Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, August 18, 2015
4:00PM

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
Katherine Jackson	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."

Please mute cell phones

After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

1. Approval of Agenda — *Action*

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Minutes of August 4, 2015 — *Action*
2. Minutes of August 11, 2015 — *Action*

G. OPERATIONS REPORT

H. ENGINEER'S REPORT

I. ADMIN / CUSTOMER SERVICE REPORT

1. Administrative Building Progression Timeline

J. LEGAL REPORT

1. Failed Gate Footer at Lake Surprise II/Paradise Point
2. Resolution to Establish Fees and Charges for Records Requests — *Action*

RESOLUTION NO. DRAFT 21-08-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, AUTHORIZING AND ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR COPYING AND PROVIDING PUBLIC RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE

3. Resolution to Establish a Selection Committee — *Action*

RESOLUTION NO. DRAFT 22-08-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RESOLUTION TO ESTABLISH A SELECTION COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE

K. BUDGET AND FINANCE REPORT

1. FY 2016 Budget Planning: Staffing Plan — *Action*
2. KLWTD Insurance Renewal for FY 2016 — *Action*
3. Bishop, Rosasco and Company's Contract Amendment — *Action*
4. Preliminary Budget FY 2016

L. GENERAL MANAGER'S REPORT

M. COMMISSIONER'S ITEMS / ROUNDTABLE

1. Resolution Confirming Contractual Relationship Between Board of Commissioners and Bishop, Rosasco & Company (Commissioner Tobin) — *Action*
2. Resolution Confirming Contractual Relationship Between Board of Commissioners and Weiler Engineering Corporation (Commissioner Tobin) — *Action*

N. 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:
August 18, 2015

Agenda Item Number: F-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action: Approval

Department:
Legal

Sponsor:
Ray Giglio

Subject:
Minutes of August 4, 2015

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Minutes of August 4, 2015
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015
General Manager

Key Largo Wastewater Treatment District
98880 Overseas Hwy, Key Largo, FL
Tuesday, August 4, 2015

MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on August 4, 2015. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Norman Higgins, and Andrew Tobin. Commissioner Robert Majeska attended via teleconference. 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, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Commissioner Steve Gibbs led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- General Manager Paul Christian added an updated change order for Dave Boerner Architect, P.A.
- Mr. Christian added a plan for the Operations Manager search.
- Mr. Christian added a verbal update of plant security.

APPROVAL OF AGENDA

Motion: **Commissioner Gibbs made a motion to approve the agenda as amended, and Commissioner Higgins seconded the motion. The motion passed without objection.**

PUBLIC COMMENT

Name and Address	*Subject*
Phil Burkard 800 Morris Ave	District's Sewering Plan for Manatee Bay
Sue Heim Key Largo	Proposed Changes to Deferred Compensation Retirement Plan
Ken Larrivee Patriot Property Services	Ken Larrivee – Lake Surprise II/ Paradise Point

Mr. Burkard expressed his concerns about the Manatee Bay sewering project; and he asked the Board to provide feedback on the District's intended course of action. General Manager Paul Christian updated the Board on the difficulties associated with acquiring property for a wastewater treatment facility at that location and reviewed the terms of Draft Resolution No. 19-07-05, which outlined the conditions under which the District would give further consideration to

extending its wastewater service area to include Monroe Park and the Manatee Bay Club. Chairman Asdourian informed Mr. Burkard that the project is currently on hold.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of July 21, 2015

Motion: **Commissioner Higgins made a motion to approve the Minutes of July 21, 2015, and Commissioner Majeska seconded the motion. The motion passed without objection.**

OPERATIONS REPORT

Review of Water Reuse Requirements

Mr. Daniel Saus presented to the Board a memo outlining water reuse requirements.

Commissioner Gibbs expressed his view that there is a growing need for water reuse and that eventually it will be necessary to recycle—especially during droughts. Commissioner Majeska suggested that it would be more prudent for the District to hold off on reuse until large-volume customers have expressed an interest in purchasing reuse water.

Mr. Saus and Mr. Castle answered questions from the Board.

CONSTRUCTION REPORT

Construction Progress Report

Mr. Daniel Saus gave an update to the Board on the current status of current construction projects at the District and answered questions from the Board.

Change Order No. 5 – Wharton-Smith for Biosolids Digester Project

Mr. Daniel Saus presented Change Order No. 5 to the Board. He explained that, due to the drought, the Aqueduct Authority has lowered the water pressure and that the pump is needed to raise that pressure so that the system will function without problems. Mr. Saus also stated that the change order covered both the purchase and the installation of the equipment, and he answered questions from the Board.

Motion: **Commissioner Gibbs made a motion to approve Change Order No. 5 – Wharton-Smith for Biosolids Digester Project. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	X		
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

ADMIN / CUSTOMER SERICE REPORT

Administration Building Progression Timeline

Mr. Rob Bulkiewicz reported that Phase 2 of the Administration Building renovation project — column removal—is nearing completion. He informed the Board that the Phase 3 – Remodel – bid documents should be ready by Friday of this week, and answered additional questions from the Board.

BUDGET AND FINANCE REPORT

FY 2015 3rd Quarter Financial Report

Mrs. Connie Fazio presented the 3rd Quarter Financial Report, and Mr. Fazio addressed questions from the Board.

Proposed Changes to Deferred Compensation Retirement Plan

Ms. Sue Heim made a public comment regarding her feelings on the District spending more of ratepayer's money on employee retirement. Ms. Heim also shared her opinion on the budget formulation Mrs. Connie Fazio used.

Mr. Paul Christian stated that this recommendation was brought before the Board because some of the Commissioners wanted to explore the retirement options for the District, and that raising the District match under the 457(b) plan from 3% to 6% was the most cost effective option.

Mrs. Fazio presented the plan and numbers to the Board, and answered questions.

GENERAL MANAGER'S REPORT

The Florida Keys Environmental Stewardship Act 2016

Mr. Paul Christian informed the Board of the County's intent to re-introduce a bill drafted last year that would bring $500M to the Keys for various environmental projects (including wastewater). Mr. Christian reminded the Board of a meeting with Representative Holly Raschein on Wednesday, August 5, 2015 at the Marathon Government Center.

Commissioner Gibbs stated that he was planning on going to the meeting hosted by Representative Raschein. Mr. Christian informed the Board that if any of the other Commissioners would like to go, the meeting has been advertised in advance as an open meeting under the Sunshine Law.

Mr. Christian answered questions from the Board.

Updated Change Order for Dave Boerner Architect, P.A.

Mr. Paul Christian presented to the Board the updated architect change order, and informed the Board that Architect Dave Boerner was available to answer questions.

Mr. Boerner presented his updated change order to the Board and answered questions.

Mr. Christian advised the Board that if more work is assigned to Mr. Boerner, the District will see additional invoices.

Motion: **Commissioner Higgins made a motion to approve the Updated Change Order for Dave Boerner Architect, P.A. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	X		
Commissioner Gibbs	X		
Commissioner Higgins	X		
Commissioner Majeska	X		
Chairman Asdourian	X		

Motion passed 5 to 0

LEGAL REPORT

Public Hearing to Consider a Resolution to Amend Section 10.09, 10.13, and Article XIII of the KLWTD Rules and Regulations – 5:00 PM

Public Meeting Closed: 5:00 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to Consider a Resolution to Amend Section 10.09, 10.13, and Article XIII of the KLWTD Rules and Regulations. There were no public comments made regarding the changes to the Rules and Regulations. Chairman Asdourian closed the Public Hearing and reopened the regular meeting.

Regular Meeting Reconvened: 5:01 PM

Motion: **Commissioner Higgins made a motion to accept the Resolution to Amend Section 10.09, 10.13, and Article XIII of the KLWTD Rules and Regulations. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	**X**		
Commissioner Gibbs	**X**		
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Chairman Asdourian	**X**		

Motion passed 5 to 0

Public Hearing to Consider the KLWTD 2015 Assessment Resolution – 5:00 PM

Public Meeting Closed: 5:02 PM

Chairman Asdourian closed the regular meeting and opened the Public Hearing to Consider adoption of the KLWTD 2015 Assessment Resolution. There were no public comments made regarding the proposed resolution. Chairman Asdourian closed the Public Hearing and reopened the regular meeting.

Regular Meeting Reconvened: 5:04 PM

Motion: Commissioner Gibbs made a motion to accept and adopt the KLWTD 2015 Assessment Resolution. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	**X**		
Commissioner Gibbs	**X**		
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Chairman Asdourian	**X**		

Motion passed 5 to 0

GENERAL MANAGER'S REPORT

Plan for Operations Manager Search

Mr. Paul Christian presented a plan for the new Operations Manager search. Mr. Christian informed the Board that he, Mr. Daniel Saus, Mr. Ed Castle, and Ms. Kim Carpenter will all be involved in the search for potential candidates.

Commissioner Tobin expressed his concern that the position might not garner enough attention to bring in a well-qualified candidate. Commissioner Tobin also stated that he would like to see

notes from the preliminary interviews that take place, and would even like to meet the candidates.

Ray Giglio advised the Board that if it decides to take an active role in the selection process, and especially if the Board makes the final decision on whom to hire, that the whole selection process—including the meetings of the selection committee—would have to be conducted in accordance with the open meetings provisions of Florida's Government in the Sunshine Law, s. 286.011, F.S.

Commissioner Gibbs expressed his view that the search committee should deal with the preliminary candidates, and that the Board should only meet the most qualified applicants.

Commissioner Majeska expressed his opinion that the Board should be active in the decision making procedure and should follow the process used in hiring District Counsel Ray Giglio.

Chairman Asdourian expressed his concern about the Board putting too much pressure on the search committee to meet the new candidates.

Mr. Castle suggested that the District needs to focus on finding qualified candidates for the Operations Manager Position first, and that the search committee can figure out the rest of the details after that.

Mr. Christian answered questions from the Board.

Plant Security

Mr. Paul Christian gave a brief oral update on plant security. He advised the Board that that the recently-issued ID badges now control gate access and that the security guard is now on duty only 12 hours per day – from 6 AM to 6 PM.

Mr. Christian answered questions from the Board.

COMMISSIONER'S ROUNDTABLE

Ken Larrivee – Lake Surprise II/Paradise Point

Mr. Ken Larrivee made a public comment regarding the failed gate footer at Lake Surprise II/Paradise Point. Mr. Larrivee stated that the gate had been repaired on two separate occasions by Redland Construction, that the gate failed both times, and that that he feels KLWTD has an obligation to correct this situation.

Mr. Ray Giglio outlined the "Doctrine of Latches" and indicated that he needed to conduct research and to review the case in order to make a well-informed legal decision.

Commissioner Gibbs requested Mr. Larrivee forward all documentation over which he has control to Mr. Giglio for review.

The Board decided to postpone any decisions on this item pending review of the documentation from Mr. Larrivee.

Staff and Mr. Larrivee answered questions from the Board.

Mr. Giglio will bring this item back at a future meeting.

EXTENSION: *6:00PM*

Motion: **Commissioner Gibbs made a motion to extend the meeting 30 minutes and Commissioner Higgins seconded the motion. The motion passed without objection.**

ADJOURNMENT

The Meeting was adjourned at 6:06 PM.

_____

David Asdourian, Chairman

_____

Katherine Jackson, Clerk

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

Meeting Date: August 18, 2015

Agenda Item Number: F-2

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Minutes of August 11, 2015

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Minutes of August 11, 2015
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager

MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on August 11, 2015. Present were Chairman David Asdourian, Commissioners Stephen Gibbs, Norman Higgins, Andrew Tobin, and Robert Majeska. 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, acting District Clerk Katherine Jackson, and other appropriate District Staff.

Ms. Sue Heim led the pledge of allegiance.

AGENDA ADDITIONS, CORRECTIONS OR DELETIONS

- Commissioner Stephen Gibbs added an item under Commissioner's Roundtable in response to item M-1.
- Commissioner Andrew Tobin added an item under Commissioner's Roundtable in response to Commissioner Gibbs' e-mail.
- Commissioner Tobin added an item under Commissioner's Roundtable to discuss a letter he handed out for Commissioners to suggest the best procedure for complaints about the General Manager.
- Commissioner Majeska added an item under Operations Report to briefly discuss the Monthly Staff Report of July 2015.
- Commissioner Majeska added an item under Legal Report to discuss repairs to the entrance gate at the Paradise Point/ Lake Surprise II Condominium Association
- Commissioner Tobin added an item under Legal Report to discuss the search committee for the new Operations Manager.
- Chairman Asdourian added an item under Agenda Additions, Corrections or Deletions.
- General Manager Paul Christian added an item under Engineer's Report to discuss the Weiler Engineering 2016 Fiscal Year Engineering Budget.

APPROVAL OF AGENDA

Motion: **Commissioner Higgins made a motion to approve the agenda as amended, and Commissioner Gibbs seconded the motion. The motion passed without objection.**

Recognize District Staff

Contract Management Specialist, Laura Weinstock, was awarded Employee of the Month for July 2015.

Dan Saus was awarded a plaque for his years of service to KLWTD.

Chairman Asdourian's Letter

Chairman Asdourian read a letter he wrote titled "Conduct Reality Check," which is attached to these minutes as attachment 1.

PUBLIC COMMENT

Name and Address	*Subject*
Sue Heim Key Largo	General comments on KLWTD
Sue Heim Key Largo	Minutes of August 4, 2015
Sue Heim Key Largo	FY2016 Budget Planning: Staffing Plan
Sue Heim Key Largo	Proposed Changes to Deferred Compensation Retirement Plan
Sue Heim Key Largo	Commissioner Gibbs' E-mail Response to Item M-1

Ms. Sue Heim expressed her opinion on the District doing tasks as they have been done in the past.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes of August 4, 2015

Public Comment: Ms. Sue Heim made a public comment regarding the wording choices in the August 4, 2015 Minutes.

Commissioner Tobin expressed his concern that the meetings of the search committee for the Operations Manager position should be held in accordance with the Florida "Sunshine" Law. Commissioner Tobin also stated that he recalled that at the August 4, 2015 meeting, the discussion of the procedure for the hiring of the Operations Manager position had been tabled. Commissioner Tobin asked Mr. Ray Giglio to add to the Minutes of August 4, 2015 his comments on the applicability of Florida's Sunshine Law to the selection process and meetings of the search committee.

Motion: Commissioner Tobin made a motion to table the Minutes of August 4, 2015, and Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	**X**		
Commissioner Gibbs		**X**	
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Chairman Asdourian		**X**	

Motion passed 3 to 2

OPERATIONS REPORT

Monthly Staff Report of July 2015

Commissioner Majeska asked several questions regarding the Operations Section, Construction Section, Customer Service Section, and the Cost of Treatment Index.

Mr. Paul Christian, Mr. Ed Castle, and staff answered those questions and others from the Board.

ENGINEER'S REPORT

Weiler Engineering 2016 Fiscal Year Engineering Budget

Mr. Paul Christian presented the Weiler Engineering Proposal for fiscal year 2016 to the Board. Mr. Ed Castle of Weiler Engineering explained that this proposal contained work that may or may not be done in the future, however the District will only pay for work that will be completed. Commissioner Gibbs asked Mr. Castle to comment on an exit strategy for Weiler Engineering.

Commissioner Tobin raised a concern about whether the District will see additional fees from Weiler Engineering because of the absence of an Operations Manager. Mr. Castle explained that there could be an increase in administrative charges.

Staff answered additional questions from the Board.

ADMIN / CUSTOMER SERICE REPORT

Administration Building Progression Timeline

Mr. Rob Bulkiewicz reported that Phase 2 of the Administration Building renovation project—column removal—is expected to be completed by the end of August 2015, and will not interfere with the beginning of Phase 3. Mr. Bulkiewicz stated that the RFP for Phase 3 of the Administration Building renovation project—remodel—will be released on August 12, 2015.

Staff answered questions from the Board.

Code Compliance – August 2015

Mr. Rob Bulkiewicz presented the code compliance list for August 2015, and answered questions from the Board.

LEGAL REPORT

Public Records Request Presentation

Mr. Ray Giglio gave a presentation on the Pubic Records Law to the Board. Commissioner Tobin suggested the District adopt a resolution establishing a schedule of the rates and fees the District will charge for public records requests.

Mr. Giglio answered questions from the Board.

EXTENSION: *6:00PM*

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

5 MIN BREAK: *6:10PM*

Lake Surprise Estates

Mr. Ray Giglio informed the Board that he received an e-mail from Mr. Ken Larrivee regarding the failed gate footer. He also indicated that an internal e-mail search had been conducted and had turned up more information. Mr. Giglio stated that he will present his findings at a future Board meeting.

Search Committee – Operations Manager Position

Commissioner Tobin stated that he spoke with Mr. Ray Giglio about the search committee conducting its proceedings in a public forum. Mr. Giglio stated that if the Board participates in the selection process, and especially if the Board makes the final decision on the Operations Manager, then the meetings and proceedings of the search committee must be held in accordance with Florida's Sunshine Law.

The Board members further discussed the process, but no consensus was reached.

BUDGET AND FINANCE REPORT

FY2016 Budget Planning: Staffing Plan

Public Comment: Ms. Sue Heim stated her concerns regarding the FY 2016 Budget Planning: Staffing Plan item.

Mrs. Connie Fazio presented the FY 2016 Staffing Plan and answered questions from the Board. Commissioner Tobin raised a concern about the growth in the number of District positions since 2012. Commissioner Tobin also informed the Board and Staff of his meeting

with Mr. Paul Christian and Mr. Ray Giglio to discuss the Contract Management Specialist and Records Custodian positions.

Commissioner Tobin also raised his concern that the Staffing Chart appears to show the District's Legal Counsel, Engineer, and Finance Director reporting to the General Manager. Commissioner Tobin expressed his view that these positions should report directly to the Board, and that the Staffing Chart should reflect that hierarchy.

Chairman Asdourian asked staff to research how and when the Staffing Plan has changed in the years since 2012, and to provide the minutes of the meeting at which the Staffing Plan was adopted. The Board has requested this item be brought back for discussion, with supporting documentation, at a future meeting.

EXTENSION: *6:30PM*

Motion: Commissioner Majeska made a motion to extend the meeting 30 minutes. Commissioner Tobin seconded the motion. The motion passed without objection.

EXTENSION: *7:00PM*

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

Proposed Changes to Deferred Compensation Retirement Plan

Public Comment: Ms. Sue Heim spoke in opposition to the Proposed Changes to Deferred Compensation Retirement Plan.

Mrs. Connie Fazio presented an updated Proposed Changes to Deferred Compensation Retirement Plan. Mrs. Fazio stated that she updated the format to make it clearer.

Commissioner Tobin expressed his concern that not all of the District's employees can afford to put money into their retirement accounts, as many people live paycheck to paycheck.

Commissioner Gibbs also expressed concerns about providing a benefit to those employees who cannot afford to contribute to their retirement plans.

Staff answered questions from the Board.

Motion: Commissioner Higgins made a motion to accept the Proposed Changes to the Deferred Compensation Retirement Plan, and Commissioner Gibbs seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	**X**		
Commissioner Gibbs	**X**		
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Chairman Asdourian	**X**		

Motion passed 5 to 0

EXTENSION: *7:30PM*

Motion: Commissioner Gibbs made a motion to extend the meeting 30 minutes. The motion passed without objection.

COMMISSIONER'S ITEMS / ROUNDTABLE

Memo from Commissioner Tobin

Commissioner Tobin presented a memo to publicly reprimand Mr. Paul Christian to the Board. Commissioner Tobin stated that he did not want to relive the past, that this was the best way to correct the issues stated, and to put the subject in the past. Commissioner Tobin indicated that, in his view, if the Board does not reprimand Mr. Christian, the Board is "approving the conduct."

Commissioner Gibbs expressed his opinion that there is no need to have any continued discussion on this subject, and that it has been blown out of proportion.

Commissioner Majeska expressed his feelings that Operations Manager Dan Saus left the District because of Mr. Christian, and that this public reprimand is the bare minimum that the Board should call for. Commissioner Majeska also informed the Board that he originally intended to come to the meeting and call for Mr. Christian's resignation.

Mr. Christian stated he did not blame Mr. Saus for any acid damage found in the tanks, and in fact, Mr. Saus came up with a plan, along with Mr. Ed Castle, to mitigate this type of damage in the future.

Chairman Asdourian explained that he had lunch with Mr. Saus, and he said Mr. Saus did not leave the District because of any problems with Mr. Christian. Chairman Asdourian said that Dan was not happy seeing his name and salary in the newspaper, and he decided to take a position in Marathon because of this.

Motion: Commissioner Tobin made a motion to Publicly Reprimand General Manager Mr. Paul Christian, and Commissioner Majeska seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Tobin	**X**		
Commissioner Gibbs		**X**	
Commissioner Higgins		**X**	
Commissioner Majeska	**X**		
Chairman Asdourian		**X**	

Motion failed 2 to 3

Commissioner Gibbs' Response to Item M-1

Public Comment: Ms. Sue Heim made a public comment regarding Commissioner Gibbs' letter.

Commissioner Gibbs withdrew his item in response to the failed Motion to Publicly Reprimand General Manager Mr. Paul Christian.

Commissioner Tobin's Response to Commissioner Gibbs' E-mail

Commissioner Tobin withdrew his item in response to Commissioner Gibbs removing his response to Item M-1.

Commissioner Tobin's Suggestion Letter for Board Complaint Process against General Manager

Commissioner Tobin presented his handout, and requested the Commissioners write down how they feel the complaint process should proceed. Commissioner Tobin requested that Mr. Ray Giglio compile the answers and bring the findings to a future meeting.

ADJOURNMENT

The Meeting was adjourned at 8:00 PM.

_____
David Asdourian, Chairman

_____
Katherine Jackson, Clerk

Chairman Asdourian

Conduct Reality Check

I am of the opinion that as of late, some of the conduct being displayed here around the KLWTD is in dire need of a dose of reality. The five elected commissioners of the board have a responsibility to the people of Key Largo and the employees of the District. This responsibility includes making policy decisions that have the potential of effecting both the environment and the lives of numerous people. At times there will be requests from individual commissioners or the Board as a whole for information dealing with various matters. It is staffs job to provide the information that is requested without question or drama. What is done with that information from that point is the responsibility of that person or persons.

The Board members also need to recognize that individually we DO NOT have the authority to give direct orders to staff, employees, vendors, and contractors or make unilateral decisions which affect the KLWTD. That is why the Board is elected, where the process of open discussion takes place during public meetings, and the Board makes decisions based upon a majority vote. The people that put the commissioners on the Board of the KLWTD expect and deserve more than what they are getting. The public, the employees, and fellow commissioners DO NOT deserve to have to tolerate the profanity, name calling, innuendos, and lack of professionalism which is happening.

As the Chair of the Board, I have, in my opinion been doing less than a quality job by allowing this type of conduct to continue. So in the future if any of this conduct is displayed I will make quick use of the gavel and declare that the individual is out of order.

Now this being said, Sadly there will be those who will pick this apart and find fault with what has been said. The bottom line is the commissioners, staff, and employees all need to step back and consider what they can do as an individual to make this a better place.

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

Meeting Date: August 18, 2015

Agenda Item Number: I-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Admin /Customer Service

Sponsor: Rob Bulkiewicz

Subject:

Administrative Building Progression Timeline

Summary of Discussion:

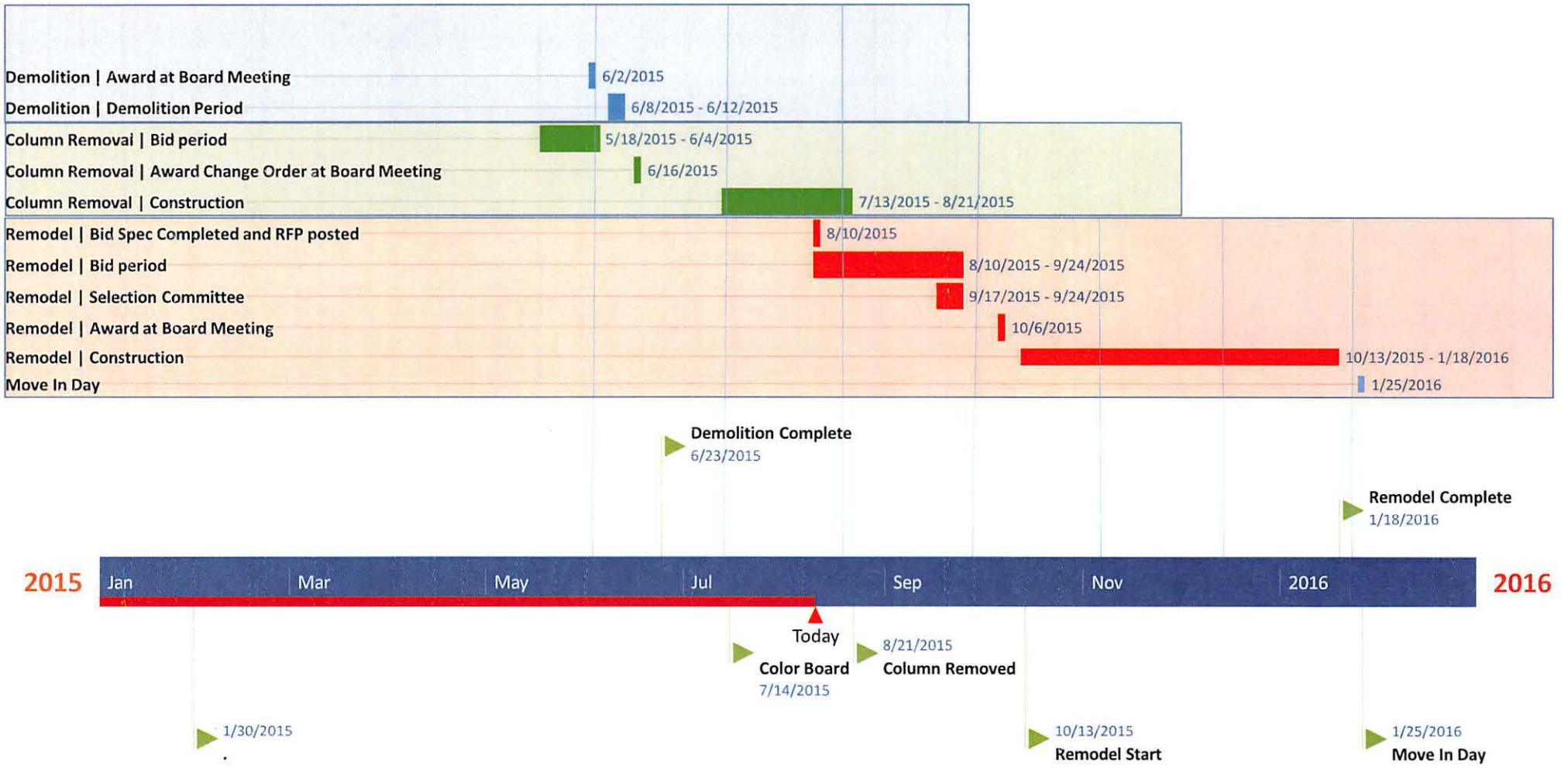
Staff will give an update on our project schedule for the new administration building located at 103355 Overseas Highway, including construction cost estimates.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	103355 Overseas Hwy Project Schedule
Administration:	RS		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager

103355 Overseas Highway Project Schedule
All dates subject to change



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

Meeting Date: August 18, 2015

Agenda Item Number: J-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Legal

Sponsor: Ray Giglio

Subject:

Failed Gate Footer at Lake Surprise II/Paradise Point

Summary of Discussion:

District General Counsel to give a verbal update on the status of the failed gate footer.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager

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

Meeting Date: August 18, 2015

Agenda Item Number: J-2

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Resolution to Establish Fees and Charges for Records Requests

Summary of Discussion:

A Resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District, authorizing and establishing a schedule of fees and charges for copying and providing public records; and providing for an effective date.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Resolution No. Draft 21-08-15
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/18/2015

General Manager

RESOLUTION NO. DRAFT 21-08-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, AUTHORIZING AND ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR COPYING AND PROVIDING PUBLIC RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Key Largo Wastewater Treatment District ("District") is subject to Chapter 119 of the Florida Statutes; and

WHEREAS, pursuant to Chapter 119, District records are open for personal inspection and copying by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records; and

WHEREAS, Fl. Stat. sec. 119.07(4) mandates that requested records be furnished upon payment of the fee prescribed or authorized by law; and

WHEREAS, Fl. Stat. sec. 119.07(4) authorizes the imposition of a special service charge to inspect or copy public records when the nature or volume of public records to be inspected is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance, or both; and

WHEREAS, the District has determined that a request requires extensive use of information technology resources and/or extensive clerical or supervisory assistance when a requestor:

- Makes a single request that takes more than 15 minutes, or
- Makes multiple requests that take a combined time of more than one (1) hour, per calendar month.

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

Section 1. Recitals. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Fees and Charges

A) Unless specifically stated otherwise in the laws, rules, or regulations of the State of Florida, the following fees apply to the copying of public records by the District:

MATERIAL TO BE COPIED AND PROVIDED	REQUIRED FEE OR CHARGE
Single sided page of not more than 14 inches by $8^{1/2}$ inches	$0.15 per page
Double sided page of not more than 14 inches by $8^{1/2}$ inches	$0.20 per page
Certified copies of public records	$1.00 per page
Maps, Aerial Photographs, Large Format Photos or Documents	Actual costs of material and supplies used to duplicate
A single request that takes more than 15 minutes; or Multiple requests from the same requestor that take a combined time of more than one (1) hour, per calendar month.	A special service charge to be determined by the District based upon the nature and volume of the request.

B) The special service charge for extensive use of information technology resources and/or extensive clerical or supervisory assistance shall be reasonable and shall be based on the labor and/or IT and/or computer costs actually incurred by the District.
C) Where there will be a cost for responding to a records request, and especially where there will be a special service charge imposed, the District shall prepare a cost estimate for the requestor.
    i. This cost estimate shall represent the District's best estimate of the work and materials required and the cost for that work and materials.
    ii. The cost estimate shall not be, and shall not be construed as, a guarantee or an unconditional commitment of the cost to provide the requested materials.
D) The District shall require prepayment of the cost estimate amount before the requested materials shall be copied.
E) The District shall require payment in full of the special service charge before the requested materials shall be provided to the requestor.

Section 3. Authorization. The General Manager and/or District Clerk be and are authorized to collect the fees and charges in accordance with Section 2, above.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Commissioners.

RESOLVED AND ADOPTED THIS ____ DAY OF _____ 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:

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

The Chairman thereupon declared Resolution No. XX-XX-15 duly passed and adopted the ____ day of _____, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____

Chairman David Asdourian

ATTEST:

_____

Katherine Jackson, District Clerk

Approved to as to form and legal sufficiency

_____

Ray Giglio, General Counsel

SEAL

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

Meeting Date: August 18, 2015

Agenda Item Number: J-3

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Legal

Sponsor: Ray Giglio

Subject:

Resolution to Establish a Selection Committee

Summary of Discussion:

At the request of Commissioner Tobin, a Resolution of the Board of Commissioners of the Key Largo Wastewater Treatment District resolution to establish a selection committee; and providing for an effective date.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	Resolution No. Draft 22-08-15
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager

RESOLUTION NO. DRAFT 22-08-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RESOLUTION TO ESTABLISH A SELECTION COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Key Largo Wastewater Treatment District ("District") owns and operates a regional Wastewater Treatment Plant ("WWTP") in Key Largo, Florida; and

WHEREAS, the day-to-day operation and management of the WWTP is the primary responsibility of the District Operations Manager; and

WHEREAS, the position of Operations Manager is currently vacant; and

WHEREAS, the District Board of Commissioners ("Board") believes that it is prudent for the District to begin a search for potential candidates who may be qualified to assume the position of Operation Manger; and

WHEREAS, the District Board has determined that it would be in the best interests of the ratepayers and residents of the District to establish a Selection Committee to evaluate candidates for that position and to report their findings to the Board.

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

Section 1. Recitals. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Establishment of a Selection Committee.

A. A Selection Committee be and is hereby established.
B. The Selection Committed shall consist of:
    i. the General Manager, who shall also serve as committee Chair
    ii. the District Engineer
    iii. the District Human Resources Coordinator.
C. The basic responsibility of the Selection Committee shall be to evaluate and provide an assessment to the District Board of the qualifications and suitability of the candidates who have applied for the position of District Operations Manager.

DRAFT

D. The Selection Committee shall have the sole authority to select the three (3) highest-rated candidates for the position of District Operations Manager and shall present their findings to the District Board.
E. More specifically, the Selection Committee shall:
    i. Advertise for and otherwise solicit applications from qualified candidates.
    ii. Review the resumes and qualifications of those candidates.
    iii. Rank and recommend to the District Board the three (3) highest-rated candidates.
    iv. Recommend to the District Board the amount and form of compensation and benefits to be offered to the highest ranked candidate or candidates.
F. Meetings of the Selection Committee shall be held in accordance with the open meetings provisions of Florida's Government in the Sunshine Law, s. 286.011, F.S.
G. The Selection Committee shall not reveal or make public items deemed not subject to public inspection under Chapter 119 of the Florida Statutes, and all other matters designated as confidential or privileged under Florida or Federal Law.
H. Consistent with applicable law, when the Selection Committee, in its sole discretion, determines that it is in the best interest of the District not to reveal, at a regular public meeting of the District Board, the identity of any applicant, it shall not be required to do so.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Commissioners.

[

RESOLVED AND ADOPTED THIS ____ DAY OF _____ 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:

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

DRAFT

The Chairman thereupon declared Resolution No. XX-XX-15 duly passed and adopted the ____ day of _____, 2015.

KEY LARGO WASTEWATER TREATMENT DISTRICT

_____

Chairman David Asdourian

ATTEST:

_____

Katherine Jackson, District Clerk

Approved to as to form and legal sufficiency

_____

Ray Giglio, General Counsel

SEAL

DRAFT

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

Meeting Date: August 18, 2015

Agenda Item Number: K-1

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Finance

Sponsor: Connie Fazio & Kim Carpenter

Subject:

FY 2016 Budget Planning: Staffing Plan

Summary of Discussion:

Per the KLWTD Board's request, the KLWTD staffing plan and organizational chart for Fiscal Year 2016 will be brought back for review.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: CFKC

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Funding Source: Rate Revenue

Budgeted: Yes

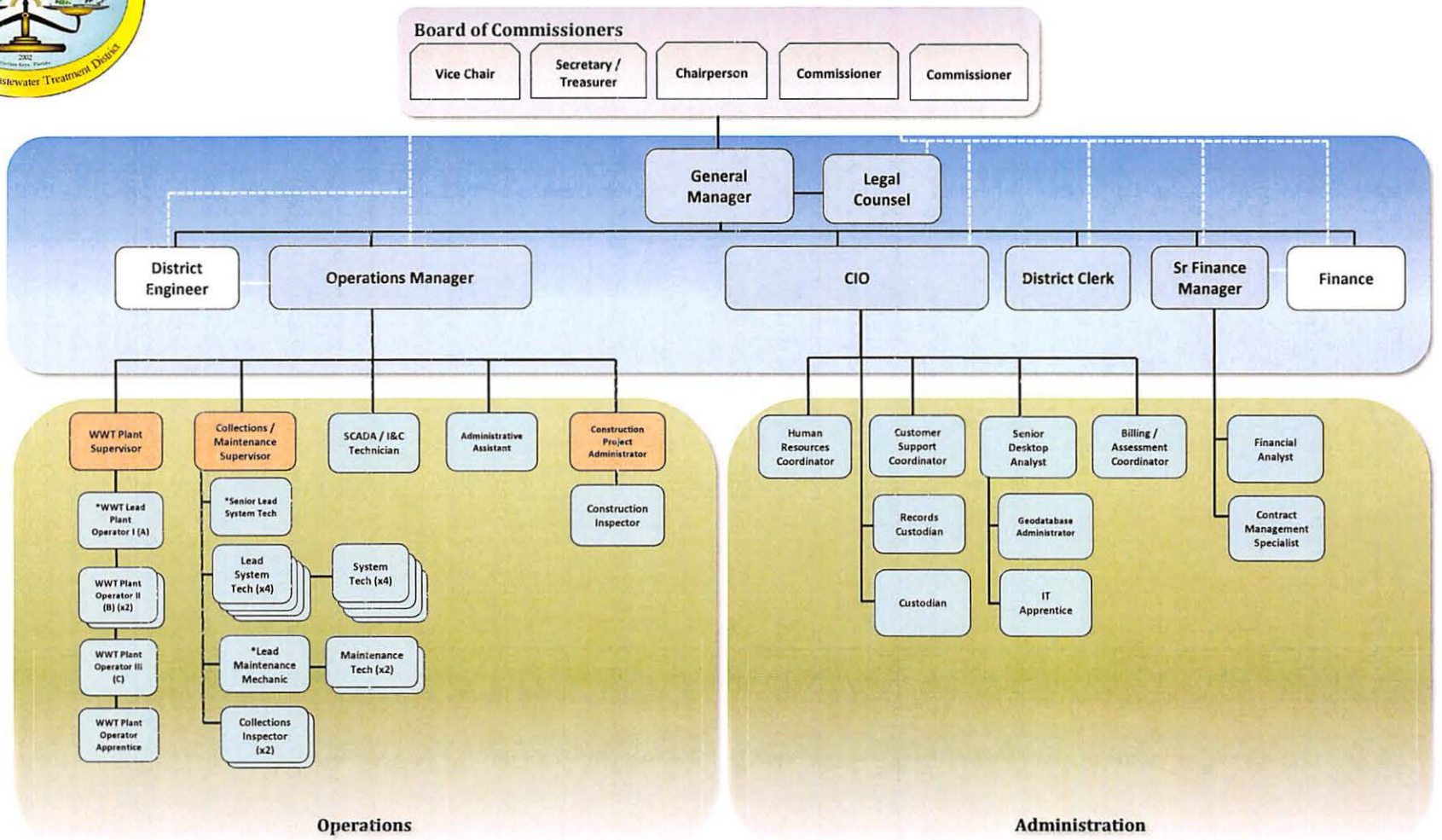
Attachments

1. Organizational Chart
2. Staffing Summary
3. FY2016 Pay Scale
4. Lead Plant Operator Job Description
5. Plant Operator Apprentice Job Description
6. Senior Lead System Tech Job Description
7. Staffing History (2012-Present)

Approved By: _____ **Date:** 8/14/15

General Manager

Key Largo Wastewater Treatment District
FY16 Organizational Chart and Staffing Plan



*Not budgeted in FY2016
----- = Communication Chain
____ = Supervisory Chain

August 13, 2015

KLWTD FY2015 Staffing Summary

Department	2015 FTE Employees	2015 Estimated Payroll	2015 Estimated Benefits and Taxes	2015 Total ESTIMATED Payroll, Benefits and Taxes	2015 Budgeted Payroll	2015 Budgeted Benefits and Taxes	2015 Total BUDGETED Payroll, Benefits and Taxes
Board of Commissioners	N/A	$65,037.00	$5,190.79	**$70,227.79**	$71,820.00	$7,648.83	**$79,468.83**
Administration	15	$786,593.95	$168,091.78	**$954,685.72**	$854,095.12	$220,402.13	**$1,074,497.25**
Plant	5	$286,674.69	$71,323.34	**$357,998.04**	$285,794.69	$78,535.53	**$364,330.22**
Collections	14	$695,382.10	$172,741.35	**$868,123.45**	$696,803.12	$211,633.53	**$908,436.65**
Construction	4	$123,599.47	$34,245.39	**$157,844.86**	$219,452.94	$63,407.34	**$282,860.28**
KLWTD TOTAL	**38**	**$1,957,287.21**	**$451,592.64**		**$2,127,965.87**	**$581,627.36**	
			TOTAL ESTIMATED	**$2,408,879.86**		**TOTAL BUDGET**	**$2,709,593.23**

KLWTD FY2016 Proposed Staffing Summary

Department	2016 FTE Employees	2016 Proposed Payroll	2016 Proposed Benefits and Taxes	2016 Proposed Total	2015 Total Budgeted	Net change between 2015 & 2016
Board of Commissioners	N/A	$72,360.00	$9,877.14	**$82,237.14**	**$79,468.83**	$2,768.31
Administration	14.3	$850,335.79	$258,177.94	**$1,108,513.74**	**$1,074,497.25**	$34,016.49
Plant	6.8	$339,495.46	$113,916.54	**$453,412.00**	**$364,330.22**	$89,081.78
Collections	14.8	$767,605.39	$251,854.02	**$1,019,459.41**	**$908,436.65**	$111,022.76
Construction	2.1	$121,516.42	$37,455.87	**$158,972.29**	**$282,860.28**	-$123,887.99
KLWTD TOTAL	**38**	**$2,151,313.07**	**$671,281.51**	**$2,822,594.58**	**$2,709,593.23**	**$113,001.35**

KLWTD FTE Departmental Details:

Administration Department

Net reduction of 0.7 employees (Management Consultant and Administrative Assistant) and 1 position allocation (Custodian 30%)

Plant

2 additional positions (Plant Operator B and Plant Operator Apprentice) and 4 position allocations (Operations Manager 50%, SCADA Tech 40%, Adminstrative Assistant 50% and Custodian 40%)

Collections

1 additional position (System Tech) and 4 position allocations (Operations Manager 40%, SCADA Tech 60%, Administrative Assistant 50% and Custodian 30%)

Construction

Net reduction of 2 employees (Construction Inpector positions), and position allocation (Operations Manager 10%)

Key Largo Wastewater Treatment District

FY16 Non-exempt Pay Scale (hourly)

PAY GRADE	TIME IN SERVICE											
	0 - 6 months	6 mths - 1 year	<2 years	<3 years	<4 years	<5 years	<6 years	<7 years	<8 years	<9 years	<10 years	10+ years
N10	$27.25	$27.79	$28.34	$28.91	$29.49	$30.08	$30.68	$31.30	$31.92	$32.56	$33.21	$33.88
N9	$24.68	$25.17	$25.67	$26.19	$26.71	$27.25	$27.79	$28.34	$28.91	$29.49	$30.08	$30.68
N8	$22.35	$22.80	$23.25	$23.72	$24.19	$24.68	$25.17	$25.67	$26.19	$26.71	$27.25	$27.79
N7	$20.24	$20.65	$21.07	$21.48	$21.91	$22.35	$22.80	$23.25	$23.72	$24.19	$24.68	$25.17
N6	$18.34	$18.70	$19.07	$19.45	$19.85	$20.24	$20.64	$21.06	$21.48	$21.90	$22.35	$22.79
N5	$16.60	$16.93	$17.28	$17.62	$17.97	$18.34	$18.70	$19.07	$19.45	$19.85	$20.24	$20.64
N4	$15.04	$15.34	$15.65	$15.97	$16.28	$16.61	$16.94	$17.28	$17.62	$17.97	$18.34	$18.70
N3	$13.63	$13.90	$14.17	$14.45	$14.75	$15.04	$15.34	$15.64	$15.96	$16.28	$16.60	$16.93
N2	$12.32											
N1 Interns only	$10.00	$10.00	$11.00	$12.00								

HR-NEPS Form July 28, 2015

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

Lead Plant Operator I (A) Job Description

Summary:

The Lead Plant Operator I (A) works with the WWT Plant Supervisor performing skilled work involving the operation and maintenance of an advanced wastewater treatment plant according to federal, state and local regulations and laws.

Essential Duties and Responsibilities:

- Provides guidance and training to the other Plant Operators as directed by the Plant Supervisor.
- Monitors, reads and calculates the flow of sewage through the plant by meters, gauges, and usual inspection. Operates pumps and valves to regulate flow and adjust chemical feeding according to established standards.
- Collects samples and makes routine chemical and physical tests while monitoring for changing conditions and chemical feed requirements.
- Logs test results, meter and feed readings, flow rates, maintenance and other data. Prepares daily and periodic reports on plant operations.
- Inspects pumps, motors, chemical feeders, level controls and other equipment to ensure proper operations. Makes adjustments and emergency repairs as needed. Works closely with maintenance and technical personnel to correct equipment problems.
- Performs routine plant cleaning and maintenance such as backwashing filters, cleaning lines, hosing filters and basins, disposing of sludge, cleaning sludge beds, painting structures, equipment and piping.
- Performs minor carpentry and electrical work.
- Loads, unloads and stores materials and supplies, including the storage and transfer of sodium hydrochloride and other hazardous materials. Mixes, dilutes and distributes chemicals used in plant processes.
- Participates in skills and safety training programs. Learns and implements safety rules, regulations and emergency procedures.
- Reports equipment malfunctions to Wastewater Treatment Plant Supervisor and, when required, assists with repairs.
- Provides assistance to the plant supervisor in regards to process control.
- Keeps Wastewater Treatment Plant Supervisor apprised of any situations deemed out of the ordinary.
- Performs grounds keeping and housekeeping duties at the plant.

Other Responsibilities:

- Adheres to the policies and procedures of the Key Largo Wastewater Treatment District
- Maintains strict confidentiality of client, company and personnel information
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Other duties as assigned

Supervisory Responsibilities:

- Supervises and provides guidance to all Plant Operators (II, III, Trainees and Apprentices)

Competencies:

- Strong organizational, analytical and interpersonal skills
- Exceptional written and verbal communication skills
- Team leader with proven ability to direct others
- Ability to multi-task and work independently
- Functional ability to communicate with supervisor, employees and other departments as needed to coordinate work activities, review status of work, exchange information or resolve problems and to maintain effective working relationships with others
- Ability to work quickly and safety under pressure of emergency situations
- Advanced ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments
- Ability to work overtime, standby and/or call back duty
- Working ability to calculate and/or tabulate data. Perform addition, subtractions, multiplication and division and ability to calculate decimals and percentages. May include ability to perform mathematical operations with fractions and to calculate surface areas, volumes, weights, and measures.

Education and/or Experience:

- Associate's degree in related discipline, and/or a minimum of 5 years equivalent work experience in the water and/or wastewater field
- Minimum of 1 year leadership experience, supervising and directing others
- Technical knowledge of making treatment process adjustments and performing maintenance on plant equipment and machinery and related control apparatus, and with troubleshooting all systems

Certificates, Licenses, Registrations:

- Florida FDEP class "A" license in wastewater treatment
- Valid Florida driver's license

Computer Skills:

- Intermediate MS Word and Excel
- Ability to use web browser

Environmental Factors/Physical Demands:

Work is generally performed in a water treatment plant environment; work may be performed outdoors and on-site in a variety of weather conditions which may be adverse at times. 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. Some tasks require the ability to perceive and discriminate colors or

shades of color, sounds, taste, odor, depth, texture and visual cues or signals. 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 a hundred (100) pounds. Performance of essential functions may cause exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, toxic agents, disease causing and/or pathogenic substances. May be subject to climbing into and out of pits, trenches and excavations, climbing steps, ladders and working on uneven surfaces.

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

Plant Operator Apprentice Job Description

Summary:

The Plant Operator Apprentice works with the Plant Operators and WWT Plant Supervisor, performing skilled work involving the operation and maintenance of an advanced wastewater treatment plant according to federal, state and local regulations and laws.

Essential Duties and Responsibilities:

- Monitors, reads and calculates the flow of sewage through the plant by meters, gauges, and usual inspection. Operates pumps and valves to regulate flow and adjusts chemical feeding according to established standards.
- Collects samples and makes routine chemical and physical tests while monitoring for changing conditions and chemical feed requirements.
- Logs test results, meter and feed readings, flow rates, maintenance and other data. Prepares daily and periodic reports on plant operations.
- Inspects pumps, motors, chemical feeders, level controls and other equipment to ensure proper operations. Makes adjustments and emergency repairs as needed. Works closely with maintenance and technical personnel to correct equipment problems.
- Performs routine plant cleaning and maintenance such as backwashing filters, cleaning lines, hosing filters and basins, disposing of sludge, cleaning sludge beds, painting structures, equipment and piping. Performs minor carpentry and electrical work.
- Loads, unloads and stores materials and supplies, including the storage and transfer of sodium hydrochloride and other hazardous materials. Mixes, dilutes and distributes chemicals used in plant processes.
- Participates in skills and safety training programs. Learns and implements safety rules, regulations and emergency procedures.
- Reports equipment malfunctions to WWT Plant Supervisor and when required, and assists with repairs.
- Keeps Wastewater Treatment Plant Supervisor apprised of any situations deemed out of the ordinary.
- Performs grounds keeping and housekeeping duties at the plant.

Other Responsibilities:

- Adheres to the policies and procedures of the Key Largo Wastewater Treatment District
- Maintains strict confidentiality of client, company and personnel information
- 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:

- Exceptional written and verbal communication skills
- Ability to multi-task and work independently
- Ability to communicate with supervisor, employees and other departments as needed to coordinate work activities, review status of work, exchange information or resolve problems and to maintain effective working relationships with others
- Ability to work quickly and safety under pressure of emergency situations
- Ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments
- Ability to calculate and/or tabulate data. Perform addition, subtractions, multiplication and division and ability to calculate decimals and percentages. May include ability to perform mathematical operations with fractions and to calculate surface areas, volumes, weights, and measures.

Education and/or Experience:

- HS Diploma or equivalent

Certificates, Licenses, Registrations:

- Valid Florida driver's license

Computer Skills:

- Basic MS Word and Excel
- Ability to use web browser

Environmental Factors/Physical Demands:

Work is generally performed in a water treatment plant environment; work may be performed outdoors and on-site in a variety of weather conditions which may be adverse at times. 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. Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, taste, odor, depth, texture and visual cues or signals. 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 a hundred (100) pounds. Performance of essential functions may cause exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, toxic agents, disease causing and/or pathogenic substances. May be subject to climbing into and out of pits, trenches and excavations, climbing steps, ladders and working on uneven surfaces.

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

Senior Lead System Tech Job Description

Summary:

The Senior Lead System Tech provides leadership to all collection system technicians in the technical aspects of the work, as well as in the management of the work load, as required for the benefit of the District.

Essential Duties and Responsibilities:

- Fills in for the Collections/Maintenance Supervisor in cases of vacation, sick leave, etc.
- Manages the "manager on duty" (MOD) scheduling and is the first point of contact for MOD during working hours as well as after hours, providing response and corrective actions when alarms and customer call-outs are received.
- Performs general, skilled, and technical work involving the operation and maintenance of the sewage collection system and all its associated components.
- Provides Sewer Care input of call outs and events, records "as found" and "as left" conditions at job sites with photography and/or video recording.
- Responsible for care and maintenance of truck, equipment and training/guidance of other collection technicians.
- Performs preventative and corrective maintenance on all collections system components.
- Troubleshoots the collection system components as needed and perform corrective action to correct any defects found.
- Inspects pumps, motors, odor control units, and other equipment to ensure proper operations. Make adjustments and emergency repairs as needed and work closely with maintenance personnel to correct equipment problems.
- Loads, unloads and stores materials and supplies.
- Participates in skills and safety training programs and learns and implements safety rules, regulations and emergency procedures.
- Reports equipment malfunctions to Collections/Maintenance Supervisor and, when required, assists with repairs.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Keeps Collections/Maintenance Supervisor apprised of any situations deemed out of ordinary.

Other Responsibilities:

- Adheres to the policies and procedures of the Key Largo Wastewater Treatment District
- Maintains strict confidentiality of client, company and personnel information
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Performs other duties as assigned

Supervisory Responsibilities:

Directly supervises all collection system leads and technicians

Competencies:

- Strong organizational, analytical, and interpersonal skills
- Exceptional written and verbal communication skills
- Team leader with proven ability to direct others
- Ability to multi-task and work independently
- Advanced functional abilities to troubleshoot all systems without assistance
- Ability to establish and maintain effective working relationships with other employees and contractors
- Work quickly and safely under pressure in emergency situations
- Ability to work overtime, standby and/or call back duty
- Ability to train system technicians and oversee the work in all aspects including: scheduling, progress, timeliness, and quality.
- Ability to calculate and /or tabulate data, includes performing pump run time calculations and their interpretation.
- Ability to operate and control the actions of equipment, machinery, tools, and /or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information such as O&M manuals and parts diagrams.

Education and/or Experience:

- Associate's degree in related discipline, and /or a minimum of 5 years equivalent work experience in the water and/or wastewater field, preferably in a vacuum collection system
- Advanced troubleshooting skills for vacuum and gravity systems
- Minimum of 1 year leadership experience, supervising and directing others

Certificates, Licenses, Registrations:

- A valid Florida CDL license (Class A) required within 6 months of hire
- Backhoe operator safety certification
- AIRVAC vacuum sewer system certification

Computer Skills:

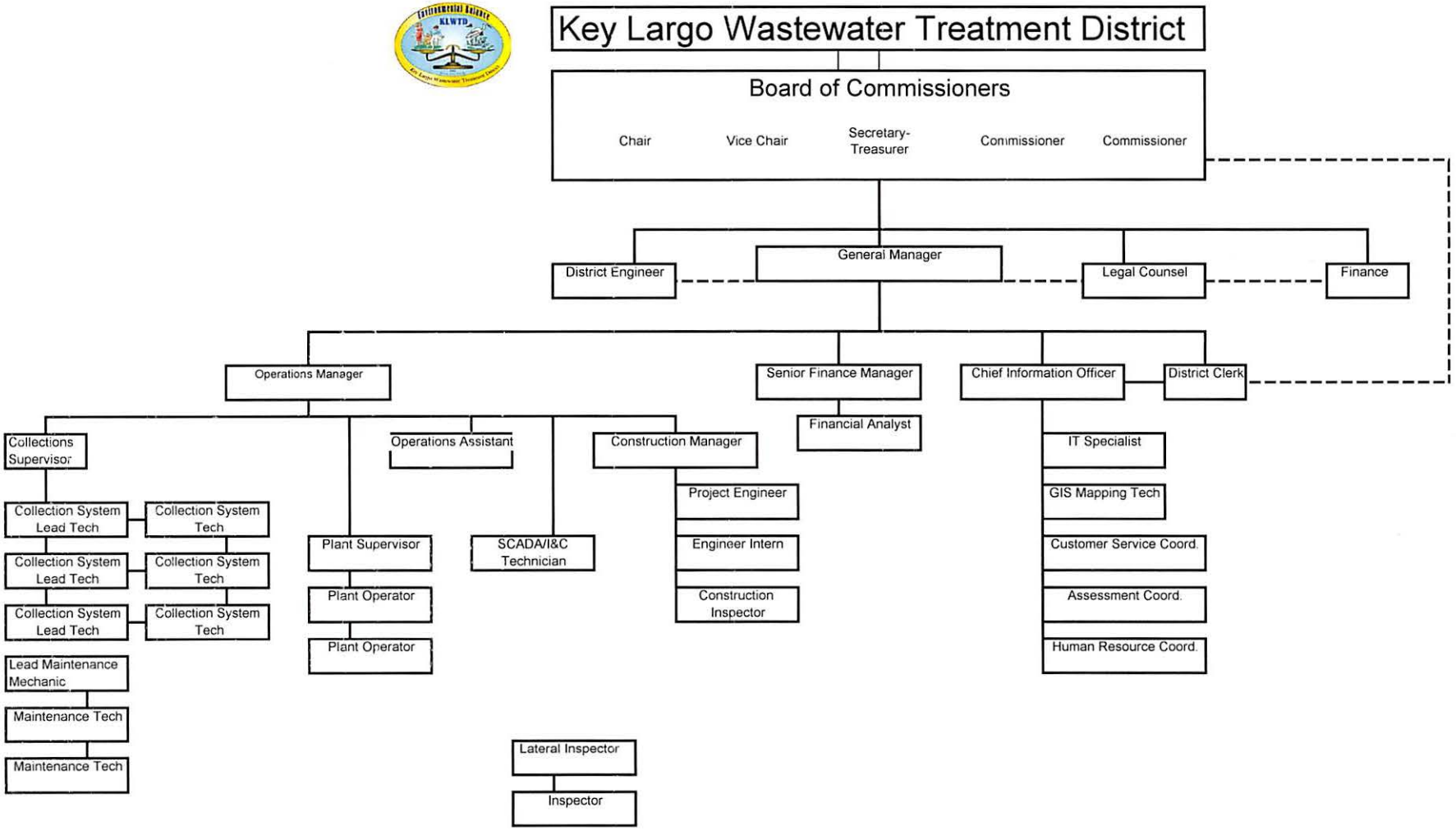
- Intermediate MS Word and Excel
- Ability to use web browser and iPad

Environmental Factors/Physical Demands:

Work is generally performed in a water treatment plant environment; work may be performed outdoors and on-site in a variety of weather conditions which may be adverse at times. 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. Some tasks require the ability to perceive and discriminate colors or

shades of color, sounds, taste, odor, depth, texture and visual cues or signals. 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 sixty (60) pounds. May be subject to climbing into and out of pits, trenches and excavations, climbing steps, ladders and working on uneven surfaces.

2012


Key Largo Wastewater Treatment District
Board of Commissioners
Chair
Vice Chair
Secretary-Treasurer
Commissioner
Commissioner
District Engineer
General Manager
Legal Counsel
Finance
Operations Manager
Senior Finance Manager
Chief Information Officer
District Clerk
Financial Analyst
Collections Supervisor
Collection System Lead Tech
Collection System Lead Tech
Collection System Lead Tech
Lead Maintenance Mechanic
Maintenance Tech
Maintenance Tech
Collection System Tech
Collection System Tech
Collection System Tech
Operations Assistant
Plant Supervisor
Plant Operator
Plant Operator
SCADA/I&C Technician
Construction Manager
Project Engineer
Engineer Intern
Construction Inspector
IT Specialist
GIS Mapping Tech
Customer Service Coord.
Assessment Coord.
Human Resource Coord.
Lateral Inspector
Inspector

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

July 19, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:00 PM. Present were Chairman Robert Majeska, Commissioners Susie Hammaker, Norman Higgins, Andrew Tobin and Charles Brooks. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Kay Thacker led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Tobin added an item about Islamorada after public comment. Commissioner Brooks requested that the Islamorada issue be kept to public comment. He also stated he wants a time limit. CFO Zappulla added and item on Newport Village. Commissioner Tobin moved the Gift Policy item to Commissioner's Items from Legal Report.

Motion: **Commissioner Hammaker made a motion to approve the agenda as amended. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins		X	
Chairman Majeska	X		
Commissioner Brooks		X	
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 3 to 2

Commissioner Brooks voted no because he was not really sure what the agenda is in reference to the Islamorada issue.

CERTIFICATES OF APPRECIATION
Chairman Majeska presented a Certificate of Appreciation and Gift Certificate to Chris Wright and Brenda Campbell.

PUBLIC COMMENT
The following persons addressed the Board:

Name:	Subject:
Sam Stoia, Key Largo	Charge to move connection box

Commissioner Brooks made a motion to bring back Mr. Stoia's item to the next meeting if it cannot be solved by staff. Commissioner Hammaker seconded the motion. The Board directed that the item be brought back to the August 2, 2011 meeting if not solved before the meeting.

Pauline Kline, Key Largo	Islamorada
David Asdourian, Key Largo	Islamorada
Fred Nickerson, Key Largo	Islamorada
Kay Thacker, Key Largo	Islamorada

ISLAMORADA
Don Achenberg, Islamorada discussed the letter that the Islamorada Council sent the Board Members. (See Exhibit "A") He assured the Board that there would be no monkey business. He asked that the District open the door to Islamorada so that they can present a contract to the District at their expense.

The Board is taking no action on the Islamorada Letter at the present time. Once a document is prepared by Islamorada Commissioner Hammaker may bring it to the Board and the District will not be spending any monies on the Islamorada issue in the meantime.

Nina Boniske, Village of Islamorada Attorney, stated that there is a need for direction to work with the KLWTD District Staff. There are utility policies and things like that that the Village needs to know so that everyone is on the same page.

Chairman Majeska stated that it is his understanding that the Staffs would talk to each other but not for a long time, not change the document tremendously. Commissioner Hammaker stated that she does not see why they cannot ask questions.

Commissioner Hammaker requested GM Blank and Engineer Castle for positives and negatives from their professional and operational points of view that would be obstacles to processing Islamorada effluent. In summary, there appeared no major obstacles.

Likewise, Commissioner Tobin, questioned Mr. Brzezinski and attorney Nina Boniske as professionals on Islamorada staff whether they had operational, storage capacity and legal concerns that might prevent our RTP processing their effluent. In summary, KLWTD appears to have the capacity and capability to perform Islamorada's effluent processing

Commissioner Brooks stated that the solution is to do nothing and not spend any more money.

Motion: **Commissioner Tobin made a motion that Key Largo Wastewater Treatment District will review an executable agreement that Islamorada may or may not propose on or before the September 6, 2011 KLWTD Board meeting.. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins		X	
Chairman Majeska	X		
Commissioner Brooks		X	
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 3 to 2

Margaret Blank will be the point person for the Islamorada Agreement.

BULK ITEMS

Minutes of July 11, 2011

RESOLUTION NO. 15-07-11

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF THREE TAX PARCELS AS PARCELS EXCLUDED FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

ASSESSMENT APPEAL FOR "PLANTATION TREE"

Motion: **Commissioner Hammaker made a motion to approve Bulk Items. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 5 to 0

FINANCIAL REPORT

Pending Payments

Motion: **Commissioner Brooks made a motion to approve Pending Payments Contingent upon the availability of funds. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other

Commissioner Higgins	**X**		
Chairman Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

Preliminary Staffing Plan
General Manager Margaret Blank presented the proposed staffing plan for 2012.
Board directed that is item be brought back to the August 8, 2011 Transition Meeting.
Preliminary Administration Budget 2012 with 4 Projected Years
Mr. Zappulla presented the preliminary budget and four year projection.

Newport Village
Mr. Zappulla explained that Newport Village should have been billed for sewer but it fell through the cracks.

Motion: **Commissioner Brooks made a motion to table the Billing issue of Newport Village. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

COMMISSIONER'S ITEMS

Policy for Charging for Filling Pools
Commissioner Tobin recommended another method to calculate water used to fill pools. Commissioner Tobin withdrew this item.

Gift Policy
Commissioner Tobin explained what he did not like about the no gift policy. He does not like any wiggle room. Thomas Dillon, District Counsel, explained the District's adopted policy.

Motion: **Commissioner Brooks made a motion to keep the current Gift Policy as written. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska		**X**	
Commissioner Tobin		**X**	

Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 3 to 2

Commissioner Tobin requested an item on allowing employees to accept tips from customers for the next agenda.

ENGINEER'S REPORT
Ed Castle, Weiler Engineering, gave a verbal status report.

GENERAL MANAGER'S REPORT
Deep Well Additional Work
This item will be brought back to the next meeting.

Letter to Editor
Margaret Blank, General Manager, explained her Letter to the Editor that she has not sent in yet.

Motion: **Commissioner Brooks made a motion to have the letter sent to the Free Press, Keynoter, and The Reporter letter to the editor. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

COMMISSIONER'S ROUND TABLE
Commissioner Brooks gave a report on the FKWQIP meeting and the sales tax issue.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 8:17 PM.

The KLWTD meeting minutes of July 19, 2011 were approved on Aug. 2, 2011.

Chairman Majeska

Carol Walker, CMC District Clerk

EXHIBIT "A"

Islamorada, Village of Islands

July 15, 2011

VIA EMAIL AND REGULAR MAIL

Honorable Chair and Commissioners
Key Largo Wastewater Treatment District Board of Commissioners
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, Florida 33037

Re: **Agreement for Wastewater Services between Key Largo Wastewater Treatment District ("KLWTD") and Islamorada, Village of Islands ("Village") (the "Agreement").**

Dear Chairman Majeska and Commissioners:

The Village remains interested in reaching an agreement with the KLWTD to provide wastewater treatment for the Village. In order to demonstrate the Village's commitment to moving forward with this process, the Village Council approved the business terms listed below. We have agreed to the main business terms that we believe were at issue during recent deliberations.

If the KLWTD is in agreement with these business terms, the Village agrees to further the process by producing an executable agreement for review by the KLWTD. Should the KLWTD desire to modify any of these terms, the Village will consider the proposals and respond to the KLWTD.

Capacity Allocation Charge. The Village agrees to the $11.5 million Capacity Allocation Charge for the purchase by the Village of village wide flow of 1.4 million GPD (which includes NPK flow) amortized over a ten (10) year term, with 4% interest rate as proposed by the KLWTD. The Village proposes that the down payment of $1.15 million would be due only if the Village exercises its option.

Base Rate. The Village agrees to the rate proposed by KLWTD of $4.65 per thousand gallons, together with the draft true-up methodology for treatment expenses.

Term. The Village agrees to a thirty (30) year Initial Term for the Agreement.

86800 Overseas Highway, Islamorada, FL 33036
Office 305-664-6400 • Fax 305-664-6464 • www.islamorada.fl.us

RECEIVED
JUL 19 2011
KEY LARGO WASTEWATER TREATMENT DISTRICT

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

Aug. 8, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:01 PM. Present were Chairman Robby Majeska, Commissioners Andrew Tobin, Norman Higgins, Charles Brooks, and Susie Hammaker. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Paul Christian led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Higgins added a Sorensen item. Commissioner Tobin put on an item for a RFP for Auditor and changing the Monday Transition Meeting to Monday morning. Sal Zappulla, CFO submitted a revised ARF for Grau and Associates.

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 5 to 0

SORENSON ISSUE

Motion: **Commissioner Brooks made a motion to table the item. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Tobin	X		

Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

FINANCIAL
Grau & Associates

Motion: **Commissioner Brooks made a motion to have the Finance Department execute the letter to Grau & Associates seeking the firms proposed amendment fee schedule for extension for auditing service in accordance with the terms and conditions of the existing agreement for the FY 2011 period; including the services to certify the debt coverage ratio as part of the FY2011 audit services. Grau & Associates response and commitment to the extensions shall be brought back to the Board for final approval. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

Motion: **Commissioner Tobin made a motion direct staff to go out for a RFP for the 2012 Audit at a convenient time. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Chairman Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Brooks	**X**		
Commissioner Hammaker	**X**		

Motion passed 5 to 0

Manson Law Group Invoice

Motion: **Commissioner Brooks made a motion to pay the Manson Law Group final invoice for $1,825.00. Commissioner Higgins seconded the motion.**

Chairman Majeska asked District Counsel Thomas Dillon for clarification on the motion; if it means never ever again or just the outstanding balance.

Mr. Dillon explained it does not preclude the Board requesting more legal services from the Manson Law Group and paying an invoice at a later date.

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 5 to 0

CDBG Grant Deferrals

Motion: **Commissioner Tobin made a motion to direct staff to send out 30 Day Notices to all the number fours and fives. Staff is to revise the chart by number. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		

Motion passed 5 to 0

The Board directed staff to work with the applicants.

Preliminary Operations Dept. Budget / 4 Projections
Margaret Blank, General Manager presented the Preliminary Operations Department Budget.

The Board discussed the Budget.

Revised Staffing Report Fiscal Year 2012
Sal Zappulla presented the staffing report

Updated Administration Dept. Budget / 4/ Year Projections
Sal Zappulla presented the administration budget.

COMMISSIONER'S ITEMS
Up to date Performance Evaluations and up to date contracts all employees/staff before next budget is approved
Margaret Blank explained that IT has put together a database with personal records. Contracts are up to date, evaluations are planned to be completed at the end of September.

Air Vent Stickers Update
Commissioner Hammaker explained that she is planning on trying to find out why the stickers are not sticking.

Removal of Syndi Trakul's voice phone answering
Commissioner Hammaker stated that the phone voice change can be outsourced.

Transition Meeting Time
Commissioner Tobin suggested that the Transition Meetings could be held at the Monday morning Staff Meeting for the next three meeting, to just listen and then ask questions.

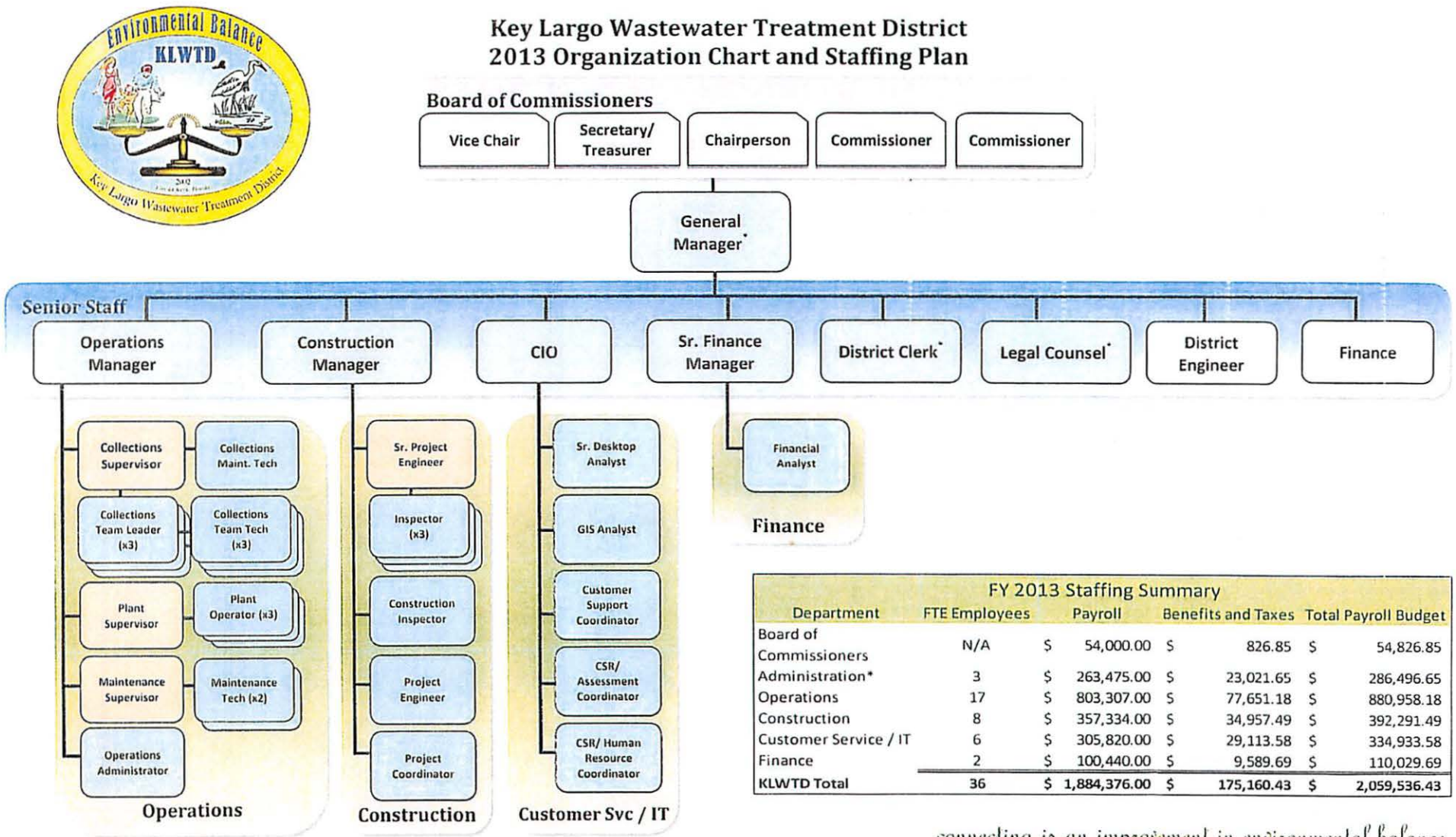
ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:29 PM.

The KLWTD meeting minutes of Aug. 8, 2011 were approved on Aug. 16, 2011.

Chairman Majeska

Carol Walker, CMC
District Clerk

Key Largo Wastewater Treatment District
2013 Organization Chart and Staffing Plan



FY 2013 Staffing Summary				
Department	FTE Employees	Payroll	Benefits and Taxes	Total Payroll Budget
Board of Commissioners	N/A	$ 54,000.00	$ 826.85	$ 54,826.85
Administration*	3	$ 263,475.00	$ 23,021.65	$ 286,496.65
Operations	17	$ 803,307.00	$ 77,651.18	$ 880,958.18
Construction	8	$ 357,334.00	$ 34,957.49	$ 392,291.49
Customer Service / IT	6	$ 305,820.00	$ 29,113.58	$ 334,933.58
Finance	2	$ 100,440.00	$ 9,589.69	$ 110,029.69
KLWTD Total	**36**	**$ 1,884,376.00**	**$ 175,160.43**	**$ 2,059,536.43**

connecting is an improvement in environmental balance

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

July 17, 2012
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Board Meeting at 4:06 PM. Present were Chairman Robbie Majeska, Commissioners Susie Hammaker, Norman Higgins, Andrew Tobin, and Charles Brooks. Also present were the General Manager, Margaret Blank, General Counsel, Ray Giglio, District Clerk, Carol Walker, and other appropriate District Staff.

Martin Waits led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Brooks requested that Commissioner Hammaker's Letter to the Editor be removed from the agenda because of a paragraph that would be inappropriate to come before the Board. The rest of the Board requested the letter stay on the agenda. Commissioner Brooks also added an item on the Sales Tax issue. Commissioner Tobin requested a discussion about commissioner's adding items to agenda.

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks		X	
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 4 to 1

PUBLIC COMMENT

Name: Subject:
N/A

BULK ITEMS

Minutes of July 3, 2012

RESOLUTION NO. 54-07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF FOUR TAX PARCELS AS PARCEL EXCLUDED FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 55 -07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF ONE TAX PARCEL FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 56 -07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF EIGHT TAX PARCELS FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

RESOLUTION NO. 57 -07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF SEVEN TAX PARCELS FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 58 -07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF SEVEN TAX PARCELS FROM THE 2009 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 59 -07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF SEVEN TAX PARCELS FROM THE 2010 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

RESOLUTION NO. 60-07-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REMOVAL OF SEVEN TAX PARCELS FROM THE 2011 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE

Assessment Review for Eduardo Palenzulea

Motion: **Commissioner Hammaker made a motion to approve the Bulk Items. Commissioner Brooks seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 5 to 0

FINANCE DEPARTMENT

Report of Cash, Revenues, and Expenditures

Motion: **Commissioner Brooks made a motion to approve the Report of Cash, Revenues, and Expenditures with the exception of check number 2622 to Simplex Grinnell in the amount of $1,630.77; giving the General Manager the authority to pay the invoice after she is satisfied with the charges, contingent upon the availability of funds. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins		X	
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Hammaker		X	
Commissioner Tobin	X		

Motion passed 3 to 2

Actuals for the 3rd Quarter FY 2012-2012

Peter Rosasco presented the report.

Initial Budget Presentation

Margaret Blank introduced the Budget Calendar.

Preliminary Staffing FY 2012-2013 Review

Paul Christian reviewed the preliminary staffing for FY 2012-2013.

Revised Preliminary Assessment Resolution Review

Paul Christian explained that the draft resolution has been cleaned up.

COMMISSIONER ITEMS

Passive Park

Motion: **Commissioner Hammaker made a motion to not transfer title of the land for use as a passive park. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins		X	
Chairman Majeska		X	
Commissioner Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 3 to 2

Sales Tax Issue

Commissioner Brooks stated that Commissioner Higgins informed him of the County voting on the sales tax issue on Wednesday at Ken Sorenson's funeral.

The Board discussed the County's proposed use of the Sales Tax moneys.

The Board decided to send District Counsel, Ray Giglio and Commissioner Brooks to the BOCC meeting and have them respectfully ask that language be added to the resolution on the sales tax bill that would leave the door open for the District to received funds from the sales tax in the future. The Board agreed to pay Ray Giglio an hourly rate to go to the meeting.

Motion: **Commissioner Higgins made a motion send Commissioner Brooks and District Counsel Ray Giglio to the BOCC meeting in Key West on July 18, 2012 to ask for wording in the Sales Tax Resolution that would give the District a share of the sales tax collected.. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 5 to 0

Letter to News Paper
Commissioner Hammaker asked the Board to vote on her replacement at the August 7th meeting and she is planning on stepping down after that.

ENGINEER'S REPORT

Work Authorization No. 06-03 Amendment No. 4

Motion: **Commissioner Higgins made a motion to approve WA No. 06-03 Amendment No. 4 to Weiler Engineering. Commissioner Hammaker seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Brooks		X	
Commissioner Hammaker	X		
Commissioner Tobin			Abstain

Motion passed 3 to 1

COMMISSIONER'S ROUNDTABLE

Margaret Blank explained the Grinder Pump Bid.

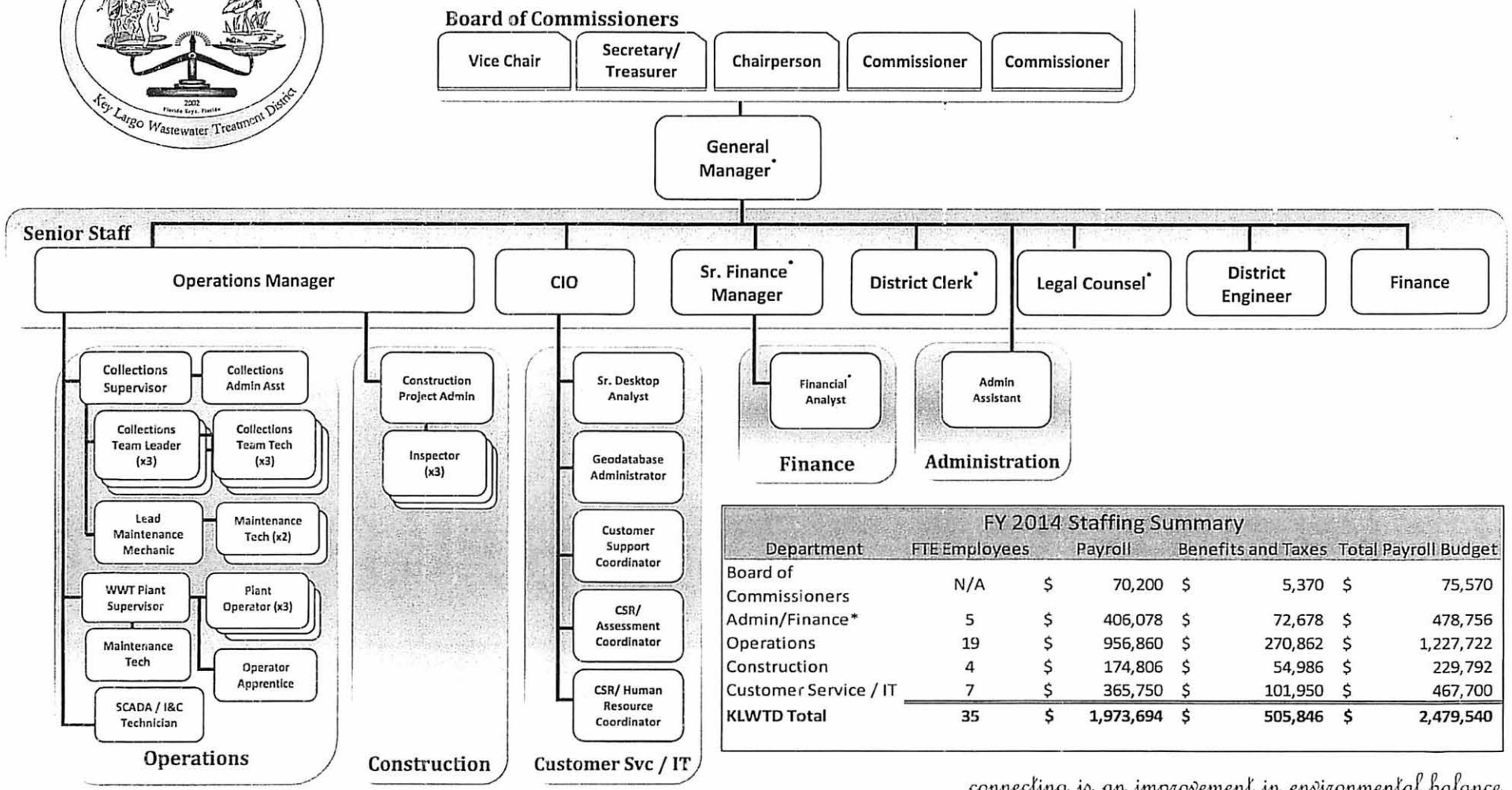
ADJOURNMENT
The KLWTD Board adjourned the Board Meeting 7:54 PM.

The KLWTD meeting minutes of July 17, 2012 were approved on Aug. 7, 2012

Chairman Majeska

Carol Walker, CMC District Clerk

Key Largo Wastewater Treatment District
2014 Organization Chart and Staffing Plan



FY 2014 Staffing Summary				
Department	FTE Employees	Payroll	Benefits and Taxes	Total Payroll Budget
Board of Commissioners	N/A	$ 70,200	$ 5,370	$ 75,570
Admin/Finance*	5	$ 406,078	$ 72,678	$ 478,756
Operations	19	$ 956,860	$ 270,862	$ 1,227,722
Construction	4	$ 174,806	$ 54,986	$ 229,792
Customer Service / IT	7	$ 365,750	$ 101,950	$ 467,700
KLWTD Total	**35**	**$ 1,973,694**	**$ 505,846**	**$ 2,479,540**

connecting is an improvement in environmental balance

MINUTES
Key Largo Wastewater Treatment District Transition (KLWTD) Meeting

August 6, 2013
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:02 PM. Present were Chairman Majeska, Commissioners, Norman Higgins, David Asdourian, and Steve Gibbs. Also present were the Paul Christian, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

Burke Cannon led the Pledge of Allegiance.

APPROVAL OF AGENDA
Commissioner Asdourian moved the Grinder Pump RFP to under the Engineer's Report. Paul Christian added an update on Vacuum F under the Engineer's Report and an introduction to new staff.

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs	X		
Commissioner Tobin			**Absent**
Commissioner Asdourian	X		

Motion passed 4 to 0

NEW EMPLOYEE
Paul Christian introduced Adriana Jenkins.

PUBLIC COMMENT

Name & Address	Subject
D.A. Aldridge, Tavernier	Speaking to Bulk Items
Burke Cannon, Tavernier	Speaking to Bulk Items
Sue Heim, Key Largo	Speaking to Bulk Items Exhibit "A"

ENGINEER REPORT

Report from Wade Trim on Islamorada Construction

Eugene Hoffman, Wade Trim, Construction Manager gave a report on the Islamorada construction (see Exhibit "B")

Grinder Pump RFP

Dan Saus introduced the RFP.

Motion: **Commissioner Gibbs made a motion to approve the staff recommendation to award Water Resource Technologies the grinder pump contract and give staff the authority to negotiate a lower price if possible. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		

Motion passed 4 to 0

Vacuum Station F

Dan Saus reported that staff has fixed the problem with the vacuum at F. He will continue to monitor the situation.

BULK ITEMS

Minutes of July 16, 2013

EDU Adjustment for Mandalay Restaurant

Commissioner Higgins stated that anyone wishing to comment on any item on Bulk Items could now speak.

Motion: **Commissioner Higgins made a motion to approve the Bulk Items. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs		X	
Commissioner Tobin			Absent
Commissioner Asdourian	X		

Motion passed 3 to 1

PUBLIC HEARING

Open

No public comment.
Closed

RESOLUTION NUMBER NO. 25-08-13
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING AND RESTATING PRELIMINARY ASSESSMENT RESOLUTION (RESOLUTION NO. 14-05-13) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE

Motion: **Commissioner Gibbs made a motion to approve Resolution No. 25-08-13. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		

Motion passed 4 to 0

FINANCIAL REPORT
Pending Payments
Connie Fazio reviewed the Pending Payments and answered Commissioners questions.

Motion: **Commissioner Asdourian made a motion to approve the pending payments of Aug. 6, 2013 contingent on the availability of funds. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs	X		
Commissioner Tobin			Absent
Commissioner Asdourian	X		

Motion passed 4 to 0

Quarterly Report
Peter Rosasco, Bishop, Rosasco and Company presented the report.

Budget
Peter Rosasco, Bishop, Rosasco and Company presented the budget.

MEETING EXTENSION

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

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Chairman Majeska	X		
Commissioner Gibbs	X		
Commissioner Tobin			Absent
Commissioner Asdourian			Absent from Room

Motion passed 3 to 0

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:27 PM.

The KLWTD meeting minutes of August 6, 2013 were approved on August 13, 2013.

Chairman Majeska

Carol Walker, CMC District Clerk

E. Public Comment EXHIBIT "A" 8/6/13

Regarding the Chairman's actions at the last meeting - changing the public speaker procedure so that bulk items are automatically approved as consent with the agenda's approval, thereby eliminating the opportunity for the public to speak on bulk items prior to their approval:

I quote from the District's policy currently posted -

E. PUBLIC COMMENT - General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item.

It does not say - Specific agenda items excluding the bulk items. Agenda items are specific whether they are in Bulk or not. Every item, regardless of it's classification on the agenda should have - and has always had - the opportunity for public comment.

So, just to say for the record - General Comment is different from Specific item comment.

When the Chairman announced this change during the last meeting, none of you other commissioners objected, or even addressed his change, which lead us all to conclude that you all agree with the Chairman's change. Your not addressing this change makes me wonder if some or all of you were already aware of this change.

So, if you commissioners do agree with this change, make it a motion. Put it to a vote. Let the public see for the record those who agreed with eliminating the opportunity for public comment on bulk items before the bulk items get automatically approved with the agenda.

The Chairman justified the change by saying the public has 3 minutes to speak in General Comment. Problem is for a speaker addressing more than 1 bulk item, 3 minutes is not sufficient time, therefore the speaker will never get to speak on the remaining items.

The Chairman told to me to approach a Board member prior to a meeting to request that Board member pull a bulk item "out of bulk" prior to meeting start. That suggestion is not acceptable. I should not have to beg a Board member to be heard on an item. Also, since no one else from the public is aware of that method, they would not know to ask a Board member. And their chance to speak would vanish without their ever knowing what was going on.

Most insulting to the public, your customers aka the voters, is that the intention behind this change is so that you all get out of here sooner.

If you allow this change to stand, do it on the record. Make a motion. Vote. Then inform the public that the District has a new policy for public comment on bulk items, bulk items will be automatically approved with the agenda approval, thereby eliminating the opportunity for public comment on bulk items.

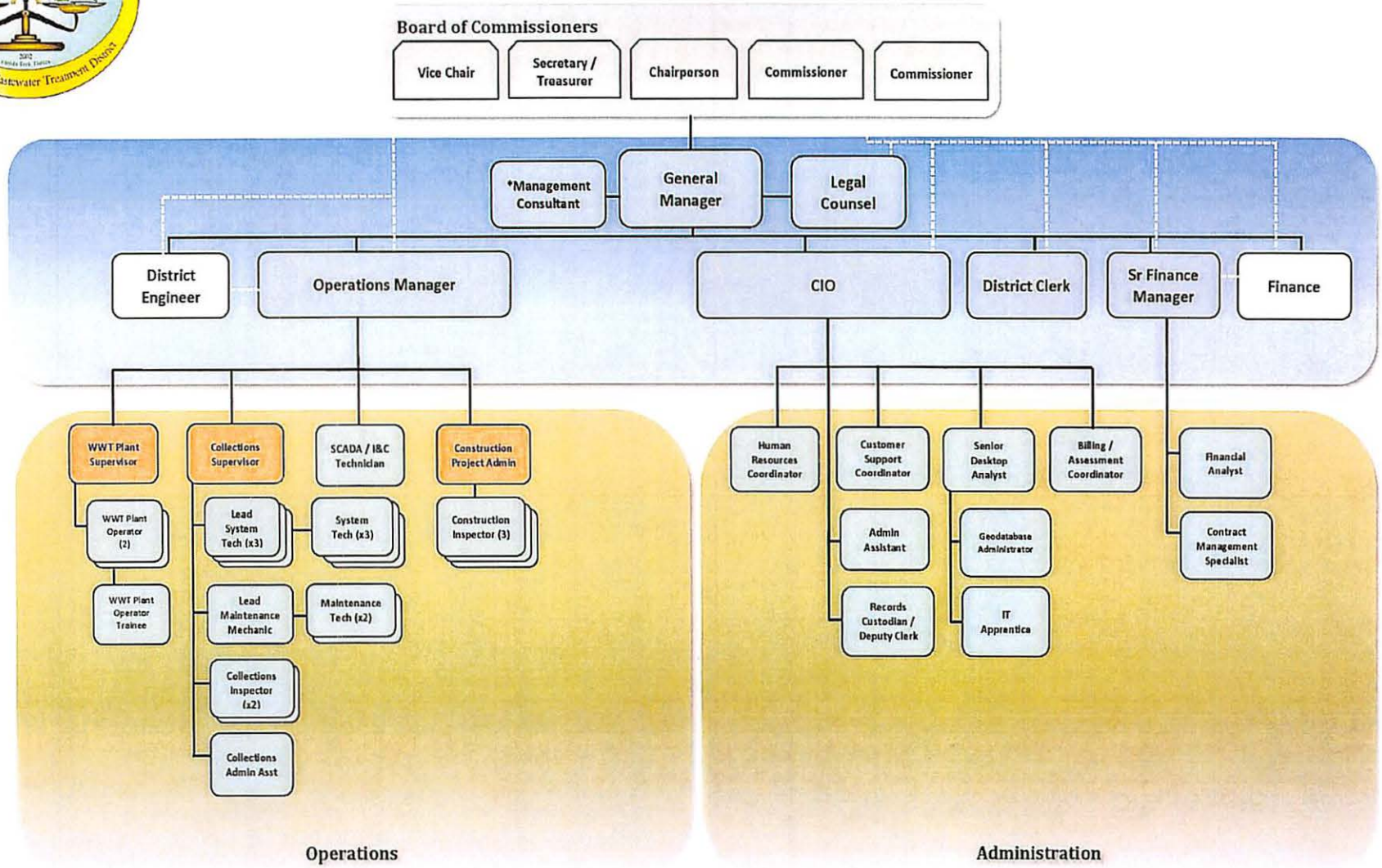
VILLAGE OF ISLAMORADA WASTEWATER PROGRAM
KLWTD COORDINATION WORK PROGRESS SUMMARY

Project	Phase	Location		Progress	2 Week Look Ahead
CFM1.A	N/A	MM 99.6	MM 100.3	Work Complete. No Current Activities	No activities planned
CFM1.B	Phase 1	MM 96.7	MM 99.6	Restoration with sod commenced between MM 96.9 and MM 97.5. Mobilizations for new boring operations on hold until General Underground crews complete the HDD under US-1 for CFM 1.C in front of Coral Shores High School.	General Underground to commence with connecting HDD terminations at the bore pits north of MM 98.5 the week of 8/5/13. No lane closures anticipated.
CFM1.B	Phase 2	MM 93.1	MM 96.7	Installation of 18" CFM in open cut trench on hold until Redland crews complete CFM1.C work in front of Coral Shores High School. CFM pipe is installed north to MM 95.2. Continued with with grading north to MM 94.4. Coninued with sod restoration north to MM 94.1.	Grading and sod restoration activities to continue moving north from MM 94.1. No lane closures anticipated.
CFM1.B	Phase 3	MM 90.9	MM 93.1	Continued installing 18" CFM in open cut trench south from MM 93.1 to MM 92.2 and from MM 91.4 to MM 91.2. Began grading for sod restoration.	Continue nightime open trenching activities working from MM 91.4 south. Lane closures expected.
CFM1.C	N/A	MM 89.8	MM 90.9	General Underground commenced with the HDD pipe installation under US-1 in front of Coral Shores High School. Redland commenced with the installation of CFM pipe in open cut along Old Highway fronting Coral Shores High School.	Arrow Excavating will begin staging for the horizontal directional drill crossing under Tavernier Creek the week of 8/12/13. HDD under the Creek is not expected to take place until after Labor Day. Redland will continue with open cut pipe installation in front of Coral Shores HS. General Underground will complete the bore under US-1 in front of Coral Shores HS, then move operation back to CFM 1.B Phase 1

Updated 8/6/2013

EXHIBIT "B"

Key Largo Wastewater Treatment District
Organizational Chart



*First quarter FY15 only

August 25, 2014

MINUTES
Key Largo Wastewater Treatment District Commission (KLWTD) Meeting

September 2, 2014
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Stephen Gibbs, Commissioners Andrew Tobin, Norman Higgins, and David Asdourian. Also present were General Manager Paul Christian, Consultant Margaret Blank, General Counsel Ray Giglio, Operations Manager Dan Saus, Deputy Clerk Melissa Cornelison, Ed Castle with Weiler Engineering, Peter Rosasco with Bishop, Rosasco & Co., and other appropriate District Staff. Commissioner Robert Majeska arrived at 4:05 PM.

Ms. Gene Hoffman led the Pledge of Allegiance.

Recognize District Staff
Paul Christian recognized three District Staff members who were nominated for Employee of the Month. Brandon Curll Inspector/Collections Department, Ryan Dempsey Instrumentation Specialist/Operations Department, and Diane Oberheu Assessment Coordinator. Brandon Curll was named the District's Employee of the Month.

APPROVAL OF AGENDA
Commissioner Majeska requested an update from Hibiscus Marketing, and an update from Peter Rosasco regarding the Financial Analysis report. Commissioner Tobin added a consulting report from Margaret Blank. Chairman Gibbs added a discussion on sending the Letter to the Editor to the Monroe County Board of County Commissioner's. Paul Christian added a discussion on the Islamorada Salinity Report.

Motion: **Commissioner Asdourian made a motion to approve the agenda as amended. Commissioner Higgins seconded the motion and the motion passed 5 to 0.**

PUBLIC COMMENT

Name & Address	**Subject**
Ted Blackburn & Gene Hoffman, Islamorada	Islamorada Salinity Report
Sue Heim, Key Largo	Low Income Referendum
Mike Shipley, Island Bay Resort, Key Largo	Commercial Connection

The Board had an open discussion with Ted Blackburn and Gene Hoffman about the steps Islamorada is taking to correct the high salinity issue, such as replacing old vacuum pits.

FINANCIAL REPORT

Proposed FY2015 Budget and Budget Resolution

Peter Rosasco presented the Proposed FY2015 Budget and answered questions. Commissioner Tobin requested a change to page 5 reflecting the percent Islamorada is paying in the administrative service rate. Commissioner Tobin requested the General Manager add to the September 9, 2014, agenda an in depth discussion of the staffing plan. Chairman Gibbs would like the budget brought back to the September 9, 2014, Board meeting.

Financial Analysis

Margaret Blank stated that she and Jennifer Johnson with Bishop, Rosasco & Co are working on the funding analysis report and will bring it back to the Board.

BULK ITEMS

Minutes of August 5 and August 12, 2014

Motion: **Commissioner Tobin made a motion to approve the Minutes of August 5 and August 12, 2014. Commissioner Asdourian seconded the motion and the motion passed 5 to 0**

CUSTOMER SERVICE

Assessment Timeline Update

Diane Oberheu the District's Assessment Coordinator presented the Assessment Timeline to the Board and answered questions.

Code Compliance List – September 2014

Paul Christian presented a list of properties that are being turned over to code compliance for not connecting to the central sewer system.

Discussion of Servicing Cold Spots

Paul Christian reported on a meeting he, Margaret Blank, Dan Saus, and Robby Majeska attended with the Florida Department of Environmental Protection and the Florida Department of Health. FDEP is requesting that the District consider servicing the Monroe Park area (Manatee Bay and Cross Key). Mr. Christian is requesting the Board authorize Weiler Engineering to update the numbers that are in the Key Largo Wastewater Treatment District Engineering report on cold spots that was done by Weiler Engineering on November 12, 2008.

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 6:30pm Commissioner Tobin seconded the motion.**

Motion **Commissioner Tobin made a motion to authorize Weiler Engineering to update the Key Largo Wastewater Treatment District Engineering Report 2008. Commissioner Asdourian seconded the motion and the motion passed 5 to 0.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

Hibiscus Marketing Report

Julie Marshall with Hibiscus Marketing reported that she is working with Margaret Blank on the funding disparity project, and has developed some press releases about staffing changes and the Medium Wastewater System of the Year Award the plant received. Margaret Blank reported that she and Hibiscus Marketing are working on a presentation on the wastewater funding disparity to present to the Board on September 9, 2014 for input.

OPERATIONS REPORT

Commercial Connection Costs:Gravity versus Forcemain

Dan Saus reported on the information that he has gathered from several different contractors on three commercial properties comparing the costs of gravity versus forcemain connections. He received quotes on pump stations for the gravity point of connection; however they did not meet FDEP requirements. He reported that the FDEP rules state these properties must hire an engineer, apply for DEP permits, build a collections system and put in a pump station. He further reported a multi-dwelling parcel's connection fee is unaffected by the connection type provided because a collection system and pump station will need to be installed in either case. He reported that any property that could have connected via gravity and did not need a lift station would have a much lower connection cost. Margaret Blank noted that if it was technically feasible during construction there would have been a vacuum system installed for properties on US1. Commissioner Tobin suggested Mr. Saus take a look at Island Bay Resort as another property to compare. Ms. Blank suggested comparing the discrepancy of single buildings with one EDU. Multiple buildings are going to need a lift station and a DEP permit in any case. Commissioner Tobin requested Ray Giglio research writing a refund check or if crediting the assessment would be legal for the District. Commissioner Asdourian suggested looking at what the District can afford and decide what the EDU cut-off will be for a single building commercial property. Paul Christian will come back to the Board with the findings.

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 7:00pm Commissioner Majeska seconded the motion.**

Proposal from Aqua-Aerobic, Inc. for Inspection and Start-up Services

Motion: **Commissioner Asdourian made a motion to accept the Proposal from Aqua-Aerobic, Inc. for Inspection and Start-up Services. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

Surplus of Electrical Automatic Transfer Switch

Motion: **Commissioner Asdourian made a motion to approve the sale of the Electrical Automatic Transfer Switch. Commissioner Majeska seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska	X		
Commissioner Tobin	X		
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 5 to 0

GENERAL MANAGER'S REPORT

Margaret Blank Report

Ms. Blank reported that she is working with Hibiscus Marketing on information for the KLWTD website, a PowerPoint presentation, and a one page informational sheet to take to Tallahassee for the next legislative session on the wastewater funding disparity.

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 7:30pm Commissioner Higgins seconded the motion.**

Interim General Manager Contract

Paul Christian presented to the Board his contract for the General Manager position. Mr. Christian will amend the vacation to one day of paid vacation for each month worked till April 2015.

Motion: **Commissioner Tobin made a motion to approve the General Manager's contact with the amended changes. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Ratification of Robert Bulkiewicz as Chief Information Officer
Paul Christian presented Robert Bulkiewicz for ratification as the District's Chief Information Officer. Mr. Bulkiewicz answered questions from the Board.

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 8:00pm Chairman Gibbs seconded the motion.**

Motion: **Chairman Gibbs made a motion to approve the Ratification of Robert Bulkiewicz as Chief Information Officer. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

Chairman Gibbs postponed the Discussion of the Office Lease and the Letter to the Editor to the Monroe County Board of County Commissioner's to the September 9, 2014 meeting.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 7:39 PM.

The KLWTD meeting minutes of September 2, 2014 were approved on September 16, 2014.

Chairman Gibbs

Melissa Cornelison Deputy Clerk

MINUTES
Key Largo Wastewater Treatment District Commission (KLWTD) Meeting

September 9, 2014
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Stephen Gibbs, Commissioners Andrew Tobin, Norman Higgins, Robert Majeska, and David Asdourian. Also present were General Manager Paul Christian, Consultant Margaret Blank, Chief Information Officer Rob Bulkiewicz, General Counsel Ray Giglio, Operations Manager Dan Saus, Deputy Clerk Melissa Cornelison, and other appropriate District Staff.

Ms. Melissa Cornelison led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: **Commissioner Asdourian made a motion to approve the agenda. Commissioner Majeska seconded the motion and the motion passed 5 to 0.**

PUBLIC COMMENT

Name & Address	Subject
Sue Heim, Key Largo	Staffing
Sue Heim, Key Largo	Low Income Referendum

BULK ITEMS

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.

Motion: **Commissioner Asdourian made a motion to approve Resolution No. 29-09 14. Commissioner Tobin seconded the motion and the motion passed 5 to 0.**

GENERAL MANAGER REPORT

Wastewater Funding Presentation

Margaret Blank gave a preview of the wastewater funding disparity presentation that will be given at speaking tours. She indicated she would like to give this presentation to members of the business community, such as the Chamber of Commerce and the Business and Professional Woman's Association. Chairman Gibbs suggested using the letter to the editor, published in the Free Press on August 6, 2014, as signed by the Board as a handout. Commissioner Tobin

suggested negotiating a Resolution with the County to address the disparity. Paul Christian suggested that we collaborate with County Administrator Roman Gastesi on ideas for the Resolution. Chairman Gibbs suggested making changes to the presentation before taking it on the road while the District works on a Resolution with the County. Ms. Blank answered questions and noted the changes the Board would like to see in the presentation.

Referendum Discussion

Paul Christian requested the Board give direction to Staff regarding base charge billing discounts for low income customers subsequent to the Referendum that was passed in August 2014. He stated there are 324 customers in our service area that currently meet the Aqueduct requirements and are receiving a discount. After Board discussion, the decision was made to follow the Aqueduct's guidelines and discount the wastewater base charge in half, effective immediately.

Motion: **Commissioner Majeska made a motion to discount the wastewater base charge to $16.80/month effective immediately for the customers that qualify for the Aqueduct discount. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	**X**		
Commissioner Majeska	**X**		
Commissioner Tobin	**X**		
Commissioner Asdourian	**X**		
Chairman Gibbs	**X**		

Motion passed 5 to 0

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 6:30pm Commissioner Higgins seconded the motion.**

Staffing Plan

Rob Bulkiewicz presented the KLWTD Staffing Plan to the Board. He noted he is working on a pay scale for hourly employees that accounts for skill levels and longevity with the District.

Paul Christian discussed the need for a Records Custodian and a Contract Management Specialist and answered questions from the Board. Commissioner Majeska suggested expanding the operations and collections department, not administration. Commissioner Tobin expressed concern about having enough contracts to justify a permanent position and suggested the Contract Specialist be a temporary position or be the duty of senior management. Commissioner Asdourian noted the two positions would only be an 8.5% increase in Payroll-Administration.

MEETING EXTENSION

Motion: **Commissioner Asdourian made a motion to extend the meeting until 7:00pm Commissioner Majeska seconded the motion.**

Motion: **Commissioner Higgins made a motion to accept the Staffing Plan including the Records Custodian and Contract Management Specialist positions. Commissioner Asdourian seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska		X	
Commissioner Tobin		X	
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 3 to 2

FINANCIAL REPORT

FY2015 Budget and Budget Resolution

Senior Finance Manager Connie Fazio presented the changes that were made to page 5 of the FY2015 Financial Budget as requested by Commissioner Tobin. Ms. Fazio noted the breakout of the 14% administrative service rate that Islamorada is paying according to the Interlocal agreement.

RESOLUTION NO. 28-09-14

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.

Motion: **Commissioner Asdourian made a motion to accept the FY2015 Budget and Budget Resolution No. 28-09-14. Commissioner Higgins seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		
Commissioner Majeska		X	
Commissioner Tobin		X	
Commissioner Asdourian	X		
Chairman Gibbs	X		

Motion passed 3 to 2

Monthly Financial Report – July 2014

Connie Fazio presented the monthly financial report for July 2014 and answered questions from the Board.

COMMISSIONER'S ITEMS/ROUNDTABLE
Discuss Office Lease

Paul Christian presented the current lease and the renewal terms. Commissioner Asdourian would like to look at building on land the District currently owns at Vacuum Station I. Commissioner Majeska suggested getting estimates to build at Vacuum Station I and to finish the attic at the District office. The Board gave staff a "head nod" to continue investigating costs and long term options.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 6:59 PM.

The KLWTD meeting minutes of September 9, 2014 were approved on October 7, 2014.

Chairman Gibbs

Melissa Cornelison Deputy Clerk

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

Meeting Date:

August 18, 2015

Agenda Item Number: K-2

Agenda Item Type:

Information / Presentation

Agenda Item Scope:

Review / Discussion

Recommended Action:

Action: Approval

Department:

Finance

Sponsor:

Connie Fazio

Subject:

KLWTD Insurance Renewal for FY16

Summary of Discussion:

Insurance coverage premium information for district property, flood, liability, inland marine and vehicles will be presented to the board.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 350,000.00	Insurance Summary
Administration:	_____	Expense	
Finance:	CF	Funding Source:	
District Counsel:	_____	Rate Revenue	
District Clerk:	_____	Budgeted:	
Engineering:	_____	Yes	

Approved By: _____ **Date:** 8/14/2015

General Manager

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

August 13, 2015

To: KLWTD Board
From: Connie Fazio
CC: Paul Christian

Subject: Insurance Policies Premium Renewal for FY2015-16

KLWTD's insurance renewal policies for the upcoming Fiscal Year 2015-16, and a comparison to the policies and premiums of the current and prior fiscal years are attached.

Our FY15-16 budgeted amount for insurance is $350,000. The increased budgeted amount compared to FY15 is due to an increase in the property insurance coverage for the new plant digester, our new administrative building and new vehicles purchased during FY15. We also budget a small amount for additional, unforeseen insurance needs during the fiscal year.

Workers Compensation insurance is budgeted and billed separately, and is not included on the attached document.

KLWTD would like to respectfully request approval of these insurance policy renewals.

Respectfully submitted,

Connie Fazio

Connie Fazio
Senior Finance Manager

KLWTD Insurance Summary Policy Term: FY2016

Description	FY16 Renewal Premium	FY15 Premium	FY14 Premium
Property	**$212,280.00**	**$188,129.00**	**$192,370.00**
Inland Marine	$4,649.00	$8,187.00	$1,849.00
Crime	**$1,121.00**	**$1,121.00**	**$1,121.00**
General Liability	$23,971.00	$24,075.00	$25,130.00
Public Officials & Employment Related Practices Liability	**$22,459.00**	**$28,462.00**	**$32,421.00**
Business Auto	$13,159.00	$13,307.00	$9,245.00
Equipment Breakdown	**$7,857.00**	**$7,539.00**	**$7,275.00**
Flood: Admin Office (98880 & 103355 O/S Hwy.)	$641.00	$394.00	$394.00
Flood: Plant Admin Control Building	**$2,819.00**	**$2,309.00**	**$2,309.00**
Flood: 100301 O/S Hwy - Generator Bldg.	$1,014.00	$694.00	$694.00
Flood: Vacuum Stations	**$14,039.00**	**$15,984.00**	**$16,032.00**
Storage Tank Pollution Liability	$2,050.00	$3,136.00	$3,136.00
Site Pollution Liability 3/2/14-3/2/17 (3 yr. term of $29,230 was paid in 2014, amt. to be accrued to FY16: $9,743.33)	**$9,743.33**	**$9,743.34**	**$9,743.33**
ERISA Bond: $20,000 Limit (3 year term, last paid in FY14)	$0.00	$155.48	$0.00
Agency Fee	**$25,000.00**	**$25,000.00**	**$25,000.00**
TOTAL PREMIUMS AT RENEWAL:	**$340,802.33**	**$328,235.82**	**$326,719.33**
BUDGETED AMOUNT:	**$350,000.00**	**$340,000.00**	**$364,235.00**
TOTAL ACTUAL EXPENSES INCURRED DURING FISCAL YR:		**$351,309.71**	**$318,235.83**

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

Meeting Date:
August 18, 2015

Agenda Item Number: K-3

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action: Approval

Department:
Finance

Sponsor:
Connie Fazio

Subject:
Bishop Rosasco and Company's Contract Amendment

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 75,000.00	Contract amendment for Bishop Rosasco
Administration:	_____	Expense	
Finance:	CF	Funding Source:	
District Counsel:	_____	Rate Revenue	
District Clerk:	_____	Budgeted:	
Engineering:	_____	Yes	

Approved By: _____ **Date:** 8/14/2015
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

Memo to the Board: **August 13, 2015**

Bishop Rosasco and Company's Contract Amendment for Fiscal Year 2016

Bishop Rosasco and Company serves as the Finance Director for KLWTD, and has provided financial accounting services since 2012. They have requested an amendment to their current contract, with no change in the annual amount of $75,000.

I have reviewed the attached contract amendment and recommend that KLWTD staff recommend approval by the Board of Commissioners to continue our contractual agreement with Bishop Rosasco and Company for Fiscal Year 2016.

Sincerely,

Connie Fazio

Connie Fazio
Senior Finance Manager

Amendment to
CONSULTANT AGREEMENT

THE CONSULTANT AGREEMENT dated the 20th day of December, 2011 ("Original Agreement") between the Key Largo Wastewater Treatment District ("District") and Bishop, Rosasco & Company ("Consultant"), collectively known as the "Parties" is hereby amended as follows:

1. Section 2 of the original agreement shall be changed from:

   "Consultant shall be compensated at the rates of $240 per hour for the Finance Director's time, and $100 per hour for supporting staff's time. The total annual contract amount shall not exceed $75,000, without prior written approval of the District."

   To:

   "Consultant shall be compensated at the rates of $250 per hour for the Finance Director's time, $150 for manager's time, and $100 per hour for supporting staff's time. The total annual contract amount shall not exceed $75,000, without prior written approval of the District."

2. Further, the Parties agree to extend the Original Agreement for an additional period, which will begin immediately upon the expiration of the latest extension and will end on September 30, 2016.

3. All other terms and conditions of Original Agreement and all subsequent extensions shall apply.

_____	_____
(Signature)	(Signature)
Peter Rosasco	Paul Christian
(Printed Name)	(Printed Name)
8085 Overseas Hwy, Marathon, FL 33050	PO Box 491 Key Largo, FL 33037
(Address)	(Address)
Dated:_____, 20____	Dated: _____, 20____

CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into as of the 20th day of December, 2011 between the Key Largo Wastewater Treatment District ("District") and Bishop, Rosasco & Company ("Consultant").

CONSULTANT AND DISTRICT agree as follows:

1. SERVICES. Consultant agrees to perform the services described in the Bishop, Rosasco & Co. letter of January 6, 2012, a copy of which is attached hereto as Attachment A. The express terms of this Consultant Agreement shall control and supersede any inconsistent terms in Attachment A.

2. COMPENSATION. Consultant shall be compensated at the rates of $240 per hour for the Finance Director's time, and $100 per hour for supporting staff's time. The total annual contract amount shall not exceed $75,000, without prior written approval of the District.

3. DISTRICT'S REPRESENTATIVE. The District General Manager or designee named herein shall be the representative who will serve as the primary contact for Consultant. Designee: _____.

4. TERMINATION. Either party upon thirty (30) days written notice may terminate this Agreement.

5. COMPLIANCE WITH LAW. Consultant agrees to render services in a manner that complies with all applicable laws, rules and regulations, including ethics laws, rules and regulations.

6. INDEPENDENT CONTRACTOR. Consultant agrees that it is an independent contractor. The District is interested only in the results of the Consultant's efforts, and Consultant shall be solely responsible for the method of performance of its duties under this Agreement and for all withholding taxes, including all federal, state and local taxes, and all worker's compensation insurance.

7. INVOICES. Consultant will invoice the District on a monthly basis for services performed in the preceding month. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services: a brief description of the services provided; if the services consist of a meeting or phone call, the names of the other participants; the time spent, rounded up to the nearest 0.1 hour.

8. PAYMENT OF INVOICES. Under Sections 218.73 and 218.74, Florida Statutes, payment is due not more than 45 days after receipt of a proper invoice. Under Section 218.74, Florida Statutes, payments not made within the time specified bear interest from 30 days after the due date at the rate of 1 percent per month on the unpaid balance. The

vendor must invoice the local governmental entity for any interest accrued in order to receive the interest payment. Any overdue period of less than 1 month is considered as 1 month in computing interest. Unpaid interest is compounded monthly. For the purposes of this section, the term "1 month" means a period beginning on any day of one month and ending on the same day of the following month.

9. DOCUMENTS. All documents generated by Consultant in the course of providing services to the District are public records. Consultant will provide copies of such records to the District promptly upon request.

10. ASSIGNMENT. Consultant shall not assign its rights or obligations under this Agreement without the prior written consent of the District.

11. NON-WAIVER OF IMMUNITY. Notwithstanding the provisions of Sec. 768.28, Florida Statutes, the participation of the District in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by the District be required to contain any provision for waiver.

12. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Florida. The parties agree that venue will lie in the appropriate court or before the appropriate administrative body in Monroe County, Florida.

13. ENTIRE AGREEMENT. The foregoing contains the entire Agreement of the parties hereto and supersedes any and all prior written or oral Agreements between the parties relating to the subject matter hereof. No modification of this Agreement shall be binding upon the parties unless the same is in writing signed by the parties.

EXECUTED this 16th day of March, 2012.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Its: General Manager

BISHOP, ROSASCO & COMPANY

By: _____
Its: President

Bishop, Rosasco & Co.
Certified Public Accountants

Dennis M. Bishop, CPA Peter L. Rosasco, CPA

Rita A. Couch, CPA Daniel E. Deighton, CPA
Donna M. Hoffman, CPA

Attachment A

January 6, 2012

TO: Key Largo Wastewater Treatment District Board
RE: Key Largo Wastewater Treatment District Financial Director Services

The following shall set forth our understanding regarding the captioned matter. Our firm will provide professional accounting and financial services to the Key Largo Wastewater Treatment District on an as needed basis. The scope of these services will include (but not be limited to):

Accounting System & Finance Staffing

- Establish and maintain Accounting System in compliance with Governmental Accounting Standards Board (GASB), the Uniform Accounting System prescribed by the Florida Department of Banking, Finance for Government Accounting, the Rules of the Auditor General and any other applicable state and federal regulations.
- Prepare Public Depositor's Report and distribute to the State Treasurer
- Oversee and train District personnel in the accounting department.
- Assist in the recruitment of finance department personnel
- Be available to respond to inquiries of the finance department staff..

Revenue Assessment and Collections

- Coordinate with local, state and federal agencies for collection of Key Largo Wastewater Treatment District revenues, including assessments, fees and charges.
- To assist staff and coordinate with District consultants regarding the assessment and rate structures and policies.

Capital Program Administration

- Assist the District in obtaining capital financing if necessary
- Maintain proper asset and fund accounting procedures

Budget

- Assist in the preparation of the District's annual operating and capital budgets

Financial Reporting

- Prepare quarterly financial reports showing revenues and expenses to date in comparison with budget predictions.

8085 Overseas Hwy
Marathon, FL 33050
(305)743-6586
(305)743-0726 Fax

25000 Overseas Hwy
P.O. Box 42-1075
Summerland Key, FL 33042
(305)745-4077
(305)745-4078 Fax

- Assist the District's auditors by providing requested documentation and information in support of the annual audit.

Grant Administration

- Assist the District with administration, compliance and reimbursement requests for any local, state or federal grants obtained by the District

Contract Administration

- Assist District staff in the administration of District Contracts

Debt Administration

- Be responsible for the management and administration of the Districts financing activities including bank loans, SRF loans, and bonds.
- Maintain debt service sinking fund, and debt covenant requirements.

These services would be provided at our hourly billing rates as follows and invoiced on a monthly basis for services rendered:

Finance Director	$	240.00 / hr
Supporting Staff	$	100.00 / hr

We estimate that the fee for these services will be approximately $75,000 annually. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement.

If you have any questions concerning this letter, please give us a call. Otherwise, please acknowledge our understanding by signing in the space provided below and returning a copy of this letter to me at your convenience.

Sincerely,

Peter Rosasco, CPA

Peter Rosasco, CPA

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

Meeting Date: August 18, 2015

Agenda Item Number: K-4

Agenda Item Type: Information / Presentation

Agenda Item Scope: Review / Discussion

Recommended Action: Discussion

Department: Finance

Sponsor: Finance Dept and General Manager

Subject:

Preliminary Budget for Fiscal Year 2016

Summary of Discussion:

The preliminary budget will be presented for FY15-16.

Reviewed / Approved

Operations: _____

Administration: _____

Finance: CF

District Counsel: _____

District Clerk: _____

Engineering: _____

Financial Impact

$

Expense

Funding Source:

Budgeted:

N/A

Attachments

Preliminary FY16 Budget Narrative, Revenue and Expenses documents

Budget Resolution

Approved By: _____ **Date:** 8/14/2015

General Manager

Dennis M. Bishop, CPA (Ret.)
Peter L. Rosasco, CPA
Donna M. Hoffman, CPA

Bishop, Rosasco & Co.
Certified Public Accountants

Rita A. Couch, CPA
Daniel E. Deighton, CPA
Linda K. Johnson, CPA

August 18, 2016

Honorable Chairman, Members of the Board of Commissioners, and
Citizens of Key Largo

We have read and examined the fiscal year 2015-2016 Budget of the Key Largo Wastewater Treatment District and find it to be based upon reasonable assumptions and in compliance with sound business practices.

We have consulted with staff throughout the budget preparation process and recommend adoption by Board.

Respectively,

Peter L. Rosasco, CPA

25000 Overseas Hwy
P.O. Box 42-1075
Summerland Key, FL 33042
(305)745-4077
(305)745-4078 Fax

8085 Overseas Hwy
Marathon, FL 33050
(305)743-6586
(305)743-0726 Fax

DRAFT

Key Largo Wastewater Treatment District

FY15-16 PROPOSED BUDGET

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

DRAFT

August 18, 2015

Honorable Chairman,
Members of the Board of Commissioners, and
Citizens of Key Largo

Presented for your consideration is the proposed budget for the Key Largo Wastewater Treatment District for the fiscal year beginning on October 1, 2015 and ending on September 30, 2016. This budget is the product of Commissioners' guidance, recommendations of the General Manager and your professional staff.

This budget document serves as the organization's operational roadmap for the coming fiscal year. We have developed the operational and capital budgets to provide services meeting or exceeding all State regulations and Bond Order covenants with which the District must comply while giving due consideration to the impact to the ratepayers of the District.

This budget was developed toward achieving three primary objectives: *offer a financial plan that maintains the District's commitment to providing efficient and effective services; ensure long-term financial integrity; and remain rate sensitive.* The annual budget is not the product of individual effort; rather it represents the collective effort of staff to deliver a reasonable financial and operating plan. On behalf of the District, I want to take this opportunity to acknowledge and thank each department for their contribution to the process.

Additionally, I want to acknowledge the efforts and guidance of Bishop, Rosasco and Company for their oversight and counsel throughout the process.

I look forward to working with the Board, staff and our ratepayers as we implement this financial plan and policy document.

Respectfully Submitted,

Paul Christian
General Manager

DRAFT

Key Largo Wastewater Treatment District

Budget Analysis

Sewer Utility Fund

The Key Largo Wastewater Treatment District ("District") was formed as an autonomous independent Special District and political body formed in 2002 by the Legislature of the State of Florida by House Bill 471, enacted as Chapter 2002-37, Laws of Florida, for the purpose of carrying out the planning, acquisition, development, operation, and management of a wastewater management system within the District's boundaries in Key Largo, Monroe County, Florida.

The District operates and maintains a sewer utility from mile marker 91 to 106 and on the southern portions of C-905 in North Key Largo and provides services to approximately 9,250 sewer accounts. Operating as an enterprise fund, customer charges and assessments pay for the cost of operations and maintenance, debt service, and administrative costs.

Fund Overview

The District is structured on the basis of one individual enterprise fund. An enterprise fund is established by a government to account for activities similar to private business operations. The intent is that user charges make up for the costs of providing goods or services to the public. Enterprise funds use the accrual basis of accounting. Under this method of accounting revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of when the cash is received or paid. Also, all assets and liabilities associated with the entity are included on the balance sheet. Generally accepted accounting principles applicable to enterprise funds are similar to those applicable in the private sector.

Budget Development

The annual budget is considered one of the most important documents adopted by the District's Board of Commissioners each year. The budget reflects the District's financial policies for the upcoming year by allocating the sources of funds for District services, and projecting expenditures for those services.

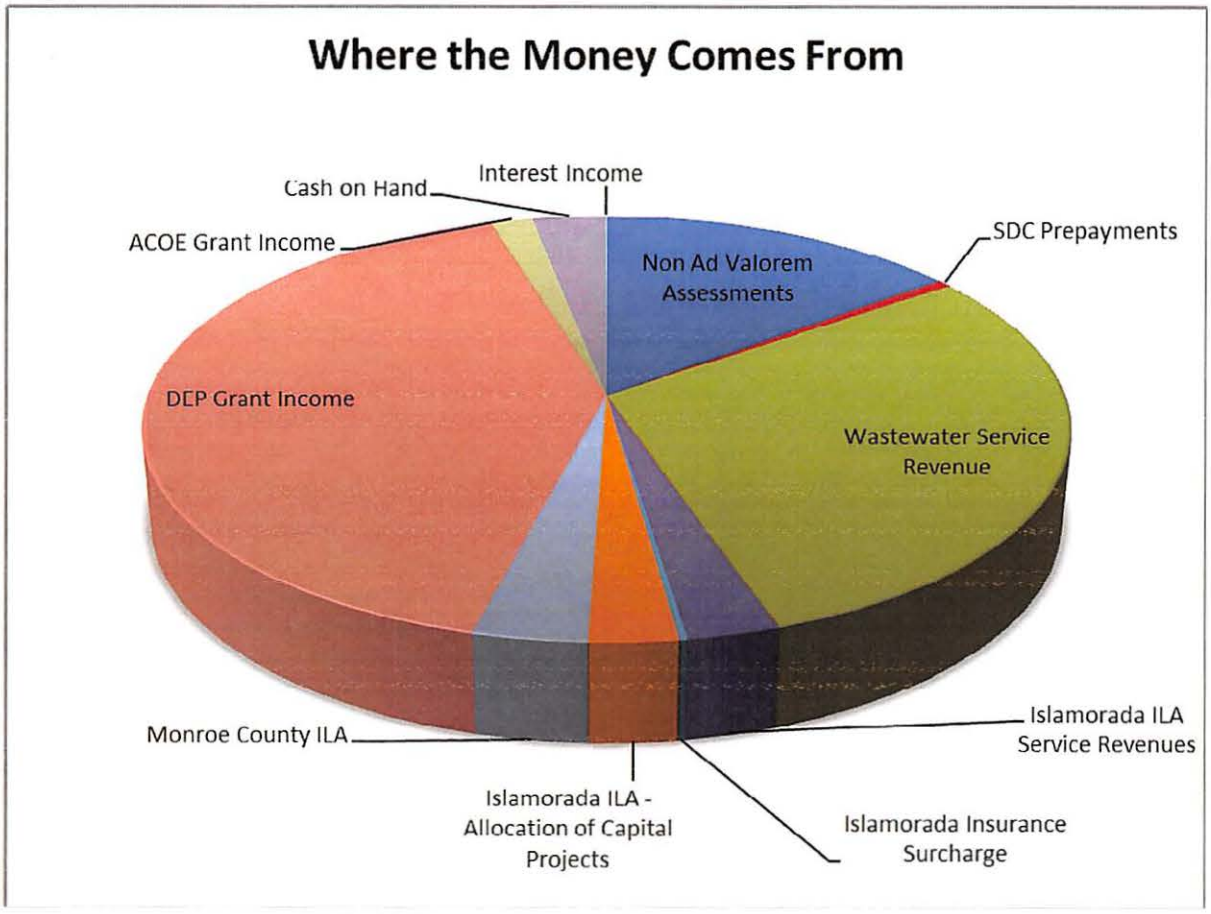
The District is focused on improvements that will continue to supply high quality service to our customers. Staff will continue to focus on the collection and disposal of wastewater in the most effective and efficient methods available. External funding sources, including grants, will continue to be aggressively sought.

DRAFT

Revenue Overview

The FY15-16 projected revenues and other sources of the District are as follows:

	FY 2015-16 Budget	% of Total	FY2014-15 Budget	% of Total
Non Ad Valorem Assessments	$ 4,208,213	14.57%	$ 4,332,974	18.83%
SDC Prepayments	175,000	0.61%	175,000	0.76%
Wastewater Service Revenue	8,550,000	29.61%	8,400,000	36.51%
Islamorada Wastewater Service Revenue	806,310	2.79%	683,531	2.97%
Islamorada Insurance Surcharge	70,800	0.25%	70,800	0.31%
Islamorada ILA - Allocation of Capital Projects	777,548	2.69%	1,747,618	7.60%
Monroe County ILA	1,000,000	3.46%	-	0.00%
DEP Grant Income	11,917,861	41.28%	7,582,500	32.95%
ACOE Grant Income	500,000	1.73%	-	0.00%
Cash on Hand	849,632	2.94%	-	0.00%
Interest Income	17,500	0.06%	17,500	0.08%
	$ 28,872,864	100%	$ 23,009,923	100%



DRAFT

Wastewater Service Revenue ($8,550,000)

Consisting of 32.06% of the District's revenues, charges for wastewater services represent the largest source of budgeted revenues for the District. This revenue is derived by providing sewer collection and treatment services to the public. Users are charged for this service on their monthly water bill from the Florida Keys Aqueduct Authority ("FKAA"). Customers are charged a base service charge and a usage charge which is based on their monthly water consumption.

DEP Grant Income ($11,917,861)

Revenue from grants includes $528,533 of funds remaining from the $1,000,000 grant that were not disbursed during FY14-15. This grant funds the grinder pump installation portion of the unique property project, and the blower upgrade project.

$11,389,328 of grant revenue represents the second year projected use of the $12,500,000 Stan Mayfield Working Waterfronts Florida Forever ("Mayfield") Grant, and is being budgeted towards the following capital projects: sludge handling system, low pressure collection transmission system, on site systems for outlaying properties, vacuum pit monitoring system, blower upgrades, onsite chemical generation and SCADA upgrades. This funding has yet to be received from the State, however, the District is hopeful that funding will be received in the future.

	FY15-16 Budgeted Project	*Project Funding Sources*		
Construction	Expenditures	Village	Mayfield	DEP Grant
Engineering and Other Soft Costs	677,095	31,616	491,820	-
Chemical Feed Systems Upgrade	1,000,000	320,000	-	-
Upgrade Blowers	1,200,000	384,000	-	360,021
Vacuum Station E Tank Replacement	228,550	-	-	-
Chlorine Contact Basin Covers	48,750	-	-	-
Administration Building Renovation	200,000	-	-	-
Headworks Modification	15,800	-	-	-
Low Pressure Collection/Transmission System	168,512	-	-	168,512
Sludge Handling System	131,037	41,932	-	-
Service Connection Additions	60,000	-	-	-
Vacuum Station - SCADA upgrade	61,750	-	-	-
Onsite Systems for Outlying properties	500,000	-	500,000	-
Vacuum Pit Monitoring System	6,918,688	-	6,918,688	-
Onsite Chemical Generation	1,745,520	-	1,745,520	-
Monroe Park Improvements	1,150,000	-	1,150,000	-
Central Avenue	531,300	-	531,300	-
Reclaimed Water: onsite	52,000	-	52,000	-
	14,689,002	777,548	11,389,328	528,533
			528,533	
		Total Grant Revenue	11,917,861	

ACOE Grant Income ($500,000)

Grant revenue from the Army Corp of Engineers (ACOE) is anticipated to remain in line with what the District actually received in FY14/15, therefore, $500,000 is being included in the FY15/16 budget.

DRAFT

Non Ad valorem Assessments ($4,208,213)

Non advalorem assessments revenue is the annual assessments of system development charges to customers for providing the sewer infrastructure. Initially, assessments were levied in phases and customers were given the option to prepay the assessment in full, or to have the assessment spread over 20 years as a non ad valorem assessment on their tax bill from Monroe County. This revenue stream is the annual amount the District receives from the Monroe County Tax Collector's Office. The assessment charge is calculated on the number of equivalent dwelling units ("EDU") for the serviced parcel. An EDU represents the equivalent to a single family unit and is based on 167 gallons per day of potable water usage.

System Development Charge Advance Payoff Revenue ($175,000)

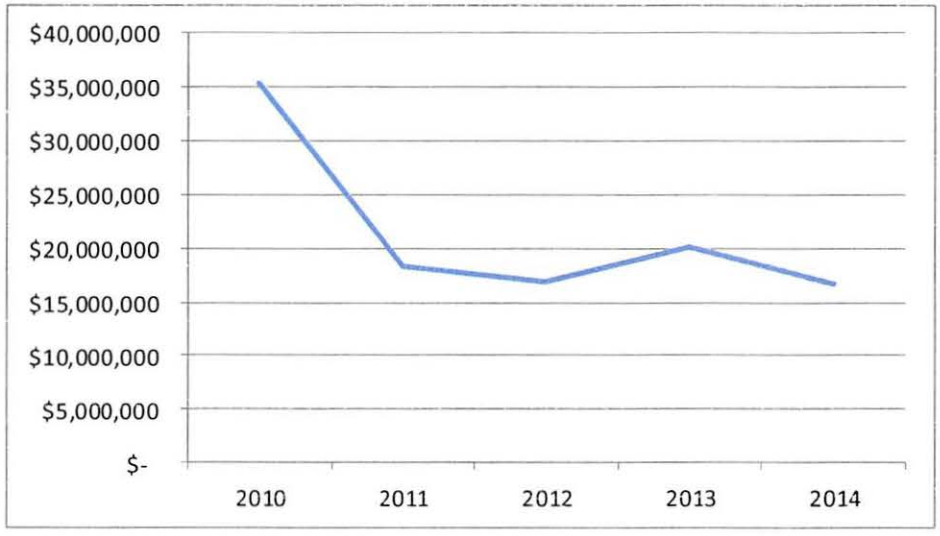
Customers have the option to pay off their system development charge at any time. Although substantially all of the serviced parcels have been assessed, customers may choose to either pay down or pay off their assessment in advance.

Interest Income ($17,500)

The District is projected to earn $17,500 in interest earnings in FY15-16 from its interest bearing accounts.

Cash on Hand ($849,632)

The District projects that $849,632 of cash reserves are needed to pay for the FY15-16 construction activities that are not covered by grants and other sources. Below is a graph of the District's cash and cash equivalents on hand at September 30th of each year.



DRAFT

Islamorada Revenues

Islamorada Wastewater Service Revenue ($806,310)

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 for treatment cost and $0.35 for repair and replacement funding. The District began receiving flows from the Village on June 16, 2014.

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 ($777,548)

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 system upgrade and blower upgrades.

	FY15-16 Budgeted Project	*Project Funding Sources*		
Construction	**Expenditures**	Village	**Mayfield**	**DEP Grant**
Engineering and Other Soft Costs	677,095	31,616	491,820	-
Chemical Feed Systems Upgrade	1,000,000	320,000	-	-
Upgrade Blowers	1,200,000	384,000	-	360,021
Vacuum Station E Tank Replacement	228,550	-	-	-
Chlorine Contact Basin Covers	48,750	-	-	-
Administration Building Renovation	200,000	-	-	-
Headworks Modification	15,800	-	-	-
Low Pressure Collection/Transmission System	168,512	-	-	168,512
Sludge Handling System	131,037	41,932	-	-
Service Connection Additions	60,000	-	-	-
Vacuum Station - SCADA upgrade	61,750	-	-	-
Onsite Systems for Outlying properties	500,000	-	500,000	-
Vacuum Pit Monitoring System	6,918,688	-	6,918,688	-
Onsite Chemical Generation	1,745,520	-	1,745,520	-
Monroe Park Improvements	1,150,000	-	1,150,000	-
Central Avenue	531,300	-	531,300	-
Reclaimed Water: onsite	52,000	-	52,000	-
	14,689,002	777,548	11,389,328	528,533

DRAFT

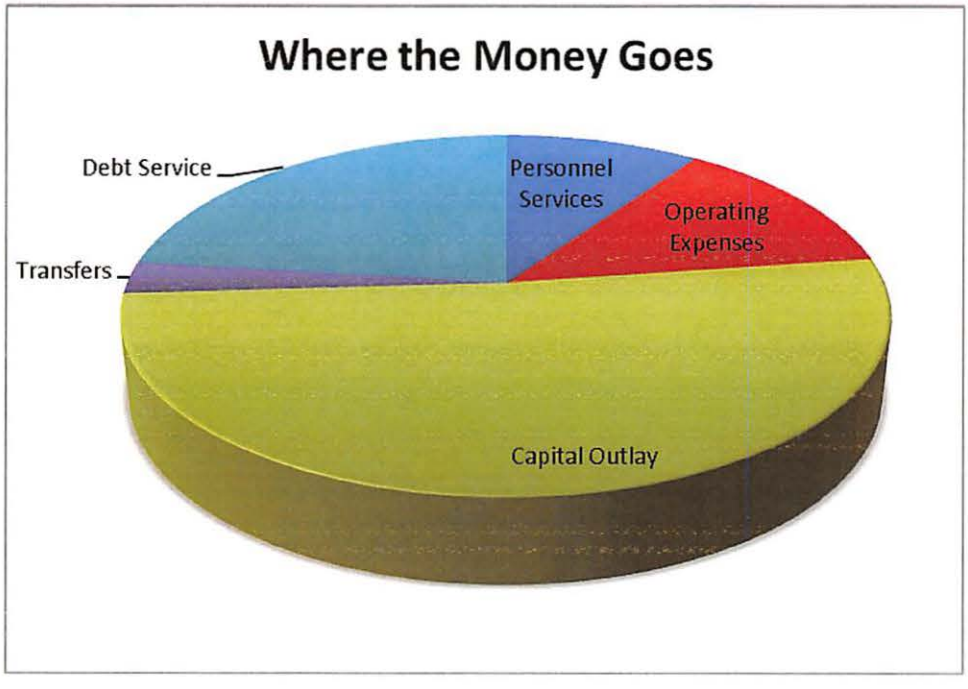
Monroe County ILA ($1,000,000)

During FY14/15 The District successfully negotiated an interlocal agreement with Monroe County to exchange the $17,000,000 of Stan Mayfield funding that the State allocated to the District in FY13/14, in return for annual payments from the County of funds that have an unrestricted use. There is an option in the ILA to exchange future year Stan Mayfield funding, however, at this time that option has not been exercised.

Expenditure Overview

The total projected appropriations of this budget are $28,872,864. The following chart shows a summary of the budgeted appropriations by category:

	FY 2015-16 Budget	% of Total	FY2014-15 Budget	% of Total
Personnel Services	$ 2,822,595	9.78%	$ 2,709,593	11.78%
Operating Expenses	3,697,019	12.80%	3,578,189	15.55%
Capital Outlay	14,939,002	51.74%	10,141,558	44.07%
Transfers	820,000	2.84%	870,087	3.78%
Debt Service	6,594,248	22.84%	5,710,495	24.82%
	$ 28,872,864	100%	$ 23,009,923	100%



DRAFT

Personnel Services ($2,822,595)

Personnel Services includes all salaries and benefits for District employees. This represents an $113,001 increase from the FY14-15 budgeted amount. This increase is due to a normal projected increase in employment costs.

Department	FY15-16 FTE	FY15-16 Budget	FY14-15 FTE	FY14-15 Budget
Commissioners	NA	$ 82,237	NA	$ 79,469
Administrative	14.3	1,108,514	15	1,074,497
Operations	21.6	1,472,871	19	1,272,767
Construction	2.1	158,972	4	282,860
Total	38	$ 2,822,595	38	$ 2,709,593

Operating Expenses ($3,697,019)

Operating expenditures increased by $118,830 or approximately 3%. FY15-16 will be the sixth year of full operations affording staff with more accurate historical operating data which was used to project their future needs. Plant expenses were increased due to Village flow. Expense increases related to the Village are noted in the chart below.

	Estimated Village Related Expenses
Electricity	$ 100,160
Sludge Hauling	193,368
Chemicals	326,142
Water	7,303
Engineering Services	72,527
Lab Services	2,961
Lab Supplies	5,429
Total	$ 707,890

DRAFT

Capital Outlay ($14,939,002)

The FY15-16 budget includes $14,939,002 for capital outlay. The majority of the capital outlay projects are related to the construction budget. The District has been allocated $26M of potential future State funding. The FY15-16 budget includes anticipated project expenditures related to this potential future State funding. In FY13-14 the District was awarded a $1M grant that must be spent by August 31, 2016. This grant is currently funding the installation of the grinder pumps in the unique property program, and the blower upgrade project. The following chart provides the details on the specific capital outlay items being requested by staff.

Capital Outlay Items	FY15-16	
Administration		
Admin Fleet Vehicle	$ 20,000	
Computer Equipment	10,000	
Physical Security/ Access Control	73,000	
Office Furnishings	20,000	$ 123,000
Plant		
Filter Media Replacement	22,000	
Plant Security Equipment	85,000	
Groundskeeping/Landscaping	20,000	127,000
Construction		
Engineering and Other Soft Costs	677,095	
Chemical Feed Systems Upgrade	1,000,000	
Upgrade Blowers	1,200,000	
Vacuum Station E Tank Replacement	228,550	
Chlorine Contact Basin Covers	48,750	
Administration Building Renovation	200,000	
Headworks Modification	15,800	
Low Pressure Collection/Transmission System	168,512	
Sludge Handling System	131,037	
Service Connection Additions	60,000	
Vacuum Station - SCADA upgrade	61,750	
Onsite Systems for outlying properties	500,000	
Vacuum Pit Monitoring System	6,918,688	
Onsite Chemical Generation	1,745,520	
Monroe Park Improvements	1,150,000	
Central Avenue	531,300	
Reclaimed water: onsite	52,000	14,689,002
Total Capital Outlay		**$ 14,939,002**

DRAFT

Debt Service ($6,594,248)

The FY15-16 budget includes $6,594,248 for debt service on the District's four State Revolving Fund (SRF) loans, and the two BB&T Revenue Bonds. The SRF loans are paid semi-annually and the BB&T bonds repayments are made quarterly. This amount includes an extra $1,000,000 of debt service principal payments, which will be funded by the interlocal agreement with Monroe County.

Debt Obligation	Loan Balance @ 9/30/15	Required Annual Debt Service
SRF Loan 46401P	$ 18,650,151	$ 1,558,961
SRF Loan 464010	16,191,118	2,118,581
SRF Loan 464020	556,602	58,380
SRF Loan 464030	1,937,922	146,098
BB&T 2013	8,903,434	856,049
BB&T 2014	8,904,784	856,179
Total	$ 55,144,009	$ 5,594,248

Transfers ($820,000)

The FY15-16 budget includes transfers to the District's following reserve accounts: repair and replacement and insurance deductible. $800,000 is projected to be transferred to the reserve for future repairs and replacements. The District BB&T bonds require the District set aside 5% of the gross operating revenues from the system for repairs and replacements. The ILA with the Village also requires that $0.35 of the $4.65 flow charge be set aside for future repairs and replacements.

Budgeted Transfer to R&R fund		$ 800,000
5% of Gross Operating Revenues	$ (467,816)	
$0.35 of Islamorada Flow Charge	(60,690)	
Total Required Transfer to R&R fund		(528,506)
Amount in EXCESS of minimum requirement		$ 271,495

The District is projecting to reserve $20,000 for insurance deductibles. This reserve category is important due to the District's unique island location. The District should at a minimum maintain at least three months of operating expenses in undesignated cash as a reserve balance.

Beginning Unassigned Fund Balance as of Sept. 30, 2014		**$ 13,515,500**
Projected Revenues FY14-15	$ 15,821,809	
Projected Expenditures & Reserve Transfers FY14-15	(18,172,491)	
Projected Revenues in excess of Expenditures & Reserve Transfers FY14-15		**(2,350,682)**
Expected Unassigned Fund Balance as of Sept 30, 2015		**11,164,818**
Budgeted Revenues FY15-16	$ 26,665,019	
Budgeted Expenditures & Reserve Transfers FY15-16	(27,989,111)	
Budgeted Revenues in excess of Expenditures & Reserve Transfers FY15-16		**(1,324,092)**
Expected Unassigned Fund Balance as of Sept 30, 2016		**$ 9,840,726**
3 month minimum target operating reserve goal		$ 7,218,216
Amount in EXCESS of MINIMUM target reserve goal		$ 2,622,510

Key Largo Wastewater Treatment District
Budget Summary

DRAFT

Description	2014-15 Budget	2014-15 Projected	2015-16 Requested Budget
Non Ad Valorem Assessments	4,332,974	4,347,005	4,208,213
Islamorada ILA - Capacity Charge	0	0	0
Wastewater Service Revenue	8,400,000	8,551,707	8,550,000
Islamorada Wastewater Flow Revenue	683,531	289,319	806,310
Salinity Surcharge - Islamorada	0	75,010	0
Islamorada Insurance Surcharge	70,800	70,750	70,800
Interest Income	17,500	17,572	17,500
Miscellaneous Revenues	0	20,626	0
SDC Prepayments	175,000	237,946	175,000
Islamorada ILA-Capital Project Portion	1,747,618	1,436,169	777,548
Monroe County ILA	0	0	1,000,000
DEP Grant Income	7,582,500	275,705	11,917,861
ACOE Grant Revenue	0	500,000	500,000
Loan Proceeds	0	0	0
Cash on Hand	0	2,350,682	849,632
Total Estimated Revenues and Other Sources:	**23,009,923**	**18,172,491**	**28,872,864**
--- Appropriations ---			
Non-Operating			
Transfer to Repair & Replacement Fund	800,000	800,000	800,000
Transfer to Insurance Deductible Reserve	20,000	20,000	20,000
Transfer to Operational Reserve	50,087	0	0
Debt Service	5,710,495	5,710,495	6,594,248
Total Non-Operating:	**6,580,582**	**6,530,495**	**7,414,248**
Total Administrative Department:	**2,403,651**	**1,947,808**	**2,443,663**
Total Plant Department:	**2,162,753**	**1,841,294**	**2,419,422**
Total Collections Department:	**1,637,532**	**1,688,531**	**1,716,993**
Total Construction Department:	**10,225,405**	**6,164,363**	**14,878,538**
Total Appropriations:	**23,009,923**	**18,172,491**	**28,872,864**
Net of Revenues & Appropriations:	**0**	**0**	**0**

DRAFT

Administration Department Appropriations

Description	FY14-15 Adopted Budget	2014-15 Projected	2015-16 REQUESTED
Payroll-Administration	854,095.00	720,411.30	850,335.79
Payroll-Board Meeting Compensation	71,820.00	68,839.22	72,360.00
Payroll Taxes	70,833.00	60,377.66	70,586.23
Retirement Program	27,327.00	23,677.52	55,097.75
Group Health Premiums	129,891.00	89,951.84	142,107.11
Employee Benefit Administration Fees	2,000.00	1,078.50	2,000.00
Workers Compensation Insurance	4,446.00	3,494.47	3,905.90
Unemployment Compensation	20,000.00	0.00	20,000.00
Professional Services	17,200.00	2,505.30	22,320.00
FKAA Billing Services	135,000.00	129,859.70	135,000.00
Tax Collector Fees	11,000.00	9,000.00	11,000.00
Utility Rate Consultant	32,000.00	0.00	32,000.00
Tax Roll Service	6,000.00	6,000.00	2,500.00
Professional Svcs- Engineering	0.00	0.00	20,000.00
Public Relations	34,000.00	6,000.00	6,000.00
Lobbyists	96,000.00	88,693.33	96,000.00
Legal - Litigation Reserve	20,000.00	0.00	20,000.00
Legal - Outside Counsel	20,000.00	2,075.46	20,000.00
Audit Services	30,000.00	32,700.00	24,250.00
Bishop & Rosasco	75,000.00	72,192.00	75,000.00
Software & License Renewals	38,700.00	26,007.30	33,700.00
Travel, Training, Education & Meetings	55,000.00	28,388.91	51,000.00
Communications	57,980.00	50,831.01	53,900.00
IT Maintenance	51,480.00	49,889.67	39,500.00
Postage & Delivery Expense	10,000.00	2,748.00	6,000.00
Water (Utility)-District Office	350.00	419.43	600.00
Facility Cleaning	4,000.00	3,401.73	0.00
Electricity	6,000.00	5,745.44	9,000.00
Rents & Leases	40,000.00	35,864.76	16,000.00
Insurance	340,475.00	351,309.71	350,000.00
Repairs & Maintenance	16,000.00	2,463.41	4,600.00
Copier Expense	4,500.00	4,629.20	4,800.00
Advertisement and PR	20,000.00	4,553.31	10,000.00
Storm Supplies	0.00	0.00	2,000.00
Bank Fees	1,000.00	0.00	500.00
Low Income Assistance	10,000.00	0.00	10,000.00
Office Supplies & Special Printings	24,500.00	20,885.54	26,000.00
Employee Uniforms / Clothing	1,500.00	773.84	1,500.00
Regulatory, Permit & Recording Fees	5,000.00	6,575.52	7,500.00
Fuel: Vehicles	1,000.00	0.00	1,000.00
Board: Travel, Admin, Office Supplies	7,500.00	11,091.75	7,500.00
District Board Expenses	0.00	0.00	0.00
Dues & Subscriptions	4,100.00	5,385.67	5,100.00
Capital Outlay: Security/Access Control	0.00	0.00	73,000.00
Capital Outlay: Machinery & Equipment	0.00	0.00	0.00
Capital Outlay: New Admin Office Furnishing	0.00	0.00	20,000.00
Capital Outlay: Vehicles	20,000.00	0.00	20,000.00

DRAFT

Description	FY14-15 Adopted Budget	2014-15 Projected	2015-16 REQUESTED
Capital Outlay: Computer Equipment	15,000.00	8,735.76	10,000.00
Capital Outlay: Software	12,953.00	11,255.83	0.00
Total Administration Department Appropriations:	**2,403,650.00**	**1,947,812.07**	**2,443,662.77**

DRAFT

Plant Department Appropriations

Description	FY14-15 Adopted Budget	2014-15 Projected	2015-16 REQUESTED
Payroll-Plant	285,795.00	251,468.63	339,495.46
Payroll Taxes	21,863.00	19,237.35	25,971.40
Retirement Program	8,574.00	7,544.06	20,369.73
Group Health Premiums	48,098.00	34,812.32	67,575.41
Workers Compensation Insurance	10,231.00	8,625.37	11,644.69
Professional Services	64,500.00	77,578.00	51,480.00
Professional Services: Engineering	100,000.00	147,689.25	126,980.00
Software and License Renewals	0.00	0.00	7,000.00
Travel, Training, Education & Meetings	16,000.00	2,604.11	8,750.00
Postage & Delivery Expense	14,500.00	13,653.68	16,500.00
Water- Plant	4,000.00	5,177.16	10,000.00
Facility Cleaning	10,000.00	3,992.33	0.00
Electricity - Plant	369,878.00	251,755.77	325,000.00
Repairs & Maintenance	106,000.00	84,778.72	130,000.00
Copier Expenses	3,500.00	2,437.22	3,000.00
Storm Supplies	2,000.00	2,000.00	2,000.00
Office Supplies	7,500.00	3,196.52	4,500.00
Safety Supplies	7,500.00	1,378.88	5,000.00
Employee Uniforms / Clothing	2,500.00	3,175.67	3,500.00
Lab Services (sample analysis)	45,000.00	42,000.00	45,000.00
Sludge Handling	334,891.00	342,575.83	442,000.00
Chemicals	500,423.00	404,371.62	520,655.00
Lab Supplies	18,000.00	13,698.24	18,000.00
Supplies & Tools (plant operations)	75,000.00	60,560.39	85,000.00
Immunizations	1,500.00	0.00	500.00
Regulatory/ Permit Fees	5,000.00	6,700.00	1,500.00
Fuel: Equipment	17,500.00	280.68	17,500.00
Fuel: Vehicles	5,000.00	1,617.15	2,500.00
Dues & Subscriptions	1,000.00	788.96	1,000.00
Capital Outlay:Equipment	0.00	0.00	0.00
Cap Outlay - SBR Mixer Spare Motor	17,000.00	17,000.00	0.00
Cap Outlay - Filter Media Replacement	20,000.00	20,000.00	22,000.00
Capital Outlay: Plant Security System	32,000.00	2,596.33	85,000.00
Capital Outlay - Groundskeeping	0.00	0.00	20,000.00
Cap Outlay-Groundskeep Utility Vehicle	8,000.00	8,000.00	0.00
Total Plant Department Appropriations:	**2,162,753.00**	**1,841,294.20**	**2,419,421.69**

DRAFT

Collections Department Appropriations			
Description	2014-15 Adopted Budget	2014-15 Projected	2015-16 REQUESTED
Payroll-Collections & Maintenance	696,803.00	674,930.99	767,605.39
Payroll Taxes	53,305.00	51,632.22	58,668.53
Retirement Program	20,904.00	20,247.93	46,056.32
Group Health Premiums	137,424.00	89,347.32	147,129.18
Workers Compensation Insurance	24,946.00	23,150.13	26,328.86
Professional Services	14,500.00	14,500.00	12,000.00
Professional Services: Engineering	70,000.00	83,636.37	73,980.00
Travel, Training, Education & Meetings	12,000.00	13,977.73	15,500.00
Water	2,600.00	2,579.04	2,375.00
Facility Cleaning	5,200.00	3,420.69	0.00
Solid Waste	7,500.00	4,874.46	12,500.00
Electricity	207,850.00	236,914.77	264,750.00
Repairs & Maintenance	149,000.00	163,733.36	172,000.00
Storm Supplies	2,000.00	1,500.00	2,000.00
Office Supplies	3,000.00	3,687.14	4,000.00
Safety Supplies	12,000.00	5,599.34	5,000.00
Employee Uniforms / Clothing	5,000.00	4,306.50	7,500.00
Supplies (inc.cleaning supplies)	45,000.00	39,080.93	30,000.00
Tools	0.00	0.00	20,000.00
Immunizations	10,000.00	569.16	1,500.00
Lateral Extensions	40,000.00	120,987.32	0.00
Fuel	35,500.00	34,707.84	38,500.00
Dues & Subscriptions	2,400.00	1,466.25	9,600.00
Cap Outlay: Generator Light Tower	24,800.00	24,800.00	0.00
Cap Outlay: Ag Bins	10,800.00	10,800.00	0.00
Capital Outlay: Vac Station Equipment	18,000.00	0.00	0.00
Capital Outlay: Vehicles	27,000.00	58,081.00	0.00
Total Collections Department Appropriations:	**1,637,532.00**	**1,688,530.47**	**1,716,993.28**

Construction Department Appropriations

DRAFT

Expense Type:	Description	2014-15 Adopted Budget	2014-15 Projected	2015-16 REQUESTED
Operational Exp.	Payroll-Construction	219,453.00	109,703.82	121,516.42
Operational Exp.	Overtime	0.00	0.00	0.00
Operational Exp.	Payroll Taxes	16,788.00	8,392.34	9,296.01
Operational Exp.	Retirement Program	6,373.00	3,291.11	7,290.99
Operational Exp.	Group Health Premiums	40,246.00	18,641.24	20,868.88
Operational Exp.	Workers Compensation Insurance	6,540.00	735.02	814.16
Operational Exp.	Repairs & Maintenance	10,000.00	508.52	2,000.00
Operational Exp.	Small Tools & Equipment	7,500.00	2,326.43	5,000.00
Operational Exp.	Office Supplies	2,000.00	311.01	1,250.00
Operational Exp.	Employee Uniforms / Clothing	1,750.00	876.00	1,250.00
Operational Exp.	Fuel: Vehicles	0.00	0.00	3,000.00
Operational Exp.	Vehicle Expense	0.00	1,619.16	2,500.00
Operational Exp.	Professional Services - Engineering	0.00	0.00	9,750.00
Operational Exp.	Travel, Training & Education	7,500.00	564.60	5,000.00
	Subtotal - Operational	**318,150.00**	**146,969.24**	**189,536.45**
Active Projects	Professional Services - Engineering	233,017.00	175,987.32	185,275.00
Active Projects	Vac Sta E Pump Room Ventilation	35,000.00	84,313.00	0.00
Active Projects	Vacuum Station E Hurricane Doors	25,300.00	0.00	0.00
Active Projects	Upgrade Odor Control	150,000.00	0.00	0.00
Active Projects	Chemical Feed Systems Upgrade	1,000,000.00	0.00	1,000,000.00
Active Projects	Blower Upgrade	400,000.00	0.00	1,200,000.00
Active Projects	Vac E Tank Replacement	0.00	0.00	228,550.00
Active Projects	Chlorine Contact Basin Covers	0.00	0.00	48,750.00
Active Projects	Capital Outlay: Admin Office Bldg	0.00	676,397.47	200,000.00
Active Projects	Capital Outlay: Headworks	119,200.00	135,000.00	15,800.00
Active Projects	Grinder Pump Installation	0.00	216,341.77	168,512.00
Active Projects	Sludge Handling System	3,293,305.00	4,488,029.00	131,037.00
Active Projects	Service Connection Revisions	30,000.00	0.00	60,000.00
Active Projects	Unique Properties (purchase of grinder pumps)	1,749,633.00	241,270.00	0.00
Active Projects	Vacuum Stations - SCADA Upgrade	68,000.00	0.00	61,750.00
	Subtotal - Required Projects	**7,103,455.00**	**6,017,338.56**	**3,299,674.00**
Unfunded Projects	Professional Services - Engineering	23,000.00	55.00	491,820.00
Unfunded Projects	Onsite Systems for Outlying Properties	300,000.00	0.00	500,000.00
Unfunded Projects	Vacuum Pit Monitoring System	2,000,000.00	0.00	6,918,688.00
Unfunded Projects	Onsite Chemical Generation	700,000.00	0.00	1,745,520.00
Unfunded Projects	Monroe Park Improvements	0.00	0.00	1,150,000.00
Unfunded Projects	Central Avenue	0.00	0.00	531,300.00
Unfunded Projects	Reclaimed Water: Onsite	0.00	0.00	52,000.00
	Subtotal: Unfunded Projects	**3,023,000.00**	**55.00**	**11,389,328.00**
	Total of Construction Budget with Unfunded Projects:			**14,878,538.45**
	Total of Construction Budget without Unfunded Projects:			**3,489,210.45**

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 30, 2016 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, 2016, 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 _____ 2015.

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

The Chairman thereupon declared Resolution No. _____ duly passed and adopted the ____ day of _____, 2015

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY:_____

David Asdourian, Chairman

ATTEST:

_____

Clerk, Katherine Jackson

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: August 18, 2015

Agenda Item Number: M-1

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Commissioner's Item

Sponsor: Commissioner Tobin

Subject:

Resolution Confirming Contractual Relationship between Board of Commissioners & Bishop, Rosasco & Company

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager

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

Meeting Date: August 18, 2015

Agenda Item Number: M-2

Agenda Item Type: Resolution

Agenda Item Scope: Review / Discussion

Recommended Action: Action: Approval

Department: Commissioner's Item

Sponsor: Commissioner Tobin

Subject:

Resolution Confirming Contractual Relationship between Board of Commissioners & Weiler Engineering Corporation

Summary of Discussion:

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$	
Administration:	_____		
Finance:	_____	Funding Source:	
District Counsel:	_____		
District Clerk:	_____	Budgeted:	
Engineering:	_____	N/A	

Approved By: _____ **Date:** 8/14/2015

General Manager