

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

Meeting Date:  
February 14, 2017

Agenda Item Number: G-1

Agenda Item Type:  
Workshop

Agenda Item Scope:  
Review / Discussion

Recommended Action:  
Discussion

Department:  
Commissioner's Item

Sponsor:  
Commissioner Tobin

Subject:

## Proposed Amendment to Practices and Procedures Manual

Summary of Discussion:

- A. The Clerk shall be responsible to prepare the draft agenda with the assistance of the General Manager.
- B. Commissioners shall have the right to include matters in the draft agenda for dissemination to the other commissioners, to staff, and the general public.
- C. In addition to Commissioners, the following persons shall have the right to include items in the draft agenda for dissemination to the commissioners, the staff, and the general public: 1) the General Manager, 2) the Director of Finance, 3) the Operations Director, and 4) the General Counsel.

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

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

2/7/2017