0

Legal Service Agreement with Feldman Morgado PA

Motion: Commissioner Majeska made a motion to approve the Legal Service Agreement with Feldman Morgado PA. Commissioner Asdourian seconded the motion.

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<thead>
<tr>
<th>Member</th>
<th>Yes</th>
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</table>

Motion passed 4 to 0
LEGAL COUNSEL REPORT
Grievance Policy

Commissioner Asdourian reviewed his requested changes.

3\textsuperscript{RD} TIME EXTENSION

Motion: Commissioner Majeska made a motion to extend the meeting for 30 minutes. Commissioner Higgins seconded the motion.

<table>
<thead>
<tr>
<th>Member</th>
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</table>

Motion passed 4 to 0

This item was continued to the December 3\textsuperscript{rd} meeting.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 7:13 PM.

The KLWTD meeting minutes of Nov. 19, 2013 were approved on Dec. 3, 2013.

________________________
Chairman Gibbs

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

Agenda Request Form

Meeting Date: December 3, 2013  Agenda Item No. 2

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

SUBJECT: Pending Payments (Check Disbursement Report)

RECOMMENDED MOTION/ACTION: Approve Pending Payments / Check Disbursement Report

Approved by General Manager ___________________ Date: 11/21/2013

<table>
<thead>
<tr>
<th>Originating Department: Finance</th>
<th>Costs: $136,786.87</th>
<th>Attachments: Pending Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs: $136,786.87</td>
<td>Funding Source: Acct. # see attached</td>
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</tbody>
</table>

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

Advertised:
Date: 
Paper: 
[X] Not Required

Yes I have notified everyone______________
Or
Not applicable in this case______________
Please initial one.

Summary Explanation/Background:
Pending Payments / Check Disbursement Report for Board review and approval.

Resulting Board Action:
☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
<table>
<thead>
<tr>
<th>Check #</th>
<th>Payee</th>
<th>Description</th>
<th>Description Type or Itemized Account</th>
<th>Total $ Amount:</th>
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<tr>
<td>4336</td>
<td>Danise D. Henriquez, CFC</td>
<td>Title &amp; Registration - Vactron Trailer</td>
<td>Admin</td>
<td>129.10</td>
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<td>4337</td>
<td>Clerk of the Court</td>
<td>Resolution Recording Fees</td>
<td>Coll/Maint</td>
<td>74.00</td>
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<tr>
<td>4338</td>
<td>AMSOIL Inc</td>
<td>Oil Analysis Testing</td>
<td>Plant</td>
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<td>Computer Equip., Tools, Lic.Rev., Postage, Travel</td>
<td>Construction</td>
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<td>4339</td>
<td>Bank of America (P-Card)</td>
<td>Exp. to Conf. in Chicago</td>
<td>CS/IT</td>
<td>1,852.85</td>
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<tr>
<td>4340</td>
<td>Brown &amp; Brown Insurance</td>
<td>25% &amp; 25% installments</td>
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<td></td>
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<tr>
<td>4341</td>
<td>CBT Construction</td>
<td>7 partition walls for district office</td>
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<tr>
<td>4342</td>
<td>Chris Wright</td>
<td>Reimbursement for truck #5 bed cover</td>
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<tr>
<td>4343</td>
<td>Comcast</td>
<td>Internet @ Plant and Vac. Station</td>
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<td>4344</td>
<td>Dumont Company Inc.</td>
<td>Chemicals for Plant</td>
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<tr>
<td>4345</td>
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**CHECK DISBURSEMENT REPORT FOR KEY LARGO WASTEWATER TREATMENT DISTRICT**

**CHECK DATE FROM 11/15/2013 - 11/21/2013**
TAB 4
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: DEC. 3, 2013
Agenda Item No. 3

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

SUBJECT: Grievance Policy.

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 11/15/2013

Originating Department: Legal
Costs: $
Funding Source:

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

[ ] Engineering
[ ] Clerk
[ ] Operations

Attachments: Policy

Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Continued from Nov. 19 meeting

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 conducted 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 modifications 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 or the General Manager, 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 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 Commissioners 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
d. Promptly address employee grievances and attempt to avoid the unnecessary escalation of the issue.

e. Handle employee grievances with compassion and respect.

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.
KEY LARGO WASTEWATER TREATMENT DISTRICT  
Agenda Request Form

Meeting Date: December 3, 2013

Agenda Item No. 4

[ ] PUBLIC HEARING

[ ] RESOLUTION

[X] DISCUSSION

[ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM

[ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Presentation on Impact of Elderly and Disabled Veteran Base Charge Discount.

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation

Approved by General Manager __________________________ Date: 11/21/2013

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Summary Explanation/Background:

Diane Oberheu will give a presentation on the impact of KLWTD giving an elderly and disabled veteran discount for monthly billing base charge.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised

KLWTD Form F-3
Prepared: 03/07/2012
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Dec. 3, 2013  

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

SUBJECT: Board Meetings

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 11/14/2013

Originating Department:  
Costs: $0  
Funding Source: n/a  
Attachments: Calendar

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

[ ] Engineering  
[ ] Clerk  
[ ] [Operations]

Advertised:
Date:  
Paper:  
[X] Not Required

Summary Explanation/Background: Please review calendar with meeting dates for next year and approve.

Resulting Board Action:

☑ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
2014

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calendarhalls.com