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

F. BULK ITEMS
G. COMMISSIONER'S ITEMS

H. CUSTOMER SERVICE

I. ENGINEERING REPORT
1. On Site Chemical Generation
2. Update on Solar Power at WWTP and Vacuum Stations

J. OPERATIONS REPORT

K. FINANCIAL REPORT
3. Authorizing Resolution for the SRF44061 Loan Action
   Plant Expansion/Biosolids Digester Project

L. LEGAL COUNSEL REPORT
4. RESOLUTION NO. 15-05-14
   A RESOLUTION OF THE BOARD OF COMMISSIONERS
   OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT,
   REQUESTING AND AUTHORIZING THE MONROE COUNTY, SUPERVISOR
   OF ELECTIONS TO PLACE ON THE AUGUST 26, 2014 BALLOT A
   REFERENDUM AUTHORIZING 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 DISABLED AMERICAN VETERAN MEETING
   LOW INCOME STANDARDS.

M. GENERAL MANAGER'S REPORT
5. Manager's Contract Action

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
Key Largo Wastewater Treatment District

Agenda Request Form

Meeting Date: May 20, 2014

Agenda Item No. 1

- [] Public Hearing
- [x] Discussion
- [] General Approval of Item
- [] Other:

Subject: Onsite Chemical Generation

Recommended Motion/Action: Discussion.

Approved by General Manager

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: to be determined</th>
<th>Funding Source: Mayfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review:</td>
<td>[] Engineering</td>
<td>[] Clerk</td>
</tr>
<tr>
<td></td>
<td>[] Operations Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachments:
- Onsite Chemical Generation Letter & Summary Memo

Advertised:
- Date: ________________
- Paper: ________________
- [x] Not Required

Summary Explanation/Background:

With the addition of the Islamorada sewage flows to our current flows, KLWTD will exceed the capabilities of current plant chemical storage and pumping facilities. Dan Saus and Ed Castle will discuss the attached onsite chemical storage and generation options memo.

Resulting Board Action:

☐ Approved
☐ Tabled
☐ Disapproved
☐ Recommendation Revised
MEMORANDUM

To: Dan Saus
From: Ed Castle, PE
Date: 14 May 2014
Re: On-Site Chemical Generation

Due to increasing flows with Islamorada’s flow soon being added to the District’s flow, the rate of chemical feed needs to be increased. WEC was asked to look into chemical feed pumps and larger chemical storage tanks. We also looked into the alternative of generating some chemicals on-site. The attached report provides the detailed analysis of the options.

Our research indicates that generation of sodium hydroxide (NaOH, used for odor control) and chlorine (Cl₂, used for disinfection) is a technically viable option. Generation of the other chemicals (alum and glycerin) on-site is not viable.

We evaluated a number of commercially available sodium hydroxide and chlorine generation systems. Some produce only chlorine solutions, while others produce both chlorine solution and sodium hydroxide. We determined that the systems that generate both provide the larger savings to the District.

We determined that the K with sodium hydroxide generation series provides the largest annual cost savings. It will produce 100% of the chlorine needed for disinfection and approximately 20% of the sodium hydroxide needed for odor control. Additional sodium hydroxide solution will still need to be brought in by truck.

At current flow rates, the District will save about $60,000 per year. As Islamorada hooks up over the next few years and additional, the annual savings will increase to near $150,000 per year.

The capital cost of the K series generator is approximately $1.8 M including a small stand-alone building to house the unit, and all design, permitting, CEI and administrative fee. We estimate that the payback period would be approximately 14 years if the capital investment had to be repaid.

Should the District find this concept attractive, we suggest that someone from the District’s Operations staff visit a facility where the chemical generation is being used to discuss the system with the operations staff and review operational records to verify the cost and maintenance data provided by the manufacturers.
Summary:

KLWTD currently has an average daily flow of 1.019 MGD and will be expanding capacity to 3.45 MGD. Due to this expansion the chemical feed system capacity will also need to be upgraded in order to handle the new flow rates. Three options are considered: 1. Tank Volume Increase, 2. Onsite Sodium Hypochlorite Generation, 3. Onsite Cl₂(g) & NaOH (caustic soda) generation. A graph of the estimated chemical cost savings based on flow for onsite generation can be seen below. Please note that the graph of estimated cost savings is a straight comparison of current chemical cost to the cost per gallon of equivalent chemical produced by onsite generation. This graph does not factor in capital cost, only operational and maintenance cost. This represents the estimated annual net revenue if Mayfield grant funds are used for the project and no additional debt for the capital expenditure is incurred.

![Graph of Estimated Chemical Cost Savings Per Year](image)

Based on the above information, the recommended option, if the Mayfield grant funds are authorized, is to purchase and install the K-Series (NaOH) system. The following evaluation provides additional information regarding capital costs and payback periods. It is intended to
provide the Board with an understanding of the overall life cycle cost analysis. It also provides the information necessary for decision-making should the Mayfield grant funding not be provided.

The table below gives a breakdown of the associated cost for each onsite generation option. The total capital cost shown in this table includes equipment, installation, enclosure, and engineering. Major repairs, operational cost, and amortization are factored into the estimated payback period shown in the graph below. Amortization is calculated over a 20 year period.

### Annual Estimated Savings (Not including capital cost)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KLWTD Flow (MGD)</td>
<td>1.019</td>
<td>1.3</td>
<td>1.5</td>
<td>1.9</td>
<td>2.2</td>
<td>2.5*</td>
<td>3.45</td>
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<tr>
<td>K-Series</td>
<td>$39,413.43</td>
<td>$50,282.10</td>
<td>$58,017.81</td>
<td>$73,489.22</td>
<td>$85,092.78</td>
<td>$96,696.34</td>
<td>$133,440.96</td>
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<tr>
<td>M-Series</td>
<td>$34,262.55</td>
<td>$43,710.81</td>
<td>$50,435.55</td>
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<td>$73,972.14</td>
<td>$84,059.25</td>
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<td>MicrOclor</td>
<td>$41,391.00</td>
<td>$52,805.00</td>
<td>$60,928.85</td>
<td>$77,176.55</td>
<td>$89,362.32</td>
<td>$101,548.09</td>
<td>$140,136.36</td>
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<tr>
<td>M-Series (NaOH)</td>
<td>$57,370.37</td>
<td>$73,190.85</td>
<td>$84,450.98</td>
<td>$106,971.25</td>
<td>$123,861.44</td>
<td>$140,751.64</td>
<td>$194,237.26</td>
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<tr>
<td>K-Series (NaOH)</td>
<td>$63,434.73</td>
<td>$80,927.52</td>
<td>$93,377.91</td>
<td>$118,278.68</td>
<td>$136,954.26</td>
<td>$155,629.85</td>
<td>$214,769.19</td>
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</table>

*Assumed max ADV flow for plant from 2019 through 20 year analysis

### Capital Cost of Onsite Systems

<table>
<thead>
<tr>
<th>System</th>
<th>System Cost</th>
<th>Installation Cost</th>
<th>Enclosure</th>
<th>Major Repairs (2%/yr)</th>
<th>Operational Cost/yr @2.5 MGD</th>
<th>Amortization (5%/yr)</th>
<th>Engineering/Permit/CEI</th>
<th>Total Capital Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-Series</td>
<td>$861,800.00</td>
<td>$150,000.00</td>
<td>$125,000.00</td>
<td>$17,236.00</td>
<td>$61,267.35</td>
<td>$43,090.00</td>
<td>$50,000.00</td>
<td>$1,186,800.00</td>
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<tr>
<td>M-Series</td>
<td>$423,300.00</td>
<td>$150,000.00</td>
<td>$125,000.00</td>
<td>$8,466.00</td>
<td>$73,904.44</td>
<td>$21,165.00</td>
<td>$50,000.00</td>
<td>$748,300.00</td>
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<tr>
<td>MicrOclor</td>
<td>$625,000.00</td>
<td>$100,000.00</td>
<td>$125,000.00</td>
<td>$12,500.00</td>
<td>$56,415.60</td>
<td>$31,250.00</td>
<td>$50,000.00</td>
<td>$900,000.00</td>
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<tr>
<td>M-Series (NaOH)</td>
<td>$437,100.00</td>
<td>$150,000.00</td>
<td>$125,000.00</td>
<td>$8,742.00</td>
<td>$83,858.97</td>
<td>$21,855.00</td>
<td>$50,000.00</td>
<td>$762,100.00</td>
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<tr>
<td>K-Series (NaOH)</td>
<td>$856,200.00</td>
<td>$150,000.00</td>
<td>$125,000.00</td>
<td>$17,124.00</td>
<td>$68,980.77</td>
<td>$42,810.00</td>
<td>$50,000.00</td>
<td>$1,181,200.00</td>
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</table>

### Estimated Payback Period

![Estimated Payback Period Graph]

<table>
<thead>
<tr>
<th>Payback Period</th>
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<tbody>
<tr>
<td>M-Series (NaOH)</td>
</tr>
<tr>
<td>K-Series (NaOH)</td>
</tr>
<tr>
<td>M-Series</td>
</tr>
<tr>
<td>MicrOclor</td>
</tr>
<tr>
<td>K-Series</td>
</tr>
<tr>
<td>Years</td>
</tr>
</tbody>
</table>

2
Based on the supplied data from the manufacturers, the Klorigen M-series onsite Cl\textsubscript{2} & NaOH generator appears to be the most economical option \textit{(if capital debt is incurred)} as it will produce the needed disinfection and 20% of the NaOH for the plant. It has an estimated payback period of 8.1 years with a 20 year amortization period. The expected cost savings of this system is $1.2 million over 20 years compared to traditional chemical delivery. This system would require the NaOH to be supplemented with delivered NaOH as it would serve primarily as a chlorine gas disinfectant producer. All other onsite generators have significantly longer payback periods compared to the M-Series Cl\textsubscript{2} & NaOH, thus the M-Series Cl\textsubscript{2} & NaOH is the recommended option should onsite generation be pursued without grant funding. However, if grant funding is available, the K-Series Cl\textsubscript{2} & NaOH system is recommended as it has a lower operational cost.

**Overview:**
KLWTD currently has an average daily flow of 1.019 MGD and will be expanding capacity to 3.45 MGD. Due to this expansion the chemical feed system capacity will also need to be upgraded in order to handle the new flow rates. For this expansion three chemicals were taken into consideration, Alum, Caustic Soda (NaOH), and Sodium Hypochlorite (NaClO). Current chemical and associated cost use can be found in Table 1 below.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Current Ave. Use (gal/day)</th>
<th>Current Cost/gal, delivered</th>
<th>Current Cost/yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>NaOH (50% soln)</td>
<td>122</td>
<td>$2.75</td>
<td>$122,457.50</td>
</tr>
<tr>
<td>Aluminum Sulfate (Alum)</td>
<td>115</td>
<td>$2.45</td>
<td>$102,838.75</td>
</tr>
<tr>
<td>Sodium Hypochlorite (12.5% soln)</td>
<td>126</td>
<td>$1.40</td>
<td>$64,386.00</td>
</tr>
</tbody>
</table>

Table 1: Current Chemical Use

Several options to meet expected chemical use were examined which are discussed in further detail below.

**Upsize and Replace Existing Chemical Feed System:**
A replacement of the existing chemical feed system was considered. This would involve replacing all feed tanks for the three chemicals discussed with 8,700 gallon tanks. The associated capital cost for this replacement is estimated between $130,000-$170,000 (a more accurate quote will be obtained should this be the alternative chosen). The expected chemical cost for predicted plant flow capacity is shown in Table 3. The drawback to this option is that the required 30 day storage cannot be achieved with the 8,700 gal tanks and a delivery guarantee from the chemical provider would need to be obtained. Tanks larger than 8,700 gal are not practical at this location however, supplemental tanks could be added to provide the 30 day storage. Table 2 shows the required volume for 30 day storage vs. the volume that would be obtained with the 8,700 gal tanks.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Expected Ave. Use (gal/day) @ 3.45 MGD</th>
<th>Required Volume (30 day) @ 3.45 MGD</th>
<th>Storage Obtained With 8,700 gal Tanks (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NaOH (50% soln)</td>
<td>413</td>
<td>12,400</td>
<td>21.0</td>
</tr>
<tr>
<td>Aluminum Sulfate (Alum)</td>
<td>389.4</td>
<td>11,700</td>
<td>22.3</td>
</tr>
<tr>
<td>Sodium Hypochlorite (12 % soln)</td>
<td>426.6</td>
<td>12,800</td>
<td>20.4</td>
</tr>
</tbody>
</table>

Table 2: Chemical Storage Duration at 3.45 MGD
Onsite Sodium Hypochlorite Generation & Upsizing Existing Storage System:

Several options exist when considering an onsite sodium hypochlorite system. One option is the Klorigen™ system made by Electrolytic Technologies Corporation. The Klorigen sodium hypochlorite system is capable of producing 12.5% sodium hypochlorite in solution (can produce 10%-15% if desired). Utilizing this system would result in a direct substitute for the existing sodium hypochlorite chemical feed system. The existing 2,500 gal tank could be utilized for storage and replenished via the onsite generator as needed. There are 2 versions of the Klorigen™ the K-series and the M-series. The M-series is the more streamlined version of the K-series but lacks several features and is less efficient however it does have a much lower capital cost. Table 4 shows the associated capital and operation cost of the Klorigen system.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Current ave. Use (gal/day)</th>
<th>Expected ave. Use (gal/day) @2.5 MGD</th>
<th>Expected Cost/yr @2.5 MGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NaOH (50% soln)</td>
<td>122</td>
<td>299</td>
<td>$300,435.48</td>
</tr>
<tr>
<td>Aluminum Sulfate (Alum)</td>
<td>115</td>
<td>282</td>
<td>$252,303.12</td>
</tr>
<tr>
<td>Sodium Hypochlorite (12.5% soln)</td>
<td>126</td>
<td>309</td>
<td>$157,963.69</td>
</tr>
</tbody>
</table>

Table 3: Expected 2.5 MGD Plant Future Flow Chemical Cost and Use using current delivered prices.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Capital Cost</th>
<th>Operating Cost/ gal</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-Series</td>
<td>$1,186,800.00</td>
<td>$0.54</td>
</tr>
<tr>
<td>M-Series</td>
<td>$748,300.00</td>
<td>$0.66</td>
</tr>
</tbody>
</table>

Note: Option to increase K-series output to 1000 ppd is $65,300 more. Routine maintenance cost included in cost/gal.

Table 4: Klorigen Sodium Hypochlorite Generator Operational Cost

The onsite sodium hypochlorite generation would still require that the alum and caustic soda tanks be upsized to 8,700 gals.

Another option for onsite generation is a 0.8% sodium hypochlorite generator made by MicrOclor that can produce 1000 ppd of sodium hypochlorite. Table 5 shows the estimated installed cost as well as the operational cost associated with this system.

<table>
<thead>
<tr>
<th>MicrOclor</th>
<th>Capital Cost</th>
<th>Operating Cost/ gal</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHG</td>
<td>$900,000.00</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

Note: Routine maintenance cost included in cost/gal.

Table 5: MicrOclor Operational Cost

The drawback to this system is that it requires more space to be installed as large tanks will be needed in order meet peak flows with sodium hypochlorite at 0.8% concentration. Another item which is NOT included in the operational cost is, the extra pumping associated with this system as it will require a larger volume of water to equivalently treat the effluent. As with the Klorigen on site generator, the Alum and Caustic Soda tanks will need to be upsized to 8,700 gals.
**Onsite Caustic Soda & Cl₂ Generation:**

Electrolytic Technologies Corporation also produces another system which should be taken into consideration, a Klorigen K-series model and M-Series model that can produce 500 lb Cl₂(g) per day and as a co-product 564 lb NaOH 100% dry wt (produced as 15% in solution). The primary difference between these models and the other sodium hypochlorite models is that these systems do not mix the Cl₂(g) with the NaOH produced to form a sodium hypochlorite solution. This system would serve primarily for disinfection via the Cl₂(g) it produces. The NaOH co-product produced will account for ±20% of the KLWWTP’s yearly needs thus offsetting the cost of caustic soda. Table 6 below shows the expected cost associated with the operation of this machine.

<table>
<thead>
<tr>
<th>Klorigen</th>
<th>Capital Cost</th>
<th>Operating Cost/ gal equiv.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-Series</td>
<td>$762,100.00</td>
<td>$0.62</td>
</tr>
<tr>
<td>K-Series</td>
<td>$1,181,200.00</td>
<td>$0.51</td>
</tr>
</tbody>
</table>

Note: Option to increase K-series output to 1000 ppd is $65,300 more.
Maintenance cost included in cost/gal.

Table 6: Klorigen Cl₂ and NaOH Generator Operational Cost

As with the other options, the chemical tanks will need to be upsized to handle the new plant capacity. While this system does produce 15% NaOH it only produces the equivalent of ±20% of the needed daily value up to a plant capacity of 3.45 MGD thus it should only act as a supplement to delivered 50% NaOH.

Several safety concerns do exist with Cl₂(g) & NaOH generation such as the production of chlorine gas. The chlorine gas can be mixed with water directly after production in order to lower the risk of exposure. The onsite generators by ETC are able to adjust from 10%-100% output. According to the manufacturer the system will not exceed 3lbs of Cl₂(g) at any given time thus exposure in the case of a leak would be limited. Another safety concern which is typical of all onsite generators is the possibility of an explosion due to the small amount of hydrogen gas produced during the process. This concern can easily be avoided by properly handling and maintaining the systems. The systems do have safety redundancy in order to address this concern however; these safety issues should be taken into consideration.
Klorigen™ K-Series
Generate Chlorine Gas and Sodium Hypochlorite On-site and On-demand

“Inherently Safer Technology”

The Klorigen™ K-Series systems safely and economically produce chlorine gas and membrane-grade sodium hydroxide at the point-of-use and NSF/ANSI Std. 60 compliant sodium hypochlorite up to 15% concentration. Production capacities range from 400 lbs to 25 tons per day.

Eliminate the safety concerns pertaining to the storage and use of pressurized chlorine and the high cost, supply and viability issues associated with bulk chemical suppliers. Klorigen employs technology specifically designed for municipal and industrial water treatment applications.

Features & Benefits

- Direct replacement for pressurized chlorine gas
- Allows continued use of current disinfection methods
- Reduces or eliminates RMP requirements
- Generated products are NSF/ANSI Std. 60 compliant
- Cell design eliminates explosive H₂ gas conditions
- Very low maintenance and minimum operator intervention
- Multi-year warranties and maintenance contracts available

Klorigen™ Designated “ATT” (Anti-Terrorism Technology)
by DHS on February 16, 2010

Applications

- Potable water treatment
- Wastewater treatment
- Cooling water biocide
- Pulp and paper production
- Mining
- Food processing
- Odor and pH control
- Bleach production

Operating Data (consumption per lb/Cl₂)

- Salt: 1.65 lbs
- Water: 0.95 gallons
- Electric Power: 1.65 DC / 1.75 AC kWh
- Life cycle maintenance costs as low as $0.04/lb

Electrolyzer

- Partitioned cells employ ion-selective Nafion® membranes and coated titanium DSA®
- Vertical Design eliminates H₂ gas pockets
- Water and brine are purified onboard to ultra pure levels to optimize performance and eliminate cell maintenance (e.g. acid cleaning)
Klorigen™ K-Series Specifications

<table>
<thead>
<tr>
<th></th>
<th>K2</th>
<th>K4</th>
<th>K6</th>
<th>K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine gas (lb) produced at less than 0 PSIG</td>
<td>300 - 600</td>
<td>600 - 1,200</td>
<td>1,200 - 2,000</td>
<td>1,200 - 2,500</td>
</tr>
<tr>
<td>Sodium Hydroxide @ 15% (lbs dry basis)</td>
<td>335 - 675</td>
<td>675 - 1,350</td>
<td>1,350 - 2,250</td>
<td>1,350 - 2,800</td>
</tr>
<tr>
<td>Sodium Hypochlorite @ 12.5% trade (gal)</td>
<td>300 - 600</td>
<td>600 - 1,200</td>
<td>1,200 - 2,000</td>
<td>1,200 - 2,500</td>
</tr>
</tbody>
</table>

System Flow Diagram

Sodium Hypochlorite Application

Constitution
- Modular construction reduces installation time and cost
- Structural assemblies of chemical-resistant non-conducting pultruded GRP and UHMWPE
- 316L stainless steel and titanium fasteners
- All piping and valves are thermoplastic welded

Hydrogen Safety
- Membrane-separated cells isolate electrical potential
- Redundant blowers with airflow safety switches
- Vertical orientation allows natural gas lifting
- Robust electrolyzer construction

Power Supply
- Precision engineered SCR regulated DC rectification to maintain steady state DC output
- Constant current regulated to maintain steady state DC output (within ±1%)
- Chlorine output directly proportional to power input
- Maximum broadband harmonic suppression
- Oil-cooled units are quiet and clean

Features and Options
- PLC capable of interfacing with most SCADA systems for remote control and monitoring
- Brine and product storage tanks and pumps
- Containerized ("monocoque") configurations

Electrolytic Technologies Corporation
19597 Northeast 10th Avenue, North Miami Beach, Florida 33179
Tel: 305-655-2755 | Fax: 305-655-2669 | Email: info@electrolytictech.com
www.electrolytictech.com
Subject: Update on Solar Power at WWTP and Vacuum Stations

Recommendation/ACTION: Discussion

Approved by General Manager: [Signature]
Date: 5/15/2014

Originating Department: Engineering

Costs: Estimated $TBD
Funding Source: Mayfield Grant

Attachments: Revised Cost Proposal and Summary Memo

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

[ ] Engineering
[ ] Clerk

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

Yes I have notified everyone [ ]
or Not applicable in this case [ ]

Summary Explanation/Background: Grant funds from the Mayfield Grant can only be spent on new construction. Since the money can't be spent to pay down debt, Staff recommends using the grant funds on projects that will result in either reductions in operating costs or will generate revenue to help provide economic benefit to the District's customers. The proposed solar panel system will save approximately $63,000 per year in electrical costs.

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

To: Dan Saus
From: Ed Castle, PE
Date: 14 May 2014
Re: Photo Voltaic Panels Update

Photo Voltaic (PV) power generation options for the KLWTD treatment plant were evaluated and presented at the last Board meeting. At that meeting the Board asked that we include the vacuum stations and other viable areas for PV arrays in the analysis. We have included the roof tops over 5 vacuum stations, the vacuum station E control building roof and the large grass area in the stormwater retention ponds at the WWTP in the conceptual level estimates attached.

The additional areas increased the total annual power generation savings to approximately $70,000.00. Taking into account maintenance expenses either in-house or subcontracted out to a qualified solar contractor at an estimated cost of about $7,000.00 per year, the estimated Total Annual Savings will be approximately $63,000.00, or $1,575,000.00 over 25 year useful life period of arrays. The 25 year useful life period is based on the warranty period available from the manufacturer covering parts and labor. The actual useful life of the array can be prolonged with proper maintenance.

The construction cost estimate total is $1,494,000 or an annualized capital cost of $59,760 cost based on same 25 years.

The estimate uses the current cost of electricity at $0.11 /kWh. It is expected that the cost of power will increase, however the productivity of solar panels drops over time (sometimes to 80-85% of the initial power rating) and it is assumed that any increases in the power cost will be offset by the drop of efficiency, resulting in a flat line savings.

The estimated total savings over the useful life period are greater than the total construction cost. Any residual performance beyond initial 25 years will only be a plus. In the light of substantial savings to the District and funding availability in the near future, it is the Engineer’s recommendation to proceed with production of a Request For Proposals (RFP) in order to solicit binding proposals from licensed solar power contractors for further review by the Board.
### PV Power Generation

<table>
<thead>
<tr>
<th>No</th>
<th>Solar Array Description</th>
<th>Power Array, kW</th>
<th>Area, ft²</th>
<th>Annual Power, kWh/ft²/year</th>
<th>Electricity Cost, $/kWh</th>
<th>Total Annual Power Generation, kWh</th>
<th>Total Annual Savings, $</th>
<th>Estimated Life, Years</th>
<th>Total Savings over L/C, $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Building Rooftop</td>
<td>95</td>
<td>6,450.00</td>
<td>27.50</td>
<td>$0.11</td>
<td>177,375.00</td>
<td>$19,511.25</td>
<td>25</td>
<td>$487,781.25</td>
</tr>
<tr>
<td>2</td>
<td>Covered Parking</td>
<td>37</td>
<td>2,480.00</td>
<td>27.50</td>
<td>$0.11</td>
<td>68,200.00</td>
<td>$7,502.00</td>
<td>25</td>
<td>$187,550.00</td>
</tr>
<tr>
<td>3</td>
<td>Vac E Control Building</td>
<td>17</td>
<td>1,200.00</td>
<td>27.50</td>
<td>$0.11</td>
<td>33,000.00</td>
<td>$3,630.00</td>
<td>25</td>
<td>$90,750.00</td>
</tr>
<tr>
<td>4</td>
<td>Retention Area</td>
<td>148</td>
<td>10,000.00</td>
<td>27.50</td>
<td>$0.11</td>
<td>275,000.00</td>
<td>$30,250.00</td>
<td>25</td>
<td>$756,250.00</td>
</tr>
<tr>
<td>5</td>
<td>Vacuum Stations (5 EA)</td>
<td>47</td>
<td>3,250.00</td>
<td>27.50</td>
<td>$0.11</td>
<td>89,375.00</td>
<td>$9,831.25</td>
<td>25</td>
<td>$245,781.25</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$70,724.50</strong></td>
<td><strong>$1,768,112.50</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PV Power Construction Cost

<table>
<thead>
<tr>
<th>No</th>
<th>Solar Array Description</th>
<th>Area, ft²</th>
<th>Panels Total, $</th>
<th>Supporting Structure and Misc., $/ft²</th>
<th>Structure Total, $</th>
<th>Engineering/Permitting, $</th>
<th>Cost/Year No-Interest, No-Maint, $</th>
<th>Estimated Life, Years</th>
<th>Total Cost No-Interest, No-Maint, $</th>
<th>Annual Maintenance Cost, $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Building Rooftop</td>
<td>6,450.00</td>
<td>$322,500</td>
<td>$5.00</td>
<td>$32,250.00</td>
<td>$17,737.50</td>
<td>$14,899.50</td>
<td>25</td>
<td>$372,487.50</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Covered Parking</td>
<td>2,480.00</td>
<td>$124,000</td>
<td>$32.00</td>
<td>$79,360.00</td>
<td>$10,168.00</td>
<td>$8,541.12</td>
<td>25</td>
<td>$213,528.00</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>3</td>
<td>Vac E Control Building</td>
<td>1,200.00</td>
<td>$60,000</td>
<td>$5.00</td>
<td>$6,000.00</td>
<td>$3,300.00</td>
<td>$2,772.00</td>
<td>25</td>
<td>$69,300.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>4</td>
<td>Retention Area</td>
<td>10,000.00</td>
<td>$500,000</td>
<td>$12.00</td>
<td>$120,000.00</td>
<td>$31,000.00</td>
<td>$26,040.00</td>
<td>25</td>
<td>$651,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Vacuum Stations (5 EA)</td>
<td>3,250.00</td>
<td>$162,500</td>
<td>$5.00</td>
<td>$16,250.00</td>
<td>$8,987.50</td>
<td>$7,507.50</td>
<td>25</td>
<td>$187,687.50</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$59,760.12</strong></td>
<td></td>
<td><strong>$1,494,003.00</strong></td>
<td></td>
<td><strong>$6,800.00</strong></td>
<td></td>
<td><strong>$1,494,003.00</strong></td>
<td><strong>$6,800.00</strong></td>
</tr>
</tbody>
</table>
TAB 2
### Originating Department:
Finance

<table>
<thead>
<tr>
<th>Costs: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Source:</td>
</tr>
<tr>
<td>Acct. #</td>
</tr>
</tbody>
</table>

### Department Review:
- [ ] Engineering
- [ ] Clerk
- [X] Finance
- [X] District Counsel
- [ ] General Manager

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

### Summary Explanation/Background:
This resolution is required as part of the District’s loan application for the SRF44061 plant expansion/biosolids digester project.

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

---

**RESOLUTION**

SUBJECT: Authorizing Resolution for the SRF44061 loan plant expansion/biosolids digester project

RECOMMENDED MOTION/ACTION: Approval of Resolution # 16-05-14

Approved by General Manager ________________ Date 5/15/2014

---

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.
RESOLUTION NO. 16-05-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative, to provide assurances of compliance with loan program requirements, and to enter into loan agreements; and

WHEREAS, the Key Largo Wastewater Treatment District (the “District”) has awarded a contract for Project No. WW44061, which involves the construction of a biosolids digester as well as the conversion of an existing digester into a third train sequential batch reactor at the District’s wastewater treatment plant; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. WW44061 as eligible for available funding; and

WHEREAS, the District, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for financing for Project No. WW44061.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The Key Largo Wastewater Treatment District is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are (1) the Net Revenues to be derived from the operation of the System after the payment of debt service on the
District’s Series 2013 Utility Revenue Refunding Bond and the Series 2014 Utility Revenues Refunding Bond, and Clean Water State Revolving Loans; 46401P, 464010, 464020 and 464030 (2) the Pledged System Development Charges, (3) the Wastewater Connection Fees, and (4) any other Special Assessment Proceeds.

SECTION IV. The General Manager is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Board Chairman is hereby designated as the authorized representative to execute the loan agreement, and is authorized to execute the loan agreement, which will become a binding obligation in accordance with its terms when signed by both parties. The Board Chairman is authorized to represent the District in carrying out the District’s responsibilities under the loan agreement. The Board Chairman is authorized to delegate responsibility to appropriate District staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is pursuant to Section 403.1835, Florida Statutes.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS _____ DAY OF _____________ 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>
<thead>
<tr>
<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Majeska</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Tobin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norman Higgins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Asdourian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steven Gibbs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Chairman thereupon declared Resolution No. ________ duly passed and adopted the _____ day of ________, 2014.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: ______________________________
Chairman Stephen Gibbs

ATTEST: Approved as to form and legal sufficiency

Carol Walker, District Clerk

General Counsel, Ray Giglio

SEAL
TAB 3
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 20, 2014
Agenda Item No. 4

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

SUBJECT: Referendum on Local Bill

RECOMMENDED MOTION/ACTION:

Approved by General Manager
Date: 5/15/2014

<table>
<thead>
<tr>
<th>Originating Department: Legal</th>
<th>Costs: $0</th>
<th>Funding Source:</th>
<th>Attachments: Exhibit “A” (HB 1441)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review:</td>
<td>[ ] Engineering [ ] Clerk [Operations]</td>
<td>Advertised: Date: [ ] Not Required</td>
<td></td>
</tr>
<tr>
<td>[ ] District Counsel RWG</td>
<td></td>
<td></td>
<td>Paper:</td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary Explanation/Background:
This is a Resolution (and exhibit), requesting and authorizing the Supervisor of Elections to place the on the August ballot the question of whether the District should be authorized and empowered to set and charge special lower rates for low income seniors and disabled American veterans.

Resulting Board Action:

☐ Approved ☐ Tabled ☐ Disapproved ☐ Recommendation Revised
RESOLUTION NO. 15-05-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, REQUESTING AND AUTHORIZING THE MONROE COUNTY, SUPERVISOR OF ELECTIONS TO PLACE ON THE AUGUST 26, 2014 BALLOT A REFERENDUM AUTHORIZING 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 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"); 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, on or about 01/14/2014, the District formally requested the assistance of State Representative Holly Merrill Raschein in amending the Act to authorize the District to set and charge special lower rates for low income seniors and disabled American veterans; and

WHEREAS, on or about 03/04/2014 Representative Raschein filed HB 1441, which amended the Act to authorize the District to set and charge special lower rates for low income seniors and disabled American veterans; and

WHEREAS, HB 1441 was subsequently amended to take effect only upon its approval by a majority vote of those qualified electors of the District voting in a referendum to be held in accordance with the provisions of law relating to elections currently in force; and

WHEREAS, A copy of HB 1441, as amended, is attached hereto as Exhibit "A"; and
WHEREAS, HB 1441, as amended, was passed by the Florida House of Representatives on 04/25/2014 and by the Florida Senate on 04/29/2014; and

WHEREAS, HB 1441, as amended, was approved by Governor on 05/12/2014.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT IN ACCORDANCE WITH HB 1441, THE DISTRICT RESPECTFULLY REQUESTS AND AUTHORIZES THE MONROE COUNTY, SUPERVISOR OF ELECTIONS TO PLACE ON THE AUGUST 26, 2014 BALLOT THE FOLLOWING REFERENDUM QUESTION:

“Shall the Key Largo Wastewater Treatment District be authorized and empowered to prescribe, fix, and establish a special lower rate, fee, rental, or other charge on the residential account of any person who is 60 years of age or older or a disabled American veteran and meets the low income and other standards adopted by the board in accordance with the administrative procedures adopted by the board?”

RESOLVED AND ADOPTED THIS 20th DAY OF MAY 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>
<thead>
<tr>
<th>Commissioner</th>
<th>AYE</th>
<th>NAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Robert Majeska</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Andrew Tobin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Norman Higgins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner David Asdourian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Steve Gibbs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chairman thereupon declared Resolution No.__________ duly passed and adopted the 20th day of May, 2014.
KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:  
Chairman Stephen Gibbs

ATTEST:  
Approved as to form and legal sufficiency

Carol Walker, District Clerk  
General Counsel, Ray Giglio

SEAL
An act relating to the Key Largo Wastewater Treatment District, Monroe County; amending chapter 2002-337, Laws of Florida, as amended; providing that the district is authorized to prescribe, fix, and establish a special lower rate, fee, rental, or other charge on the residential account of any person who is 60 years of age or older or a disabled American veteran meeting low income standards; requiring a referendum; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Paragraph (r) is added to subsection (2) of section 4 of section 1 of chapter 2002-337, Laws of Florida, as amended, to read:

Section 4. District powers, functions, and duties.—
(2) The District is hereby authorized and empowered:
(r) To prescribe, fix, and establish a special lower rate, fee, rental, or other charge on the residential account of any person who is 60 years of age or older or a disabled American veteran and meets the low income and other standards adopted by the board in accordance with the administrative procedures adopted by the board.

Section 2. This act shall take effect only upon its approval by a majority vote of those qualified electors of the

CODING: Words stricken are deletions; words underlined are additions.
Key Largo Wastewater Treatment District voting in a referendum to be held in accordance with the provisions of law relating to elections currently in force, except that this section shall take effect upon becoming a law.
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 20, 2014               Agenda Item No. 5

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

[ ] Other:

SUBJECT: General Manager's Contract

RECOMMENDED MOTION/ACTION: Approval of General Manager's Contract with Attachments

Approved by General Manager  Date: 5/15/2014

| Originating Department: | Costs: $ | Attachments:
|------------------------|---------|---------------------|
|                        | Funding Source: | 1. Employment Contract
|                        |             | 2. Attachments A,B,C

| Department Review: |       | Advertised:
|-------------------|-------|---------------------|
| [ ] District Counsel |       | Date: ____________
| [X] General Manager |       | Paper: ____________
| [ ] Finance        |       | [X] Not Required
| [ ] Engineering    |       |
| [ ] Clerk          |       |
| [ ] Operations     |       |

Summary Explanation/Background:

Resulting Board Action:

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

THIS Employment Contract is entered into as of the date first set forth below, by and between the Key Largo Wastewater Treatment District, an independent special district created by Chapter 2002-337, Laws of Florida (the "District"), and the Employee named below.

1. **Employee Name and Address:**
   Margaret Blank
   124 South Bay Harbor Drive
   Key Largo, FL 33037

2. **Employee Title:**
   General Manager

3. **Employee Compensation Rate:**
   $130,000/year;

4. **Effective Date of this Employment Contract:**
   May 1, 2014

5. **Term of Employment Contract:**
   Thirty Six (36) Months

6. **Date of first District Employment:**
   May 1, 2005

7. **General Provisions of Employment:**
   See Attachment A

8. **Employee Duties:**
   See Attachment B.

9. **Employee Performance Criteria:**
   See Attachment C.

10. **Special Terms of Employment:**
    a. Effective on the 12th, 24th and 36th months of this contract, Employee’s Compensation Rate shall increase by the greater of 3% or the United States Department of Commerce Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (commonly known as the “CPI”).
    
    b. Annually during the term of this contract on April 30, if the Employee shall be employed for the entire year or if terminated without cause prior to April 30, and provided the Employee shall perform all of her duties and responsibilities at a level of excellence commensurate with a general manager of a public utility, and with particular emphasis on those duties which result in increased grant funding or the substantial savings of costs, then and in that event, the Manager shall receive a bonus of $10,000. The Board shall review the Manager's performance at the meeting immediately before April 30 at which time, unless a majority of the Board determines the Manager has failed to perform her duties at the level of excellence required, the bonus shall be payable.
    
    c. The Employee will consult with the Board of Commissioners before regarding any appointments or terminations of Senior Management personnel as defined in the District’s Staffing Plan as approved by the Board of Commissioners as may be amended with Board approval.
    
    d. Paragraph 6 of the Employment General Provisions is amended to provide that the District will pay the medical premiums for Employee under the District’s group medical plan, as approved by the District Board of Commissioners.
IN WITNESS WHEREOF, the parties hereto have executed this Employment Contract as of the date first written above.

Key Largo Wastewater Treatment District

By

Stephen Gibbs
Its Chairman

Employee

Margaret Blank
ATTACHMENT A
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYMENT CONTRACT
GENERAL PROVISIONS FOR GENERAL MANAGER

THESE EMPLOYMENT CONTRACT GENERAL PROVISIONS FOR GENERAL MANAGER ("General Provisions") specify the general terms of employment between the Key Largo Wastewater Treatment District ("District") and the employee ("Employee") named in the District Employment Contract ("Employment Contract") to which these terms are attached. These General Provisions shall apply except to the extent they are modified or amended by the express provisions of the Employment Contract.

1) Employment.
   a) The District hereby employs Employee, and Employee hereby accepts employment with the District, on the terms set forth in the Employment Contract.
   b) The Employment Contract is an “at will” agreement.
   c) Either party may terminate the Employment Contract without cause upon 60 days’ written notice to the other party.
   d) In addition, the District may terminate the Employment Contract for disability or cause pursuant to Section 8 hereof.
   e) Employee is a public official as that term is used in the Florida Statutes, and is subject to all ethical and other legal constraints applicable to public officials.
   f) During the term of the Employment Contract, Employee shall devote Employee’s best efforts, knowledge, skill, and attention to the performance of Employee’s duties as aforesaid, except during such periods as Employee shall be ill, disabled, or on vacation as provided by the Employment Contract.
   g) Employee shall not accept any other employment for compensation without the prior written consent of the District Board, which consent may be withheld in the sole discretion of the District Board.
   h) This is a full-time, salaried position, and the position is exempt from the overtime compensation requirements of the Fair Labor Standards Act.
   i) Employee shall keep all records that may be required to support any charge by the District against any grant or other funding for work performed by Employee.

2) Place of Employment. Employee shall be afforded an office and support services at the District offices located at 98880 Overseas Highway, Key Largo, Florida, and at the District Wastewater Treatment Plant.

3) Compensation.
   a) The compensation rate is stated in the Employment Contract.
   b) Employee’s wages shall be payable twice each month on the last business day before the sixteenth (16th) of the month and on the last business day of the month, commencing on the last day of the first month in which Employee performs services to the District under the Employment Contract.
c) Employee shall pay the employee’s share of any payroll taxes required under applicable law, by payroll deduction, and District shall bear and be responsible for the employer’s share of any taxes on wages paid as required under applicable law.

4) Vacation. Employee shall be entitled to one and one half day of paid vacation for each month worked, and may begin to use such vacation after six months of paid employment. Employee shall schedule such vacation to minimize the inconvenience and other impacts to the District.

5) Holidays. Employee is entitled to paid holidays. The following days are District holidays: New Year's Day, Birthday of Martin Luther King, Jr. (third Monday in January), Memorial Day, Independence Day, Labor Day, Veterans' Day (November 11), Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and one floating holiday. If any holiday falls on a Saturday, the holiday shall be observed on the preceding Friday; if any holiday falls on a Sunday, the holiday shall be observed on the following Monday.

6) Benefits.
   a) The Employee understands and agrees that the District has adopted a group medical plan and a 457(b) plan.
   b) The District shall afford Employee health insurance by way of the adopted group medical insurance plan under the provisions of the contributions set forth by the Board of Commissioner as may be from time to time amended. Additional coverage for Employee’s family may be available at a cost to Employee. Additional health and life related benefits may be available to Employee and Employee’s family at the expense of the Employee.
   c) The Employee, at the Employee’s discretion, may choose to contribute any portion or no portion of Employee’s pay to the District’s 457(b) plan. Should Employee choose to contribute, Employee may be entitled to a partial District match as provided by the decision of the Board of Commissioners which may be amended from time to time. This contribution may be limited by the plan’s maximum contribution guidelines. Employee should consult those guidelines for additional guidance.
   d) Employee’s participation in these plans is solely at Employee’s option.
   e) IT IS THE RESPONSIBILITY OF EMPLOYEE TO BECOME FAMILIAR WITH THE TERMS OF THESE PLANS AND TO DETERMINE WHETHER OR NOT TO PARTICIPATE IN THEM, OR ANY OF THEM, AS EMPLOYEE DEEMS APPROPRIATE. EMPLOYEE SHOULD NOTE THAT THESE PLANS MAY INCLUDE PROVISIONS THAT LIMIT THE TIMES AND CONDITIONS UNDER WHICH EMPLOYEE MAY ELECT TO PARTICIPATE IN THEM.

7) Travel Expenses. The District shall pay for or reimburse Employee in accordance with the District’s standard policies for travel for the purpose of carrying on District business.
   a) The District’s standard policies for reimbursement of travel expenses are those set forth in Florida Statutes Section 112.061;
   b) However, the District reimbursement rate for the use of a private vehicle on District business is the mileage rate published by the United State Internal Revenue Service, as amended from time to time.

8) Termination for Disability or Cause. The Employment Contract may be terminated by the District Board of Commissioners upon any of the following events:
a) The expiration of 30 days following written notice given by the District Board to Employee of the District's election to terminate this Agreement following Employee's Disability. "Disability" means the inability of Employee to perform substantially all of the duties required of Employee by the Employment Contract by reason of physical or mental incapacity for a period of one month, or a period of more than 30 days in the aggregate in any 18 month period. "Disability" includes the death of Employee.

b) A determination by the District Board that Cause exists to terminate the Employment Contract, and written notice of termination for Cause is given by the District Board to Employee. "Cause" means any of the following events or conditions:
   i) A material breach by Employee of any material provision of the Employment Contract.
   ii) Any act by Employee in violation of the obligations imposed upon public officials under applicable law.
   iii) Fraud or other dishonest act by Employee involving the District.
   iv) Employee's conviction of a felony.

c) Such termination shall be effective upon the date specified in the written notice of termination, and may be effective immediately.

9) Notices. Any notice or other communication required or permitted to be given in connection with the Employment Contract shall be in writing and shall be deemed to have been duly given (a) when personally delivered, (b) on the business day following deposit of such notice with a reputable overnight courier service, or (c) sent by certified mail, return receipt requested, postage prepaid, as follows:

   If to the District:
   
   Chairman, District Board
   Key Largo Wastewater Treatment District
   P.O. Box 491
   Key Largo, Florida 33037

   With a copy to:

   Raymond Giglio
   PO Box 491
   Key Largo, Florida 33037-0736

   If to Employee, at the address specified in the Employment Contract.

   Either party may change such party's address for the purpose of this Section by written notice similarly given.

10) Severability. If any provision of the Employment Contract shall be held to be invalid or unenforceable, such provision shall be construed and enforced to the extent possible as if it had been more narrowly drawn so as not to be invalid or unenforceable, and such invalidity or unenforceability shall not affect or render invalid or unenforceable any other provision of the Employment Contract. However, if either party determines in good faith that, as a result of a provision of the Employment Contract being held invalid or unenforceable, the Employment
Contract no longer serves the purposes for which it was written, that party may terminate the Employment Contract.

11) **Entire Agreement.** The Employment Contract, including the documents incorporated therein by reference sets forth the parties' final and entire agreement, and supersedes any and all prior understandings, with respect to the employment of Employee by the District.

12) **Assignment; Ratification of Agreement.** The Employment Contract is an agreement for personal services, and the District has determined to hire Employee on the basis of Employee’s personal qualifications. The Employee may not assign or delegate its rights or obligations under the Employment Contract, and any purported assignment or delegation of any such right or obligation without such consent shall be null and void.

13) **No Waiver.** No failure or delay by either party in exercising any right, option, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof, or the exercise of any other right, option, power, or privilege.

14) **Amendment.** The Employment Contract can only be amended, waived or terminated by a writing signed by both the District and Employee.

15) **Applicable Law.** The Employment Contract shall be governed by and construed and interpreted in accordance with the internal law of the State of Florida, without reference to its rules as to conflicts of law.

16) **Headings.** The section headings in the Employment Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of the Employment Contract.
ATTACHMENT B

KEY LARGO WASTEWATER TREATMENT DISTRICT

EMPLOYMENT CONTRACT

DISTRICT GENERAL MANAGER DUTIES

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

A. Executing Board’s direction in identifying, selecting and contracting with rate consultants, auditors, insurance consultants, lab service contractors, consulting engineers, hydro geologists, and other consultants and professionals required by the District.

B. Providing management oversight over District employees, including employment, termination, compensation, discipline, and all other aspects of District employment.

C. Acting as custodian of the District’s books and records in accordance with Florida Statutes Section 189.9.

D. As directed by the District Board, serving as intergovernmental liaison between the District and local governments within which the District provides wastewater service, including, without limitation, coordination of service extensions with applicable comprehensive plans, communicating with public officials on all matters that pertain to the District, attending governing board and staff meetings to discuss District issues.

E. Providing the Board, or individual members thereof, upon request, with data or information concerning District construction and operations, and providing advice and recommendations to the Board.

F. Coordinating with District’s Chief Financial Officer, Engineer, and Counsel, and supervising other District staff.

G. Negotiating leases, contracts, and other agreements, including consultant services, for the District, subject to Board approval.

H. Overseeing all governmental filings.

I. Monitoring the performance of all terms and conditions in all leases, contracts, and agreements, and notifying the Board of known violations thereof.

J. Monitoring the operations and billing functions of the District and ensuring compliance with the Board’s policy and direction.

K. Preparing annual reports.

L. Consulting with, and supervision of, contractors as reasonably required and necessary with regard to construction of capital projects.
M. In consultation with the District Engineer and District Counsel, as appropriate, issuing interpretations and clarifications of contract documents.
   a. Evaluating requests for substitutions or deviations therefrom.
   b. Providing recommendations concerning requests for substitutions or deviations therefrom.
   c. Preparing work orders.
   d. Monitoring all required project records.
   e. Reviewing applications for payment.
   f. Conducting comprehensive inspections of construction projects.
   g. Developing list of items needing completion or correction.

O. Negotiating contracts with engineers and other consultants regarding scope and cost of proposed contract change orders.

P. Monitoring to ensure compliance with funding and grant requirements.

Q. Monitoring to ensure that advances and reimbursements are consistent with funding and grant requirements.

R. Exercising due diligence with respect to construction management efforts consistent with governmental standards.
ATTACHMENT C

KEY LARGO WASTEWATER TREATMENT DISTRICT

EMPLOYMENT CONTRACT

DISTRICT GENERAL MANAGER PERFORMANCE CRITERIA

The purpose of this attachment is to establish a PERFORMANCE CRITERIA for periodic evaluation particularly during the six-month probationary period. Criteria have been developed by Margaret Blank and the district board. The purpose being to establish a series of goals which can be reviewed periodically to determine the overall district progress and performance of the general manager.

Introduction TRANSITION PLAN

The purpose of this memorandum is to continue with the Transition Plan for the District.

Construction

There are some major projects still in progress. These include the shallow back-up wells, the sludge handling system, the Intellipro upgrade, SCADA upgrades at the vacuum pump stations, serving unique properties, and serving the cold spot area on C-905.

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

Operations

Operations is functioning well. The wastewater treatment plant is meeting AWT and because of that will be issued a new permit allowing the District to operate at lower staffing levels. I&I is no longer an issue in the collection system. However, staff will continue to monitor it.

The challenge for this year is to deal with the odor issue.

Transition

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

1. Purchasing: The District has a solid purchasing policy. We've been very successful at using in-house resources to procure equipment and services related to construction. Now we need to translate that into a permanent, on-going function suitable for an operating utility. Some of the necessary tasks are listed below:
   A. Asset Management: The District has purchased asset management software. This software is used by several municipalities and utilities in Florida. The major advantage is that this software interacts with ESRI to simplify tracking of maintenance on field assets such as pits and valves. Kick-off for the Asset Management is expected in December 2011.
   B. Inventory Control: The District has a series of spreadsheets for inventory control. This system must be integrated into our asset management software.
   C. Tracking: Provide a way for staff to follow up on requisitions and purchase orders.

2. Finance/Accounting: Note that the Chief Financial Officer reports to the Board and not to the General Manager. For the District to run smoothly as a utility, internal management reporting is required. At a minimum, regular reporting on the following is needed.
   A. Information on assessments and billings.
   B. Information on payroll, including pay rates, overtime, vacation and sick time taken.
   C. Internal reports as needed for operations and trendig.
D. Track contracts and work authorizations. Are we exceeding contract limits?

3. **Engineering/GIS**: When construction and design are complete, we will still need additional work to support utility operations.
   
   A. Utility maps. Utility maps are up-to-date and in use by Operations personnel.
   
   B. Vacuum system model. The District has a series of spreadsheets that were used to perform vacuum system loss calculations. Although they were adequate for design, it is very difficult and time-consuming to make changes. Staff intends to model the vacuum system using ESRI software. This will allow us to make changes and see their impact quickly and easily. This task has not been completed as it is not as urgent as other tasks.
   
   C. Force main model. The District has purchased SewerCad, which is the software that CPH used to design the force main. The model will allow us to help property owners' engineer identify the most efficient pump when tying into the force main. If we monitor pressures along the force main, the model will help us evaluate whether the force main is working as it should. This task has not been completed as it is not as urgent as other tasks.

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

**ADDITIONAL PERFORMANCE PROGRESS CRITERIA**

Board Specified

3. Fine-Tune Customer Service-
4. Records Availability (Electrically Web Access)
5. Adequate Backup/Background for Agenda Items
6. Staff Restructuring
7. Digitize reports Coordination between Departments Interrelated Reports Access
8. Staff Interrelated Cooperation and Coordination