Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, September 9, 2014
4:00PM

AGENDA

Board of Commissioners Meeting
98880 Overseas Highway
Key Largo, FL 33037

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

BOARD MEMBERS:

Stephen Gibbs	Chairman
Andrew Tobin	Vice Chairman
Robert Majeska	Commissioner
Norman Higgins	Commissioner
David Asdourian	Commissioner

DISTRICT STAFF:

Paul Christian	General Manager
Margaret Blank	
Ray Giglio	General Counsel
Melissa Cornelison	Deputy Clerk

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."

Please Mute Cell Phones

APPROVAL OF AGENDA

PUBLIC COMMENT

BULK ITEMS

Action

1. RESOLUTION NO. 29-09-14
   A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF LAZY LAGOON LLC FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

GENERAL MANAGER'S REPORT

2. Wastewater Funding Presentation – *Margaret Blank*
3. Referendum Discussion - *Paul Christian*
4. Staffing Plan - *Paul Christian*

Action

FINANCIAL REPORT

5. FY2015 Budget and Budget Resolution

Action

6. Monthly Financial Report – July 2014 – *Connie Fazio*

COMMISSIONER'S ITEMS / ROUNDTABLE

7. Discuss Office Lease – *Chairman Gibbs*
8. Letter to the Editor – *Chairman Gibbs*

ADJOURNMENT

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.

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 1

Agenda Item Type: Resolution

Agenda Item Scope: Bulk

Recommended Action: Action: Approval

Department: Customer Service

Sponsor: Assessment / Billing

Subject:

Waiver of AK#1615374 - Lazy Lagoon LLC

Summary of Discussion:

Parcel owner requested the waiver of wastewater service and assessment for vacant parcel AK#1615374. Adjoining parcel AK#9080008 will be the remaining serviced parcel.

Staff recommends approval of waiver.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 0.00 Refunded

$ 3,640.00 Uncollected

Funding Source: Assessment Revenue

Budgeted: N/A

Attachments

1. Resolution 29-08-14
2. Waiver of Wastewater Service and Acknowledgment of Potential Costs
3. Map

Approved By: _____ **Date:** 9/5/2014

General Manager

RESOLUTION NO. 29-09-14

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF LAZY LAGOON LLC FOR REMOVAL OF ONE TAX PARCEL FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District approved the request of the property owner, Lazy Lagoon LLC to waive service to the parcel described in Section 2; and

WHEREAS, the Key Largo Wastewater Treatment District has determined the parcel described in Section 2 is adjacent to the parcel described in Section 1 which is receiving service, and that the parcel in Section 1 is used as a single property; and

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

Section 1.

PARCEL ID:	00497500-000106
AK NO.	9080008
PARCEL DESCRIPTION:	UNIT 6 LAZY LAGOON A COMMERCIAL CONDO OR2054-1935/1936 OR2083-1612

Section 2.

PARCEL ID:	00497490-000000
AK NO.	1615374
PARCEL DESCRIPTION:	BK 6 LT 15 LAZY LAGOON-KEY LARGO PB2-126 OR552-122 OR1873-673D/C OR1873-682 OR2693-868/69ORD OR2694-1165/66 OR2694-1167/68 OR2694-1169/70 OR2694-1171/72

Section 3. The Key Largo Wastewater Treatment District Board of Commissioners does herby exclude the lot designated above in Section 2 from the Key Largo Wastewater Treatment District 2008 Non Ad-Valorem Assessment.

Section 4. APPLICABILITY AND EFFECTIVE DATE.

This resolution shall take effect upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS 9TH DAY OF SEPTEMBER, 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:

	AYE	NAY
Chairman Gibbs	____	____
Commissioner Asdourian	____	____
Commissioner Higgins	____	____
Commissioner Majeska	____	____
Commissioner Tobin	____	____

The Chairman thereupon declared Resolution No. 29-09-14 duly passed and adopted the 9th day of September, 2014.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____
Chairman Gibbs

ATTEST:

_____
Melissa Cornelison, Deputy Clerk

Approved to as to form and legal sufficiency

_____
General Counsel, Ray Giglio

SEAL

This document prepared by (and after recording return to):

Name:	Key Largo Wastewater Treatment District
Address:	P.O. Box 491
City, State, Zip:	Key Largo, FL 33037-0491
Phone:	305-451-4019

)
)
)
)
)
)
)
)

-------Above This Line Reserved For Official Use Only-----

Property Appraiser Parcel Identification Number(s) = Serve AK#: **9080008** Waive AK#: **1615374**

KEY LARGO WASTEWATER TREATMENT DISTRICT
WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

THIS WAIVER of wastewater service and acknowledgement of potential costs is executed on the date(s) shown below:

WHEREAS, on June 17, 2008, the Key Largo Wastewater Treatment District ("District") adopted a Final Assessment Resolution levying non-ad valorem assessments against each of the Tax Parcels listed in Attachment A under and in accordance with Chapter 197.3632, Florida Statutes; and

WHEREAS, the purpose of the non-ad valorem assessments is to recover a portion of the costs of providing wastewater service to the Tax Parcels listed in Attachment A; and

WHEREAS, the undersigned are all of the owners of the Tax Parcels listed in Attachment A; and

WHEREAS, in order to induce the District to waive the non-ad valorem assessment against one or more of the Tax Parcels listed in Attachment A ("Excluded Parcels"), (1) the undersigned are certifying that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development, and (2) the undersigned are waiving their right to receive wastewater service to the Excluded Parcels; and

WHEREAS, even though the Excluded Parcels will not receive wastewater service at this time, the Excluded Parcels will nevertheless receive a special benefit from construction by the District of wastewater collection, transmission, and treatment facilities, but relying on the representations above, the District is willing to forego an assessment against the Excluded Parcels at this time; and

WHEREAS, the District has advised the undersigned that, if they or their successors desire to have wastewater service provided to any of the Excluded Parcels the cost to the District, and the cost to the undersigned persons or their successors, of providing the service will be significantly greater than the costs of providing service at this time;

NOW, THEREFORE, in consideration of the premises and in further consideration of the promises below, the undersigned agree:

1. The undersigned certify that they are all of the owners, or legal representatives of all of the owners, of the Tax Parcels, as shown in the records of the Monroe County Property Appraiser, listed in Attachment A and have full authority.
2. The undersigned certify that they desire to receive wastewater service to the Tax Parcel listed in Attachment A and designated as the Tax Parcel receiving wastewater service, and further hereby waive their right to receive wastewater service to the Tax Parcel(s) listed in Attachment A and designated as Excluded Parcel(s).
3. The undersigned certify that the Tax Parcels listed in Attachment A are being utilized as a single parcel for development purposes, and that the undersigned do not intend to separate the parcels for development.

4. If the District later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District an amount fairly representing the special benefit that the Tax Parcel will receive, as determined by the District. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the non-ad valorem assessment.

5. In reliance on the certifications and statements of the undersigned, the District will forego its right to impose the non-ad valorem assessment on the excluded parcels.

6. The District will advise the Monroe County Tax Collector to remove the assessment(s) against the Excluded Parcel(s). The District has been advised by the Monroe County Tax Collector that upon receipt of such advice, the Monroe County Tax Collector will issue amended tax bills reflecting the removal of the assessment(s) from the Excluded Parcels. If the assessment(s) have already been paid, the District will take steps to refund the amount(s) received by the District to the then-current owner(s) of the Excluded Parcels. However, the District will not be obligated to refund any amounts charged by the Monroe County Tax Collector for collecting the assessment(s).

7. The District acknowledges receipt of an administrative fee of $200.00.

8. The undersigned hereby consents to this waiver of wastewater service and acknowledgement of potential costs, and all of its terms.

9. This waiver and all of its terms shall be binding upon, and inure to the benefit of, the signatories, their successors and assigns, and all subsequent owners of the Tax Parcels listed in Attachment A, and each of them.

IN WITNESS WHEREOF, the undersigned, comprising all of the owners of the Tax Parcels listed in Attachment A have executed this waiver of wastewater service and acknowledgement of potential costs on the dates shown opposite their names.

Signed, Sealed and Delivered in the presence of these Witnesses (one of whom may be the Notary):

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Owner or Co-Owner

Sign: _____
Witness

Sign: _____
Witness

STATE OF: _____

COUNTY OF: _____

The foregoing instrument was acknowledged before me this 8/27/14 (date), by Chris Satre (name(s)), who is personally known to me, or who has produced _____ (type of identification) as identification.

_____
Notary Public

DIANE OBERHEU
MY COMMISSION # EE 828700
EXPIRES: August 21, 2016
Bonded Thru Budget Notary Services

Diane Oberheu
Printed Name

(NOTARY SEAL)

Aug 21, 2016
Commission Expiration Date

WAIVER OF WASTEWATER SERVICE
AND
ACKNOWLEDGEMENT OF POTENTIAL COSTS

Attachment A

Tax Parcel receiving wastewater Service:

Alternate Key Number:	9080008
RE Number:	00497500-000106
Physical Location:	99696 OVERSEAS HWY UNIT: 6 KEY LARGO
Legal Description:	UNIT 6 LAZY LAGOON A COMMERCIAL CONDO OR2054-1935/1936 OR2083-1612

Excluded Parcels:

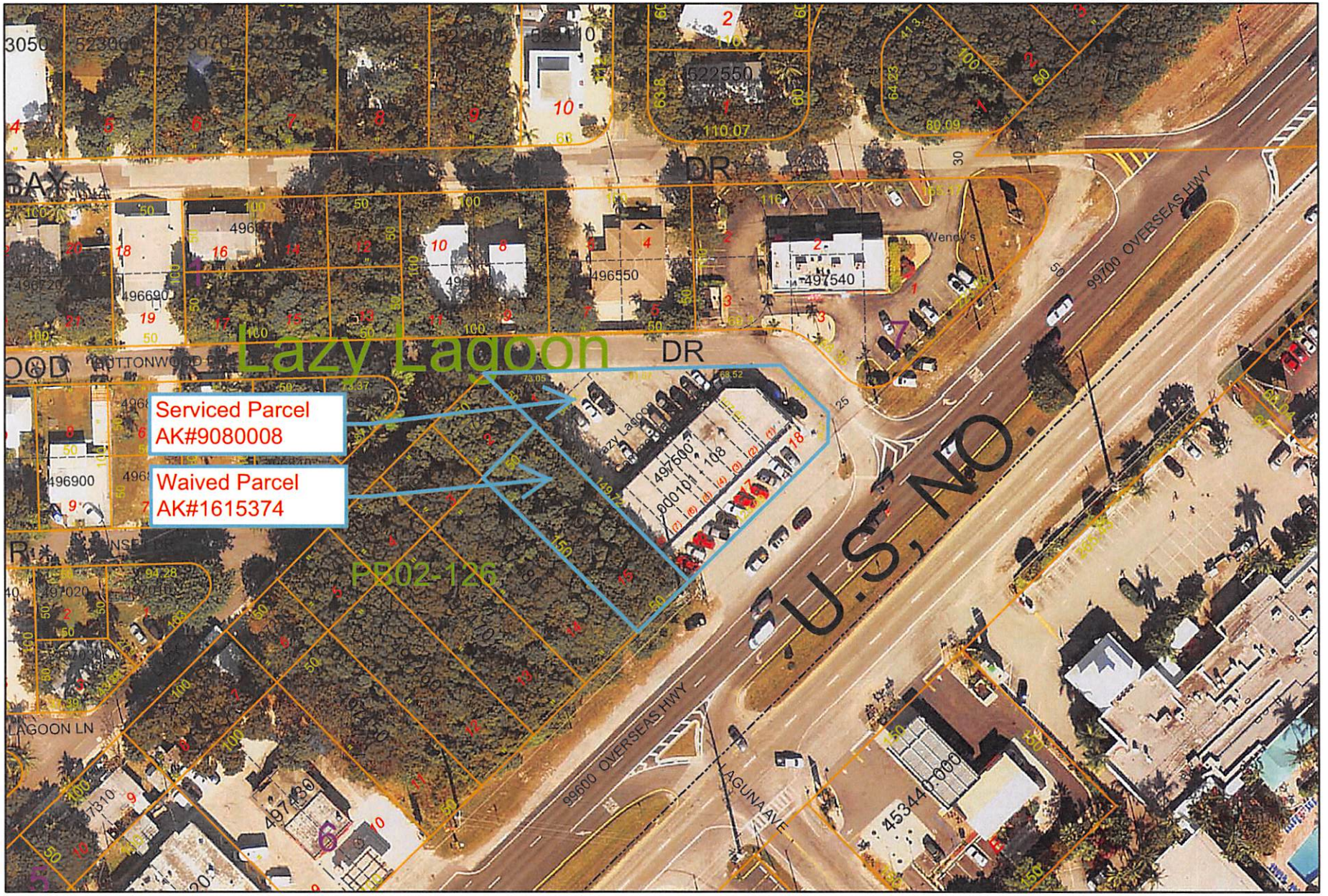
Excluded Parcel No. 1:

Alternate Key Number:	1615374
RE Number:	00497490-000000
Physical Location:	VACANT LAND KEY LARGO
Legal Description:	BK 6 LT 15 LAZY LAGOON-KEY LARGO PB2-126 OR552-122 OR1873-673D/C OR1873-682 OR2693-868/69ORD OR2694-1165/66 OR2694-1167/68 OR2694-1169/70 OR2694-1171/72

Lazy Lagoon LLC - Waiver

MM 99.6

MONROE COUNTY PROPERTY
APPRAISER OFFICE



THIS PROPERTY LOCATION MAP HAS BEEN COMPILED FOR INTERNAL OFFICE USE AS AN AID IN THE PREPARATION OF THE MONROE COUNTY TAX ROLL. IT IS NOT A SURVEY AND THE OWNERSHIP INFORMATION DEPICTED THEREON SHOULD NOT BE RELIED UPON FOR TITLE PURPOSES. NEITHER MONROE COUNTY NOR THE OFFICE OF THE PROPERTY APPRAISER ASSUMES RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS.

1:1,212

Date: 9/2/2014

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Margaret Blank

Subject:

Wastewater Funding Presentation

Summary of Discussion:

Margaret Blank will present the wastewater funding disparity powerpoint that will be used at the Roadshow.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	No Attachments
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/5/2014

General Manager

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 3

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: General Manager

Sponsor: Paul Christian

Subject:

Referendum Discussion

Summary of Discussion:

Paul Christian will discuss the status of the rate assistance referendum for Board input and further direction.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	No Attachments
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/5/2014

General Manager

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 4

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: General Manager

Sponsor: Paul Christian

Subject:

Staffing Plan

Summary of Discussion:

Rob Bulkiewicz will discuss the KLWTD Staff Plan.
Paul Christian will discuss added positions and impact on the District.

Reviewed / Approved

Operations: RB

Administration: _____

Finance: _____

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$ 112,000.00

Expense

Funding Source:

Rate Revenue

Budgeted:

Yes

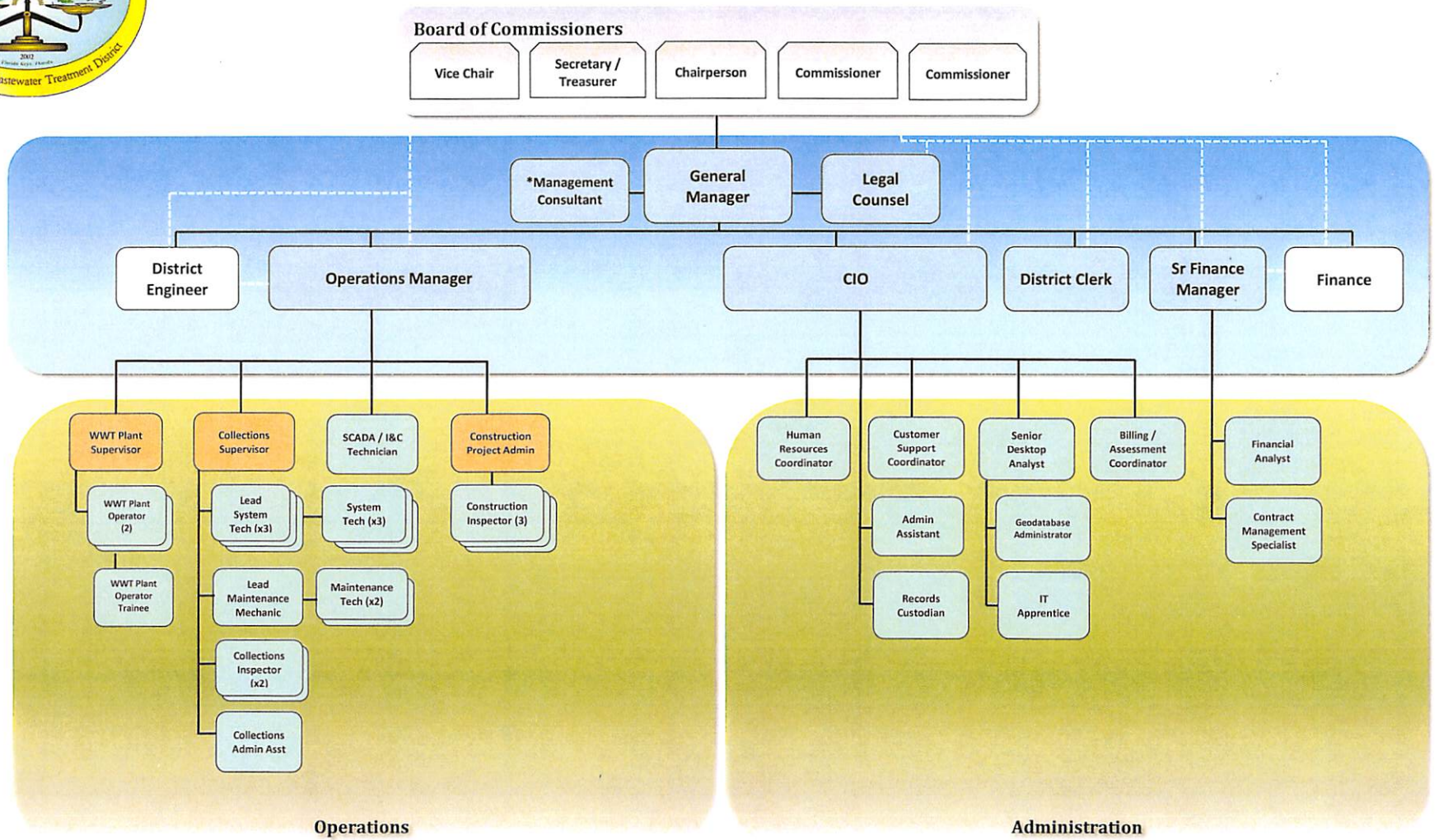
Attachments

1. Staffing Organizational Chart
2. Contract Management Specialist Job Description
3. Records Custodian Job Description

Approved By: _____ **Date:** 9/5/2014

General Manager

Key Largo Wastewater Treatment District
Organizational Chart



*First quarter FY15 only

September 5, 2014

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

Contract Management Specialist Job Description

Summary:

The Contract Management Specialist overseas the District's procurement policy by facilitating the bid process for large purchases, coordinating preparation of contracts and providing oversight for contract performance and accounting.

Essential Duties and Responsibilities:

- Responsible for managing Requests for Proposals (RFPs) or Invitations to Bid (ITBs) informally solicited or through DemandStar (or other appropriate automated bid management system).
- Acts as official point of contact for DemandStar RFPs/ITBs and ensures proper documentation and disposition of requests in accordance with District Procurement Policies and applicable laws and regulations.
- Responsible for protecting the integrity of the District's Procurement process in accordance with the District's Procurement Policies.
- Responsible for the custody, organization and coordination of the District contracts.
- Ensure District contracts are maintained in accordance with Federal, Local and State law
- Coordinate negotiation of terms and conditions of contracts with District Staff and Legal department.
- Ensure all supporting documents pertaining to District contracts are properly maintained. Manage contract expiration dates.
- Maintain an audit file for all District contracts to include, original contract, all correspondence, changes, amendments, expiration dates, clarifications and payment schedules.
- Maintain accurate project accounting records to include all necessary or requested financial reports tracking the financial progress of each contract to include all expenses, capital revenue sources related to each project and any liabilities associated with each project.
- Assist with the District's annual budget preparation as related to all contracts currently outstanding or those projected.

Other Responsibilities:

- Adheres to the policies and procedures of the Key Largo Wastewater Treatment District
- Provide administrative assistance to the Finance Department and District Clerk as needed
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Other duties as assigned

Supervisory Responsibilities:

None

Competencies:

- Project management skills
- Strong organizational and interpersonal skills
- Exceptional written and verbal communication skills
- Detail oriented
- Ability to multi-task and work independently
- Ability to interact with staff at all levels in a fast-paced environment

Education and/or Experience:

- High school Diploma Required
- Associate Degree or higher in an accounting, finance or management discipline preferred

Certificates, Licenses, Registrations:

- None

Computer Skills:

- Proficiency using software programs such as MS Word, PowerPoint, Excel, and Internet Browser
- Must be able to operate a high speed scanner
- Proficient working with electronic documents and manipulating digital files

Environmental Factors/Physical Demands:

Work is performed in an office environment. While performing the duties of this job, the employee is regularly required to have the ability to maintain active customer and employee communication; access, input and retrieve information from the computer system; enter alpha-numeric data into a computerized system often while listening on the telephone. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to bending, reaching, kneeling, stooping and lifting up to thirty (30) pounds.

Key Largo Wastewater Treatment District
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www.klwtd.com

Records Custodian Job Description

Summary:

The Records Custodian is responsible for the security, storage, digitization and proper destruction, when applicable, of all District Records as directed by the policies set forth by the District and all applicable laws and regulations. The Records Custodian is also responsible for responding to all public record requests and timely submission of all required reports as required by law.

Essential Duties and Responsibilities:

- Designated as the Records Management Liaison Officer (RMLO) and registered with the FL Department of State.
- Responsible for maintaining an index and inventory of all District records.
- Coordinate with the FL Department of State to establish new records retention schedules and ensure appropriate disposition of records eligible for destruction as required by law.
- Responsible for training and advising District staff in records management practices.
- Responsible for conversion of printed records to digital format under the direction of the Chief Information Officer and in accordance with the guidelines set forth in District policies and Federal, State and local laws.
- Maintain custody of all District records and ensure adherence to procedures for the orderly management, maintenance, retention and destruction of records in accordance with Florida State law.
- Responsible for protecting the integrity of District records.
- Ensure District Staff is trained and properly advised in record management practices and procedures in accordance with Federal, State and Local ordinances.
- Participate in decision-making for issues such as microfilming, digital imaging, storage, and disposal.
- Work with information technology staff to provide input on records management requirements when designing or enhancing automated systems that will contain public records.
- Responsible for responding to public questions regarding records and records management practices and maintaining a record of such questions or requests.
- Responsible for timely annual reporting to the FL Department of State regarding the District's compliance with records management statutes and rules as required by law.

Other Responsibilities:

- Adheres to the policies and procedures of the Key Largo Wastewater Treatment District
- Provide administrative assistance to the Customer Service department and District Clerk as needed
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Other duties as assigned

Supervisory Responsibilities:

None

Competencies:

- Familiarity with the Florida Department of State's Records Management Program
- Project management skills
- Strong organizational and interpersonal skills
- Exceptional written and verbal communication skills
- Detail oriented
- Ability to multi-task and work independently
- Ability to interact with staff at all levels in a fast-paced environment

Education and/or Experience:

- High school Diploma Required
- Associate Degree or higher in an accounting, finance or management discipline preferred

Certificates, Licenses, Registrations:

- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation preferred

Computer Skills:

- Proficiency using software programs such as MS Word, PowerPoint, Excel, and Outlook
- Must be able to operate a high speed scanner
- Proficient working with electronic documents and manipulating digital files

Environmental Factors/Physical Demands:

Work is performed in an office environment. While performing the duties of this job, the employee is regularly required to have the ability to maintain active customer and employee communication; access, input and retrieve information from the computer system; enter alpha-numeric data into a computerized system often while listening on the telephone. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to bending, reaching, kneeling, stooping and lifting up to thirty (30) pounds.

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 5

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: General Manager

Sponsor: Finance Dept.

Subject:

Budget for Fiscal Year 2014-2015

Summary of Discussion:

The budget for FY14-15 will be presented for adoption.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	1. Updated page 5 of Budget Narrative
Administration:	_____		
Finance:	CF	Funding Source:	2. Budget Resolution
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/8/2014

General Manager

Islamorada Revenues

Islamorada Wastewater Service Revenue ($683,531)

The District and Islamorada, Village of Islands ("Village") have an interlocal agreement for the use of 32% of the District's plant capacity. The Village is charged a base rate of $4.65 per 1,000 gallon of influent, not including any rate surcharges, at the District's advanced wastewater treatment plant. That rate is calculated at $4.30 as shown below. After five years of service, there is a provision in the ILA that calls for a "true-up" calculation of the flow rate. The District began receiving flows from the Village on June 16, 2014.

Treatment Cost (less Admin Cost) Component	$3.77
14% Administrative Cost Component:	0.53
Renewal & Replacement Funding Component:	0.35
Treatment Costs paid by Village per 1,000 gallons:	**$4.65**

Islamorada Insurance Surcharge Revenue ($70,800)

The Interlocal agreement with the Village requires them to pay 32% of the insurance expense for the advanced treatment plant. The District invoices the Village annually for this surcharge.

Islamorada Portion of Capital Projects ($1,747,618)

The District must expand its treatment plant to accommodate for the increased flows from the Village. The capital cost associated with the plant expansion will be paid by the Village according to the interlocal agreement. These projects include: sludge handling system, chemical contact chamber and blower upgrades.

Construction	**Budgted Project Expenditures**	**Village**	**Mayfield**	**DEP Grant**
Engineering and Other Soft Costs	184,767	-	-	-
Sludge Handling System	3,293,305	1,053,858	2,239,447	-
Low Pressure Collection/Transmission System	1,749,633	-	701,313	867,500
Onsite Systems for outlaying properties	300,000	-	300,000	-
Vacuum Pit Monitoring System	2,000,000	-	2,000,000	-
Upgrade Blowers	400,000	128,000	272,000	-
Onsite Chemical Generation	700,000	224,000	476,000	-
Plant Intellipro II SCADA Upgrade	68,000	21,760	46,240	-
Upgrade Odor Control	150,000	-		-
Vacuum Station E Pump Room Ventilation Upgrade	35,000	-		-
Vacuum Station E Hurricane Doors	25,300	-		-
Service Connection Additions	30,000	-		-
Chemical Feed Systems Upgrade	1,000,000	320,000	680,000	-
	9,936,005	1,747,618	6,715,000	867,500

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, LOCATED IN MONROE COUNTY, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 2015 FOR THE DISTRICT; PROVIDING FOR THE GENERAL MANAGER TO EXPEND FUNDS ON BEHALF OF THE DISTRICT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the Key Largo Wastewater Treatment District Act (Ch. 2002-337, Laws of Florida, as amended) (the "Act"), the business and affairs of the Key Largo Wastewater Treatment District (the "District") are conducted and administered by its five-member Board of Commissioners (the "Board"); and

WHEREAS, the Board has those administrative duties set forth in the Act and in chapter 189, Florida Statutes, as the both may from time to time be amended; and

WHEREAS, pursuant to the Act and section 189.418(3), Florida Statutes, the Board has the power and the duty to adopt a budget by resolution each fiscal year.

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

Section 1. ADOPTION OF THE BUDGET AND AUTHORIZATION TO EXPEND FUNDS.

(A) The District Utility System Budget for the Fiscal Year ending September 30, 2015, attached hereto as Exhibit "A" is incorporated herein and is hereby adopted.

(B) Subject to the limitation in Section 1(G), below, the General Manager is hereby authorized to expend funds of the District for official purposes of the operation, maintenance, billing, customer services, construction, debt service payment, capital improvements and other business activities of the District in accordance with the adopted Budget.

(C) No contract or other commitment of funds, written or oral, shall be entered into without the certification of the Chief Financial Officer that such contract or other commitment of funds is in the budget and that sufficient cash to meet the contractual or other commitment of funds will be available within the time allowed for payment under the Florida Prompt Payment Act. When such certification is made, the Chief Financial Officer shall record this action in the financial records of the District so as to encumber

those funds and prevent them from being used for other expenditures prior to the completion of the commitment for which the funds were approved. The Chief Financial Officer may adjust the actual restricted amount as he or she determines that such a change is warranted due to the activities related to the commitment.

(D) The amounts shown within the budget are established as a target level for each specific type of revenue or expenditure indicated. Recognizing that the items listed in the Budget may actually be higher or lower than those estimates, the Chief Financial Officer is authorized to reallocate the adopted Budget within each category. Allocation of funds from one category to another is prohibited. Only the Board is authorized to increase the budgeted amounts for a category.

(E) The General Manager is authorized to spend funds not in the Budget in the event of an emergency related to the KLWTD Utility System, which the General Manager reasonably believes may result in: danger or injury to persons; damage to assets of the District; or the inability of the district to provide wastewater services. As soon as possible thereafter, the General Manager or Chief Financial Officer shall report to the Chairman of the Board any such actions taken or to be taken in such circumstances. However, such communication shall occur no later than 24 hours after such actions or events.

(F) The Chief Financial Officer shall notify the Board when he or she determines that the actual revenues of the utility system are likely to be less than those indicated in the adopted Budget and shall also prepare a proposed revised Budget for the Board's review and consideration.

(G) Pursuant to Resolution 01-01-05, any disbursement in excess of $10,000, other than emergency contracts as provided in Sections 1(E) of this Resolution, must be approved by the Board prior to entering into such a contract.

(H) Pursuant to Resolution 01-01-05, except for emergency expenditures under Section 1(E), above, any work order equal to or in excess of $10,000 for a professional services contract previously approved by the Board, must be approved by the Board prior to accepting such a work order. Those work orders less than $10,000 for such contracts do not require prior Board approval but will be presented to the Board for ratification.

(I) The Board authorizes the General Manager and the Chief Financial Officer to do all acts and things required of them by this Resolution and the Budget for the full, punctual, and complete performance thereof, and the Chairman and each member of the Board, officers, attorneys, and other agents of the District are hereby authorized and directed to execute and deliver any and all papers and instruments and to do and cause to be done all acts and things necessary or proper for carrying out the Budget and transactions contemplated by this Resolution, or Florida Statues.

(J) In the absence of a Chief Financial Officer, the Board may appoint an individual or entity to act on behalf of the Chief Financial Officer and, in such case, all

duties and responsibilities listed above of the Chief Financial Officer shall inherently become the duties of that individual or entity.

Section 2. APPLICABILITY AND EFFECTIVE DATE.

This resolution shall take effect upon adoption by the Board of Commissioners.

INTENTIONALLY LEFT BLANK

RESOLVED AND ADOPTED this ___ of _____ 2014.

The foregoing RESOLUTION was offered by_____, who moved its approval. The motion was seconded by _____, and being put to a vote the result was as follows:

	AYE	NAY
Chairman Steve Gibbs	____	____
Commissioner Norman Higgins	____	____
Commissioner David Asdourian	____	____
Commissioner Andrew Tobin	____	____
Commissioner Robert Majeska	____	____

The Chairman thereupon declared Resolution No. _____ duly passed and adopted the ____ day of _____, 2014

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____

Chairman Gibbs

ATTEST:

_____

Deputy Clerk, Melissa Cornelison

Approved to as to form and legal sufficiency:

_____

General Counsel, Ray Giglio

SEAL

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 6

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor: Finance Dept.

Subject:

Monthly Finance Report July 31, 2014

Summary of Discussion:

Monthly Finance Reports for review

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Statement of Financial Position and Revenue & Expenditure Report: July 31, 2014
Administration:	_____		
Finance:	CF	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/5/2014

General Manager

STATEMENT OF FINANCIAL POSITION FOR KEY LARGO WASTEWATER TREATMENT DISTRICT
Period Ending 07/31/2014

GL Number	Description	Balance
*** Assets ***		
401-0000-101.000.01	BB&T R&R Fund 9681	693,935.00
401-0000-101.000.02	BB&T Debt Service Acct 9673	1,751,074.72
401-0000-101.000.03	BB&T Payroll Acct 9665	244,761.30
401-0000-101.000.04	BB&T Assessment Acct 9657	1,279,693.61
401-0000-101.000.06	BB&T General Operating 9549	4,400,173.03
401-0000-101.000.07	Capital Bank General Acct-9006	230,593.67
401-0000-101.000.08	Capital Bank Assessment-4806	1,171.64
401-0000-101.000.09	Community Operating Acct -3606	9,506.55
401-0000-101.000.10	Community Assessment Acct- 3609	1,363,591.03
401-0000-101.000.11	First State Assessment Act-3292	2,365,827.81
401-0000-101.000.13	BB&T: Money Rate Savings - 5806	4,000,943.26
401-0000-115.000.01	Accounts Receivable	2,500.00
401-0000-141.000.00	Inventory - Chemicals	40,070.17
401-0000-141.100.01	Inventory - Pipe	505.96
401-0000-141.100.02	Inventory - Fittings	3,031.75
401-0000-155.000.01	Prepaid Assets	95.36
401-0000-156.000.00	Deposits	53,355.00
401-0000-161.900.00	Land	1,780,804.19
401-0000-166.900.01	Equipment & Furniture - Computer	28,757.21
401-0000-166.900.02	Equipment & Furniture - Tools	53,595.23
401-0000-166.900.03	Equipment & Furniture - Plant Office & L	37,295.44
401-0000-166.900.04	Equipment & Furniture - Main Office	44,011.93
401-0000-166.900.05	Equipment & Furniture - Plant Equipment	225,455.46
401-0000-169.900.00	Construction In Progress	1,981,142.19
401-0000-170.900.00	Collection Facilities	108,895,066.48
401-0000-170.900.01	Treatment Facilities	31,968,004.85

401-0000-170.900.02	Leasehold Improvements	11,026.63
401-0000-170.900.03	Vehicles	194,832.16
401-0000-170.950.00	Accumulated Depreciation	(12,159,081.13)
	Total Assets	149,501,740.50

*** Liabilities ***

401-0000-202.000.00	Accounts Payable	146,037.82
401-0000-203.900.00	SRF Loan - KLNC 01P	18,823,745.38
401-0000-203.900.01	SRF Bonded Loan - KLNC 010	17,856,201.40
401-0000-203.900.02	SRF Loan - KLP 020	599,899.11
401-0000-203.900.03	SRF Loan - KLSC 464030	2,075,462.14
401-0000-203.900.05	BB&T 2013 Bond	9,508,839.42
401-0000-203.900.06	BB&T 2014 Bond	9,510,281.62
401-0000-205.000.00	Retainage Payable	91,216.07
401-0000-208.000.00	Islamorada Deposit Plt Upgrade	442,709.14
401-0000-208.000.01	Islamorada Good Faith Deposit	25,000.00
401-0000-210.900.00	Accrued Compensated Absences	51,865.61
401-0000-215.000.00	Accrued Interest Payable	636,891.75
401-0000-229.000.00	Health & Optional Withholdings	1,616.54
401-0000-237.000.00	Other Post Employment Benefit (OPEB) Liabilities	38,653.00
	Total Liabilities	59,808,419.00

*** Fund Balance ***

401-0000-284.000.00	Fund Balance - Unassigned	89,693,321.50

REVENUE AND EXPENDITURE BUDGET VS. ACTUAL REPORT FOR KEY LARGO WASTEWATER TREATMENT DISTRICT
PERIOD ENDING 07/31/2014

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 07/31/2014 INCR (DECR)	YTD BALANCE 07/31/2014 NORM (ABNORM)	2013-14 AMENDED BUDGET	10 months of the 12 month budget / 83% of Budget Used % BDGT USED	AVAILABLE BALANCE NORM (ABNORM) 83%
Revenues						
Dept 0000-Non-Departmental						
325.100.00	Non Ad Valorem Assessments	2,470.51	4,485,064.67	4,713,000.00	95.16	227,935.33
332.000.00	Islamorada ILA	8,222,155.58	9,132,214.07	1,213,411.00	752.61	(7,918,803.07)
343.500.00	Wastewater Service Revenue	772,171.95	6,382,440.18	8,189,300.00	77.94	1,806,859.82
343.500.01	Islamorada Wastewater Service Revenue	0.00	7,055.09	529,446.00	1.33	522,390.91
361.100.00	Interest Income	1,533.39	12,218.09	17,500.00	69.82	5,281.91
369.900.00	Miscellaneous Revenues	0.00	6,839.50	0.00	100.00	(6,839.50)
Total Dept 0000-Non-Departmental		**8,998,331.43**	**20,025,831.60**	**14,662,657.00**	**136.58**	**(5,363,174.60)**
Dept 5900-CONSTRUCTION						
325.100.01	SDC Prepayments	8,193.06	257,756.80	175,000.00	147.29	(82,756.80)
332.000.00	Islamorada ILA	0.00	39,690.86	1,344,000.00	2.95	1,304,309.14
334.350.00	DEP Grant Income	76,164.00	76,164.00	1,000,000.00	7.62	923,836.00
384.000.00	Loan Proceeds	0.00	0.00	5,049,441.00	0.00	5,049,441.00
389.000.00	Cash on Hand	0.00	0.00	853,441.00	0.00	853,441.00
Total Dept 5900-CONSTRUCTION		**84,357.06**	**373,611.66**	**8,421,882.00**	**4.44**	**8,048,270.34**
TOTAL Revenues		**9,082,688.49**	**20,399,443.26**	**23,084,539.00**	**88.37**	**2,685,095.74**
Expenditures						
Dept 0000-Non-Departmental						
581.000.01	Transfer to Repair & Replacement Fund	0.00	0.00	800,000.00	0.00	800,000.00
581.000.02	Transfer to Insurance Deductible Reserve	0.00	0.00	20,000.00	0.00	20,000.00
581.000.03	Transfer to Operational Reserve	0.00	0.00	675,056.00	0.00	675,056.00
720.000.00	Debt Service	9,193,612.76	11,918,577.69	6,391,177.00	186.48	(5,527,400.69)
730.000.00	Other Debt Service Costs	0.00	70,668.97	0.00	100.00	(70,668.97)
Total Dept 0000-Non-Departmental		**9,193,612.76**	**11,989,246.66**	**7,886,233.00**	**28.79**	**(4,103,013.66)**
Dept 5130-ADMINISTRATIVE						
120.000.00	Payroll-Administration	31,718.32	317,695.96	406,078.00	78.24	88,583.80
120.511.00	Payroll-Board Meeting Compensation	5,460.00	65,660.43	70,200.00	93.53	4,539.57
210.000.00	Payroll Taxes	2,792.61	28,550.00	36,435.00	78.36	7,885.00
220.000.00	Retirement Program	1,623.42	9,221.93	9,302.00	99.14	80.07

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 07/31/2014 INCR (DECR)	YTD BALANCE 07/31/2014 NORM (ABNORM)	2013-14 AMENDED BUDGET	10 months of the 12 month budget / 83% of Budget Used % BDGT USED	AVAILABLE BALANCE NORM (ABNORM) 83%
230.000.00	Group Health Premiums (4)	3,034.32	34,478.58	41,613.00	82.86	7,082.90
230.001.00	Employee Benefit Administration Fees	96.00	1,687.00	2,000.00	84.35	313.00
230.002.00	Life Insurance/EAP Premiums	85.80	1,315.88	1,500.00	87.73	184.12
240.000.00	Workers Compensation Insurance	0.00	32,165.00	3,003.00	1,071.10	(29,162.00)
250.000.00	Unemployment Compensation	0.00	4,125.00	20,000.00	20.63	15,875.00
311.000.00	Professional Services	0.00	2,662.24	5,000.00	53.24	2,337.76
311.002.00	FKAA Billing Services	10,643.25	103,750.18	135,000.00	76.85	31,249.82
311.003.00	Tax Collector Fees	0.00	10,000.00	10,000.00	100.00	0.00
311.004.00	Utility Rate Consultant	0.00	1,219.00	5,000.00	24.38	3,781.00
312.000.11	Lobbyists	8,000.00	70,470.00	85,000.00	82.91	14,530.00
313.000.14	Legal - Litigation Reserve	0.00	0.00	20,000.00	0.00	20,000.00
313.001.14	Legal - Outside Counsel	0.00	6,894.25	20,000.00	34.47	13,105.75
320.000.01	Audit Services	0.00	28,000.00	28,000.00	100.00	0.00
320.000.02	Bishop & Rosasco	5,182.50	61,049.00	75,000.00	81.40	13,951.00
400.000.00	Travel, Training, Education & Meetings	62.17	7,438.43	20,000.00	37.19	12,561.57
420.000.00	Postage & Delivery Expense	2,200.53	8,312.73	20,000.00	41.56	11,687.27
430.000.00	Water - District Office	26.68	251.66	350.00	71.90	98.34
432.000.00	Facility Cleaning	260.00	2,747.27	4,000.00	68.68	1,252.73
435.000.00	Electric	454.48	4,093.24	6,000.00	68.22	1,906.76
440.000.00	Rents & Leases	5,877.54	32,326.47	39,600.00	81.63	7,273.53
450.000.00	Insurance	0.00	348,074.99	364,235.00	95.56	16,160.01
460.000.00	Repairs & Maintenance	630.49	7,047.60	15,000.00	46.98	7,952.40
470.000.00	Copier Expense	321.30	3,397.53	4,500.00	75.50	1,102.47
480.000.00	Advertisements	0.00	7,536.95	20,000.00	37.68	12,463.05
491.000.00	Reserve for Contingencies	1,500.00	1,500.00	5,000.00	30.00	3,500.00
492.000.00	Bank Fees	0.00	574.47	5,000.00	11.49	4,425.53
493.000.00	Low Income Assistance	0.00	0.00	10,000.00	0.00	10,000.00
510.000.00	Office Supplies & Special Printings	720.29	10,805.69	30,000.00	36.02	19,194.31
520.000.00	Employee Uniforms / Clothing	0.00	0.00	250.00	0.00	250.00
520.007.00	Regulatory, Permit & Recording Fees	0.00	4,222.40	10,000.00	42.22	5,777.60
521.000.00	Board: Travel, Administrative, Office S	0.00	1,515.71	7,500.00	20.21	5,984.29
540.000.00	Dues & Subscriptions	113.00	2,296.28	2,500.00	91.85	203.72
Total Dept 5130-ADMINISTRATIVE		**80,802.70**	**1,221,287.63**	**1,537,066.00**	**79.46**	**315,928.61**
Dept 5135-CUSTOMER SERVICE & IT						
120.000.00	Payroll-Customer Service & IT	29,790.13	260,685.88	365,750.00	71.27	116,388.88
130.000.00	Temporary/Part-time	300.00	1,625.00	15,000.00	10.83	13,375.00

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210.000.00	Payroll Taxes	2,252.44	19,980.39	29,127.00	68.60	9,146.61
220.000.00	Retirement Program	223.24	2,462.05	10,973.00	22.44	8,510.95
230.000.00	Group Health Premiums (7)	4,551.48	48,621.23	72,823.00	66.77	24,201.77
240.000.00	Workers Compensation Insurance	0.00	0.00	1,028.00	0.00	1,028.00
311.000.00	Professional Services	105.00	1,434.36	23,200.00	6.18	21,765.64
311.005.00	Tax Roll Services	0.00	0.00	6,000.00	0.00	6,000.00
341.000.00	Software License Renewals	388.53	13,754.62	35,917.00	38.30	22,162.38
400.000.00	Travel, Training, Education & Meetings	143.99	10,001.77	25,000.00	40.01	14,998.23
410.000.00	Phone, Cell Phone & Internet Service	4,978.34	42,828.46	46,500.00	92.10	3,671.54
411.000.00	IT Maintenance	395.10	18,897.30	36,900.00	51.21	18,002.70
510.000.00	Office Supplies	498.62	2,116.61	4,500.00	47.04	2,383.39
520.000.00	Employee Uniforms / Clothing	0.00	0.00	250.00	0.00	250.00
645.000.00	Capital Outlay: Computer Equipment	440.35	10,339.99	5,000.00	206.80	(5,339.99)
680.000.00	Capital Outlay: Software	0.00	58,149.98	85,067.00	68.36	26,917.02
Total Dept 5135-CUSTOMER SERVICE & IT		**45,482.10**	**502,222.40**	**763,035.00**	**65.82**	**272,137.36**
Dept 5351-PLANT						
120.000.00	Payroll-Plant	23,067.25	215,279.86	303,861.00	70.85	101,468.24
210.000.00	Payroll Taxes	1,747.07	16,682.22	23,245.00	71.77	6,562.78
220.000.00	Retirement Program	352.83	3,524.60	9,116.00	38.66	5,591.40
230.000.00	Group Health Premiums (6)	3,413.61	33,720.59	62,420.00	54.02	28,699.41
240.000.00	Workers Compensation Insurance	0.00	0.00	10,605.00	0.00	10,605.00
311.000.00	Professional Services	0.00	38,450.00	32,000.00	120.16	(6,450.00)
311.006.00	Professional Services: Engineering	5,741.25	71,314.36	140,000.00	50.94	68,686.34
400.000.00	Travel, Training, Education & Meetings	1,245.80	8,725.71	15,000.00	58.17	6,274.29
420.000.00	Postage & Delivery Expense	1,000.42	10,149.21	10,000.00	101.49	(149.21)
430.000.00	Water- Plant	610.00	2,603.05	5,000.00	52.06	2,396.95
432.000.00	Facility Cleaning	430.00	4,706.99	10,500.00	44.83	5,793.01
435.000.00	Electric (not including Vac E)	28,109.18	240,546.86	450,000.00	53.45	209,453.14
460.000.00	Repairs & Maintenance	4,526.67	87,114.79	80,000.00	108.89	(7,114.79)
462.000.00	Repairs & Maintenance: Vehicles	96.93	2,004.89	3,000.00	66.83	995.11
470.000.00	Copier Expenses	125.90	1,774.68	4,000.00	44.37	2,225.32
491.000.00	Reserve for Contingencies	0.00	1,837.50	150,000.00	1.23	148,162.50
510.000.00	Office & Safety & Hurricane Supplies	136.93	1,233.52	9,000.00	13.71	7,766.48
520.000.00	Employee Uniforms / Clothing	128.99	1,367.12	2,500.00	54.68	1,132.88
520.001.00	Lab Services (sample analysis)	3,211.00	33,657.00	53,000.00	63.50	19,343.00
520.002.00	Sludge Handling	0.00	145,596.75	480,000.00	30.33	334,403.25

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520.003.00	Chemicals	58,372.00	232,002.43	675,000.00	34.37	442,997.57
520.004.00	Lab Supplies	605.57	9,869.18	18,700.00	52.78	8,830.82
520.005.00	Supplies & Tools (plant operations)	3,061.04	37,565.23	75,000.00	50.09	37,434.77
520.006.00	Immunizations	52.34	359.84	1,500.00	23.99	1,140.16
520.007.00	Regulatory/ Permit Fees	0.00	284.93	5,000.00	5.70	4,715.07
540.000.00	Dues & Subscriptions	0.00	0.00	1,000.00	0.00	1,000.00
640.000.00	Capital Outlay: Equipment - Plant Intrus	0.00	14,149.83	27,000.00	52.41	12,850.17
Total Dept 5351-PLANT		**137,624.41**	**1,227,408.24**	**2,656,447.00**	**46.20**	**1,441,926.56**
Dept 5352-COLLECTIONS						
120.000.00	Payroll-Collections & Maintenance	48,674.75	507,647.65	652,999.00	77.74	180,867.98
210.000.00	Payroll Taxes	3,679.69	39,563.19	49,954.00	79.20	10,390.81
220.000.00	Retirement Program	954.06	9,176.32	19,590.00	46.84	10,413.68
230.000.00	Group Health Premiums (13)	7,509.93	80,094.92	135,243.00	59.22	55,148.08
240.000.00	Workers Compensation Insurance	0.00	0.00	22,790.00	0.00	22,790.00
311.000.00	Professional Services	0.00	875.00	15,000.00	5.83	14,125.00
311.006.03	Weiler Engineering - 03 Collections	0.00	52,171.25	40,000.00	130.43	(12,171.25)
400.000.00	Travel, Training, Education & Meetings	277.23	6,514.01	12,500.00	52.11	5,985.99
430.000.01	Water- Vac Station A	16.42	152.28	200.00	76.14	47.72
430.000.02	Water- Vac Station D	14.71	159.58	225.00	70.92	65.42
430.000.03	Water- Vac Station F - mini	14.14	135.24	200.00	67.62	64.76
430.000.04	Water- Vac Station G	14.71	159.03	250.00	63.61	90.97
430.000.05	Water- Vac Station I - house	34.66	319.15	300.00	106.38	(19.15)
430.000.06	Water- Vac Station I - office	14.71	147.92	200.00	73.96	52.08
430.000.07	Water- Vac Station JK	14.14	171.03	250.00	68.41	78.97
430.000.08	Water- Tweedy Pie	0.00	0.00	200.00	0.00	200.00
430.000.09	Water- Humpty Dumpty	13.57	135.28	200.00	67.64	64.72
430.000.10	Water- Harborage	13.57	134.72	200.00	67.36	65.28
430.000.11	WaterCoastal WW/Largo Park Lift Station	0.00	0.00	175.00	0.00	175.00
430.000.12	Water- Peter Pan	13.57	134.72	0.00	100.00	(134.72)
432.000.00	Facility Cleaning	300.00	3,225.00	5,200.00	62.02	1,975.00
432.001.00	Solid Waste	363.29	4,211.78	5,000.00	84.24	788.22
435.000.01	Electricity- Vac Station A	0.00	31,212.02	45,000.00	69.36	13,787.98
435.000.02	Electricity- Vac Station D	4,270.67	34,268.04	45,000.00	76.15	10,731.96
435.000.03	Electricity- Vac Station E	0.00	26,046.63	37,500.00	69.46	11,453.37
435.000.04	Electricity- Vac Station F - mini	127.23	1,175.27	1,350.00	87.06	174.73
435.000.05	Electricity- Vac Station G	2,020.86	16,443.07	19,000.00	86.54	2,556.93

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 07/31/2014 INCR (DECR)	YTD BALANCE 07/31/2014 NORM (ABNORM)	2013-14 AMENDED BUDGET	10 months of the 12 month budget / 83% of Budget Used % BDGT USED	AVAILABLE BALANCE NORM (ABNORM) 83%
435.000.06	Electricity- Vac Station I	1,750.49	13,525.25	19,000.00	71.19	5,474.75
435.000.07	Electricity- Vac Station I - house	140.13	1,061.25	1,000.00	106.13	(61.25)
435.000.08	Electricity- Vac Station I - office	115.32	1,207.42	1,000.00	120.74	(207.42)
435.000.09	Electricity- Vac Station JK	2,854.00	26,844.59	35,000.00	76.70	8,155.41
435.000.10	Electricity- Tweedy Pie	48.33	466.37	750.00	62.18	283.63
435.000.11	Electricity- Humpty Dumpty	52.36	500.46	750.00	66.73	249.54
435.000.12	Electricity- Harborage	56.97	614.86	1,250.00	49.19	635.14
435.000.13	Electricity-Coastal WW/Largo Pk Lift St	80.11	791.10	1,000.00	79.11	208.90
461.000.00	Repairs & Maintenance: Grounds Keeping	725.00	14,128.92	17,500.00	80.74	3,371.08
462.000.00	Repairs & Maintenance: Vehicles	2,606.20	29,492.66	38,000.00	77.61	8,507.34
463.000.00	Repairs & Maintenance: Equipment	833.37	89,702.19	100,000.00	89.70	10,297.81
464.000.00	Repairs & Maintenance: Vac Buildings	610.56	5,898.70	7,300.00	80.80	1,401.30
465.000.00	Repairs & Maintenance: Vac System	147.43	147.43	0.00	100.00	(147.43)
491.000.00	Reserve for Contingencies	1,450.08	25,152.08	60,000.00	41.92	34,847.92
510.000.00	Office Supplies	1,002.25	3,587.93	3,300.00	108.73	(287.93)
511.000.00	Safety Supplies	442.50	442.50	0.00	100.00	(442.50)
520.000.00	Employee Uniforms / Clothing	0.00	1,748.96	6,000.00	29.15	4,251.04
520.005.00	Supplies & Tools (inc. cleaning suppl)	1,903.99	40,210.75	47,500.00	84.65	7,289.25
520.006.00	Immunizations	725.07	7,900.01	12,000.00	65.83	4,099.99
520.008.00	Lateral Extensions	0.00	29,946.82	35,000.00	85.56	5,053.18
520.009.00	Vacuum Sta. Supplies (includes Air Vac)	1,775.64	18,366.72	65,000.00	28.26	46,633.28
520.010.00	Fuel	0.00	9,667.04	22,500.00	42.96	12,832.96
640.000.00	Capital Outlay: Equipment	0.00	88,000.00	143,500.00	61.32	55,500.00
640.001.00	Capital Outlay: Vac Station Equipment	0.00	0.00	30,000.00	0.00	30,000.00
641.000.00	Capital Outlay: Vehicles	0.00	75,770.50	64,000.00	118.39	(11,770.50)
Total Dept 5352-COLLECTIONS		**88,302.62**	**1,334,964.24**	**1,819,876.00**	**73.35**	**520,428.39**
Dept 5900-CONSTRUCTION						
120.000.00	Payroll-Construction	7,339.75	101,662.36	174,806.00	58.16	74,556.19
210.000.00	Payroll Taxes	555.46	7,955.41	13,373.00	59.49	5,417.59
220.000.00	Retirement Program	220.21	3,038.88	5,244.00	57.95	2,205.12
230.000.00	Group Health Premiums (4)	1,213.74	20,958.52	41,613.00	50.37	20,654.48
240.000.00	Workers Compensation Insurance	0.00	0.00	5,209.00	0.00	5,209.00
311.000.00	Professional Services	0.00	0.00	156,017.00	0.00	156,017.00
311.006.00	Professional Services - Engineering	12,755.00	31,523.01	0.00	100.00	(31,523.01)
400.000.00	Travel, Training & Education	199.00	897.86	15,000.00	5.99	14,102.14
462.000.00	Repairs & Maintenance: Vehicles	255.80	1,352.27	13,200.00	10.24	11,847.73

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 07/31/2014 INCR (DECR)	YTD BALANCE 07/31/2014 NORM (ABNORM)	2013-14 AMENDED BUDGET	10 months of the 12 month budget / 83% of Budget Used % BDGT USED	AVAILABLE BALANCE NORM (ABNORM) 83%
490.000.00	Small Tools & Equipment	0.00	1,883.13	5,000.00	37.66	3,116.87
491.000.00	Reserve for Contingencies	0.00	250.00	200,000.00	0.13	199,750.00
510.000.00	Office Supplies	6.36	930.63	2,400.00	38.78	1,469.37
520.000.00	Employee Uniforms / Clothing	0.00	1,019.79	2,250.00	45.32	1,230.21
630.005.00	SCADA	0.00	6,957.30	0.00	100.00	(6,957.30)
630.100.01	Vacuum Station E Pump Room Ventilation U	0.00	0.00	25,000.00	0.00	25,000.00
630.100.02	Vacuum Station E Hurricane Doors	0.00	0.00	25,300.00	0.00	25,300.00
630.200.01	Chlorine Contact Chamber	0.00	0.00	175,000.00	0.00	175,000.00
630.200.02	Upgrade Odor Control	0.00	0.00	150,000.00	0.00	150,000.00
630.200.03	300HP Blower	0.00	0.00	350,000.00	0.00	350,000.00
630.200.04	Chemical Feed Systems Upgrade	0.00	0.00	300,000.00	0.00	300,000.00
630.200.05	Fully Enclosed Headworks	0.00	0.00	300,000.00	0.00	300,000.00
641.000.00	Capital Outlay: SUV	0.00	28,073.26	29,900.00	93.89	1,826.74
650.001.00	Shallow Wells	0.00	109,927.71	45,000.00	244.28	(64,927.71)
650.002.00	Sludge Handling System	18,792.50	42,570.94	2,851,991.50	1.49	2,809,420.56
650.003.00	Service Connection Revisions	0.00	24,750.00	30,000.00	82.50	5,250.00
650.004.01	Unique Properties	74,362.19	320,781.59	1,510,781.50	21.23	1,189,999.91
650.004.02	C905 - Part B, Neighborhood	3,020.00	72,388.20	930,000.00	7.78	857,611.80
650.004.03	C905 - Part A, Mainline	0.00	0.00	195,297.00	0.00	195,297.00
650.004.04	Grinder Pump Purchase	0.00	204,533.00	869,500.00	23.52	664,967.00
650.999.02	Vacuum Stations - SCADA Upgrade IT	0.00	4,234.53	0.00	100.00	(4,234.53)
650.999.03	Vacuum Stations - SCADA Upgrade	0.00	331,805.41	0.00	100.00	(331,805.41)
Total Dept 5900-CONSTRUCTION		**118,776.11**	**1,318,906.35**	**8,421,882.00**	**15.66**	**7,104,388.20**
TOTAL Expenditures		**9,664,600.70**	**17,594,035.52**	**23,084,539.00**	**36.49**	**9,654,809.12**
Fund 401 - GENERAL FUND:						
TOTAL REVENUES		**9,082,688.49**	**20,399,443.26**	**23,084,539.00**	**88.37**	**2,685,095.74**
TOTAL EXPENDITURES		**9,664,600.70**	**17,594,035.52**	**23,084,539.00**	**76.22**	**5,490,503.48**
NET OF REVENUES & EXPENDITURES		**(581,912.21)**	**2,805,407.74**	**0.00**		**(2,805,407.74)**

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 7

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Commissioner's Item

Sponsor: Chairman Gibbs

Subject:

Discuss Office Lease

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	No Attachments
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/5/2014

General Manager

From: **Chris Sante** <csante@bellsouth.net>
Date: Thu, Aug 7, 2014 at 12:40 PM
Subject: New lease info DRAFT
To: Margaret Blank <margaretb@klwtd.com>

Margaret,

This is the draft of the new terms.

I will need to know if you want another 10 years.

The current rate at renewal will remain. The changes are: no cost of living adjustment, just a 3% increase per year plus a CAM of $956.00 (this is adjusted as the cost change) per month for taxes, insurance, electric, maintenance on your portion of the area.

These are my cost as of 2013 for your half of the two buildings.

Taxes	$3640.00	
Insurance	5425.00	
Electric	1200.00	(street lights, common area_
Maintenance	1200	grass, trees est.
Total	$956.00	

As far as selling the buildings, I will check into that also.

Chris

Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: September 9, 2014

Agenda Item Number: 8

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Commissioner's Item

Sponsor: Chairman Gibbs

Subject:

Letter to the Editor

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Copy of the Letter to the Editor
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 9/5/2014

General Manager

Key Largo Wastewater Treatment District
98880 Overseas Highway – PO Box 491
Key Largo, FL 33037
Phone: (305) 451-4019 Fax: (305) 453-5807
www.klwtd.com

August 6, 2014

For the past few years the Key Largo Wastewater Treatment District has been attempting to work with Monroe County in order to achieve parity in its distribution of wastewater funding so that the people of Key Largo pay no more and no less than their neighbors in the unincorporated portions to the south.

The primary object for the District is to fulfill its fiduciary responsibility to its 9,200 rate payers to reduce its outstanding debt in order to provide assessment and rate relief. However, citizens of Key Largo continue to pay significantly more for its wastewater project than those residing in other areas of the unincorporated county. This is despite the fact that the Key Largo project costs less per EDU (the flow from each residence is equal to one Equivalent Dwelling Unit) than other projects.

The bulk of Key Largo's funding for its $163 million wastewater project comes from its 9,200 ratepayers who are responsible for $79.3 million, or $5,643 per EDU. Ratepayers in the other unincorporated areas are contributing $59.4 million, or $4,240 per EDU.

County records show that to date, Key Largo has received its entire expected allocation of $23.1 million from countywide funds, or $1,644 per EDU. Taxpayers in the other areas (Duck Key, Conch Key, Cudjoe Regional, Big Coppitt and Bay Point) are now projected to receive $128.3 million or $9,158 per EDU. In other words, for Key Largo ratepayers, there is an **enormous disparity of $7,515 per EDU**. This is the bottom line in understanding the highly inequitable distribution of the Infrastructure Sales Tax.

Key Largo Wastewater Treatment District received $17 million from the State of Florida. The District hoped to use about half of that funding to pay for projects it already had budgeted, and to use the other half to provide rate and assessment relief to its customers. However, the state funding was mandated to be used for new projects only. The District is currently working with the county and the Village of Islamorada to find a way to use a portion of the state money to reduce the funding disparity and provide rate and assessment relief to its customers.

We will continue to work with Monroe County, but the bottom line remains that the county must acknowledge the disparity and take meaningful steps to address it. It would make a big difference if the county would allocate a fair portion of future infrastructure sales tax monies to the District in order to alleviate the financial burden on its northern-most citizens. We are optimistic that the county will find a way.

Steve Gibbs,
Chairman
Key Largo Wastewater Treatment District