KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
COMMISSION MEETING AGENDA

Jan. 14, 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037

Steve Gibbs  Chair
Andrew Tobin  Vice Chair
Robert Majeska  Secretary-Treasurer
Norm Higgins  Commissioner
David Asdourian  Commissioner
Margaret Blank  General Manager
Ray Giglio  General Counsel
Carol Walker  District Clerk

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

A. CALL TO ORDER - PLEASE MUTE CELL PHONES

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

E. PUBLIC COMMENT
   Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before the meeting starts.
F. PRESENTATION
1. Customer Appeal Process

G. BULK ITEMS

H. COMMISSIONER'S ITEMS

I. CUSTOMER SERVICE
3. Billing Appeal Pierre Bellion AK 1591530
4. EDU Adjustment of AK 8695314, 1094412 Quiescence Dive

J. OPERATIONS REPORT
5. WWTP Fencing Modifications

K. FINANCIAL REPORT
6. Employee Grievance Policy

L. LEGAL COUNSEL REPORT
7. RESOLUTION NO. 03-01-14
   A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REQUESTING THE ASSISTANCE OF STATE REPRESENTATIVE HOLLY RASCHEIN, TO REVISE THE PROVISIONS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ACT TO AUTHORIZE THE DISTRICT TO PRESCRIBE, FIX, AND ESTABLISH A SPECIAL LOWER RATE, FEE, RENTAL, OR OTHER CHARGE ON THE RESIDENTIAL ACCOUNT OF ANY PERSON WHO IS SIXTY YEARS OF AGE OR OLDER OR A TOTALLY AND PERMANENTLY DISABLED AMERICAN VETERAN MEETING LOW INCOME STANDARDS.

M. GENERAL MANAGER'S REPORT

N. COMMISSIONER'S 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
TAB 2
TAB 3
TAB 4
TAB 5
TAB 6
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Jan. 14, 2014

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

SUBJECT: Customer Appeal Process

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date:

Originating Department: Customer Service
Costs: 0
Funding Source:

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

[ ] Engineering
[ ] Clerk
[Operations]
[Customer Service]

Advertised:
Date: 
Paper:
[X] Not Required

Summary Explanation/Background: Diane Oberheu will give a presentation at the meeting.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
TAB 2
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Jan. 14, 2014

[ ] PUBLIC HEARING
[ ] RESOLUTION

[ ] DISCUSSION
[ ] BID/RFP AWARD

[X] ACTION ITEM
[ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of Jan. 7, 2014

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

Approved by General Manager

Date: 1/9/2014

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

[X] 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 4:00 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.

Paul Christian led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Tobin removed the Adjustment to AK8695314 and AK1094412 and asked that it be continued to Jan. 14, 2014. Commissioner Majeska requested that the General Manager give a report on Funding. Chairman Gibbs requested an update on communications and Rule Changes and a report on asking that the District’s Enabling Legislation be updated to allow discounts to low income seniors and disabled veterans; he also requested a report from Operations on alarm companies.

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

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
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<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Majeska</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Asdourian</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Gibbs</td>
<td>X</td>
<td></td>
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Motion passed 5 to 0

PUBLIC COMMENT
Name & Address  Subject
Pierre Bellion, Key Largo  Overcharged on water bill
BULK ITEMS
Minutes of Dec. 3, 10, & 17, 2013

Motion: Commissioner Majeska made a motion to approve the Bulk Items of Jan. 7, 2014. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
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<tr>
<td>Commissioner Majeska</td>
<td>X</td>
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</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Asdourian</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Gibbs</td>
<td>X</td>
<td></td>
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Motion passed 5 to 0

COMMISSIONER’S ITEMS
BOCC Meeting
The General Manager reported that the District is not on the next BOCC meeting agenda. The Board directed the Manager to try and get the District on the next meeting in Key Largo.

Update on Communications and Rule Changes
Staff reported that in the Grinder Pump Resolution that the Board adopted, there is a provision that affected homeowners will be notified by mail as well as by ads in the paper if a change to the resolution is being considered.

OPERATION’S REPORT
Grinder Pump Station Installation Bid Award

Motion: Commissioner Tobin made a motion to approve staff’s recommendation to award the apparent low bidder for the Grinder Pump Station Installation Bid to Keys Contracting Services in the amount of $132,500 for the first 25 units directing staff to do their Due Diligence and come back with the approved work schedule before contract is executed. Commissioner Asdourian seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
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<td>Commissioner Majeska</td>
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<tr>
<td>Commissioner Tobin</td>
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<tr>
<td>Commissioner Asdourian</td>
<td>X</td>
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</tr>
<tr>
<td>Chairman Gibbs</td>
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<td></td>
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</table>

Motion passed 5 to 0

Report on Alarm Monitoring System
Dan Saus explained that he is working with High Tide and there will be a demonstration in a few months.

Ed Castle is working on getting Building Code Revised and/or having the interpretation changed to allow for the installation of “tobin valves.”

**FINANCE**

*Pending Payments*

**Motion:** Commissioner Tobin made a motion to approve the Pending Payments of Jan. 7, 2014 contingent upon the availability of funds. Commissioner Majeska seconded the motion.

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<tr>
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<th>No</th>
<th>Other</th>
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</thead>
<tbody>
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<tr>
<td>Commissioner Majeska</td>
<td>X</td>
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<tr>
<td>Commissioner Tobin</td>
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<td>Commissioner Asdourian</td>
<td>X</td>
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</tr>
<tr>
<td>Chairman Gibbs</td>
<td>X</td>
<td></td>
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</tr>
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</table>

Motion passed 5 to 0

The Board directed the General Manager to put Doug Manson on a monthly retainer in the amount of $250.

Finance was directed to send the Board the monthly check registers from BB&T once a month.

**LEGAL COUNSEL REPORT**

*Special Circumstances Section of Grievance Policy*

Board directed staff to include in the Grievance Policy the statement that the policy only applies to positions below senior staff. They should also remove the step two and all lined out words in the presented changes.

**GENERAL MANAGER’S REPORT**

Margaret Blank reported that the State is considering a requirement that grant money be used for only new construction projects. She stated that staff is looking at new construction projects that would save the District money or would generate income.

Commissioner Majeska said that that Monroe County does not need stimulus money to create new jobs. The unemployment rate is 3.2 per cent. Any business down here would love to grow but they cannot get new employees because the cost of living is so high in Monroe County. Key Largo citizens need relief from the high cost of living (which includes sewer rates) not a onetime stimulus to create more jobs for some big company from up north.
The Board directed staff to write a letter signed by the Board, to the Governor letting him know where the District stands per Commissioner Majeska's comments.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 5:58 PM.

The KLWTD meeting minutes of Jan. 7, 2014 were approved on January 14, 2014.

__________________________
Chairman Gibbs

__________________________
Carol Walker, CMC District Clerk
Meeting Date: January 14, 2014

Subject: Billing Appeal – AK#1591530 – Pierre Bellion

Recommended motion/Action: Approval of Staff Recommendation

Summary Explanation/Background:
Customer lives in a duplex where each side has a water meter and receives a separate monthly FKAA bill. Each meter was charged 2.0 EDU instead of 1.0 EDU per meter (total of 4.0 EDU for the duplex).

Customer requested EDU assignment to be reduced and to be refunded for all incorrect billing. Billing was reduced and a 60 day credit was given at the time of request. Per KLLTD General Rules and Regulations Section 10.06(2)(i) “the District shall not be obligated to make any adjustment of monthly charges unless a written request is received within sixty (60) days of the bill date”

Customer is dissatisfied with only receiving 60 day credit and is requesting a refund of the remaining base charge overage.

Resulting Board Action:
- [ ] Approved
- [ ] Tabled
- [ ] Disapproved
- [ ] Recommendation Revised
Request for Review of Initial Pre-Payment amount or Monthly Base Charge and Adjustment of Fees and Charges for Wastewater Service

*Name: bellion pierre marc  
*Date of Request: oct 30 2013

*Service Address: 186 harborview drive  
L3 B5 D2 Duplex

*Phone: 3057313356  
Email: gpdesserts@aol.com

Alternate Key (AK): 1591530  
RE/Parcel ID: 008280000000

FKAA Account No: 553168-044252  
FKAA Meter No: 1834149761

*Reason for Request: We pay double base facility charge other tenant in duplex also pays double

*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  

certf  

certif  

Date: oct 30 2013

"*" Denotes Required Fields
A Message from Florida Keys Aqueduct Authority

We have not received a payment as of this statement date and your account is now past due. To avoid disconnection, please make a payment immediately. If you have paid, thank you for your payment, and please disregard this message.

Meter Reading Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Period</th>
<th># of Days</th>
<th>Meter Number</th>
<th>Reading Type</th>
<th>Previous Reading</th>
<th>Current Reading</th>
<th>Total Consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>09/24/2013-10/23/2013</td>
<td>29</td>
<td>1834149761</td>
<td>Actual</td>
<td>978</td>
<td>1022</td>
<td>4400 Gal</td>
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</tbody>
</table>

Detail of Current Usage

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Water base facility charge</td>
<td>13.43</td>
</tr>
<tr>
<td>Water usage charge</td>
<td>24.82</td>
</tr>
<tr>
<td>Wastewater base facility charge</td>
<td>67.20</td>
</tr>
<tr>
<td>Wastewater usage charge</td>
<td>23.19</td>
</tr>
<tr>
<td>Service total</td>
<td>$128.64</td>
</tr>
</tbody>
</table>

Total current charges $128.64

Please detach and return bottom portion with your payment. Please retain top portion for your records.

Please include your account number on your check and make payable to FKAA.
(ii) Monthly Volumetric Charge. Except under one of the circumstances below and at the sole discretion of the General Manager, there shall be no adjustment of a Monthly Volumetric Charge for any given month. They include:

1) The Customer provides proof of and FKAA confirms an error in the meter reading.

2) The Customer has properly filed for and successfully obtained a credit from FKAA under the FKAA Leak Abatement Program. The credit of wastewater charges shall be calculated based upon $5.27 times the number of gallons that the FKAA has credited as part of their abatement credit divided by 1,000.

(2) Procedures for District review:

(i) A Customer may request adjustment of monthly charges at any time within sixty (60) days after the date of a bill for wastewater Service. The District shall not be obligated to make any adjustment of monthly charges unless a written request is received within sixty (60) days of the bill date, unless otherwise addressed in the provisions of this Section. The District may initiate a review and possible adjustment of monthly charges at any time.

(ii) A Customer request for review must contain:

1) A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate;

2) The rules, statutes, and other legal authority that the owner contends form the basis for relief;

3) A demand for the relief which the owner believes is appropriate; and

4) Such other information which the owner believes to be material to the request for review.

(iii) The request for review must be delivered to the District Customer Service Department where, upon receipt, it shall be appropriately logged and time stamped. Acceptable methods of delivery include US Postal Service or other third party delivery service, facsimile, electronic mail (e-mail) or in person.

(iv) The District staff shall review the request using the following process:

1) District Staff will exercise due diligence to undertake review of a Customer request promptly. If practicable, District staff will issue a recommended decision to the Board within fifteen (15) Business Days after receipt of a completed Customer request for review.

2) At any time prior to or during staff review, the District may conduct one or more informal discussions with the owner, and may request additional information and documentation. A requested is not considered completed until after all additionally requested documentation has been submitted to the District.

3) The Assessment Coordinator will review the EDU assignment of the Customer's account, using the methodology provided in the most recent non-ad valorem Assessment resolution under which the District assessed the Tax Parcel. If the Customer's account is one of two or more accounts for service on a single Tax Parcel and the Assessment Coordinator finds that there is sufficient evidence to change the EDU
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: January 14, 2013

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

SUBJECT: EDU Adjustment of AK#8695314 & 1094412 – Quiescence Dive

RECOMMENDED MOTION/ACTION: Approval of Staff Recommendation

Approved by General Manager

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AK#8695314: 8,460 Increase</td>
</tr>
<tr>
<td></td>
<td>AK#1094412: 25,380 Decrease</td>
</tr>
<tr>
<td></td>
<td>Total Adjustment: 16,920 Decrease</td>
</tr>
</tbody>
</table>

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

Attachments: 1. EDU Calculator 2. Recommended Decision of Wastewater Base Facility Charge Review 3. Recommended Decision of Assessment Reviews (2) 4. Map:

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

Summary Explanation/Background:
A review of water usage for the water meter associated with the two parcels referenced above resulted in an EDU reduction from 15.0 EDU to 9.0 EDU.

<table>
<thead>
<tr>
<th>AK#</th>
<th>Parcel Owner</th>
<th>Current Assessment</th>
<th>Recommended Assessment</th>
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<tbody>
<tr>
<td>1094412</td>
<td>Zender, INC.</td>
<td>14.0</td>
<td>5.0</td>
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<tr>
<td>8695314</td>
<td>Robert Bleser</td>
<td>1.0</td>
<td>4.0</td>
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</tbody>
</table>

AK#1094412 services 5 dwelling units and should be assessed 5.0 EDU.

AK#8695314 services Quiescence Dive and should be assessed the remaining 4.0 EDUs based on the water usage calculations (9.0-5.0=4.0).

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

KLWTD Form F-3 Prepared: 03/07/2012
# EDU Calculation Summary

<table>
<thead>
<tr>
<th>AK#</th>
<th>Year Assessed</th>
<th>Owner</th>
<th>PC Code</th>
<th>Original Assessment</th>
<th>Recommended Adjustment</th>
<th>Current Water Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>8695314</td>
<td>2006</td>
<td>LINUS ZENDER</td>
<td>31 - DIVE SHOPS</td>
<td>1.0</td>
<td>4.0</td>
<td>9.0</td>
</tr>
<tr>
<td>1094412</td>
<td>2006</td>
<td>LINUS ZENDER</td>
<td>08 - MULTI FAMILY LESS THAN 10UNITS</td>
<td>14.0</td>
<td>5.0</td>
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<table>
<thead>
<tr>
<th>Service Address</th>
<th>FKAA Location</th>
<th>Meter Number</th>
<th>Tenant</th>
<th>EDUs Billed</th>
<th>Recommended Adjustment</th>
<th>Current Water Usage</th>
<th>EDU Change Per Meter</th>
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<tbody>
<tr>
<td>103680 OVERSEAS HWY (MOTEL)</td>
<td>005930</td>
<td>1831829020</td>
<td>LINUS ZENDER</td>
<td>15.0</td>
<td>9.0</td>
<td>9.0</td>
<td>-6.0</td>
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*Only one water meter services two parcels.*
### Water Usage Calculations

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<tr>
<th>Year</th>
<th>Month</th>
<th>Monthly Consumption (Gal)</th>
<th>3 Month Consumption (Gal)</th>
<th>64 E Calculation</th>
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<tbody>
<tr>
<td>2010</td>
<td>DEC</td>
<td>24300</td>
<td>80,900</td>
<td>64 E Calculation</td>
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<td></td>
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<td>OCT</td>
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Notes/Comments: Only one meter services both AK#8695314 and 1094412.
RECOMMENDED DECISION of WASTEWATER BASE FACILITY CHARGE REVIEW

November 4, 2013

AK: 1094412/ FKAA Acct: 506080-005930
LINUS ZENDER
103680 OVERSEAS HWY
KEY LARGO, FL 33037-2837

For property located at: 103680 OVERSEAS HWY, KEY LARGO

Dear Customer,

This letter is your official notification for the findings of the review and recommended decision regarding the adjustment of the Equivalent Dwelling Unit ("EDU") assignment for the above referenced property. A review of water usage for the time period from January 1, 2010 to December 31, 2012 was calculated per Key Largo Wastewater Treatment District’s ("KLWTD") Rules and Regulations. A mixed use parcel such as the property referenced above is also subject to the KLWTD 2013 Final Assessment Resolution 25-08-13,

A review of water consumption resulted in the following recommended adjustments:

<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>15.0</td>
<td>9.0</td>
</tr>
<tr>
<td>(On FKAA Bill: EDU Assignment X $33.60)</td>
<td>$504.00</td>
<td>$302.40</td>
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This recommendation 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, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. 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 you have 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)

connecting is an improvement in environmental balance
Dear Property Owner:

In accordance with the Key Largo Wastewater Treatment District's ("KLWTD") Resolution No. 25-08-13 ("Resolution"), a KLWTD initiated review of your wastewater assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review, recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The Resolution dictates that your Equivalent Dwelling Unit ("EDU") assignment be based upon:

"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel..."

The Resolution further states that, "a Mixed-Use Tax Parcel shall be assigned at least one EDU for each Dwelling Unit plus at least one EDU. If the number of EDU's calculated on the basis of flow is greater than the number of Dwelling Units plus one, the Mixed-Use Tax Parcel shall be assigned the greater number of EDU's."

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

<table>
<thead>
<tr>
<th>Prior to Review*</th>
<th>Adjusted</th>
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</thead>
<tbody>
<tr>
<td>EDU Assignment</td>
<td>14.0</td>
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</tbody>
</table>

*Based on current outstanding assessment balance

This recommendation 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, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. 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 contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com should you have further questions.

Sincerely,

Diane Oberheu  
Assessment Coordinator  
Key Largo Wastewater Treatment District

Margaret Blank  
General Manager  
Key Largo Wastewater Treatment District

Connecting is an improvement in environmental balance

KLWTD Letter FL-5
AK: 8695314
BLESER ROBERT DAVID
103680 OVERSEAS HWY
KEY LARGO, FL 33037-2897

Dear Property Owner:

In accordance with the Key Largo Wastewater Treatment District's ("KLWTD") Resolution No. 25-08-13 ("Resolution"), a KLWTD initiated review of your wastewater assessment was conducted for the parcel listed above. This letter is your official notification for the findings of this review, recommended decision that will be presented to the KLWTD Board of Commissioners for action and your rights pertaining to these findings.

The Resolution dictates that your Equivalent Dwelling Unit ("EDU") assignment be based upon:

"... [a] review [of] the available [FKAA] metered water consumption (in gallons) for all qualified Water Meters attributable to a particular Tax Parcel..."

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<tr>
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<tr>
<td>EDU Assignment</td>
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</table>

*Based on current outstanding assessment balance

This recommendation 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, if you would like to challenge these findings, it is your right to have a public hearing before the Board of Commissioners where you may submit any evidence that you have. 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 contact me at (305) 451-4019 ext 210 or diane.oberheu@klwtd.com should you have further questions.

Sincerely,

Diane Oberheu
Assessment Coordinator
Key Largo Wastewater Treatment District

Margaret Blank
General Manager
Key Largo Wastewater Treatment District

CC: KLWTD Commissioners

(Revised: 08/06/2013)
AK#86995314 & 1094412
Quiescence Dive / Zender, INC.

Disclaimer: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.
Summary Explanation/Background:

The installation of the digester tank at the plant will remove approximately 10 parking spaces currently used by staff for parking their personal vehicles. In order to provide the required parking I am recommending relocating the front gate approximately 100 feet to the east to make it flush with the FKAA entrance. This modification will give us the spaces we lost. Inside the relocated gate gravel will be provided by Fountain Engineering as a part of their restoration from the Islamorada force main piping installation. The date on the attached quote is old but I have confirmed over the telephone that the pricing will be honored.
We propose to furnish and install a fence in accordance with quantities and sizes listed below. Before installation has begun, purchaser is to establish property line and grade stakes and to remove all obstructions that may interfere. It will be the customer’s responsibility to indicate the locations of any underground installations.

**DIAGRAM OF FENCE**

Main Plant

90 days warranty on parts & labor for relocation of operator & entry system

**MATERIAL LIST**

For installing 190’ of 72” -9 gauge x 2” mesh black vinyl chain link fence with color coordinated poly vinyl coated framework, except existing cantilever. Relocate & recover cantilever gate with black vinyl fabric and existing walk gate relocate/paint black/rewire. Remove & dispose of 76’ of 6’ galv. chain link fence.

Using:

- 2 ½” o.d. DQ40 black pipe terminal posts
- 2” o.d. DQ40 black pipe line posts
- 1 5/8” o.d. DQ40 black pipe toprail
- Black tension wire bottom

Relocate existing Elite gate operator, photo beams, phone entry system, & free exit loop. Jackhammer existing operator pad down to grade. New pad poured as needed. No electrical work proposed.

Material and Labor $9695.00

**PAYMENT SCHEDULE**

50% deposit

Balance Due upon completion of job

**APPROVED & ACCEPTED**

BY: ________________________________  SELLER

**SIGN & RETURN:**

(X) ________________________________ PURCHASER

In the event the money due hereunder, or any portion thereof, has to be collected on demand of any Attorney or by suit, the purchaser agrees to pay all cost of collection including interest at the highest legal rate and a reasonable attorney’s fee. All past due accounts are subject to a FINANCE CHARGE per of 1½ per cent per month (18% Annual Percentage Rate).
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: January 14, 2014  Agenda Item No. 6

[ ] PUBLIC HEARING  [ ] RESOLUTION
[x] DISCUSSION  [ ] BID/RFP AWARD
[ ] ACTION ITEM  [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Employee Grievance Policy

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 1/9/14

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Summary Explanation/Background:

This is the latest (and perhaps final) version of the District's Grievance Policy.

Resulting Board Action:

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

Effective Date: (XX/XX/XXXX)
Revision Date: (01/14/14)

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" and an aggrieved employee who has filed a Formal Grievance shall be referred to as the "Grievant." The following are the steps an aggrieved 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, 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 aggrieved 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 (the “Grievant”).
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 Grievant to resolve the Grievance, if applicable.
7. The Grievant’s desired resolution of the Grievance.
8. The date the Grievance is being filed

Step 3 – Receipt of Formal Grievance

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

Step 4 – Formal Meeting

Within seven (7) working days of filing the Formal grievance, the HR representative shall schedule a Formal Meeting with the following individuals:

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

*If the HR representative shall find it inappropriate or impracticable to include this particular person, a substitute shall be selected by the General Manager.

The purpose of the Formal Meeting shall be to give employees an opportunity to have their Grievances 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 Grievant regarding the Grievance. The Senior Staff Representative, upon hearing the 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 Grievant 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 Grievant the reasons for that decision.

Step 5 – Appeal

Upon completion of the Formal Meeting, if the Grievant is unsatisfied with the final outcome, the Grievant may, within five (5) days of notification of the step 4 decision, 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 Grievant
7. Grievants 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 Grievants an opportunity to have their 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 Grievance was handled improperly and direct that step 4 be repeated; or
2. Determine that the Grievance was handled properly but adjust the findings to facilitate a resolution agreeable to the Grievant; or
3. Determine that the Grievance was handled properly and ratify the decision to decline the Grievance. In such event, the General Manager shall explain to the Grievant the reasons for that decision. The decision of the General Manager shall be final and the Grievant shall have no further right of appeal.
SPECIAL CIRCUMSTANCES

1. If the Grievant, or 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. Employees who feel that they have a Grievance that involves a member of the District’s Board of Commissioners, may take their Grievance to the District Counsel.
   a. District Counsel shall advise such aggrieved employees of their rights and options and shall conduct an investigation of the matter.
   b. After conducting an investigation, District Counsel shall, if appropriate:
      1) Bring the matter to the attention of the individual commissioner(s) involved.
      2) Bring the matter to the attention of the entire board.
      3) Refer the matter to the appropriate governmental agency for further action.
   c. District Counsel shall also, to the extent possible and practicable:
      1) Keep the matter and communications with the aggrieved employee confidential.
      2) Insure that the aggrieved employee is not subjected to any retaliation or disciplinary action.

GENERAL PROVISIONS

1. Under no circumstances can the General Manager, the District Counsel, or other members of Senior Staff file a Grievance under the provisions of this policy.

2. 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.

3. 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.

4. Unless both parties have agreed, in writing, to an extension of time, the failure of Grievants to follow the time limits contained herein will result in an automatic, final, and binding denial of their Grievance.
5. The Formal Grievance, any documentation submitted, and all findings will become public records and may be subject to inspection by third parties in accordance with Florida public records laws.

6. Once reduced to writing, the text of a grievance shall remain unaltered as the Grievance progresses through any additional stages.

7. Any discussions and communications with the HR Representative regarding a Grievance whether made on District property or not and whether made while the HR Representative 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.

8. 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.

9. 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 appropriate, local law enforcement. Failure to do so may result in disciplinary action, up to and including termination.

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

11. 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. Grievant: It is the responsibility of the employee(s) who feels aggrieved:
   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. Therefore, immediate supervisors involved in an employee Grievance shall:
a. Take all measures to ensure that any employee Grievance is handled in a professional manner
b. Maintain an “open-door” policy related to Grievances
c. Protect the employee(s) voicing or filing a Grievance from retaliatory action
d. Promptly address employee(s) Grievances and attempt to avoid the unnecessary escalation of the issue
e. Handle employee(s) 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
   d. Promptly address employee(s) grievances and attempt to avoid the unnecessary escalation of the issue.
   e. Handle employee(s) grievances with compassion and respect
   f. Conduct Formal Meetings facilitated by the HR Representative 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.
TAB 6
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Jan. 14, 2014
Agenda Item No. 7

[ ] PUBLIC HEARING  [ ] RESOLUTION

[ ] DISCUSSION  [ ] BID/RFP AWARD

[X] ACTION ITEM  [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Legislation Change Resolution

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 1/14/2014

---

Originating Department: Legal
Costs: 0
Funding Source:

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

Engineering
Clerk
Operations

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

Summary Explanation/Background: Ray Giglio will give a verbal update about the District Legislation.

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
RESOLUTION NO. 03-01-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REQUESTING THE ASSISTANCE OF STATE REPRESENTATIVE HOLLY RASCHEIN, TO REVISE THE PROVISIONS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ACT TO AUTHORIZE THE DISTRICT TO PRESCRIBE, FIX, AND ESTABLISH A SPECIAL LOWER RATE, FEE, RENTAL, OR OTHER CHARGE ON THE RESIDENTIAL ACCOUNT OF ANY PERSON WHO IS SIXTY YEARS OF AGE OR OLDER OR A TOTALLY AND PERMANENTLY DISABLED AMERICAN VETERAN MEETING LOW INCOME STANDARDS.

WHEREAS, the Key Largo Wastewater Treatment District (hereinafter the “District”) was authorized and created by the Key Largo Wastewater Treatment District Act (Chapter 2002-337 of the Laws of Florida, as amended) (hereinafter, the “Act”), which Act became the District Charter; and

WHEREAS, Section 4 of the Act details the Powers, Functions, and Duties of the District; and

WHEREAS, subsection (2) of Section 4 of the Act authorizes and empowers the District to assess and impose non-ad valorem assessments upon the lands in the District and to fix and collect rates, rentals, fees, and charges for the use of any wastewater management system facilities; and

WHEREAS, the District would like the authority to prescribe, fix, and establish special lower rates, fees, rentals, or other charges on the residential accounts of low income persons who are sixty years of age or older or are totally and permanently disabled American veterans; and

WHEREAS, the District desires the assistance of State Representative Holy Raschein in amending the Act to authorize the District to prescribe, fix, and establish a special lower rate, fee, rental, or other charge on the residential account of any person who is sixty years of age or older or is a totally and permanently disabled American veteran, meeting low income standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT THE DISTRICT RESPECTFULLY REQUESTS THE ASSISTANCE OF STATE REPRESENTATIVE HOLY RASCHEIN IN AMENDING THE KEY LARGO WASTEWATER TREATMENT DISTRICT ACT, SUBSTANTIALLY IN ACCORDANCE WITH THE ATTACHED EXHIBIT “A”: 
RESOLVED AND ADOPTED THIS 14th DAY OF JANUARY 2014

The foregoing Resolution 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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<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
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<tbody>
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<td>David Asdourian</td>
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<td>Chairman Steven Gibbs</td>
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The Chairman thereupon declared Resolution No. 03-01-14 duly passed and adopted the 14th day of January, 2014.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: __________________________
Chairman Steven Gibbs

ATTEST: Approved as to form and legal sufficiency

Carol Walker, District Clerk

Seal