AGENDA

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

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ROLL CALL

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

DISTRICT STAFF:
Paul Christian General Manager
Ray Giglio General Counsel
Mariela Montedeoca District 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."
D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
1. Presentation of New Agenda Format – Paul Christian
2. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
1. Minutes of May 5, 2015

G. GENERAL MANAGER'S REPORT
1. Administration Building Progression Timeline
2. General Manager's Contract / District Accomplishments – 2015 Fiscal Year to date

H. STAFF REPORTS
1. Operations
2. Administration and Customer Service
   a. MCLA Conservation Waiver – AK 1544418
   b. Records Custodian Presentation
3. Budget and Finance

I. LEGAL REPORT

J. CONSTRUCTION

K. ENGINEER'S REPORT

L. COMMISSIONER'S ITEMS / ROUNDTABLE
1. Thank you Resolution
   RESOLUTION NO. DRAFT 10-05-15
   A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THANKING THE ISLAND OF KEY LARGO FEDERATION OF HOMEOWNERS ASSOCIATION AND THE TAVERNIER COMMUNITY ASSOCIATION FOR THEIR ASSISTANCE IN FACILITATING THE ADOPTION AND PASSAGE OF THE ILA BETWEEN THE DISTRICT AND MONROE COUNTY REGARDING THE REALLOCATION OF MAYFIELD FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE

2. Roundtable Discussion

M. 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 305-451-4619 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015
Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Sponsor:
Legal Ray Giglio

Subject:
Minutes of May 5th, 2015

Summary of Discussion:

Reviewed / Approved

Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact

Operations: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Attachments

Minutes of May 5th, 2015

Approved By: General Manager
Date: 5/18/2015
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Robert Majeska, Norman Higgins and Andrew Tobin. Also present were General Manager Paul Christian, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Finance Manager Connie Fazio, Operations Manager Daniel Saus, Ed Castle with Weiler Engineering, District Clerk Mariela Montedeoca and other appropriate District Staff.

Mr. Jered Primicerio led the pledge of allegiance.

RECOGNIZE DISTRICT STAFF

Wastewater Treatment Plant Supervisor Jered Primicerio was awarded Employee of the Month for April 2015.

APPROVAL OF AGENDA

- Commissioner Stephen Gibbs added an item to discuss the progress of the C-905 Grinder Pump Construction project and an item to discuss Monroe Park. These two items were added under General Manager's Report.
- Commissioner Norman Higgins added an item to discuss the Mayfield Grant Legislation. This item was added under Commissioners' Roundtable.
- Commissioner Robert Majeska added the following items:
  - Last year's Mayfield Funds. This item was added under General Manager's Report.
  - Move-in date to the new Administration Building. This item was added under Commissioners' Roundtable.
  - Future Construction Projects for year 2015. This item was added under Commissioners' Roundtable.
  - Agenda Format. This item was added under Commissioners' Roundtable.
- Legal Counsel Ray Giglio added an item to update on Vac-Station Ventilation Project progress. This item was added under General Manager's Report.

Motion: Commissioner Gibbs made a motion to approve the agenda as amended and Commissioner Tobin seconded the motion. The motion passed without objection.
BULK ITEM

Minutes of April 21, 2015

Plant Headworks Modification Change Order Approval

General Manager Paul Christian reminded the Board that this item was previously approved by the Board and that it was presented as a change order approval as matter of housekeeping.

Keys Contracting Change Order #5

General Manager Paul Christian informed the Board that this change order is for the installation of a back flow prevention valve, which Fountain Engineering failed to install; and he answered questions from the Board.

Motion: Commissioner Gibbs made a motion to approve the Bulk Items: Minutes of April 14, 2015, Plant Headwork Modification Change Order and Keys Contracting Change Order #5. Commissioner Higgins seconded the motion. The motion passed without objection.

GENERAL MANAGER’S REPORT

Minutes of April 14, 2015

Commissioner Tobin presented his proposed changes to the April 14th, 2015 Minutes, which reflect his presentation to the Board.

Mr. Ray Giglio made a presentation to the Board on the requirements and procedures for producing and adopting Minutes.

Motion: Commissioner Tobin made a motion to adopt the minutes as amended. Commissioner Gibbs seconded the motion.

Vote on Motion

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<th>Member</th>
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<td>Commissioner Tobin</td>
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Motion passes 4 to 1
General Manager Contract Renewal

General Manager Paul Christian presented his contract renewal and answered questions from Board.

Commissioner Majeska suggested that the approval of the General Manager's contract begin with an evaluation process. Commissioner Higgins stated that formal evaluations of the General Manager are not necessary. Commissioner Gibbs stated that Mr. Christian had saved the District a great deal of money, gave examples, and recommended that the General Manager be offered a 2-year contract at a salary of $126,000 per year.

Commissioner Tobin stated that Mr. Christian is doing a great job and that he is entitled to a raise, but that he felt the evaluation process is very important.

Chairman Asdourian recommended an 8% per year increase for 3 years, instead of a 3-year contract with an immediate 22% increase.

Mr. Paul Christian stated that he agrees with the importance of the evaluation process and recommended one-on-one private evaluations. Commissioner Tobin agreed.

The Board requested that this item be brought back for discussion at the next Board Meeting

Plant Security Update

Mr. Daniel Saus gave a verbal update on the status and effectiveness of having a security guard at the plant; and he answered questions from the Board.

Commissioner Tobin requested an update on security cameras. Mr. Paul Christian discussed his future plan to update the security cameras at the plant after construction is finished.

C-905 Grinder Pump Construction progress

Mr. Daniel Saus reported that the construction is in Phases 4 and 5. He explained that the first three phases had 25 pumps, and that 87 out of 110 pumps are currently installed. Mr. Saus estimated that the project will be completed in October of this year.

Monroe Park

Mr. Ray Giglio reported that he had had conversations with the Attorney and the Regional Director of the Florida Department of the Environmental Protection to find out where they stand on this matter; and he answered questions from the Board.

Mayfield Funds

General Manager Paul Christian reported on an email he received from Mr. Tim Banks indicating that receipt of the appropriated 2014 Mayfield Funds would probably be delayed until October, which is after the end of the District's 2015 fiscal year.
Vacuum Station Ventilation Upgrade Bid Update

Mr. Ray Giglio reported that, as a result of the letter he sent to Overholt Construction Corp, they have signed the contract and are moving forward with the Vacuum Station Ventilation upgrade. Mr. Giglio answered questions from the Board.

COMMISSIONER’S ITEM / ROUNDTABLE

Thank you Resolution

Commissioner Tobin recommended adopting a resolution or other appropriate document thanking the Island of Key Largo Federation of Homeowners Association and the Tavernier Community Association for their support. Mr. Tobin indicated that he strongly felt that their input was essential to the success of negotiations with the County and after reviewing the draft resolution, he asked the Board to determine an appropriate way of acknowledging their help.

Board members discussed different ideas for communicating their appreciation to the organizations.

Commissioner Gibbs offered to prepare a letter to the editor thanking the Federation.

Several Commissioners offered suggested edits to the Resolution as presented.

Mr. Ray Giglio was directed to make some amendments to the Resolution and to bring it back to the Board.

Legislation

Commissioner Higgins asked the Board and Staff if there were any ramifications associated with the end of the legislative session in Tallahassee, specifically with respect to 2015 Mayfield Grant Funding of. The Board and Staff speculated on the potential impacts.

Move-in date to the new administration building.

General Manager Paul Christian discussed an approximate date for the Demolition Contract Award and will prepare a proposed timeline for the Board’s review.

Construction Projects for year 2015

Commissioner Majeska asked staff to prepare an update on the Construction Projects for the year of 2015 and a forecast of their cost. He asked that this information be given at meeting in the near future.

Agenda

Commissioner Majeska reflected on past agendas that included different monthly reports.

These placeholders will be added to future agendas moving forward.

Commissioner Majeska asked that Staff begin sending Monthly Reports to the Board. Staff and Board discussed different implications.

ADJOURNMENT

The Meeting was adjourned at 5:30PM.

______________________________
David Asdourian, Chairman

______________________________
Mariela Montedeoca, Clerk
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date:                      Agenda Item Number: 61

Agenda Item Type:    Agenda Item Scope:    Recommended Action:
Information / Presentation  Review / Discussion  Discussion

Department:                      Sponsor:
General Manager                 Rob Bulkiewicz

Subject:
Administrative Building Progression Timeline

Summary of Discussion:
Staff will present a general project schedule for the new administration building located at 103355 Overseas Highway.

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<th>Financial Impact</th>
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<td>B. 103355 Overseas Hwy Project Schedule</td>
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Approved By: [Signature] General Manager     Date: 5/8/2015
Memo

To: Board of Commissioners
From: Rob Bulkiewicz, Chief Information Officer
Date: May, 12 2015
Re: Project Schedule – 103355 Overseas Highway

Commissioners,

At the request of the Board, I have prepared a project schedule summarizing the work to be completed at the new Administrative building. This schedule covers demolition, column removal and remodeling.

We compiled this information with the assistance of our Architect and Staff. There are a few variables that are subject to change including the project bid and start dates. We will provide updates to this schedule as they become available.

Respectfully Submitted,

Rob Bulkiewicz
Chief Information Officer
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Sponsor:
General Manager Paul Christian

Subject:
General Manager's Contract / District Accomplishments – 2015 FYTD

Summary of Discussion:

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$ 132,000.00

Attachments
1) District Accomplishments - 2015 Fiscal year to Date.
2) GM Contract
3) Attachment A

Approved By: [Signature]
General Manager
Date: 5/8/2015
TO:        KLWTD Board of Commissioners
FROM:      Paul Christian
DATE:      May 12, 2015
RE:        District Accomplishments – 2015 Fiscal Year to Date.

Honorable Chairman and Commissioners,

To assist you with your evaluations of my performance as your General Manager, I have prepared a summary of the District’s accomplishments as well as my own personal accomplishments for this fiscal year to date. I have also prepared a short list of my more notable personal accomplishments made prior to appointment as General Manager while working for the District. Lastly, I am offering an abbreviated list of what you can expect from me and your staff in the near future.

LEADERSHIP FOCUS:

The accomplishments of the District presented here are offered to support the formally assigned essential functions and duties of the General Manager as defined in attachment “B” of the General Manager’s existing contract (or attachment “A” of the proposed contract). However, beyond those basic duties, I feel that a successful General Manager should also:

1) Provide staff with the leadership and direction required to execute the policies and directives of the Board and to exact from them a minimum standard of excellence in the performance of those tasks, in order to provide the best possible level of customer service and the most efficient operational standards.

2) Ensure that the District is properly organized and staffed and that staff is trained to perform their tasks safely and efficiently, while maintaining the highest level of professionalism.

3) Exceed the standards of general stewardship of the District’s financial position by creating a corporate environment characterized by unwavering prudence with respect to budgetary issues, debt, and revenue management, with a primary focus on reducing operating costs and maximizing value to the ratepayers.

4) Represent the Board of Commissioners and the ratepayers of the District professionally, accurately, and transparently to the local community, community organizations, and other local, State and Federal government entities.

5) Ensure that each individual member of the Board of Commissioners is sufficiently informed on relevant issues to be able to faithfully discharge his duty as a Commissioner.
As you contemplate my assignment as General Manager to date, please know that I have put a great deal of effort into each of these leadership areas. It is because of this effort and related focus on excellence that we have been able to accomplish so much in such a short period of time.

**NOTABLE DISTRICT ACCOMPLISHMENTS, FISCAL YEAR-TO-DATE 2015:**

While it could be argued that the accomplishments of the District as a whole are a reflection of its leadership, to do so would unfairly discount the hard work and contribution of the entire staff that led to those accomplishments. I would also like to mention that many of these successful accomplishments were actually started by the previous General Manager and accordingly, I would like to recognize her contributions as well. Below is an abbreviated list of the District’s overall accomplishments this fiscal year to date.

1) In the area of Operations:
   a. We have made and continue to make adjustments to the treatment process at the Plant and have reduced plant operating costs per $1,000 gallons of treatment from $3.25 to $2.93 in the last year. While we are permitted for up to 20 mg/L of biological oxygen demand (BOD) and 20 mg/L of total suspended solids (TSS), our current annual averages are 1 mg/L BOD and 0.96 mg/L TSS.
   b. We continue to win awards for our treatment plant and strive to set the standard of excellence nationwide on nutrient reduction of effluent and overall effluent quality.
   c. Through regular improvements in our collections system and diligent maintenance procedures, we have maintained salinity levels below 2 parts per thousand (PPT) over the last year with virtual no infiltration and inflow (I&I).

2) In the area of communications with the public:
   a. We made notable improvements to the format of our Agenda and Minutes (which we continue to do to date).
   b. We launched a new and improved District website that is more user friendly, is more modern looking, and can be expanded to provide additional resources for the public.

3) In the area of human resources:
   a. We instituted a new pay structure for non-exempt (hourly) employees, with a uniformed pay scale based upon qualifications and experience.
b. We implemented an employee of the month program that has contributed to improved staff morale and greater *esprit de corps*.

c. We implemented a comprehensive program for evaluating the effectiveness and performance of all employees of the District.

d. We implemented a Board directed, Plant Operator Apprenticeship which shows promise of success.

e. We refined our hiring process to more quickly find and better qualify candidates for employment.

f. We improved operations safety by implementing a CDL license program and various training programs for heavy equipment.

4) In the area of financial stewardship:

a. We implemented a new, comprehensive budget format that is easier to use and understand and that provides additional professionalism and greater transparency.

b. We completed a bid for auditing service which saved the district $6,000 / year.

c. We passed annual audit favorably with determination of "clean audit, with no findings."

d. We completed an evaluation of the management of our cash assets, which was then restructured to maximize the effectiveness of liquid investments.

e. We have completed 50% of the fiscal year; however, we have currently only expended 24% of the fiscal year's operational budget (not including capital infrastructure projects).

5) In the area of code compliance:

a. We made significant improvements to the District's Code Compliance Program.

b. We implemented a low-flow commercial tie-in assistance program.

6) In Construction:

a. We have installed 75 grinder pumps as part of the Residential Unique Program (all of which are currently being billed).

b. We are nearing completion of a new, $3 million sludge handling system at the plant.
7) Other Accomplishments:
   a. We implemented a Board-initiated and voter-ratified Rate Discount Program for low-income elderly and disabled American Veterans.
   b. We refined and cleaned-up our District records to be compliant with the State’s Records Retention guidelines.
   c. We improved physical security at our Treatment Plant facility.
   d. We upgraded District servers and back-up processes to provide a more secure and efficient District data center.

**LIST OF PERSONAL ACCOMPLISHMENTS – 2015:**

1) Recognizing the importance of our core political efforts, upon being assigned to the position of General Manager, I quickly fostered strong relationship with political affiliates in Washington DC, Tallahassee and the Keys.

2) Along with Commissioner Majeska, I participated in a delegation of entities from Monroe County to Washington, DC as part of a joint effort that ultimately led to $2,000,000 in Army Corp funding this year ($500,000 for the District).

3) Understanding the importance of a productive relationship with the County, I quickly sought to significantly improve the District’s relationship with County Leadership and Staff. I feel that this effort has been successful and ultimately beneficial to the District.

4) I undertook and successfully negotiated an interlocal agreement with Monroe County, which has the potential to save the District several million dollars in interest expenses and costs associated with construction under the constraints of grant funding. This savings will facilitate closing the rate-to-assessment gap in our debt, and reducing our debt service lifespan by 4 years.

5) I maintained a positive interlocal relationship with the leadership of Islamorada during negotiations over their salinity billing dispute.

6) I negotiated a below-market price for a new office building for the District’s administrative operations saving the District $90,000 in building costs and over $48,000 per year in ongoing rent.
**LIST OF PERSONAL ACCOMPLISHMENTS - PRIOR TO APPOINTMENT:**

1) I played an integral part in the timing, bidding and execution of the BB&T refinance, which saved the district $1.2M in 2015 and $1.1M in 2016 in debt service.

2) I directed a restructuring of the District’s Insurance policies, which saved the District over $100,000 / year ongoing.

3) I led the implementation of BSA Accounting Software and conversion from the old system (QuickBooks).

4) I designed and implemented a web-based database application ("SewerCare") for the management of customer service, compliance, assessment management and IT workflow.

5) I designed improvements to District network and data back-ups.

6) I restructured the Administration office and staff, and I designed the District’s current customer service protocols and associated staff responsibilities.

**WHAT TO EXPECT ON THE HORIZON:**

1) We are actively working on a customer service web portal into SewerCare to access service requests, assessments information and billing self-service.

2) We are restructuring SewerCare using new technologies which will improve functionality for staff and public access (SewerCare v2.0).

3) We are working to increase physical security measures to all District facilities offering a safer working environment for staff and the protection of District assets.

4) We are evaluating service expansions and the fostering of additional interlocal partnership.

5) We are in the process of digitization of District documents and records.

6) We are planning further enhancements to our website with more access to records and other public information.

7) We are restructuring the District’s Emergency Management (Hurricane) procedures and protocols in order to provide the highest level of service with the minimum amount of service interruption—even in the most catastrophic event—with the end-goal being 0.00% down-time of the District’s collection system and Treatment Plant. This plan will also provide customers with information about what to expect regarding their sewer service in an Emergency.
8) We are making improvements to the Treatment Plant property giving it more "Curb Appeal."

9) We are evaluating District collection-system assets identified as "eye-sores" in communities and are developing a plan for corrective action.

10) We are improving the Treatment Plant Operations including SCADA upgrades and equipment upgrades that will facilitate plant efficiencies and cost savings.

11) We are creating automated processes (within SewerCare) to identify billing mistakes and anomalies and to more accurately track rate revenues short-term, while also integrating a Customer portal.

12) We are developing a formalized Leadership Training Program for senior management, supervisors and those wishing to become supervisors.

13) We continue to work with State Leadership to secure future Mayfield allocations.

14) We continue to work with Federal Agencies to perpetuate funding of Florida Keys Water Quality Improvement Programs (FKWQUIP) and to explore additional grant resources.

15) We are working on updating the District’s General Rules and Regulations to incorporate personnel procedures and construction standards.

16) We are working on a new “Employee Handbook” for staff.

17) We continue to evaluate vendor relationships and money-saving opportunities.

18) We continue to improve finance operations by expanding the scope of our project account functions for construction and contract management.

As you can see, it has been busy at the District. This list is being offered to you, not as a solicitation of personal accolades, but more as an expression of pride in the staff of the District whom I am honored to lead and testament of the diligence demanded by the members of the Board of Commissioners whom I am honored to serve.

I look forward to discussing this list with you each individually.

Respectfully Submitted,

Paul Christian
General Manager
EMPLOYMENT CONTRACT 
FOR 
GENERAL MANAGER

THIS Agreement of Employment ("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 Paul Christian (the "Employee").

1) Specific Terms of Employment:
   a) Employee Title: General Manager
   b) Employee Compensation Rate: $132,000/year
   c) Effective Date of this Employment Contract: January 1, 2015
   d) Term of Employment Contract: Three (3) years
   e) Date of first District Employment: April 15, 2010
   f) Employee Duties: See Attachment A

2) Special Terms of Employment:
   a) The Employee will continue to consult with the Board of Commissioners prior to implementing any appointment or termination 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. Except in cases of criminal conduct, incompetence, neglect of duty, immorality, drunkenness, failure to obey orders given by proper authority, or any other just and reasonable cause, such appointment or termination shall be contingent upon ratification by the Board of Commissioners, by a majority vote, which vote shall be taken at the next regular Board meeting following the appointment or termination.
   b) The employee shall notify the Board of Commissioners, in a timely fashion, of any salary changes made to Senior Management.
   c) The Board of Commissioners may, at their sole discretion, elect to award an annual bonus at the last regular meeting in the month of September annually during the term of this agreement.

3) General Terms of Employment:
   a) The District hereby employs Employee, and Employee hereby accepts employment with the District, on the terms set forth herein.
   b) This Employment Contract is an "at will" agreement.
   c) Either party may terminate this Employment Contract without cause upon ninety (90) days’ written notice to the other party.
   d) In addition, the District may terminate this 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 this 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 this 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.

4) Term: The initial term of this Employment Contract shall be as set forth above in paragraph 1 d). Should the term of this agreement expire absent an action of the Board to renew the agreement, the agreement shall automatically renew for a period not to exceed one (1) year.

5) Compensation.

a) Employee’s wages shall be payable at regular intervals in accordance with the District’s regular payroll cycle for the duration of this Employment Contract.

b) 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.

6) 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.

7) 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.

8) Benefits.

a) 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.

b) 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.

c) Employee’s participation in these plans is solely at Employee’s option.

d) 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.

9) 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.

10) Termination for Disability or Cause. This 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 this 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 this 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 this 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.

11) Notices. Any notice or other communication required or permitted to be given in connection with this 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) two (2) business day after the postmarked date when 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:

Paul Christian
P.O. Box 370142
Key Largo, Florida 33037

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

12) **Severability.** If any provision of this 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 this Employment Contract. However, if either party determines in good faith that, as a result of a provision of this Employment Contract being held invalid or unenforceable, this Employment Contract no longer serves the purposes for which it was written, that party may terminate this Employment Contract.

13) **Entire Agreement.** This 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.

14) **Assignment; Ratification of Agreement.** This 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 his rights or obligations under this Employment Contract without specific consent by an action of the Board of Commissioners, and any purported assignment or delegation of any such right or obligation without such consent shall be null and void.

15) **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.

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

17) **Applicable Law.** This 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.
18) **Headings.** The section headings in this Employment Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Employment Contract as of the date first written above.

Key Largo Wastewater Treatment District

By

David Asdourian, Chairman

Paul Christian
ATTACHMENT A
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.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Staff Reports

Sponsor: Operations

Subject:

Summary of Discussion:
No formal report. Staff available for questions or discussion.

Reviewed / Approved
Operations: [Signature]
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$ Funding Source:

Budgeted: N/A

Attachments

Approved By: ________________________________  Date: ______________

General Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting

Agenda Item Summary

Meeting Date: May 12, 2015
Agenda Item Type: Resolution
Agenda Item Scope: Customer Service
Recommended Action: Action: Approval

Department: Customer Service
Sponsor: Assessment / Billing

Subject: MCLA Conservation Waiver of Assessment - AK#1544418

Summary of Discussion:
Monroe County Land Authority requested the waiver of wastewater service and assessment for one parcel (AK# 1544418) to be used as conservation.

Staff recommends approval of exemption.

Reviewed / Approved
Operations: 
Administration: R.B.
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$ 0.00 $ 3,900.00 Refunded Uncollected Funding Source:
Assessment Revenue
Budgeted:
N/A

Attachments
1. Draft Resolution 11-05-15
2. Request for waiver
3. Map

Approved By: General Manager
Date: 5/8/2015
DRAFT RESOLUTION NO. 11-05-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING THE REQUEST OF MONROE COUNTY LAND AUTHORITY FOR REMOVAL OF ONE Tax Parcel as Conservation Land From the 2009 Non-Ad Valorem Assessment; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Tax Parcel described in Section 1 is being conveyed to the Monroe County Land Authority, a local agency, for the purpose of protecting the natural environment and preserving wildlife habitat under the provisions of Chapter 380, F.S. and/or Monroe County Code section 2-397; and

WHEREAS, the Tax Parcel described in Section 1 will be used as a Conservation Parcel and will not be improved with facilities that will generate wastewater; and

WHEREAS, Monroe County Land Authority has made an application for a waiver of all future assessments of the Key Largo Wastewater Treatment District’s System Development Charge, and has certified that if they later desire wastewater service to the tax parcel, they agree to pay the full direct and indirect District costs of providing the same; and

WHEREAS, pursuant to the Key Largo Wastewater Treatment District General Rules and Regulations Section 10.06(a)(iii), the Owner(s) may request the District exclude such Tax Parcel and waive all future Assessments of the System Development Charges, for those Tax Parcels.

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

The lot designated in Section 1 below be and are excluded from the Key Largo Wastewater Treatment District 2009 Non Ad-Valorem Assessment.

Section 1.
PARCEL ID: 00444720-000000
AK NO. 1544418
PARCEL DESCRIPTION: SQR 11 LOT 16 PALMA SOLA PB1-115 KEY LARGO G41-95/96 OR1363-680 OR2734-676D/C OR2736-2225ORD

Section 2. APPLICABILITY AND EFFECTIVE DATE. This resolution shall take effect upon adoption by the Board of Commissioners.

Section 3. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to
take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 12th DAY OF MAY 2015

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:

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<tr>
<td>Chairman Asdourian</td>
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<td>Commissioner Tobin</td>
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The Chairman thereupon declared Draft Resolution No. 11-05-15 duly passed and adopted the 12th day of May, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ______________________
Chairman Asdourian

ATTEST: Approved to as to form and legal sufficiency

__________________________  __________________________
Mariela Montedeoca, Clerk    Ray Giglio, General Counsel

SEAL
May 1, 2015

Diane Bockelman, Assessment and Billing Coordinator
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, FL 33037

Re: Request to Remove Property from KLWTD Assessment Roll for Pending Acquisition of Conservation Land
AK# 1544418 / Solomon

Dear Ms. Bockelman:

The above referenced parcel is under contract for purchase by the Monroe County Comprehensive Plan Land Authority as conservation land. Conservation lands acquired by the Authority will be maintained as natural areas, will not be developed, will not generate wastewater, and therefore will not need a connection to the Key Largo Wastewater Treatment District wastewater system.

I am requesting that the subject parcel be removed from the KLWTD assessment roll prior to closing. This action is necessary prior to closing because the Monroe County Tax Collector’s Office does not accept partial payments (the payment of just the ad valorem portion of the outstanding taxes when a non-ad valorem assessment is also still outstanding).

Thank you for your assistance with this matter. Please contact me should you require any additional information.

Sincerely,

Mark J. Rosch
Executive Director
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.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015
Agenda Item Number: H2b

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Customer Service
Sponsor: Rob Bulkiewicz
Subject: Records Retention Presentation

Summary of Discussion:
Katherine Jackson, District's Records Custodian will give a presentation on the status of the District Records Retention Procedures.

Reviewed / Approved
Operations: 
Administrations: ❌
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
$  
Funding Source: 
Budgeted: N/A

Attachments

Approved By: ❌
General Manager
Date: 5/8/2015
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion

Department: Staff Reports
Sponsor: Budget and Finance

Subject:

Summary of Discussion:
No formal report. Staff available for questions or discussion.

Reviewed / Approved
Operations: 
Administration: 
Finance: CFazio
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: 
Administration: 
Finance: $
District Counsel: 
District Clerk: 
Engineering: 

Attachments
Funding Source:
Budgeted: N/A

Approved By: 
General Manager
Date: 5/18/2015
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Staff Reports
Sponsor: Legal

Subject:

Summary of Discussion:
No formal report. Staff available for questions or discussion.

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<td>Engineering:</td>
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Approved By: [Signature]  Date: 5/18/2015

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

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department:
Staff Reports

Sponsor:
Construction

Subject:

Summary of Discussion:
No formal report. Staff available for questions or discussion.

Reviewed / Approved
Operations: DS
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: 
Administration: 
Finance: Funding Source: 
District Counsel: 
District Clerk: Budgeted: 
Engineering: N/A

Attachments

Approved By: General Manager
Date: 5/18/2015
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Staff Reports
Sponsor: Engineer

Subject:

Summary of Discussion:

No formal report. Staff available for questions or discussion.

Reviewed / Approved
Operations: ☑
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $

Funding Source: 
Budgeted: N/A

Attachments

Approved By: General Manager
Date: 5/18/2015
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 12, 2015

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Commissioner's Item

Subject: Thank you Resolution

Summary of Discussion:

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted: N/A
Engineering: 

Attachments
Proclamation

Approved By: General Manager
Date: 5/18/2015
Key Largo Wastewater Treatment District
BOARD OF COMMISSIONERS

PROCLAMATION

WHEREAS, on April 21, 2015, the Key Largo Wastewater Treatment District approved and adopted an Interlocal Agreement with Monroe County, which is designed to make the most efficient use of state Mayfield Grant Funds and which will result in dramatic savings for both the District and the County; and

WHEREAS, under our system of government, public participation is a crucial and essential part of the decision-making process; and

WHEREAS, it was due, in no small part, to the efforts of the ISLAND OF KEY LARGO FEDERATION OF HOMEOWNERS ASSOCIATION and the TAVERNIER COMMUNITY ASSOCIATION that the District and the County were able to come to terms on this Interlocal Agreement.

NOW, THEREFORE, the Key Largo Wastewater Treatment District does hereby express its sincere thanks and heartfelt appreciation to the ISLAND OF KEY LARGO FEDERATION OF HOMEOWNERS ASSOCIATION and to the TAVERNIER COMMUNITY ASSOCIATION for their the input, participation, and support in regard to this matter.

Passed, adopted, and proclaimed by the Key Largo Wastewater Treatment District this ___ day of __________, 2015.

David Asdourian, Chairman
Andrew Tobin, Commissioner
Norman Higgins, Commissioner
Robert Majeska, Commissioner
Stephen Gibbs, Commissioner
Paul Christian, General Manager