The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on January 22, 2008 at 4:00 PM. Present were Chairman Gary Bauman, Commissioners Andrew Tobin, Susan Hammaker, Norman Higgins (arriving at 4:07 PM), and Claude Bullock. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas M. Dillon, District Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

APPROVAL OF AGENDA
Charles F. Fishburn, General Manager, added an item about the required additional insurance for Weiler Engineering, a change order for Arbortech and an update on the Injection Well Bid. District Counsel, Thomas Dillon, added an update on the Legislation changing the permitting requirements for the District, and an Advance Connection Agreement with Largomorada Limited Partnership. Martin Waits, Chief Financial Officer, pulled the Pending Payments off of Bulk Items due to an addition. Commissioner Tobin requested that the Rule Change on Delinquent Accounts be removed from the agenda.

Motion: Commissioner Hammaker made a motion to approve the Agenda as amended. Commissioner Bullock seconded the motion.

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Motion passed 4 to 0

PUBLIC COMMENTS: The following persons addressed the Commission: N/A

COMMISSIONER’S ITEMS
CDBG Letter of December 20, 2007
Commissioner Bullock reviewed the letter sent to the District on December 20, 2007 by the Small Cities CDBG and Disaster Recovery Programs and the letter that was sent to them by the Board on December 4, 2007 requesting full usage of the CDBG grants for lateral connections.

Commissioner Hammaker requested that the record reflect a job well done by District Clerk, Carol Walker, at the CDBG Rule Change Workshop representing the District.

Security System Update
Commissioner Hammaker pointed out that there had been a robbery at the building across the parking lot from the District Office. She suggested that a solar security beam system be put in at the plant and that it could be moved to the Regional Plant when it is finished. Commissioner Hammaker said that she is also looking for grants to help pay for the security systems.

Commissioner Bullock told the Board that by the end of next year Homeland Security will be requiring security and surveillance for any establishments with chemicals.

The Board directed staff to work with Commissioner Higgins on the security for the District office and the plant.

The regular session of the KLWTD Commission meeting was recessed at 4:30 PM. The Key Largo Wastewater Treatment District Board went into Attorney/Client Session to discuss the Calusa Campground issue. The following persons were in attendance: Chairman Gary Bauman, Commissioners Claude Bullock, Norman Higgins, Andrew Tobin, and Susan Ford Hammaker. Also in attendance were General Manager Charles Fishburn, and District Counsel Thomas Dillon, and the court reporter. A transcript of the session will be made and sealed until the Calusa litigation is concluded.

The Commission returned from the Attorney/Client Session at 5:02 pm and reconvened the public meeting.

Good Water People Foundation Update
Commissioner Hammaker introduced the Vision, Values, and Mission statement of the Good Water People Foundation to the Board. The website is goodwaterpeople@gmail.com.

The newly elected slate of officers for the Foundation was also introduced to the Board.

Fire Department Meeting Room
Commissioner Hammaker asked the General Manager how long the Fire Department Board would be meeting at the District Office. Mr. Fishburn stated that he has been talking to Vicky Fay and she said they would be meeting at the District Office until March.

Commissioner Tobin suggested that the arrangement be tightened up.

The Board directed staff to go to the next Fire Board meeting and communicate the District’s concerns.

BULK ITEMS

Minutes of January 8, 2008

KLWTD Board of Commissioners
Board Meeting
January 22, 2008
RESOLUTION NO. 01-01-08
A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF THE STATE OF FLORIDA TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND FOR DESIGNATION OF ONE HUNDRED AND THIRTY NINE TAX PARCELS AS PARCELS EXCLUDED FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND ONE PARCEL AS A PARCEL EXCLUDED FROM THE 2007 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

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

Vote on Motion

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Motion passed 5 to 0

Pending Payments List of January 22, 2008
Mr. Waits pointed out the revision on the pending payments list with the addition of the Fountain Engineering invoice

Motion: Commissioner Hammaker made a motion to approve the Pending Payment list of January 22, 2008 as amended contingent upon the availability of funds. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0

ENGINEER'S REPORT
Monthly Report
Mr. Castle reported that Fountain Engineering in Basin A Phase 1 is done except for the 904 and US 1 crossings and Phase 4 is moving along well. GlobeTec in Basin A Phase 3 is proceeding at a good pace. LaRocco in Basin D Phase 2 has started and has been setting 4 pits a day. The quantity of work and the recordkeeping is good. The plant is running well and meeting the standards. Basin B and Basin C engineering designs have been reviewed.
FINANCIAL REPORT

Projection of Future Funding
Mr. Martin presented the Board with a detailed Analysis of Funded Projects and a detailed Analysis of Partially Funded Projects. Mr. Fishburn gave an example of where some of the unidentified funding may come from.

Florida League of cities Insurance Report
Mr. Waits explained that there are two components of the District’s insurance program with the Florida League of Cities program and they are directly related to the total District payroll. They are General Liability and Workers Compensation.

The District has consistently underestimated payroll, and has therefore been subjected to a substantial adjustment of premiums upon completion of the annual audit.

First Quarter Financial Performance Report
Mr. Waits reviewed the Summary of Operating Units vs. FY 2008 Budget, the detailed Administration & Construction Management Units vs FY 2008 Budget, the detailed Wastewater Service Operations Unit vs FY 2008 Budget, Analysis of Salary & Wages vs FY 2008 Budget, and Consolidated Revenues & Expenses.

Employee Retirement Policy
Martin Waits presented an analysis of several options for expanding the District’s current 401 (k) Plan to include a District contribution in an effort to continue with a general retirement plan discussion, and to better quantify comments and suggestions which were received from Commissioners on the retirement issue.

Chairman Bauman, Commissioner Hammaker, Commissioner Bullock, and Commissioner Higgins directed staff to bring back a specific proposal for a retirement plan.

Commissioner Tobin said that it would not be fiscally responsible to start a pension program at the current time. He would rather see staff receive salary increases.

LEGAL REPORT

Advance Connection Agreement with Largomorada Limited Partnership

Thomas Dillon, District Counsel, presented the Advance Connection Agreement with Largomorada Limited Partnership.

Motion: Commissioner Tobin made a motion to approve the Advance Connection Agreement with Largomorada Limited Partnership. Commissioner Higgins seconded the motion.

Vote on Motion

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KLWTD Board of Commissioners
Board Meeting
January 22, 2008
Commissioner Bullock  X
Motion passed 5 to 0

Legislative Update
Mr. Dillon reported that there will be a Public Hearing in Marathon on January 30, 2008 on the District's request to amend the Key Largo Wastewater Treatment District Act allowing an exemption from County permitting.

Commissioner Hammaker will be attending the hearing.

GENERAL MANAGER’S REPORT
Weiler Insurance Increase
General Manager, Charles F. Fishburn, explained that the District is planning on using Weiler Engineering to review plans for the Regional Treatment Plant for the County. This will save weeks of time in the permitting process. Weiler is required to increase their insurance at a cost of $3,000. Mr. Fishburn requested approval for the District to cover the increase in insurance cost. Weiler would be performing this function for one year.

The Board approved by consensus the payment of $3,000 for Weiler’s increase in insurance coverage for a year.

Arbortech Change Order
Mr. Fishburn requested approval of a $10,000 charge to remove the debris from the Regional Treatment Plant site. Mr. Fishburn also requested payment of a $4,500 charge for delay.

Motion: Commissioner Higgins made a motion to approve the Change Order for Arbortech for $14,500. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 3 to 2

Deep Injection Well Bid
Mr. Fishburn reported that the District received two bids on January 17, 2008.

Adjournment
The KLWTD Board adjourned the Board Meeting at 6:53 PM.
GENERAL MANAGERS REPORT

I hereby recommend that the Board of Directors approve the following changes to the Board of Directors 2007-08 meeting agenda:

1. Approval of the 2007-08 Operating Budget and Financial Statements
2. Approval of the 2007-08 Corporate Plan
3. Approval of the 2007-08 Strategic Plan
4. Approval of the 2007-08 Corporate Governance Plan
5. Approval of the 2007-08 Human Resources Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Social Responsibility Plan
2. Approval of the 2007-08 Corporate Environmental Plan
3. Approval of the 2007-08 Corporate Health and Safety Plan
4. Approval of the 2007-08 Corporate Compliance Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Diversity Plan
2. Approval of the 2007-08 Corporate Innovation Plan
3. Approval of the 2007-08 Corporate Technology Plan
4. Approval of the 2007-08 Corporate Communication Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Training Plan
2. Approval of the 2007-08 Corporate Performance Plan
3. Approval of the 2007-08 Corporate Performance Management Plan
4. Approval of the 2007-08 Corporate Performance Improvement Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Risk Management Plan
2. Approval of the 2007-08 Corporate Compliance Management Plan
3. Approval of the 2007-08 Corporate Information Management Plan
4. Approval of the 2007-08 Corporate Information Technology Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Information Security Plan
2. Approval of the 2007-08 Corporate Information Management Plan
3. Approval of the 2007-08 Corporate Information Technology Management Plan
4. Approval of the 2007-08 Corporate Information Technology Improvement Plan

I further recommend that the Board of Directors consider the following matters:

1. Approval of the 2007-08 Corporate Information Security Improvement Plan
2. Approval of the 2007-08 Corporate Information Technology Improvement Plan
3. Approval of the 2007-08 Corporate Information Technology Improvement Management Plan
4. Approval of the 2007-08 Corporate Information Technology Improvement Management Improvement Plan
The KLWTD meeting minutes of January 22, 2008 were approved on February 5, 2008.

Acting Chairman Andrew Tobin

Carol Walker, CMC
District Clerk

Seal