



Key Largo Wastewater Treatment District
Board of Commissioner's Meeting
Tuesday, March 06, 2018
4:00 PM

AGENDA

Board of Commissioners Meeting
103355 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
Susan Heim	Commissioner
Stephen Gibbs	Commissioner
Robert Majeska	Commissioner

DISTRICT STAFF:

Peter Rosasco	General Manager
Nick Mulick	General Counsel
Diane Bockelman	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 February 20, 2018 3 *Action*

G. GENERAL MANAGER'S REPORT

- 1. January 2018 Monthly Report 13
- 2. BB&T Debt Service Adjustment 26
- 3. District Clerk Applicants 35

H. BUDGET AND FINANCE REPORT

I. ADMIN AND CUSTOMER SERVICE REPORT

J. OPERATIONS REPORT

- 1. Vehicle Purchase 85 *Action*

K. CONSTRUCTION REPORT

L. ENGINEER'S REPORT

M. LEGAL REPORT

- Public Hearing Revising KLWTD Rules & Regulations -
Official Holidays and Plan Review Fee – Time Certain 5:00 PM
- 1. Revising KLWTD Rules & Regulations - Official Holidays
and Plan Review Fee 93 *Action*
RESOLUTION 02-03-18
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO
WASTEWATER TREATMENT DISTRICT AMENDING THE KEY LARGO
WASTEWATER TREATMENT DISTRICT'S GENERAL RULES AND
REGULATIONS, REVISING THE PLAN REVIEW FEE AND OFFICIAL
HOLIDAYS; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE
DATE.

N. COMMISSIONER'S ITEMS

O. ROUNDTABLE DISCUSSION

- 1. Unfinished Business

P. 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:
March 6, 2018

Agenda Item Number: F-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action: Approval

Department:
Legal

Sponsor:
Nicholas Mulick

Subject:
Minutes of February 20, 2018

Summary of Discussion:

Staff to present the minutes of the previous board meeting to the Board for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Minutes of February 20, 2018
Customer Service: _____		
Finance: _____	Funding Source:	
District Counsel: _____		
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 3-1-18
General Manager



MINUTES

CALL TO ORDER (A)

Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)

Commissioner Robert Majeska led the Pledge of Allegiance.

ROLL CALL (C)

Present were Chairman Asdourian and Commissioners Andrew Tobin, Susan Heim, Robert Majeska and Stephen Gibbs. Also present were General Manager Peter Rosasco, General Counsel Nicholas Mulick, District Clerk Diane Bockelman and other appropriate District Staff.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Motion: Commissioner Gibbs made a motion to approve the agenda as proposed and Commissioner Heim seconded the motion. The motion passed without objection.

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)

Minutes of January 20, 2018 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of January 20, 2018 and Commissioner Majeska seconded the motion. The motion passed without objection.

GENERAL MANAGER'S REPORT (G)

Florida Keys Day 2018 Update (G-1)

Mr. Peter Rosasco reported on the District's trip to Tallahassee for the 2018 Florida Keys Day event at which Mr. Rosasco and Commissioner Majeska were in attendance. Mr. Rosasco also stated that he had an informative meeting with Mr. Tim Banks, FDEP Program Administrator.

Annual FKWQIP 2018 Update (G-2)

Mr. Peter Rosasco reported on the District's 2018 FKWQIP trip to Washington, D.C. at which Mr. Rosasco and Commissioner Majeska were in attendance.

Rules & Regulations Revision – Official Holiday (G-3)

Mr. Rosasco presented a proposed amendment to the District’s Official holiday schedule. Following Board discussion, Chairman Asdourian directed staff to bring the matter back before the Board for formal action at the March 6, 2018 meeting. A poll of the Board was taken and the results are as follows:

Motion: **Commissioner Heim made a motion to approve the proposed District’s Official holiday schedule, and Commissioner Gibbs seconded the motion.**

Vote on Motion

Commissioner Heim -	Aye
Commissioner Gibbs -	Aye
Commissioner Majeska -	Nay
Commissioner Tobin -	Nay
Chairman Asdourian -	Aye

Rules & Regulations Revision – Plan Review Fee (G-4)

Mr. Rosasco presented the item to the Board for their direction. Following Board discussion, Chairman Asdourian directed staff to bring the matter back before the Board for formal action at the March 6, 2018 meeting.

BUDGET AND FINANCE REPORT (H)

1st Qtr FY18 Financial Reports (H-1)

Ms. Fazio presented the fiscal year 2018 financial reports. Staff answered questions from the Board.

ADMIN AND CUSTOMER SERVICE REPORT (I)

Code Compliance (I-1)

Ms. Bockelman presented the February 2018 list of parcels to be submitted to the Monroe County Code Compliance Department.

OPERATIONS REPORT (J)

No report

CONSTRUCTION REPORT (K)

No report

ENGINEER’S REPORT (L)

Update on H₂S Monitoring at Vacuum Stations (L-1)

Mr. Castle informed the Board that a new process for monitoring H₂S levels has been implemented. According to Mr. Castle, the new method is safe, cost-effective and will be implemented in-house. Mr. Castle answered questions from the Board.

Emergency Standby Generator for Administration (L-2)

Mr. Castle presented a proposal to the Board to purchase an emergency generator for the administrative office. Following Board discussion, Chairman Asdourian directed staff to put the proposed job out to bid, and to research the cost to rent a generator seasonally. Bid and findings will be brought back to the Board for further discussion.

EXTENSION 6:01

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

Booster Pump Modification Project (L-3)

Mr. Castle presented the Board with proposed modifications to the booster pump project and answered questions.

Motion: Commissioner Majeska made a motion to approve the proposed additions to the booster pump project's scope of work, and Commissioner Heim seconded the motion. The proposed additions are:

- 1) Replacement of two 30 HP pumps with two 14 HP pumps;
- 2) Replacement of a defective 18" plug valve; and
- 3) Replacement of a defective buried 6" gate valve.

Vote on Motion

Commissioner Majeska - Aye
Commissioner Helm - Aye
Commissioner Gibbs - Aye
Commissioner Tobin - Aye
Chairman Asdourian - Aye
Motion Passed: 5 to 0

LEGAL REPORT (M)

No report

COMMISSIONER'S ITEMS (N)

None

ROUNDTABLE DISCUSSION (O)

None

ADJOURNMENT (P)

The Meeting was adjourned at 6:29 PM.

David Asdourian, Chairman

Diane Bockelman, Clerk



FLORIDA KEYS DAY

Wednesday, February 7, 2018

Tallahassee, Florida

Schedule of Events

- 8:15 am **Breakfast Briefing with Rep. Raschein-** *Courtesy of Sharkey's Capitol Café*
Location: Sharkey's Capitol Café, Lower Level, The Capitol
- 9:00 am **Fish and Wildlife Conservation Commission**
Boating and Waterways Section Leader for the Division of Law
Enforcement Major Robert Rowe
Location: 212 Knott Building
- 9:30 am **House Government Accountability Committee**
Chairman Matt Caldwell
Location: 212 Knott Building
- 10:00 am **Chief Financial Officer Jimmy Patronis**
Location: 212 Knott Building
- 10:30 am **Department of Economic Opportunity**
Executive Director Cissy Proctor
Location: 212 Knott Building
- 11:00 am ***Break and travel to Capitol Fourth Floor Rotunda***
-continued on back-

2018 Event Sponsors

Governor Level: Mariners Hospital, Ocean Reef Club, Sundowners,
Islamorada Beer Company, Key Largo Fisheries, Mangrove Mike's Café & Catering

Senator Level: Waste Management of the Florida Keys, Key West First Legal Rum Distillery,
Keys Weekly Newspapers, Tolley & Hill CPA, Florida Keys Coffee

Representative Level: Anfield Consulting, Ballard Partners, Ronald L. Book, P.A.,
GrayRobinson, P.A., Leadership Monroe County, Peebles & Smith,
Florida Keys Community College, Keys Fisheries, Sharkey's Capitol Café

Sergeant Level: Greater Marathon Chamber of Commerce, Key Largo Wastewater Treatment District,
Cynergy Consulting, Capitol Group, Florida Keys Electric Cooperative
Historic Tours of America, Truman Little White House, National Parks Conservation Association



FLORIDA KEYS DAY

Wednesday, February 7, 2018

Tallahassee, Florida

Schedule of Events continued

- 11:30 am **Visit to House Chamber and Meet and Greet with Speaker Pro Tempore and Chairwoman of the Select Committee on Hurricane Response and Preparedness Jeanette Nunez**
Location: House Chamber, Fourth Floor, The Capitol
- 12:00 pm **Lunch**
Please feel free to have lunch at an area restaurant or Sharkey's Capitol Café on the Lower Level of The Capitol.
- 1:00 pm **Optional Group Tour of the Florida Historic Capitol Museum**
Museum is located across the Courtyard from the main Capitol entrance
- 2:00 pm **Recognition by Rep. Raschein from the House Floor**
Location: East Gallery, 5th Floor, The Capitol
- 2:30 pm **Florida Housing Finance Corporation**
Executive Director Trey Price
Location: 212 Knott Building
- 3:00 pm **Department of State**
Secretary Ken Detzner
Location: 212 Knott Building
- 3:30 pm *break*
- 3:45 pm **Citizens Property Insurance Corporation**
Chief of Communications, Legislative and External Affairs
Christine Ashburn
Location: 212 Knott Building
- 4:15 pm **Visit Florida**
Chief Operating Officer Dan Olson and Vice President of Communications Stephen Lawsom
Location: 212 Knott Building
- 5:00-7:00 pm **Florida Keys Day Seafood Celebration & Happy Hour**
Location: Capitol Courtyard

HICKS-RICHARDSON ASSOCIATES

P.O. BOX 2115
SPRINGFIELD, VA 22152-0115

FRED B. HICKS Ph.D
Managing Partner

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Email: fbhicks@aol.com

**FLORIDA KEYS WATER QUALITY IMPROVEMENT PROGRAM
WASHINGTON D.C. SCHEDULE
FEBRUARY 15, 2018**

The Honorable Robert Majeska,
Commissioner, Key Largo Wastewater Treatment District
Peter Rosasco, General Manager, Key Largo Wastewater Treatment District

The Honorable Chris Sante, Mayor, Village of Islamorada
The Honorable Deb Gillis, Vice Mayor, Village of Islamorada
Seth Lawless, Village Manager, Village of Islamorada
Roget Bryan, Village Attorney, Village of Islamorada

The Honorable Michelle Coldiron, Mayor, City of Marathon
Chuck Lindsey, City Manager, City of Marathon

Fred B. Hicks, on behalf of Key Largo Wastewater Treatment District (Cell: 703-626-5384)

Rick Marks, on behalf of the City of Marathon, (Cell: 703-963-1852)

Jim Davenport, on behalf of the Village of Islamorada, (Cell: 703-597-2009)

7:30 AM

Breakfast at the Hyatt Regency
400 New Jersey Avenue, N.W.
Washington, DC

9:00 AM

Senator Bill Nelson
Abby Tinsley, Legislative Assistant, Army Corps of Engineers
716 Hart Senate Office Building

9:45 AM

Congressman Carlos Curbelo
1404 Longworth House Office Building

10:30 AM

Jennifer Armstrong, Professional Staff Member (Republican)
Samantha Nelson Professional Staff Member (Democrat)
Senate Subcommittee on Energy and Water Appropriations

138 Dirksen Senate Office Building
11:15 AM
Lunch
Dirksen Senate Office Building Cafeteria

12:30 PM
Senator Marco Rubio
Lauren Reamy, Deputy Legislative Director
Wes Brooks, Legislative Assistant
284 Russell Senate Office Building

1:15 PM
Congresswoman Ileana Ros-Lehtinen
2206 Rayburn House Office Building

2:00 PM
Evan Bergwall, Legislative Assistant
Office of Congressman Brian Mast
2182 Rayburn House Office Building

2:30 PM
Ian Wolf, Legislative Director
Office of Congresswoman Lois Frankel
1037 Longworth House Office Building

3:00 PM
Matthew Ellison, Legislative Director
Logan Hollers, Legislative Assistant
Office of Congresswoman Debbie Wasserman Schultz
1114 Longworth House Office Building

4:30 PM
Stacey Brown, Deputy Chief (Civil Works) South Atlantic Division
U.S. Army Corps of Engineers
441 G. St. NW
Washington DC 20314

6:30 PM
Dinner at Fogo de Chao
1101 Pennsylvania Ave. NW
Tel: 202-347-4668

From: "fred b. hicks" <fbhicks@aol.com>
Date: February 17, 2018 at 3:01:56 PM EST
To: "Peter L. Rosasco" <peter@keyscpa.com>
Subject: Hope You Had A Good Trip Home

Peter,

In one morning and one afternoon the FKWQIP group managed to conduct 8 meetings in support of FY18 and FY19 keys sewer funding including Senate side meetings with Senator Nelson and Senator Rubio's staff and staff at the Senate Energy and Water Appropriations Subcommittee followed by meetings with Congresswoman Ros-Lehtinen and staff for Representatives Mast, Frankel, and Wassermann Schultz culminating with a meeting at Corps Headquarters with the South Atlantic Division.

One again, the visits projected a visual image of "Keys Unity" and also allowed the individual participants to provide updates for how each of the three local sponsors are moving forward with sewerage their areas of the Keys. I had the strong impression this year that on all of our visits the people we visited with understood the FKWQIP and how it fits into the total environmental and economic picture. I am also very pleased that because of status of the Appropriations Cycle that our visit was able to address funding for both FY18 and FY19. Marks, Davenport, and I will keep the momentum going now that you have returned to the Keys and make sure that all of the FY19 requests and forms are filled out and submitted in a timely fashion.

My sense is that every single office we visited was receptive to our message and supportive of FKWQIP funding. This is a tremendous complement to the people who have made the trip year after year to describe the program and to demonstrate "Keys Unity." As the only person who has been a part of this journey from the very beginning, I hope that the support which the program has in Washington gives you personal satisfaction.

Does this mean that the FKWQIP local sponsors can take their foot off the gas pedal and just coast the rest of the way? The answer is "no." Your years of hard work and focus on the Florida Keys sewer issue have been rewarded with support and understanding. But there are far more requests for Federal assistance than there are dollars to fund them. There is no shortage of groups ready and willing to jump into the favorable position we occupy and establish their issue as being worth of funding. The FKWQIP needs to both sustain its current momentum and also review additional options and opportunities for the future.

My two cents.

Fred

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

Meeting Date:
March 6, 2018

Agenda Item Number: G-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Discussion

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
January 2018 Monthly Report

Summary of Discussion:

Department heads will present their section of the January 2018 Monthly Report.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. January 2018 Monthly Report
Customer Service: _____		
Finance: _____	Funding Source:	
District Counsel: _____		
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 3-1-18
General Manager



January 2018 Monthly Report



Key Largo Wastewater Treatment District
103355 Overseas Highway
Tel: (305)451-4019

Operations

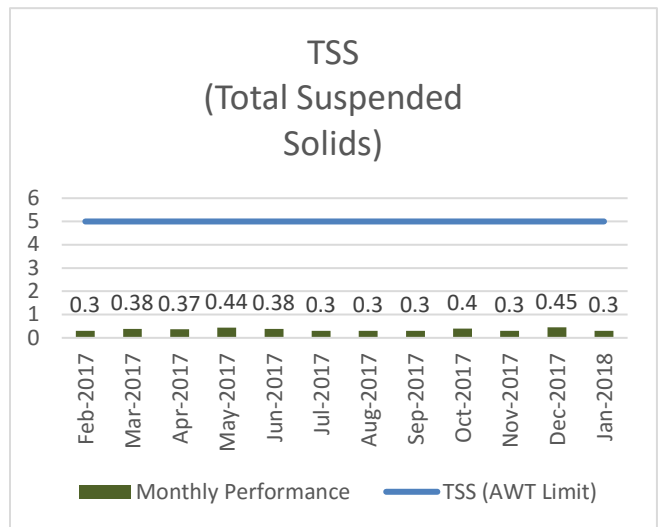
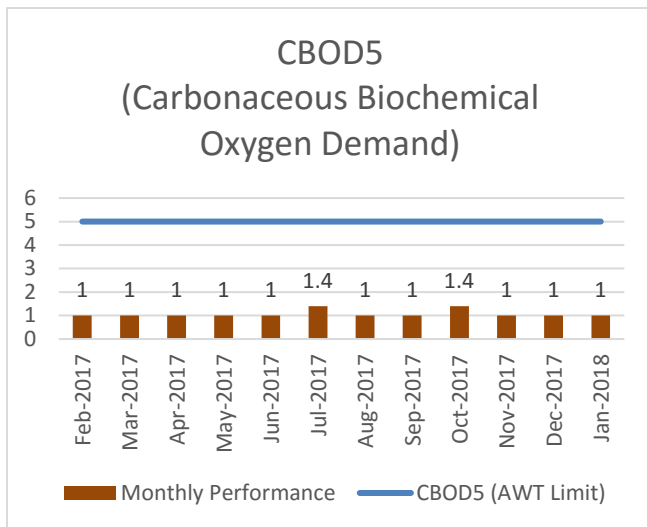
Wastewater Treatment Plant

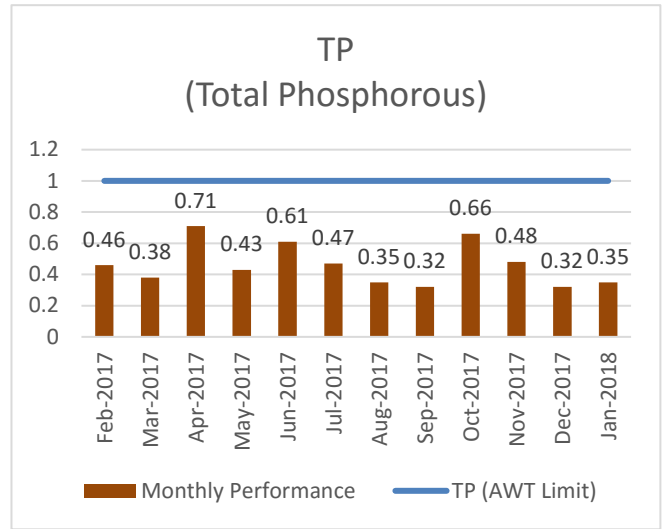
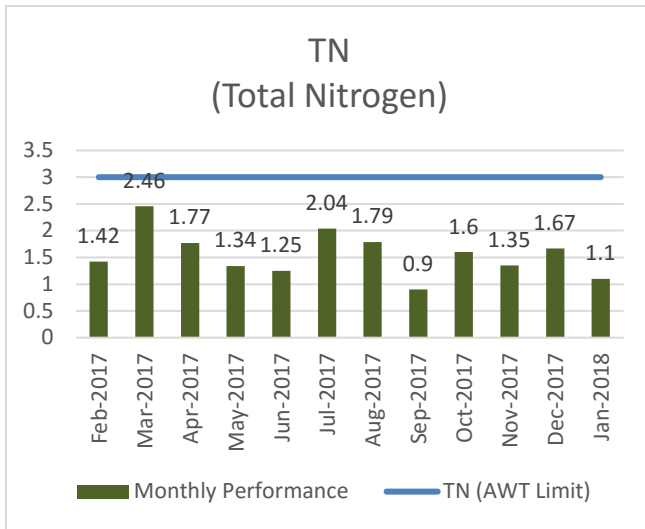
The wastewater treatment plant processed an average of 1.62 million gallons of influent per day (MGD). Zero plant related odor complaints were received for the current month.

Effluent Quality Reports

The effluent quality report is used to determine the quality of discharge from the wastewater treatment plant.

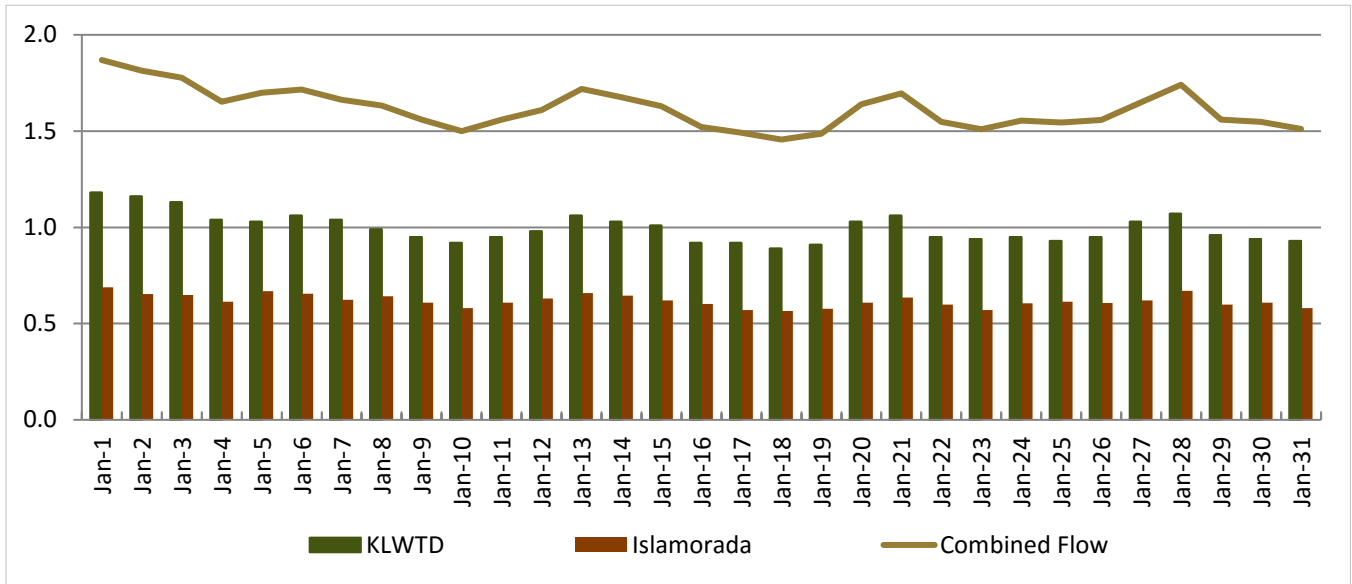
Effluent Quality Report	AWT Limit Annual Average	January 2018 Plant Performance
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	5	1.0
TSS (Total Suspended Solids)	5	0.30
TN (Total Nitrogen)	3	1.10
TP (Total Phosphorous)	1	0.35



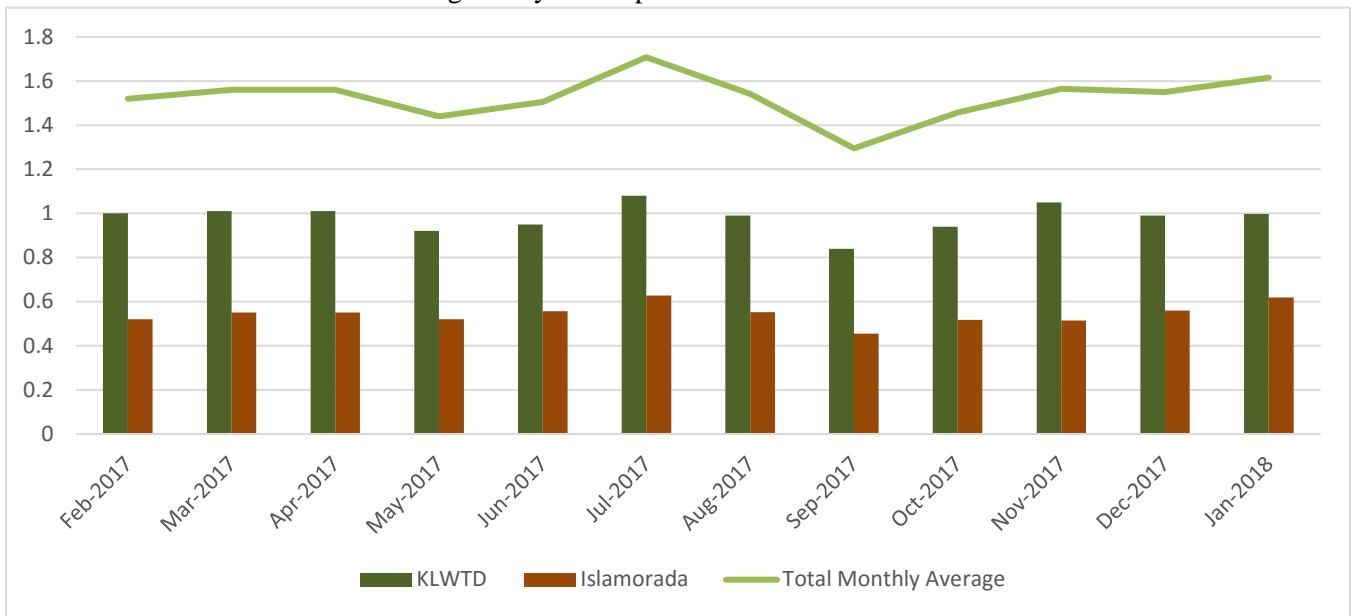


Current Flow (MGD)

The total flow of influent through the wastewater treatment plant each day.

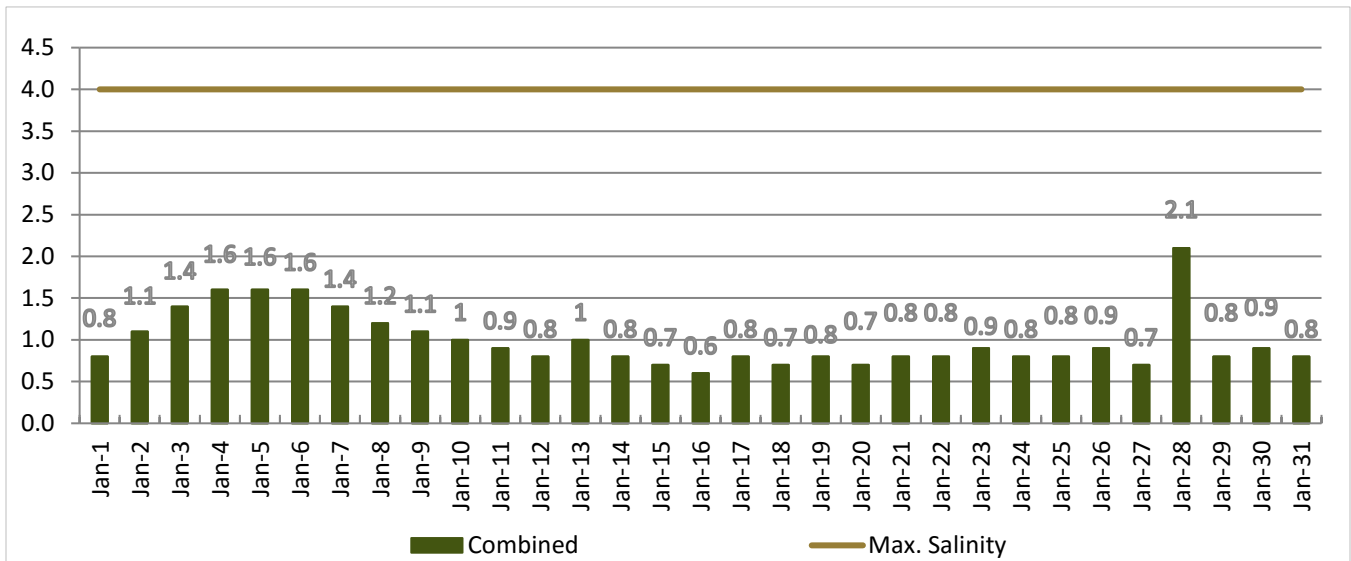


Monthly Flow Average Average Daily Flows per Month – Prior 12 Months



Composite Daily Peak Salinity (PPT)

The daily peak salinity for the current month.



Wastewater Field Operations

There was a total of 28 callouts for the current month. Of these, 14 were system generated, mostly by low vacuum detection at a vacuum station. These 14 callouts had no effect on the District’s customers and the problems were corrected by the field staff before any negative consequences could occur. The remaining 14 callouts are as follows:

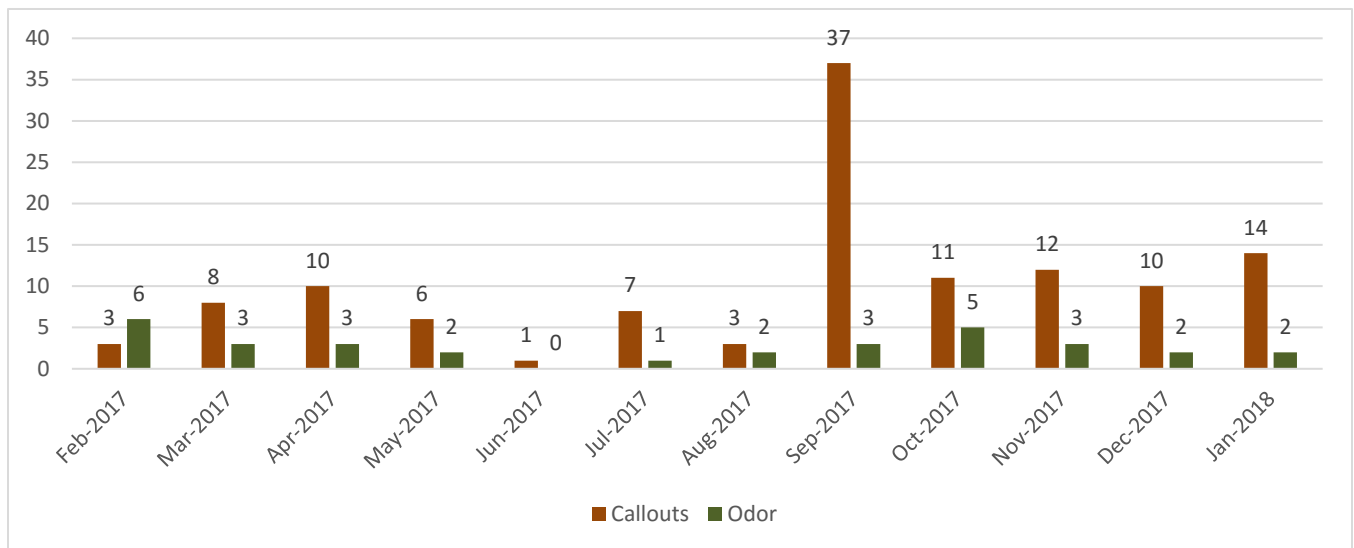
Date	Address	Incident	Response	Follow-up Complete	Damage
January 2, 2018	99600 O/S Hwy	Customer stated that his sewer was starting to back up.	Diagnosed issue to be grease clogged in the sensor tube again. Informed customer that he needs to have grease trap cleaned more often.	Yes	No
January 3, 2018	206 W. Indies Rd.	Customer stated that his toilets were not flushing.	The clean out was dry and the pit simulated with no problem. Home owner issue, recommended that he call a plumber.	Yes	No
January 4, 2018	4 Lakeview Dr.	Customer stated that his sewer was starting to back up.	Diagnosed the issue to be the controller. Replaced the controller and the pit simulated with no problem.	Yes	No
January 8, 2018	242 Hispaniola Rd	Customer stated that his sewer was starting to back up.	Diagnosed the issue to be a clogged sensor tube. Cleared clog, cleaned sensor tube and the pit simulated with no problem.	Yes	No
January 10, 2018	157 Sunset Gardens Dr.	Customer stated that he was having issue with flushing his toilets.	The clean out was dry and the pit simulated with no problem. Home owner issue, recommended that he call a plumber.	Yes	No
January 11, 2018	325 Calusa St., Lot 395	Customer stated that her sewer was acting up.	Diagnosed the issue to be a clogged sensor tube. Cleared clog, cleaned sensor tube and the pit simulated with no problem.	Yes	No
January 14, 2018	30 S. Andros Rd.	Customer stated that the manhole was backing up into the street.	Diagnosed the issue to be a damaged Fernco. Replaced Fernco and the pit simulated with no problem. Also cleaned the pit and surrounding area with Vactron.	Yes	No
January 17, 2018	30 E. Beach Rd.	Customer stated that his sewer was starting to back up.	The clean out was dry and the pit simulated with no problem. Home owner issue.	Yes	No
January 17, 2018	92720 Overseas Hwy	Customer stated that their sewer was backing up.	The clean out was dry and the pit simulated with no problem. Customer issue.	Yes	No
January 17, 2018	478 Summerland Rd.	Customer stated that water was coming out of the air terminal.	Diagnosed the issue to be the valve. Replaced the valve and the pit simulated with no problem.	Yes	No

January 18, 2018	106501 O/S Hwy	Customer stated that water was coming out of the air terminal.	Diagnosed the issue to be a clogged isolation valve. Cleared the clog and the pit simulated with no problem.	Yes	No
January 22, 2018	114 Lowe St.	Customer stated that water was coming out of the air terminal.	Diagnosed the issue to be the valve. Replaced the valve and the pit simulated with no problem. Also cleaned small puddle of sewage around pit.	Yes	No
January 27, 2018	51 Shoreland Dr.	Customer stated that the manhole was backing up into the street.	Diagnosed the issue to be a broken vacuum line fitting and clogged duck bill. Replaced both parts and buffer tank simulated with no problem. Also cleaned puddle of sewage around buffer tank.	Yes	No
January 31, 2018	25 Sexton Cove Rd	Customer stated that her sewer was acting up.	Diagnosed the issue to be a broken sensor tube. Replaced the sensor tube and the pit simulated with no problem.	Yes	No

There were 2 odor complaints for the current month.

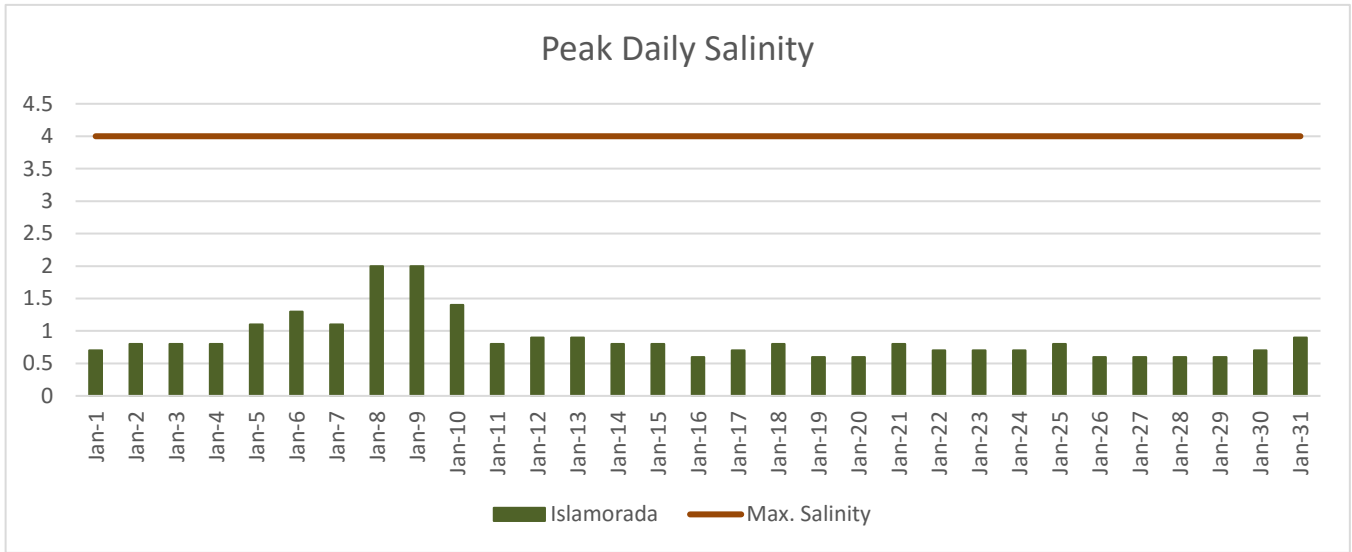
Date	Address	Incident	Response	Follow-up Complete?
January 8, 2018	29 Mangrove Ln.	Customer stated that there is still a sewer gas smell in her home.	Technician could not detect any odor coming from our system. The clean out was dry and the pit simulated with no problem. Home owner issue, smell is coming from inside the home.	Yes
January 9, 2018	19 Flamingo Rd.	Customer stated that there was a sewer smell inside his home and around the sewer cap.	Technician could not detect any odor coming from KLWTD system. The pit simulated with no problem. Home owner issue.	Yes

Callouts – Prior 12 Months



*September 2017 high callout numbers are due in large part to damages sustained during Hurricane Irma

Islamorada



Average Daily Flow	Monthly Peak Salinity	Days over 4.0 PPT Salinity	Monthly Bill
0.619 Million Gallons per Day	2 Parts per Thousand	0	Flow: \$89,182.35 Salinity: \$0

Commercial Tie-Ins Approved

1. No Commercial Tie-Ins for January 2018

Construction

Current Construction Projects

Project	Contract Amount	Contract Start	Contract Total Paid to Date	Contract Balance Remaining
No Current Projects				

Upcoming Construction Projects

Project	Estimate	Status
Solar Shade Cover for CCCs	\$115,000	The Board approved moving forward with design and bidding for the use of photovoltaic panels to be used to provide shade over the chlorine contact basins at the November 14 th Board meeting. The design and technical specifications for the PV array are being assembled. It is anticipated that the project will be advertised for bids in January 2018.
<u>HEADWORKS BYPASS PIPING PROJECT BID</u>		
This project is a single advertisement with three work components as listed below. The bid package was published on Demandstar in December 2017.		
<u>Part 1</u> Headworks Bypass Piping	\$376,510	Headworks bypass piping design is complete. Valve actuators have been included in the design. Replacement of corroded conduit and repair of concrete and coatings is also included in the project. It is anticipated that the project will go out to bid in December 2017.
<u>Part 2</u> Process Water Pumping System	\$144,550	The plant process water pumping system design was completed. The technical specifications are to be assembled. The project will be bid along with the headworks bypass piping project. It is anticipated that the project will go out to bid in December 2017.
<u>Part 3</u> Bridge to SBR #3	\$44,245	The design of the bridge from the operations building 3 rd floor walkway to the SBR #3 walkway was completed. Technical specifications are to be assembled. It is anticipated that the project will go out to bid in December 2017.

Maintenance

Project	Status
Preventative Maintenance	Worn Disk filter chain replacement on filters 1 and 2, Semi-annual service on 400 HP Aerzen SBR blowers, vibration test and analyses of injection well pumps, Digester thickener wire inspection, cleaning and tightening, painted Plant backup generator exhaust piping and muffler, maintenance on service trucks and performed monthly and weekly inspections, maintenance and corrosion control on plant and field operations equipment and vehicles.
Corrective Maintenance	Diagnosed and repaired Hydorranger level controller on disinfection basin 2, SBR 3 probe module diagnosis and communication repair, repaired sewage pump motor wiring at Vac station JK, repaired exhaust fan at Vac station F.

Customer Service

Tie-Ins

	Number of EDUs	% of EDUs	Number of Parcels	% of Parcels
Improved Parcels Not Connected	231.8	1.5%	101	1.0%
Improved Parcels Connected	14,806.2	98.5%	10,272	99.0%
Total	15,038.0	100%	10,373	100%

Vacant EDUs Not Connected	Vacant Parcels Not Connected
1,646.8	1,704

Customer Service Call-Ins

	Total
Air Terminal Issue	2
Approval to Proceed	7
Back-Up	8
Billing	6
Collections	10
Coordination Letter	1
Damage	2
Demo	2
Equipment Failure	1
Locate	2
MOD Call	2
Odor	2
Temp RV Cxn	1
Tie-In	19
Total	65

Code Enforcement

	Current Month	Current Total
Letter to Proceed	7	0
Grant	0	1
Deferred	0	5
In Contract	3	28
Final Notice	0	0
Door Hanger	0	1
Code Enforcement	0	78

*Code Enforcement files will be taken to the Monroe County Code Enforcement Department the last week of the month.

GSG/CDBG Status

	Applications Approved	In Verification Process	Incomplete Applications	Denied	Withdrawn
Current Status	226	0	0	95	102

Total Grant Applications
423

* Section will not appear in next month's report due to close of grant program and no additional updates.

Budget & Finance

Current Debt Status

SRF Loan – KLNC01P	\$15,419,104.24
SRF Bonded Loan - KLNC 464010	\$8,360,857.25
BB&T 2013 Bond	\$7,316,689.56
BB&T 2014 Bond	\$7,317,799.30
Current Balance of all loans:	\$38,414,450.35

Cash Flow

	Deposits	Withdrawals
Wastewater Billing Deposits	\$700,383.90	
Assessment Revenue Received (Non-Ad Valorem & SDC Prepayments)	\$431,257.53	
Islamorada Revenue	\$89,182.35	
Interest Income	\$3,494.07	
District Expenditures		\$439,601.90
Payroll		\$102,113.77
Total	\$1,224,317.85	\$541,715.67

FKAA Wastewater Revenue Statistics

Date	# of Cust Billed	\$ WW Rev. Received During Month	Date	# of Cust Billed	\$ WW Rev. Received during Month
Sept. 2016	9,447	\$630,688.00	Sept. 2017	9,676	\$726,024.58
Oct. 2016	9,432	\$678,520.55	Oct. 2017	9,817	\$687,892.06
Nov. 2016	9,438	\$677,408.96	Nov. 2017	9,756	\$679,991.13
Dec. 2016	9,421	\$736,478.33	Dec. 2017	9,738	\$690,237.59
Jan. 2017	9,431	708,225.79	Jan. 2018	<i>(FKAA # of customers billed data not available at 2/13/18)</i>	\$700,383.90
Feb. 2017	9,422	\$701,345.66			
Mar. 2017	9,469	\$770,909.62			
Apr. 2017	9,455	\$721,011.82			
May. 2017	9,479	\$707,089.63			
Jun. 2017	9,498	\$757,922.07			
Jul. 2017	9,494	\$715,129.80			
Aug. 2017	9,511	\$710,629.16			

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

Meeting Date:
March 6, 2018

Agenda Item Number: G-2

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Discussion

Department:
Finance

Sponsor:
Peter Rosasco

Subject:
BB&T Debt Service Adjustment

Summary of Discussion:

Mr. Rosasco to inform the Board of an adjustment to the BB&T debt service.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 40,000.00	1. Corporate Tax Rate Change 2. BB&T Rate Adjustment Series 2014 3. BB&T Rate Adjustment, Series 2013
Customer Service: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	Rate Revenue	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____
General Manager

Date: 3-1-18



Prior KLWWTB Debt/Corporate Tax Rate Change

1 message

Traber, Chris <ctraber@ngn-tampa.com>

Thu, Feb 1, 2018 at 1:58 PM

To: "Connie Fazio (connie.fazio@klwtd.com)" <connie.fazio@klwtd.com>

Dear Ms. Fazio,

We assisted the District as bond counsel with certain bonds issued back in 2013/2014 which were privately placed with BB&T Bank. Below is an alert that we are sending to our various bond counsel clients that entered into bank loans which may be affected by the change in corporate tax rate included in the recent tax bill. By way of background, sometimes as part of their loan requirements banks incorporate an automatic inflator to their interest rate (even fixed rate loans) if their marginal yield changes. In looking back at your specific loan documents, they do appear to have an automatic adjustment provision so you should be hearing from the bank soon (if you have not already). Please give us a shout when you hear from the bank so that we can discuss if anything is needed to be done from a documentation/IRS regulation standpoint. If you should have any questions at all about this, I would be

happy to discuss (we don't charge by the hour for these types of things so don't worry about that aspect).

Regards,

Chris Traber

If any of your bank loan/line of credit documents contains an automatic interest rate increase provision relating to a reduction of the marginal corporate tax rate (from 35% to 21% under Tax Reform) and the financial institution does not accordingly adjust the rate or delays in adjusting the rate, it could cause a re-issuance of the debt under current federal tax law. Such a reissuance could also be triggered if the financial institution agrees to a smaller increase in the rate or adjusts the rate in a manner other than as provided in the pertinent provisions of the loan documents. From a tax law standpoint, a reissuance likely will not be a concern except that you would be obligated to timely file a new IRS Form 8038. If that is not filed timely, the indebtedness could be deemed to be taxable by the IRS. The loan documents likely also contain a gross-up provision for the debt becoming taxable so an additional interest rate increase could occur if the debt became taxable. We suggest you contact your financial advisor and review the documents you have for any outstanding bank loans/line of credit. We would be happy to discuss this issue further with you.

Christopher M. Traber, Esq.



2502 Rocky Point Drive, Suite 1060

Tampa, FL 33607

Phone (813) 281-2222

Fax (813) 281-0129

ctraber@ngn-tampa.com

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Governmental Finance

1201 Main Street 7th Floor
Suite 700
Columbia, S.C. 29201
Office: (803) 251-1328

January 31, 2018

VIA Email: connief@klwtd.comKey Largo Wastewater Treatment District
P.O. Box 491
Key Largo, FL 33037

Attention: Connie Fazio

Re: **9909000413-00003; Utility Refunding Revenue Bond, Series 2014**

Ladies and Gentlemen:

Due to the enactment of the recent tax laws that changed the federal corporate tax rate and the resulting decrease in BB&T's yield on the above-referenced indebtedness, an adjustment to the interest rate on your indebtedness is required as described in your loan documents.

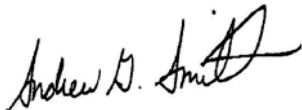
The adjusted interest rate, which is effective as of January 15, 2018, is 3.28% and your new amortization schedule is enclosed.

The adjusted interest rate has been calculated by multiplying your existing interest rate of 2.70% by a fraction, the numerator of which is 100% minus 21% (BB&T's tax rate effective January 1, 2018) and the denominator of which is 100% minus 35% (BB&T's tax rate prior to January 1, 2018).

BB&T appreciates the opportunity to meet your financial needs. If you have any questions, please contact your financial advisor, bond counsel or me directly.

Sincerely,

Branch Banking and Trust Company

Andrew G. Smith
Senior Vice President

Enclosure

cc: _____

Bond Debt Service
 Key Largo Wastewater Treatment District, FL NAICS 221310 Customer Number 9909000413
 Revenue Bond(Utility Refunding Rev Bond, Series 2014 Rate Change Effective 1-15-18)Contract No 00003
 Dated Date 1/15/2018
 Delivery Date 1/15/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
1/15/2018						7,317,799.29	7,317,799.29
4/15/2018	159,991.11	3.280%	60,005.95	219,997.07		7,157,808.18	7,157,808.18
7/15/2018	161,303.04	3.280%	58,694.03	219,997.07		6,996,505.14	6,996,505.14
10/15/2018	162,625.73	3.280%	57,371.34	219,997.07	659,991.20	6,833,879.41	6,833,879.41
1/15/2019	163,959.26	3.280%	56,037.81	219,997.07		6,669,920.15	6,669,920.15
4/15/2019	165,303.72	3.280%	54,693.35	219,997.07		6,504,616.43	6,504,616.43
7/15/2019	166,659.21	3.280%	53,337.85	219,997.07		6,337,957.22	6,337,957.22
10/15/2019	168,025.82	3.280%	51,971.25	219,997.07	879,988.27	6,169,931.40	6,169,931.40
1/15/2020	169,403.63	3.280%	50,593.44	219,997.07		6,000,527.77	6,000,527.77
4/15/2020	170,792.74	3.280%	49,204.33	219,997.07		5,829,735.03	5,829,735.03
7/15/2020	172,193.24	3.280%	47,803.83	219,997.07		5,657,541.79	5,657,541.79
10/15/2020	173,605.23	3.280%	46,391.84	219,997.07	879,988.27	5,483,936.56	5,483,936.56
1/15/2021	175,028.79	3.280%	44,968.28	219,997.07		5,308,907.77	5,308,907.77
4/15/2021	176,464.02	3.280%	43,533.04	219,997.07		5,132,443.75	5,132,443.75
7/15/2021	177,911.03	3.280%	42,086.04	219,997.07		4,954,532.72	4,954,532.72
10/15/2021	179,369.90	3.280%	40,627.17	219,997.07	879,988.27	4,775,162.82	4,775,162.82
1/15/2022	180,840.73	3.280%	39,156.34	219,997.07		4,594,322.09	4,594,322.09
4/15/2022	182,323.63	3.280%	37,673.44	219,997.07		4,411,998.46	4,411,998.46
7/15/2022	183,818.68	3.280%	36,178.39	219,997.07		4,228,179.78	4,228,179.78
10/15/2022	185,325.99	3.280%	34,671.07	219,997.07	879,988.27	4,042,853.79	4,042,853.79
1/15/2023	186,845.67	3.280%	33,151.40	219,997.07		3,856,008.12	3,856,008.12
4/15/2023	188,377.80	3.280%	31,619.27	219,997.07		3,667,630.32	3,667,630.32
7/15/2023	189,922.50	3.280%	30,074.57	219,997.07		3,477,707.82	3,477,707.82
10/15/2023	191,479.86	3.280%	28,517.20	219,997.07	879,988.27	3,286,227.95	3,286,227.95
1/15/2024	193,050.00	3.280%	26,947.07	219,997.07		3,093,177.96	3,093,177.96
4/15/2024	194,633.01	3.280%	25,364.06	219,997.07		2,898,544.95	2,898,544.95
7/15/2024	196,229.00	3.280%	23,768.07	219,997.07		2,702,315.95	2,702,315.95
10/15/2024	197,838.08	3.280%	22,158.99	219,997.07	879,988.27	2,504,477.87	2,504,477.87
1/15/2025	199,460.35	3.280%	20,536.72	219,997.07		2,305,017.52	2,305,017.52
4/15/2025	201,095.92	3.280%	18,901.14	219,997.07		2,103,921.60	2,103,921.60
7/15/2025	202,744.91	3.280%	17,252.16	219,997.07		1,901,176.69	1,901,176.69
10/15/2025	204,407.42	3.280%	15,589.65	219,997.07	879,988.27	1,696,769.27	1,696,769.27
1/15/2026	206,083.56	3.280%	13,913.51	219,997.07		1,490,685.71	1,490,685.71
4/15/2026	207,773.45	3.280%	12,223.62	219,997.07		1,282,912.26	1,282,912.26
7/15/2026	209,477.19	3.280%	10,519.88	219,997.07		1,073,435.07	1,073,435.07
10/15/2026	211,194.90	3.280%	8,802.17	219,997.07	879,988.27	862,240.17	862,240.17
1/15/2027	212,926.70	3.280%	7,070.37	219,997.07		649,313.48	649,313.48
4/15/2027	214,672.70	3.280%	5,324.37	219,997.07		434,640.78	434,640.78
7/15/2027	216,433.01	3.280%	3,564.05	219,997.07		218,207.76	218,207.76
10/15/2027	218,207.76	3.280%	1,789.30	219,997.07	879,988.27		
	7,317,799.29		1,262,086.36	8,579,885.65	8,579,885.65		

Rate changed from 2.70% to 3.28% on 1-15-18

Governmental Finance

1201 Main Street 7th Floor
Suite 700
Columbia, S.C. 29201
Office: (803) 251-1328

January 31, 2018

VIA Email: connief@klwtd.comKey Largo Wastewater Treatment District
P.O. Box 491
Key Largo, FL 33037

Attention: Connie Fazio

Re: 9909000413-00002; Utility Revenue Refunding Bond, Series 2013

Ladies and Gentlemen:

Due to the enactment of the recent tax laws that changed the federal corporate tax rate and the resulting decrease in BB&T's yield on the above-referenced indebtedness, an adjustment to the interest rate on your indebtedness is required as described in your loan documents.

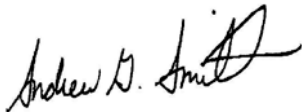
The adjusted interest rate, which is effective as of January 15, 2018, is 3.28% and your new amortization schedule is enclosed.

The adjusted interest rate has been calculated by multiplying your existing interest rate of 2.70% by a fraction, the numerator of which is 100% minus 21% (BB&T's tax rate effective January 1, 2018) and the denominator of which is 100% minus 35% (BB&T's tax rate prior to January 1, 2018).

BB&T appreciates the opportunity to meet your financial needs. If you have any questions, please contact your financial advisor, bond counsel or me directly.

Sincerely,

Branch Banking and Trust Company

Andrew G. Smith
Senior Vice President

Enclosure

cc: _____

Bond Debt Service
 Key Largo Wastewater Treatment District, FL NAICS 221310 Customer Number 9909000413
 Key Largo Wastewater Treatment District, FL Contract No. 00002 Reamortization
 Dated Date 1/15/2018
 Delivery Date 1/15/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
1/15/2018						7,316,989.00	7,316,989.00
4/15/2018	159,973.40	3.280%	59,999.31	219,972.71		7,157,015.60	7,157,015.60
7/15/2018	161,285.18	3.280%	58,687.53	219,972.71		6,995,730.42	6,995,730.42
9/30/2018					439,945.42	6,995,730.42	6,995,730.42
10/15/2018	162,607.72	3.280%	57,364.99	219,972.71		6,833,122.70	6,833,122.70
1/15/2019	163,941.10	3.280%	56,031.61	219,972.71		6,669,181.60	6,669,181.60
4/15/2019	165,285.42	3.280%	54,687.29	219,972.71		6,503,896.18	6,503,896.18
7/15/2019	166,640.76	3.280%	53,331.95	219,972.71		6,337,255.42	6,337,255.42
9/30/2019					879,890.83	6,337,255.42	6,337,255.42
10/15/2019	168,007.21	3.280%	51,965.49	219,972.71		6,169,248.21	6,169,248.21
1/15/2020	169,384.87	3.280%	50,587.84	219,972.71		5,999,863.34	5,999,863.34
4/15/2020	170,773.83	3.280%	49,198.88	219,972.71		5,829,089.51	5,829,089.51
7/15/2020	172,174.17	3.280%	47,798.53	219,972.71		5,656,915.33	5,656,915.33
9/30/2020					879,890.83	5,656,915.33	5,656,915.33
10/15/2020	173,586.00	3.280%	46,386.71	219,972.71		5,483,329.33	5,483,329.33
1/15/2021	175,009.41	3.280%	44,963.30	219,972.71		5,308,319.92	5,308,319.92
4/15/2021	176,444.48	3.280%	43,528.22	219,972.71		5,131,875.44	5,131,875.44
7/15/2021	177,891.33	3.280%	42,081.38	219,972.71		4,953,984.11	4,953,984.11
9/30/2021					879,890.83	4,953,984.11	4,953,984.11
10/15/2021	179,350.04	3.280%	40,622.67	219,972.71		4,774,634.07	4,774,634.07
1/15/2022	180,820.71	3.280%	39,152.00	219,972.71		4,593,813.36	4,593,813.36
4/15/2022	182,303.44	3.280%	37,669.27	219,972.71		4,411,509.93	4,411,509.93
7/15/2022	183,798.33	3.280%	36,174.38	219,972.71		4,227,711.60	4,227,711.60
9/30/2022					879,890.83	4,227,711.60	4,227,711.60
10/15/2022	185,305.47	3.280%	34,667.24	219,972.71		4,042,406.13	4,042,406.13
1/15/2023	186,824.98	3.280%	33,147.73	219,972.71		3,855,581.15	3,855,581.15
4/15/2023	188,356.94	3.280%	31,615.77	219,972.71		3,667,224.21	3,667,224.21
7/15/2023	189,901.47	3.280%	30,071.24	219,972.71		3,477,322.74	3,477,322.74
9/30/2023					879,890.83	3,477,322.74	3,477,322.74
10/15/2023	191,458.66	3.280%	28,514.05	219,972.71		3,285,864.07	3,285,864.07
1/15/2024	193,028.62	3.280%	26,944.09	219,972.71		3,092,835.45	3,092,835.45
4/15/2024	194,611.46	3.280%	25,361.25	219,972.71		2,898,224.00	2,898,224.00
7/15/2024	196,207.27	3.280%	23,765.44	219,972.71		2,702,016.72	2,702,016.72
9/30/2024					879,890.83	2,702,016.72	2,702,016.72
10/15/2024	197,816.17	3.280%	22,156.54	219,972.71		2,504,200.55	2,504,200.55
1/15/2025	199,438.26	3.280%	20,534.44	219,972.71		2,304,762.29	2,304,762.29
4/15/2025	201,073.66	3.280%	18,899.05	219,972.71		2,103,688.63	2,103,688.63
7/15/2025	202,722.46	3.280%	17,250.25	219,972.71		1,900,966.17	1,900,966.17
9/30/2025					879,890.83	1,900,966.17	1,900,966.17
10/15/2025	204,384.79	3.280%	15,587.92	219,972.71		1,696,581.39	1,696,581.39
1/15/2026	206,060.74	3.280%	13,911.97	219,972.71		1,490,520.65	1,490,520.65
4/15/2026	207,750.44	3.280%	12,222.27	219,972.71		1,282,770.21	1,282,770.21
7/15/2026	209,453.99	3.280%	10,518.72	219,972.71		1,073,316.21	1,073,316.21
9/30/2026					879,890.83	1,073,316.21	1,073,316.21
10/15/2026	211,171.52	3.280%	8,801.19	219,972.71		862,144.70	862,144.70

1/15/2027	212,903.12	3.280%	7,069.59	219,972.71	649,241.58	649,241.58
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Bond Debt Service

Key Largo Wastewater Treatment District, FL NAICS 221310 Customer Number 9909000413

Key Largo Wastewater Treatment District, FL Contract No. 00002 Reamortization

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
4/15/2027	214,648.93	3.280%	5,323.78	219,972.71		434,592.65	434,592.65
7/15/2027	216,409.05	3.280%	3,563.66	219,972.71		218,183.60	218,183.60
9/30/2027					879,890.83	218,183.60	218,183.60
10/15/2027	218,183.60	3.280%	1,789.11	219,972.71			
9/30/2028					219,972.71		
	7,316,989.00		1,261,946.61	8,578,935.61	8,578,935.61		

Rate changed from 2.70% to 3.28% on 01/15/2018

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

Meeting Date:
March 6, 2018

Agenda Item Number: G-3

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Discussion

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
District Clerk Applicants

Summary of Discussion:

Mr. Rosasco to present the matrix and resumes of applicants for the District Clerk position.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Customer Service: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

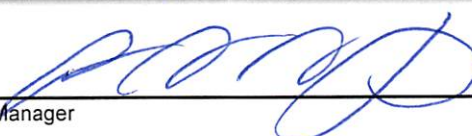
\$

Funding Source:

Budgeted:
N/A

1. Matrix of applicants
2. Resumes - Applicants with Clerk/records/Gov. experience
3. Resumes - Applicants with Administrative experience

Approved By: _____
General Manager



Date: 3-1-18

Matrix of District Clerk applicants

Criteria

- 1 - Experience in local municipal government administration and/or records management
- 2 - Knowledge of Florida's public records requirements and working knowledge of record retention laws
- 3 - HS Diploma or equivalent
- 4 - Other experience

*The number system is not a ranking system. This cross-references the resumes, which are in alphabetical order.

*	Name	Criteria 1	Criteria 2	Criteria 3	Criteria 4
1	Alba, Linsey	No	Unknown	Unknown	Office Administration/Marketing
2	Albury, Jennifer	No	Unknown	Some college	Office Administration/Legal
3	Christison, Donna	No	Unknown	Paralegal	Office Administration/Customer Service
4	Cornelius, Cynthia	No	Unknown	HS Diploma	Office Administration/Customer Service
5	Dodson, Kari	No	Unknown	Bachelors Degree	Office Administration/Customer Service
6	Ferrer, Magdeline	No	Unknown	Paralegal	Office Administration/Legal
7	Finger, Kim	No	Unknown	Associates Degree	Office Administration/Medical
8	Hampton, Ron	Administration only	Unknown	Bachelors Degree	Marketing/Legal
9	Hill, Anne	Both	Unknown	Bachelors Degree	Customer Service/Accounting
10	Howard, Ashlee	No	Unknown	Journalism	Office Administration/Customer Service
11	Meiner, Loren	Both	Unknown	HS Diploma	Office Administration/Banking
12	Navamuel, Yolanda	No	Unknown	Bachelors Degree	Office Administration/Banking
13	Ormazabal, Estefani	No	Unknown	Bachelors Degree	Office Administration/Legal
14	Parker, Eric	Administration only	Unknown	HS Diploma	Office Administration/Customer Service
15	Prince, Kimberly	Both	Unknown	Masters Degree	Office Administration/HR
16	Pruden, Ashley	No	Unknown	Bachelors Degree	Security/Accounting
17	Rodriguez, Odalys	Records Management only	Unknown	Associates Degree	Office Administration/Legal
18	Serrano, Lucy	No	Unknown	Some college	Office Administration/Legal
19	Vega, Orfelinda	No	Unknown	Associates Degree	Office Administration/Medical
20	Wernowsky, Heather	Administration only	Unknown	Bachelors Degree	Office Administration/Customer Service
21	White, Ingrid	Both	Yes	Associates Degree	Office Administration/Banking

NOTES: There are 13 Monroe County applicants; 7 Miami-Dade applicants; and, 1 Broward County applicant

= these applicants have completed a District application
(HR has followed up with the remaining applicants to see if still interested in position)

Resumes

Applicants with Clerk/Records/ Government Experience

Communications; Marketing Management; Public, Corporate and Governmental Relations; & Cross Cultural/Diversity Educational Awareness Training Professional

Accomplished and result-driven professional with over fifteen years industry experience who is motivated by standards of excellence to overachieve expectations and exceed all goals while improving organizational productivity through the execution of strategies that foster and facilitate lasting and positive results. Recognized for the ability to lead the personal development of diverse individuals and being an effective visionary leader with a keen understanding and expertise in building and maintaining long-term relationships with clients by establishing a high-level of confidence and trust.

Core Skills include:

MARKETING PROGRAM DEVELOPMENT • MARKETING RESEARCH MANAGEMENT • PROJECT & EVENT DEVELOPMENT & MANAGEMENT • TEAM BUILDING/LEADERSHIP TRAINING, DEVELOPMENT, AND RETENTION • GRANT WRITING • LEGAL DOCUMENT REVIEW • INTERNATIONAL BUSINESS BACKGROUND

PROFESSIONAL EXPERIENCE

MEDSONIC, LLC; 2017 - PRESENT

Training/Development Manager

- *Identified* and *assessed* current and future training needs.
- *Instituted* an overall or individualized training and development program.

ABRAMOWITZ TAX AND LIEN SERVICE; 2016

Legal Researcher

- *Examined* chain of title for real estate transactions to determine its status through unrecorded and recorded legal research methods.
- *Reviewed* title search reports, entitlements and documentation in a timely manner; while providing solutions for inaccurate, incomplete, or missing information on title documentation.

SWIRL MANAGEMENT & CONSULTING; 2001 - PRESENT

Governmental/Corporate Consultant

- Assist clients through the processes of developing and implementing marketing strategies, marketing research, cross-cultural and diversity educational training, event planning/management, promotional campaigns, public relations, fundraising, legal document review, as well as grant writing consulting and administration. Key clients and events included:
 - **United States Air Force's "Around the World in 90 Days"**
 - **Ford Motor Company's "National Ride & Drive"**
 - *Created and launched* national marketing promotional campaigns aimed at increasing their collegiate visibility.
 - **National Basketball Association's (NBA) 3-on-3 Basketball Tournaments**
 - **Arbetsformedlingen (Sweden's Governmental Employment Agency)**
 - **Casino Cosmopol (Gothenburg, Sweden)**
 - **The Equality Foundation (London, England)**
 - *Cultivated* relationships with Domestic and International IGO's & NGO's

MICHIGAN CIVIL RIGHTS FOR YOUTH FOUNDATION; 1999 – 2001

Interim Executive Director

- Responsible for overseeing the administration, programs and strategic plan of the organization. Key responsibilities included:
 - Fundraising, marketing, and community outreach.

STATE REPRESENTATIVE MARY LOU PARKS; Detroit, MI & Lansing, MI; 1996 - 1999**Chief-of-Staff**

- Assisted the Representative in the management of her legislative office operations; and worked with various governmental and non-governmental agencies, in lieu of the Representative. Key responsibilities included:
 - **Addressing constituent concerns**, community affairs and managing media correspondence.
 - **Screening complaints** to determine if they fell within the representative's purview.
 - **Representative's liaison** in public policy and community informational meetings.

MICHIGAN HOUSE OF REPRESENTATIVES; Lansing, MI; 1995 - 1996**Communications Analyst**

- Performed objective legislative research and analysis, and provided procedural support for House members, and any related committees or workgroups. Key responsibilities included:
 - **Researching** public policy *initiatives* for legislative consideration.
 - **Conducting** public policy *interviews* and analysis to ensure legislative and legal oversight.
 - **Coordinating events**, such as fundraisers and other community related programs.

EDUCATION

- **St. Thomas University School of Law, Juris Doctorate (J.D.) Candidate**
- **Kaplan University, B.S. – Legal Studies**
- **Michigan State University – Political Science/International Relations**
 - Former Chairperson, Associated Students of Michigan State University (ASMSU)
 - Former Board Member, State News Board of Directors
 - Former Student Member, Michigan State University Board of Trustees

PROFESSIONAL AFFILIATIONS

- **Member**
 - American/Swedish Chamber of Commerce
 - American/Danish Chamber of Commerce
 - Miami Examiner
 - Political and Cultural Affairs Freelance Writer
 - Michigan Chronicle
 - Former Editorial Freelance Writer
- **Former Member**
 - The Children's Center of Detroit, MI – Community Advisory Committee

A high performing Office Manager with extensive experience managing all areas of a small business. Outstanding ability to prioritize multiple deadlines, develop professional relationships, provide excellent customer service and motivate a high performing team.

Authorized to work in the US for any employer

WORK EXPERIENCE

A/R Accounting Clerk/Cashier and U.S. Passport Agent

Finance Department, City - Golden, CO -

2014-12 - 2017-11

Duties included receipting of utility bill payments, EFT payments, temporary sales tax licenses, special event permits, liquor licenses, NSF check processing, cashier for police department and downloading and balancing of sales receipts from Fossil Trace Golf Course, Public Works and the Golden Community Center into finance software. Responded to telephone and in-person inquiries from the public, processed mail for all city departments, routed invoices to departments, monthly reconciliation of postage report, monitored inventory and purchased office supplies and operation of switchboard. Back-up A/P Technician and A/P Clerk. Reviewed, processed and submitted passport applications for the U.S. Department of State.

Municipal Court Clerk

Duties included receipt of money paid on fines, daily cash drawer balance, received and disbursed bond money per court orders, issued warrants, maintained court records, data entry and file preparation, processed web payments and plea bargains, tracked past due citations and mailed late notices and processed record requests.

Assisted the City Prosecutor, Judge, Court Administrator and communicated with defense attorneys.

A/P Accounting Technician

Responsible for accounts payable process including invoice review and check processing, purchase orders and

P-card administration including statement review and reconciliation. Also assisted with payroll processing including time sheet review, updates to confidential personnel records (rates of pay, payroll deductions, withholding taxes, etc.), payroll tax payments and direct deposits.

Fossil Trace Golf Course Pro Shop Assistant (part-time/seasonal)

City of Golden - Golden, CO -

2014-03 - 2014-11

Golden, CO

Fossil Trace Golf Course Pro Shop Assistant (part-time/seasonal)

Responsible for guest relations, retail sales, merchandising, tee time reservations, cash register balance,

monitoring pace of play and teaching summer golf instruction camps for children ages 6 to 13 years.

General Manager and Co-Owner

Leisure Time Recreation - Stow, OH -

1989-01 - 2013-06

Responsible for all operations, marketing, and management of a public golf course and private swim club with 1,500+ members, as well as a 32 room motel on-site. Full charge bookkeeper in charge of daily cash drawer balances, bank deposits, accounts payable and receivable, monthly reconciliation of bank statements and financial statements and meetings with CPA. Hired, trained and supervised a staff of 30+, scheduled employees to insure adequate coverage of all regular shifts and special events, developed training procedures, employee manuals and guidelines, handled employee disciplinary issues and terminations, on-boarded all new hires and managed all payroll functions. Consistently provided excellent customer service and trained all employees to do the same. Handled all business marketing including print advertising, coupons, promotions, pricing, website content, Facebook account and the content and design of six print newsletters per year. Represented the company at various functions including Chamber of Commerce and meetings with the Mayor, City Council, City Engineer and other officials.

EDUCATION

Bachelor of Science in Procurement and Materials Management

Bowling Green State University - Bowling Green, OH

SKILLS

CASH, RETAIL SALES, CUSTOMER SERVICE, MARKETING, RECEPTIONIST

CERTIFICATIONS/LICENSES

U.S. Passport Agent

2017-04 - 2018-04

Colorado Bureau of Investigations

2015-09 - 2017-09

GROUPS

Colorado Association of Municipal Court Administrators

2015-02 - 2017-09

Professional and educational organization

Stow-Munroe Falls Chamber of Commerce, Stow, OH

1989-01 - 2004-12

Orchestra Parents Association

2007-09 - 2013-05

Board member and Vice President

Parent Teacher Association

2002-08 - 2008-05

Chairperson (2 years)

Therapy Dogs International

2012 - 2014

Volunteer dog handler at nursing home

ADDITIONAL INFORMATION

AREAS OF EXPERTISE

- AP/AR
- Marketing and Sales
- Customer Service
- Cashiering
- Cash Management
- Communications

WORK EXPERIENCE

Court Clerk/City Secretary

City of Meadowlakes - Meadowlakes, TX -

2014-10 - 2017-06

Assist the City officials, assist the judge and police inforcement, Answering phone calls, accept and process customer payments, file and maintain customer folders and records, daily use of QuickBooks and Microsoft office. Assist the Building Committee members. Maintain City agendas and minutes.

Teller/Proof Operator

Lone Star Capital Bank - Marble Falls, TX -

2005-08 - 2014-10

Ensuring the highest level of customer service

- ~ Bookkeeping and accounting
- ~ Daily proof operator and teller
- ~ Responsible for very large sums of money
- ~ Back up for loan processor

Receptionist/Clerk

Bayside Spa and Fitness Center - Horseshoe Bay, TX -

2002-10 - 2005-08

Responsible for scheduling and confirming appointments with clients

- ~ Bookkeeping and accounting
- ~ Order supplies
- ~ Ensure highest level of customer service
- ~ Customer service in clothing retail and beauty products

EDUCATION

Marble Falls High school

2004

CERTIFICATIONS/LICENSES

Texas Notary Public

Texas Municipal Courts Education

Present

ADDITIONAL INFORMATION

SKILLS and QUALIFICATIONS

I have substantial experience in customer service. I am accustomed to working in fast paced environments with the ability to think quickly and successfully while handling a difficult situation. I have excellent interpersonal skills, ability to work well with others, a strong team player, organized, efficient, and great with problem solving. I am computer literate and familiar with Microsoft Office and Quickbooks

SKILLS SUMMARY

Extensive experience in Customer Service both in the private sector and on County level. Skills range from experienced data entry, management, book keeping, notarization and inventory management. Highly adaptable and quick to learn.

EMPLOYMENT

Monroe County **2012-current**
Key Largo, Florida

Held 4 position within the County which include:

- Facility and Park Maintenance
- Supervisor of Parks and Beaches
- Roads and Bridge Maintenance
- Building Department CSR level 1 and 2

References: **William Brookman**, Director of Health Department Key Largo, personally known for over 12 years. 305-619-0576.

If additional references or letters of recommendation are required they can be provided promptly upon request.
rererequest.

- Input accounts payable into QuickBooks
- Coordinate programs, special events, meetings and/or conferences
- Responsible for handling building facility maintenance issues along with new equipment purchases
- Prepare and audit expense reports and audit credit card bills for senior management
- Maintain corporate apartments

2004-2006

Broadspire Inc.

Plantation, FL

FMLA Leave Administrator

- Manage claims based on Federal and State guidelines for the Family and Medical Leave act
- Assist claimants with understanding on how the Family and Medical Leave Act is managed
- Review medical information in order to make a determination on a FMLA or State leave claim
- Review information from Short Term Disability claims in order to make a determination on FMLA or State leave claims
- Calculate hours remaining of FMLA entitlement based on previous and/or current FMLA claims
- Serve as a liaison between claimants and their employers regarding the status of their claims

2002-2004

Intellimark-Technisource

Fort Lauderdale, FL

Office Manager

- Respond to employee inquiries regarding benefits, COBRA and FMLA
- Assist management with performance appraisals
- Prepare employee separation, conduct exit interviews and ensure all other termination procedures are handled
- Responsible for assisting with the maintenance of direct managers calendars and appointment settings
- Responsible for handling building facility maintenance issues along with new equipment purchases
- Prepare and compile spreadsheets regarding gross margin percentage and
- Review monthly profit and loss spreadsheets
- Prepare and audit expense reports and audit credit card bills for senior management
- Ensure invoices related to branch are accurate and paid according to company policy
- Plan and conduct new employee orientation
- Configure computers for new employees giving access to appropriate programs and files
- Schedule travel arrangements for General Manager as well as all employees within the branch

Education

2007-2009

University of Phoenix

Plantation, FL

- Masters Business Administration
 - Human Resources
 - Global Management
- Bachelors Criminal Justice Administration

References

References are available on request.

PROFFESIONAL SUMMARY: Seeking an Administrative Assistant, Secretary or Legal Assistant position in a dynamic and stable company, which enables me to utilize my management, communication, organizational, computer and office procedures skills.

AREAS OF EXPERTIES: Success in Management, Administrative and Legal Assistant. Excellent interpersonal relationship skills, calm under pressure, and meet deadlines. Can lead and motivate by professional example, extremely organized, detail, multi-task, and very reliable. Proficient in Microsoft Word, Outlook, PowerPoint, Excel, Internet Explorer, type 55 wpm, bilingual – English/Spanish and absolute personal integrity.

WORK EXPERIENCE

Nicole J. Huesmann, P.A., Coral Gables, FL
Legal Assistant

March 2014 to Present

- Handle incoming calls, make calls and follow up,
- Review, respond and forward emails,
- Order and obtain information or documents,
- Prepare letters and form documents for Real Estate, Corporations, Probate of Guardianship, Conservatorship, and Estates; Estate Planning,
- Filing Petitions and Orders through the court; E-filing and E-courtesy for Miami-Dade County and Broward County; follow up,
- Prepare invoices, enter data and expenses,
- Update and coordinate calendar,
- Internet Explorer research documents; download forms, and preparation of forms,
- Copying, scanning, filing, shredding of documents or information,
- Fed-Ex, mailing correspondence, and faxing, and
- General support of staff and any assigned duties by the Corporation.

Daily Business Review (Personal One), Miami, FL
Administrative Assistant

Temp Position
August 2013-January 2014

- Assistant to Composing Department for Miami, Broward and Palm Beach County,
- Assistant to Pagination Department for all three counties,
- Daily reports, run reports, quality assurance and corrections,
- Proofreader of posting ads,
- Typesetter of posting ads,
- Quality Assurance corrections, and
- Filing.

Grease King, LLC, Homestead, FL
Office Administrative

November 2007 - April 2011

- Handle all incoming calls, make calls and follow up,
- Typed all correspondence, letters, proposals, job work order forms and expense reports,

- Plan and arranged itinerary; scheduled appointments for meetings, quoting and cleaning services,
- Set up filing system and updated them,
- Prepared Accounts payable and Receivable,
- Ordered all office supplies, and
- Bank Deposits.

Seaview Research, Miami, FL
Records Manager/Supervisor

November 2002 - July 2007

- Managed and Supervised the Records Department, and Archive Room,
- Rearranged and organized the records room and archive room; created filing system method for all protocol studies from 2002 – 2007,
- Trained and supervised six file clerks, and worked together with them as a team player,
- Typed Screening Enrollment Log Report, and Final Adverse Event Report for all protocol studies from 2002-2004,
- Reviewed all filing sources for Monitor's Visit for studies from 2002-2004, over 31 studies yearly,
- Typed and updated Itinerary Schedule of Dates and Studies Distributions List for the Director of Research for all protocol studies from 2002-2007; typed and updated Monthly Monitor's Visit Calendars and Quality Assurance Lab Calendars; typed all necessary correspondence for the Study Nurse Coordinators to be sent to the Pharmaceutical Companies, and
- Quality Assurance for all medical labs for all protocol studies from 2003-2007; followed up with Quest Diagnostics Inc., and Mercy Hospital for lab corrections and trained staff for the Data Department.

Bander & Associates, P.A.
Miami, FL - Legal Assistant (Three Attorneys)

August 1999 – April 2002

- Assisted all their clients by telephone and in person, received high volume of incoming calls,
- Plan and arranged itinerary client's appointments, meetings, immigration seminars, events and traveling,
- Set up appointments for clients with the Consulate of Nuevo Laredo and with Tour Guide; gathered all client's documents and collected fees for their consulate appointments,
- Typed all correspondence letters, summons, memos immigration forms, reports and faxes,
- Typed data entry all correspondence from immigration office and all telephone conversation,
- Research on clients past FBI, County Courts and County Police Station,
- Collections; ran statements and called clients to collect their monthly payments,
- Mailed and copy all documents; send documents by courier to be filed at the INS Court and US District Court,
- Closed files and arranged the entire file room, and
- Released receptionist once every week.

EDUCATION

Associates Degree in Science – Business Administration-2013, Fortis College, Miami, FL

Diploma – Legal Secretary -1989, Jones College, Miami, FL

WORK EXPERIENCE

Housekeeping Supervisor

Hawks Cay Resort - Duck Key, FL -

2017-05 - Present

I open daily assigning crew tasks for the day. I inspect rooms, turn rooms on SMS, answer calls, handle radio traffic, assist manager or director with needs, review schedule, track inventory, and speak with guests.

Manager

D&D Appliances - Bowling Green, MO -

2016-01 - 2017-02

Look up appliance parts, customer service, pick, pack, put away, and ship parts.

Receiving Associate

Allparts - Louisiana, MO -

2010-11 - 2015-10

Unloaded trucks, put away inventory, paper work, pull parts, wrap skids

Administrative Assistant/Collector

City of Louisiana - Louisiana, MO -

2004-06 - 2010-08

Assisted the City Administrator, collected city taxes, customer water payments, part time in the DMV office, minutes for meetings, part time when needed for payroll, part time police clerk

EDUCATION

BSN with minor in Psychology

John Wood Community College - Quincy, IL

2012-10 - 2017-05

Diploma in General

Pleasant Hill High - Pleasant Hill, IL

1995-08 - 1999-06

SKILLS

All office equipment, scanners, mailing systems, scales, forklift, lift truck, wave

CERTIFICATIONS/LICENSES

CPR/AED

2014-02 - 2016-02

Expired but retook for nursing school and new exoneration is June 2017

CPR & First Aid

2015-06 - 2017-06

Advanced Open Water Scuba

Present

Professional Summary

Passionate, polished and experienced professional administrative assistant. Organized, trustworthy and driven. Consistently maintains a positive and energetic attitude in fast-paced, complex environments.

Experience

State of Florida, Florida Department of Health, Key Largo, FL.

Administrative Assistant to the Director of Community Health July 2015- Present

- Vast experience with local municipal government administration, record management and record retention laws.
- Responsible for reviewing and processing all permit applications for the Environmental Health Department.
- Responsible for billing, processing, balancing daily transactions and making deposits.
- With a Certification in Florida's GOTravel Program, responsible for training and making travel arrangements for staff.
- Coordinator of weekly conference calls for the Monroe County Community Health Director.
- Team building coordinator for Florida Dept. of Health Wellness Committee.
- Office Management duties include supply procurement and distribution to offices within the EH Department.

TD Bank N.A. , Pocasset, MA and Plymouth MA.

Assistant Branch Manager September 2004-April 2014

- Prepared and distributed time-sensitive legal documents for loan closings.
- Provide support to bank manager and staff.
- Responsible for overseeing the daily functions of bank branch
- Coordinate monthly staff meetings and determine weekly work schedules.
- Support and assist employees with reaching goals and sales for branch

Education

Boston University, Boston MA.

Paralegal Certification November 2009

Mitchell College, New London, CT

Associates Degree September 1981-May 1983

Skills & Abilities

- Honest, trustworthy, respectful, confidential
- Ability to multi-task in fast paced, high volume environments
- Self-directed, enthusiastic, professional demeanor
- Computer: Explorer, Word, Outlook, Microsoft Excel, PowerPoint

References

Will be furnished upon request

Resumes

Applicants with Administrative Experience

Matrix - Resume #1

Linsey Alba

<p>Objective</p>	<p>I'm a Detail oriented Senior Manager with over 10 years of management experience looking to use my knowledge of office administrative duties, good analytical skills and experience in a office in roll of Deputy Clerk for a reputed organization.</p>
<p>Experience</p>	<p>April 2016- Present (Islamorada, FL) Whale Harbor Group- Director Of Catering And Group Sales</p> <ul style="list-style-type: none"> • Call all leads, and book appointments majority for Weddings, Quinces • Send monthly email blast to 20,000 contacts on special promotions • Work wedding shows and promote company, and collect leads • Manage and coordinate all events, oversee daily production in office. • Recommend any vendor services (sell vendor packages) • Conduct a final detail meeting to insure everything is in order for event, and we satisfy all client's needs. • Maintain communication with client after events to insure we receive referrals • Directed and stayed for beginning of every event. • Schedule employees • Timeline management • Collect payments • Expense Report
	<p>August 2014- April 2016 (Upper Keys) Real Estate Agent- Coldwell Banker Schmitt</p> <ul style="list-style-type: none"> • Sold and Listed properties • Calling Property Owners/ did permit searches, CMA's • Top Sales Agent May 2016 • Top Sales Agent June 2016

	<p>May 2010-August 2014 (Sunny Isles Beach, FL) Newport Beachside Resort- Marketing Manager/ Concierge</p> <ul style="list-style-type: none"> • Input data in the system to keep the resort organized • Collected payments for tours and excursions • Manages/ trains/ recruits employees • Manages/ staffs booths for local shows -Sent me to Jamaica from May 2013- December 2013 • Did the start up of 2 resorts marketing departments: Grand Lido in Negril, and Royalton White Sands • Hired and trained the in house team • Conducted varies trainings • Oversee daily production • Motivated team to hit goal, weekly meetings • Scheduling and Timekeeping of Employees
	<p>October 2008-May 2010 (Aventura, FL) Inglot Cosmetics- Store Manager</p> <ul style="list-style-type: none"> • Manages/ trained 8 employees • UPS orders, Fed Ex, DHL, UPS, USPS • Reporting directly to Mr. Inglot • Leading the day/ conference calls/ Recruiting new employees/ coach out if necessary/ Planning and executing events • Managing stock orders/ inventory/expenses • Doing schedules & Payroll & banking <p>Weekly To Do Lists/ weekly meetings with team to go over goals (motivate) and honor top performers</p>
	<p>May 2005- October 2008- Carlsbad- Temecula CA Benefit Cosmetics- Business Manager</p> <ul style="list-style-type: none"> • Planned and executed a \$16,800 grand opening brow bar event. (largest one in the United States) • Raised sales 46% to LY numbers. Number 2 store out of 180 in the United States for biggest increase. • Added on 6 positions, and a brow bar, then a mini brow bar (first one in the U.S.) because of sales • Trained the whole cosmetic department on the products and company in Macy's and also sephora stores. • Daily touch base with Counter Manger, Assistant Counter Manager, and Lead Aesthetician to review day, and set goals.

Jennifer Albury

Profile

Reliable, highly motivated and dedicated team worker with over 20 years experience in the legal field serving high profile clients. Now seeking to contribute my experience and skills to the team at the Key Largo Wastewater Treatment District.

Experience

Legal Administrative Assistant - Gunster, Yoakley & Stewart, P.A.

Ocean Reef, Florida – 2012–Present

Currently assist litigation attorney in Business, Private Wealth Services and Real Estate matters in a small office within a large Florida only law firm. Keep calendar of deadlines, appointments, hearings, meetings and scheduling of same. Answer phones and directly communicate with prospective and current clients. Draft correspondence, pleadings and various legal documents; e-file same.

Legal Administrative Assistant - Timothy Nicholas Thomes, P.A.

Key Largo, Florida – 2000-2012

Assisted sole practitioner litigation attorney in Civil, Criminal, Family, Probate and Real Estate matters. Directly involved and responsible for every aspect of every matter from beginning to resolution. Kept calendar of deadlines, appointments, hearings, meetings and scheduling of same. Answered phones and directly communicated with prospective and current clients. Drafted correspondence, pleadings and various legal documents and filed same with the Clerk of Court. Acted as Office Manager to make sure all aspects of the office were maintained (office supplies, scheduling of maintenance of electronic equipment and computer maintenance).

Accountant Assistant - Sandal Factory Outlet

Key Largo, Florida – 1997-2000

Assisted CFO with invoicing, payroll, inventory control and payment of merchandise.

Education

University of Florida, Gainesville, Florida – 1990-1992

Palmer High School, Miami, Florida

Skills

Independent worker, exceptional organizational and administrative skills, vast experience with direct communication with high profile clients, extensive computer experience.

References

Available upon request.

Matrix - Resume #3

Donna Christison

Dedicated, stable, proactive, motivated and meticulous Operational and Administrative Assistance and Business Professional with 20+ years of hands-on experience excelling at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Flexible, dynamic, analytical, versatile and focused multi-tasker and tenacious and hardworking active listener with ability to mitigate situations with clients and execute effective customer relationship management, document control, strategic planning, time management, reporting, and project management. Dependable, creative, competent and organized self-starter and multi-tasking team player with ability to type 55 words per minute seeking to leverage background into an operational/administrative role for a progressive organization. Key contributions include:

- Exceeded individual and team annual and crossover goals for 3 consecutive years.
- Increased customer base 33% within 11 months due to superior business generation execution.
- Gained departmental staff trust and process buy-in to execute efficiently.
- Ensured customer satisfaction and retention by timely offering proactive resolution ideas while driving actionable responses to inquiries, concerns, or challenges to routine or irate clients.
- Monitored office performance and task completion, and expense control to ensure optimal productivity.
- Communicated and managed customer relationships to ensure timely completion of all work performed, invoicing, follow-ups, and customer concern and complaint resolution.
- Collaborated with client executives to execute travel arrangements, plan meetings, communicate project cost/schedule management, status reporting, program governance and cross-functional solutions coordination to advance shared organizational goals.
- Spearheaded multiple concurrent administrative and office projects throughout the entire life cycle including scoping, requirements gathering, client relations, leadership, conflict resolution, budgeting and updates to ensure on-time, within-budget completion.
- Supervised employees, delegated tasks, scheduled manpower, and monitored performance, ensuring productivity.
- Trained new staff members on best practices, operational protocol, and tactics to maximize performance.
- Interfaced with customers via telephone or in-person to provide effective customer service.
- Eliminated workflow downtime by investigating and resolving reported complaints and errors.
- Conducted minor troubleshooting with customers to resolve technical or operational difficulties.
- Tabulated and tracked weekly productivity to produce leadership team reports for corrective action planning or continuous improvement.
- Strengthened traceability by developing organizational filing systems for confidential records, schedules and reports to enhance data/information sharing and retrieval.
- Aided employees with customer service issues, composing correspondence, and bookkeeping for the office.
- Gained extensive office management and operations oversight experience with 20+ years in progressive administrative and management roles.
- Refined interpersonal skills gained from working with executive teams, diverse colleagues, and high-end clientele including stakeholders, board members and C-level executives.
- Recognized for sustaining a history of orchestrating and executing successful management/administrative support processes and procedures designed to increase the efficiency of business operations, heighten team member productivity and moral, and ensure customer retention.

Willing to relocate to: New Jersey

Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Manager

Hilton Key Largo Resort/Davidson Hotels Inc. - Key Largo, FL -

2014-02 - Present

Core Competencies:

Executive Assistance | Information Gathering | Client Relationship Management | Stakeholder Collaboration | Sales | Calendaring | Cross-Functional Communications | Scheduling | Conflict Resolution | Confidential Document Control | RFPs | Data Entry | Research & Analysis | Reporting | Business Operations | Office Management | Detailed Organization | Presentations | Complex Schedule Management | Interpersonal Communications | Advertising Campaign Scheduling | Contract Negotiations | Quality Assurance & Site Inspections | Budgeting | Event Planning | Trade Show Networking | Training & Development | MS Office Suite | Delphi Sales System | Hilton ONQ

Sales Coordinator/Administrative Assistant

Hilton/Key Largo Resort - Key Largo, FL -

2010-05 - 2014-02

Office Manager/Administrative Assistant/Owner

A-1 Cab Company - Marathon, FL -

2007-03 - 2010-01

Deputy Clerk of Court

Monroe County Florida - Marathon, FL -

1997-07 - 2007-03

EDUCATION

Paralegal

Florida Metropolitan University - Pompano Beach, FL

SKILLS

Microsoft Office Suite | Hilton ONQ PMS | Delphi Sales System | All Office Equipment

AWARDS

Team Member of the Month

2012-05

Team Member of Month

2012-10

CERTIFICATIONS/LICENSES

Delphi DMPE Certification

Hilton ONQ Certification

Hard working and enthusiastic manager with 10 years of office and catering experience. Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

WORK EXPERIENCE

Treasurer

South Dade Expressions Dance Company - Homestead, FL -

2016-08 - Present

Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.

Receive cash and checks and make deposits.

Prepare and file annual tax returns or prepare financial information so that outside accountants can complete tax returns.

Coordinate with other members of the board on upcoming events and fundraisers.

Collecting dues and income from fundraisers and events.

Catering Manager/ Office Manager

Joanna's Marketplace - South Miami, FL -

2007-08 - Present

Overseeing the smooth and efficient running of all aspects of the office.

Coordinate conferences, meetings, or special events, such as luncheons, weddings, and birthday parties.

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Operate office equipment, such as fax machines, scanners, copiers, and phone systems and arrange for repairs when equipment malfunctions.

Maintain scheduling and event calendars.

Updating menus and website with our graphic design company.

Make copies of correspondence or other printed material.

Send emails of upcoming events.

Schedule staff hours and assign duties.

Collecting payment for catering events.

Schedule rentals and outside staff for special events.

EDUCATION

High School Diploma

Colonial Christian School - Homestead, FL

2002-06

ADDITIONAL INFORMATION

Skills

Customer and Personal Service Time Management

Judgment and Decision Making Sales and Marketing

QuickBooks MS Office

Creative Organized

Problem solving

Matrix - Resume #5

Kari Dodson

Office Manager professional with years of experience. Background in construction and retail sales. Experience and knowledge of home healthcare. Banking experience with excellent credit record. Personal Fitness trainer. Proven customer service satisfaction throughout all employment. Experienced, resourceful and talented housekeeper. Searching for full or part-time employment. QuickBooks experience.

Authorized to work in the US for any employer

WORK EXPERIENCE

Executive assistant

Sea The Keys Transportation - Key Largo, FL -

2015-05 - Present

Incoming calls

Quote pricing/ customer service

Bookkeeping

Scheduling

Driver for Key West tours, weddings, airport, local taxi

Housekeeper

Westgate Cleaning Services, Inc - Key Largo, FL -

2014-12 - Present

33037

.Resourceful and talented housekeeper providing efficient and comprehensive housekeeping services.

.Thorough knowledge of chemicals, and methods used in cleaning homes.

.Ability to communicate effectively both verbally and in writing. Remarkable ability to understand and carry out directions.

.Strong ability to perform a variety of tasks at short notice. Profound ability to handle fast-paced, busy work environment.

.Self-motivated and organized, with excellent time management skills. Lift heavy loads and work as a team member.

Assist disabled individual

Self-employed -

2014-09 - Present

with general hygiene: bathing, dressing, and household cleaning responsibilities. Keep household safe, clean and adequate for healthy living. Yard work and general maintenance of property. Provide services upon request.

Assistant to Accountant

Melanie Milander Keys Caribbean - Tavernier, FL -

2014-03 - 2014-11

33070

1. .Collected financial figures from six condominium rental properties including one hotel. Prepared daily report in Excel listing all occupants and financial figures for each property.
Prepared income journals daily for six properties. Including taxes collected, advanced deposits and all aspects of the company's debits and credits making sure to balance daily.
Prepared Weekly reports forecasting reservation percentages, deposits and actual financial responsibilities.
Responsible for creating and maintaining excel spreadsheets and word charts.
Coordinated daily reports to managers, and owners for review and approval.
Gathered additional information figures from "Springer-Miller" Software program.

1.

Bank Teller/Customers Service

Bank Of America - Key Largo, FL -

2000-06 - 2003-08

33037

.Balanced cash drawer to the penny daily.
.Received several "teller of the month" awards.
.Exchange foreign currency.
.Sold and deposit bonds.
.Electronic transfers, deposits, and withdrawals
.Processed personal and business accounts.
.Explained customer statements and service fees in person and over the telephone.

EDUCATION

Certificate of Completion

Amazing Facts Bible School

2011-12

Bachelor of Arts

Benedictine College

1991-05

general

Independence Community College

1987-05

SKILLS

Sales Support

ADDITIONAL INFORMATION

Skills

Dependable, Punctual, Love to Learn, Can use language to communicate effectively, Goal -oriented, Self-motivated, Loyal, Trainable, Computer skills, Integrity/good work ethics, Good at managing others, Good problem solver, Able to identify opportunities, markers and trends.

Charities

St. Joseph's Indian School (Lakota Children) Ashland, Montana

Florida Keys SPCA (Humane Treatment of Animals)

Operation Enduring Care (Wounded warriors/disabled veterans)

National Wildlife Federation (Reston, Virginia)

Special Olympics Supporter

Authorized to work in the US for any employer

WORK EXPERIENCE

Legal Assistant/Secretary/Floater, Reception Coverage and Records

Cohen & Grigsby, P.C. - Naples, FL -

2016-08 - 2017-09

Responsibilities included covering for all Attorney's from all Department's when their personal paralegal was out or on vacation. This included Litigation, Real Estate, Probate and International Transactions. I was also the back up for Client Service Specialist. My responsibilities included covering the front desk, greeting clients in person, manage conference rooms, scheduling and upkeep of the conference rooms, answering the phones, taking messages, and attending to all client's.

Family Law Paralegal

Granda & Associates, P.A - Miami, FL -

2015-08 - 2016-08

Foreclosure Paralegal / Team Lead

Heller & Zion, LLP - Miami, FL -

2011-06 - 2015-08

Foreclosure Paralegal/ Team Lead

Kahane & Associates, P.A - Plantation, FL -

2009-09 - 2011-06

Collection/ Foreclosure Manager

Becker & Poliakoff, P.A - Naples, FL -

2008-04 - 2009-08

Construction Litigation Paralegal

Becker & Poliakoff, P.A - Fort Myers, FL -

2007-12 - 2008-03

Temporary Position

Foreclosure Paralegal/ Loan Resolution Department

Adorno & Yoss, LLC - Coral Gables, FL -

2000-11 - 2007-12

Foreclosure Paralegal

Faber & Gitlitz, P.A - Miami, FL -

1998-05 - 2000-10

Title Clerk - Foreclosure Paralegal

Spear & Hoffman, P.A - Coral Gables, FL -

1990-01 - 1998-05

EDUCATION

Certificate in Computer Science

Miami Dade Community College

Paralegal Certificate in Paralegal

F.I.U - Miami, FL

SKILLS

Microsoft work, office; outlook; Excel; Lenstar; CaseAware Management system; Pro Docs; Elite; virtual pleadings; workflow; Advance desksite; Serengeti; E-filing; fax; Interaction;

ADDITIONAL INFORMATION

Foreclosures experience:

- Responsible for handling all aspects of lender representation in mortgage foreclosures for all Counties in the State of Florida.
- Preparation and filing of Complaints, Form A, Lis Pendens, Summons, Affidavit of Constructive Service, Notice of Action, Notice of Filing, Amended Complaints, Alias Summons, Motion and Order to Appoint Guardian/Attorney ad Litem, Motion for Default, Non-Military Affidavit, Notice of Dropping Defendant, Motion for Summary Judgment and all supporting Affidavits, Final Judgment packages inclusive of Final Judgment, Notice of Sale, Certificate of Sale, Certificate of Disbursement, Certificate of Title.
- Scheduling and coordination of all hearings in accordance with Judges' requirements. Prepare applicable Notice of Hearing, Notice of Special Set Hearing and Notice of Non-Jury Trial.
- Maintain hearing calendar and follow up system to ensure timely submission of all hearing packages. Coordinate the appearance of local counsel as required throughout the State of Florida.
- Assist Defendants in negotiations with Servicers for reinstatement, payoff and/or

forbearance agreements.

- Preparation of Notice of Voluntary Dismissal and Release of Lis Pendens, Motion and Order to Dismiss Action, Vacate Final Judgment, Dissolve Lis Pendens and Return Original Documents.
- Responsible for preparing monthly status reports for Servicers and case chronologies upon request.

Collections experience:

- Responsible for all aspects of Homeowner's Association Collection Foreclosure actions.
- Worked closely with the Associations and Defendants in order to expedite all necessary efforts to obtain either payment for association dues or Certificate of Title.
- Preparation of initial demand letter, balance due letters, name and deed searches, Claim of Lien, Notice of Intent to Foreclose, Satisfaction of Lien, estoppel/payoff letters, NSF letters, payment plan letters and all applicable foreclosure pleadings.
- Monitored all first lien actions for sale results and surplus funds. Prepare demand letter to foreclosing lender or third party successful bidder upon issuance of the Certificate of Title. Prepared monthly status reports for all clients.

Family law experience:

- Responsible for handling all client's calls having to do with Family Law, Foreclosure Defense, Bankruptcy, Real Estate and Probate
- Handled attorney's calendar and made sure the attorney was prepared for court with all pertaining documents
- Preparation and e-filing of Petitions, Notice of Social Security Form, Financial Affidavit, UCCJEA form; Client Information sheet, summons, Motion and Order for DNA testing, etc.
- Responsible for setting hearings, coordinating and scheduling Mediations
- Responsible for the preparation of prenuptial agreements and postnuptial agreements
- Meet with clients and go over all legal forms
- Manage office finances, setup payment plans for clients and assist attorney with retainers

SKILLS:

85+ wpm; Microsoft Word; Microsoft Excel; Microsoft Outlook; LoanSphere; VendorScape; Lenstar; ATIDS (Attorney's Title Insurance Fund); CaseAware Management System; Pro docs

WORK EXPERIENCE

Medical Front Desk Confidential

Title- Medical Front Desk Confidential -

2016-04 - Present

Duties include phones, appointments, check in and check out, filing, faxing, prescription request, billing statements, daily mail, and balance end of day payment collection.

Medical Assistant at Florida Pain and Rehabilitation Center

Florida Pain and Rehabilitation Center -

2010-02 - 2015-12

Main duties are personally assisting practice partner with ultrasound guidance joint injections, fluoroscopy machine for spinal procedures, and responsible for conducting nerve conduction studies. Other duties include scanning patient documents, prepping injection procedures, patient care: vital signs, urinalysis, oral genetic, and MRSA swabbing. I am in charge of procedure crash cart and making sure rooms are stocked, cleaned, and supplies are ordered. Also have worked check-in, checkout and billing.

Supervisors Dr. Bohdan J. Warycha, MD and Dr. Yili Zhou, MD. 352-629-7011

Medical Assistant Program Externship UF Health at Shands Hospital

Shands Hospital -

2009-08 - 2009-09

Duties included taking patients back, vital signs, height/weight/BMI, record medical history, document medication, prepare labs, stock rooms, patient call backs, shadow physician. Procedures performed were hemoglobin A1C, pulse oximetry, urinalysis, and ear irrigation and nebulizer treatments.

Supervisor Brenda Perron, RN 352-265-0111 ext. 88721

Receptionist and File Clerk

Primary Care Physicians-North Florida Regional Hospital -

2002-09 - 2008-03

Duties included appointment desk, check in, filing, retiring charts, scanning documents, medical records, ran and sorted mail and trained new employees in all of the area previously specified.

Supervisor Leslie Bullock 352-377-2022

EDUCATION

certification

City College in Gainesville - Gainesville, FL

2009-03

AA degree

Santa Fe College

2005-04

Business Experience:

Administrative Assistant - Day and Zimmerman

Turkey Point Nuclear Generating Station - March 2015 to Present

-OMP (Operating Margin Project) Team Room Admin- ICW, CCW and TPCW (Nuclear Plant Systems)

-Nuclear Fleet Regulatory Projects Analyst

-Document Control- Multiple Projects

-Procurement Assistant

- Provided Administrative assistance to three Project Managers in the development and distribution of 12-15 status reports and regular correspondence weekly to Project and Executive Management.
- Supported over six specific projects within one year by performing research, maintaining documentation, and coordinating personnel.
- Processed between 10-15 nuclear work orders daily from generation to completion during refueling outages.
- Provided backup support for the Materials Management Superintendent.
- Managed Project Team Room administrative activities during high-importance Capital Project work evolutions.
- Provided supplemental support to Work Control and Engineering to ensure accurate preparation of field work orders.
- Adjusted work hours, as needed, to support field work occurring 24/7.

Protective Clothing Technician - Unitech Services Group

Turkey Point Nuclear Generating Station - March 2014 to December 2014

- Assisted in prompt distribution of protective clothing and materials to over 500 site personnel.
- Prepared outgoing shipments of protective clothing for nonhazardous transport.
- Provided last minute or unavailable materials needed for outage operations from Mobile Safety Store.
- Followed Rad Worker procedures while in containment to properly remove used protective clothing and radioactive waste from contaminated areas.
- Consistently focused on safety and preventative safety for all measures of work .
- Assisted onsite coordination of shipping and receiving.

Brand Ambassador/Product Specialist - Independent Contractor

Miami/West Palm Beach, Florida - January 2014 to April 2015

- Coordinated product events complete with event recap reports, time sheets, photos, expenses, etc.
- Created credibility through brand awareness and positive brand experience by promoting brand names, products, and services.
- Managed, trained, and led onsite team of 3-10 to educate consumers on key brand attributes.
- Increased sales by establishing rapport and maintaining communications with consumers, vendors, and management
- Actively engaged consumers and answered brand-related questions to obtain future leads.
- Assisted managers with the implementation of marketing campaigns.
- Implemented interactive marketing strategies to build strong brand loyalty.
- Manage multiple tasks while engaging consumers in high volumes.

Cashier/ Customer Service - Knaus Berry Farm
Homestead Florida - November 2007 to March 2014

- Opened and closed store operations, stocked up merchandise, cleaned and maintained entire work area, processed inventory and daily cycle counts.
- Assisted (*about how many per day?*) customers in selecting products that best fit their personal needs while providing great customer service.
- Developed a strong relationship with in store personnel and management.
- Led by example and assisted in training and motivating (*how many did you train?*) team members daily.
- Engaged and educated customers on new and featured products while maximizing sales.

Educational Background:

Mass Communications / Journalism

Miami Florida
Miami Dade College-Present

High School Diploma

Homestead, Florida
South Dade Senior High School 2010

Technical Expertise

MS Office: Word, Excel, Visio, Publisher, Excel, Access, Adobe and PowerPoint, SharePoint, NAMS, Cognos, knowledge of engineering and construction processes, procedures and terminology. Ability to perform clerical work with a high degree of accuracy, can apply established procedures to varying situations.

References upon request

WORK EXPERIENCE

Plantation Key- Guardian Ad Litem Program

STATE OF FLORIDA -

2014-09 - Present

Senior Executive Sectary. Child Advocate.

SERVER

SHULAS FOOD AND BEVERAGE -

2014-09 - Present

Hostess

MM88 Restaurant -

2014-07 - 2015-10

PRESIDENT- Founder and Owner of Mortgage Brokerage Company

RAINBOW INTERNATIONAL MORTGAGE - Miami, FL -

1999-04 - 2009-08

I began my Lending Career in 1980 for Consumer Finance Companies and Mortgage Bankers. I am a college graduate with lots of ambition, who can and will help your company achieve its production goals through aggressive marketing utilizing direct mail, telemarketing, and network referral sourcing.

Responsible for matching client's goals and needs with the appropriate mortgage programs available at the least cost. Process client files from application to closing including extensive one on one interview with client and submission of complete and professional loan package to lender. Contact and establish correspondent relationships with major lenders and private investors.

F&I Manager

Pep Enterprises Inc - Hollywood, FL -

2009 - 2009-01

Conceptualized and executed all facets of management and operations for the Special Financing Department including floor sales and advertising.

VICE PRESIDENT

FIRST FAMILY MORTGAGE - Miami, FL -

1995-11 - 1999-04

Founder and Co-Owner of a Mortgage Brokerage Company Responsible for matching clients goals and needs with the appropriate application to closing including extensive one on one interview with client and submission of complete and professional loan package to lender. Contact and establish correspondent relationship with major lenders and private investors.

Sales Manager- Responsible for the South America

ABE MUSIC - Miami, FL -

1994-04 - 1998-11

new business development, support and client retention for this retail business. Responsible for purchasing and maintaining inventory as needed. Was rewarded in 1990 for most volume sales in the region by National Vendor. Also responsible for hiring, training, and maintain the sales staff.

Loan Officer- Responsible for Reviewing

USA MORTGAGE BANKERS - Miami, FL -

1995-07 - 1995-12

Processing and Underwriting First and Second Mortgage Loan Applications. Processed loan files from application to closing, ensuring smooth transition and customer satisfaction.

Mortgage Processor

FLORIDIAN MORTGAGE - Hollywood, FL -

1994-04 - 1995-07

Responsible for handling an ongoing average of 30 to 40 loan applications per month. Established and maintained successful business relationships with A, B, C and D Credit Lenders, including Major National Mortgage Lenders, Finance Companies, and Private Investors.

Mortgage Broker- Responsible for Successful Mortgage Loan Originations for Dade and Broward Counties.

Branch Manager

MELLON FINANCIAL SERVICES - Lauderhill, FL -

1989-05 - 1989-11

Responsible for new Business Development for Mortgage, Consumer and P&L recovery. Direct Supervision of Branch Employees and Accounting.

Owner of Small Brokerage Firm

A-LINE MORTGAGE FUNDING CORP - Plantation, FL -

1988-08 - 1989-05

Responsible for all aspects of running my own Mortgage Brokerage Firm, new Business Development, Profitability, Human Resources, Lenders and Customer Relations, etc.

Collection Manager

AMERICAN GENERAL - Lauderhill, FL -

1987-08 - 1988-08

Maintaining collection department: Supervision of Real Estate Foreclosures, Bankruptcies and P&L Recoveries.

Collection Manager

ASSOCIATES FINANCIAL SERVICES - Miami, FL -

1986-01 - 1987-08

Managed collection unit consisting of 6 employees. Responsible for collecting nationwide accounts, 30-120 days delinquent.

Assistant Manager

MELLON FINANCIAL SERVICES - Hollywood, FL -

1985-01 - 1986-08

Responsible for processing for all Mortgage and Consumer Loan Application and Sale Finance Business. Process Mortgage Loans from Start to Finish.

Customer Service Representative

FINANCE AMERICA - Hollywood, FL -

1980-07 - 1985-01

Responsible for all duties of cashiering, generate new loan applications through Sales Finance Conversions. Solicitation of Mortgage Loans.

EDUCATION

B.A. in Computer Science

Miami Dade Community College

Consistently recognized for exemplary work ethics, strong organizational and follow-through skills, coupled with ability to address and resolve. Highly personable energetic Customer Service Professional with over 5 years' experience.

Authorized to work in the US for any employer

WORK EXPERIENCE

Legal Assistant

Law Offices of Berman & Berman P.A - Miami, FL -

2015-02 - Present

- o Secretary/Receptionist- intercepting all incoming calls from company main line and responsible forwarding messages to the appropriate parties.
- o Responsible for organizing the schedules of individuals and coordinating meetings for the office
- o Clerical work including filing, scanning, making copies, making labels, and maintaining confidential information organized in the filing system.
- o Legal Matters- help drafting of legal documents and assisting in the execution process

Client Service Representative

Knowles Animal Clinics (Central) - Miami, FL -

2011-03 - 2014-12

- o Client Service Representative- High volume incoming calls
- o To provide excellent customer service while still following routine hospital protocol in check in/checking out clients
- o Filing paperwork into designated client records
- o Operated computers under Advantage and Infinity
- o Handled multiple phone lines coming in and out the hospital.
- o Opening duties: Accountable for individual's personal petty cash while charging and/or making payments onto client's accounts.

Sales Associate

Norman Brothers Produce Inc - Miami, FL -

2009-03 - 2011-03

- o Sales and service for a gourmet fresh market
 - o I worked 4 out of the 5 department sections at this well-known family establishment. Also in charge of training the new employees and making sure the customers are receiving excellent customer service.
 - o Packaging products, labeling, stocking and display making for various vendors
- References will be submitted upon request.

EDUCATION

Bachelors in Criminal Justice

Florida International University - Miami, FL

2017-08 - Present

Associates in Arts

Miami-Dade College - Miami, FL

2010-08 - 2013-04

High school Diploma

G. Holmes Braddock Senior High School - Miami, FL

2006-08 - 2010-06

Tenacious, dedicated, experienced mid-level Asset Protection Manager is exploring new career opportunities. I am ready to bring all I have learned in 8 years of operating the asset protection/security & investigation division of a major company at a \$100-mil plus location. I have worked in three different states and turned around multiple locations to high-functioning shrink-focused business centers. I am looking to find a company I can grow with as I am very ambitious, as well as develop a long-term career with.

Authorized to work in the US for any employer

WORK EXPERIENCE

Asset Protection Management/Security & Investigations

Miami, FL -

2014-10 - Present

- Impacts shrink by analyzing current store theft trends, reviews reports, and identifies external crime trends to create plans to control the unexplained loss of merchandise and cash
- Monitors safety and risk controls by ensuring an effective safety program is in place, supervising the safety team, identifying accident trends to implement solutions to prevent accidents
- Conducts internal investigations of employee theft, performs Wicklander-Zulawski interrogations of dishonest employees, and provides necessary evidence to State Attorney to ensure proper prosecution

Accredited Positive Reinforcement Pet Trainer

Miami, FL -

2014-11 - 2015-03

- Teach several dog training classes and seminars to people with varying levels of experience/practical knowledge of dog training
- Market the service, benefits of positive reinforcement dog training, and sell training classes
- Product knowledge and customer service of various pet products across many different mediums

Asset Protection Management/Security & Investigations

Houma, LA -

2013-06 - 2014-09

- Impacts shrink by analyzing current store theft trends, reviews reports, and identifies external crime trends to create plans to control the unexplained loss of merchandise and cash
- Monitors safety and risk controls by ensuring an effective safety program is in place, supervising the safety team, identifying accident trends to implement solutions to prevent accidents
- Conducts internal investigations of employee theft, performs Wicklander-Zulawski interrogations of dishonest employees, and provides necessary evidence to State Attorney to ensure proper prosecution

Accredited Positive Reinforcement Pet Trainer

Houma, LA -

2013-06 - 2014-09

- Teach several dog training classes and seminars to people with varying levels of experience/practical knowledge of dog training
- Market the service, benefits of positive reinforcement dog training, and sell training classes
- Product knowledge and customer service of various pet products across many different mediums

Accounting Office Associate

Findlay, OH -

2012-09 - 2013-06

- Collect, sort, count, and enter all forms of payment, process daily paperwork
- Create bank deposits and ensure delivery of deposits to armored car driver
- Maintain store accounting ledger, ensuring accounts balance each day

Accredited Positive Reinforcement Pet Trainer

Findlay, OH -

2012-02 - 2013-06

- Teach several dog training classes and seminars to people with varying levels of experience/practical knowledge of dog training
- Market the service, benefits of positive reinforcement dog training, and sell training classes
- Product knowledge and customer service of various pet products across many different mediums

Asset Protection Management/Security & Investigations

Findlay, OH -

2007-09 - 2010-09

- Impacts shrink by analyzing current store theft trends, reviews reports, and identifies external crime trends to create plans to control the unexplained loss of merchandise and cash
- Monitors safety and risk controls by ensuring an effective safety program is in place, supervising the safety team, identifying accident trends to implement solutions to prevent accidents
- Conducts internal investigations of employee theft, performs Wicklander-Zulawski interrogations of dishonest employees, and provides necessary evidence to State Attorney to ensure proper prosecution

Assistant Manager

Toledo, OH -

2006-10 - 2007-09

- Supervise, coach, and manage up to 22 employees at a time across multiple areas of the store
- Electronic product knowledge and customer service. Resolve customer complaints and ensure profitability of those areas of the store.

- Implement company programs by building teams and keeping them on task while working towards a common goal

Accounting Office Associate

Toledo, OH -

2003-12 - 2006-04

- Collect, sort, count, and enter all forms of payment, process daily paperwork
- Create bank deposits and ensure delivery of deposits to armored car driver
- Maintain store accounting ledger, ensuring accounts balance each day

EDUCATION

Bachelor of Science degree in Paralegal Studies and Philosophy

The University of Toledo - Toledo, OH

2005-12

SKILLS

Excel, Microsoft Word, Outlook, Photoshop, Powerpoint

CERTIFICATIONS/LICENSES

Wicklender-Zulawski Certified for Interview and Interrogations

2013-12 - Present

SDI/TDI Scuba Divemaster

2009 - Present

ADDITIONAL INFORMATION

Skills

Advanced proficiency with Microsoft Word, Excel, Powerpoint, Outlook, Corel WordPerfect and Adobe Photoshop Elements.

Authorized to work in the US for any employer

WORK EXPERIENCE

TRIAL TEAM LEGAL ASSISTANT

ALDRIDGE PITE, LLC - DELRAY, FL, US -

2014-06 - Present

- Daily task included preparing for all upcoming Trials
- Calendaring all Trials in case management system
- Requesting Trial Exhibits such as Demand Letter(s), Loan Payment History original Note and Mortgage(s) and any other required document(s)
- Prepared Trial Binders, Witness List, Exhibit Binders, Supplemental Witness List and any required documents needed for Trial.
- Continuous communication with clients, answering questions, concerns, and providing them with updates.
- Work alongside my teammates and attorneys to ensure compliance with all Pre-Trial Requirements and ensuring we can proceed with the scheduled Trial
- Scrubbing Files, Dropping Defendants that were not served, and Defaulting Defendants that did not file an answer with the courts after being served. Reviewing files for Motion for Extension of time.

TRIAL TEAM LEGAL ASSISTANT

GREENSPOON& MARDER P.A - Fort Lauderdale, FL -

2013-04 - 2014-06

- Requested Trial Exhibits such as Demand Letter(s), Loan Payment History original Note and Mortgage(s) and any other required document(s)
- Prepared Trial Binders, Witness List, Exhibit Binders, Supplemental Witness List and any required documents needed for Trial
- Communicated with clients, answering questions, concerns, and providing them with updates
- Trained all new hires on internal Trial procedures and client directive

TRIAL TEAM LEGAL ASSISTANT

KAHANEANDASSOCIATES, P.A - Fort Lauderdale, FL -

2011-02 - 2013-04

- Notified Client of the upcoming Trial Date
- Requested Trial Exhibits such as Demand Letters, Loan Payment History original Note and Mortgages and any other required documents

- Prepared Trial Binders, Witness List, Exhibit Binders, Supplemental Witness List and any required documents needed for Trial
- Communicated with clients, answering questions, concerns, and providing them with updates
- Trained all new hires on internal Trial procedures and client directives

MAIL ROOM TEAM LEAD

MARC BEN-EZRA & MARVIN KATZ, P.A - Fort Lauderdale, FL -

2007-07 - 2011-02

- Responsible and supervised the daily completion of the Mail Team's daily task
- Received, sorted and distributed all incoming correspondence to the responsible Attorneys and Paralegals.
- Processed and maintained systematic records of all original documents, along with processing all outgoing mail and packages
- Trained all new hires on the internal company computer system program used to perform various jobs.

INTAKE CLERK/PRE-LITIGATION

- Reviewed all transfer files from Foreclosure Dept. to the Pre Litigation Dept.
- Reviewed and uploaded discovery requests to clients with deadline instructions and requested responsive documents
- Requested fees and performed diligent follow-up with client fee approval
- Supervisory office duties including answering escalated client intercoms

LITIGATION DEPARTMENT BILLING COORDINATOR

- Supervised the team and ensured all fee request were timely and correctly submitted
- Ensured Team's diligent follow-up on fee request/approval
- Responsible for the entry of all fee approval into the internal billing system
- Handled all billing/fee escalation issues

EDUCATION

BROOKLYN TECHNICAL CENTER

1995 - 1996

MIAMI CENTRAL SENIOR HIGH - Miami, FL

1989 - 1993

SKILLS

correspondence, Excel, Microsoft Word, Outlook, 15

ADDITIONAL INFORMATION

CORE SKILLS

- Proficient in document processing programs i.e. Microsoft Word, Excel, Power Point, Adobe Pro, and Outlook
- Adept with handling and reviewing e-filed & e-served documents, Court dockets, electronic submissions in State and Federal Court

- Knowledgeable in drafting and reviewing Motions, Notices, Court Orders, and Correspondence. Experienced in managing a busy legal calendar, while effectively
- scheduling and coordinating, hearing, mediations, and trials

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

The Miami Medical Center - Miami, FL -

2015-11 - Present

Secretary for the Women's and Children Labor and Delivery department. Assist the unit with all secretarial duties which include maintaining patient charts, filing, phone as well answering the patient call light system. Register newborn infants upon the time of their birth. Practice patient confidentiality as well HIPPA policies. Assist with physician orders as well record keeping.

Labor & Delivery / Mother Baby / Unit Clerk Administrative Partner

Homestead Hospital - Homestead, FL -

2011 - 2014

Identify patients special needs in areas of Labor & Delivery, Post-Partum and Newborn Nursery

- Customer service for patient family visitation
- Input physician medical orders
- Retrieve medical records / Patient Charting / Consult calls
- Data Entry/ Net Access & T-System / Newborn baby registration

Secretary of Pastoral Care

Homestead Hospital - Homestead, FL -

2007 - 2011

Update referral logs / Net Access / Update Employee Financial Assistance Program

- Assist with Employee Sunshine Fund loan applications
- Provide customer service to employees, physician and visitors of hospital

Community Learning Center Coordinator

Redland Christian Migrant Association - Homestead, FL -

2006 - 2007

Recruit adults and school age children from the farm worker community to enroll in the Community Learning Center.

- Supervise & conduct computer/English classes using Monterrey Mexico TEC computer lab program via internet.
- Conduct parent meetings to inform of child's progress and program benefits.
- Monthly program reports for State and Federal Audits.

Case Manager/ Employment Placement Specialist

SER-JOBS for Progress - Miami, FL -

1986 - 2005

Conduct interview screenings for income eligible participants meeting Federal poverty guidelines for the enrollment of the Stay-In-School program.

- Case Manager for caseload of 150 at-risk students enrolled at Homestead Senior High School, grades 9th-12th. Assist students in developing goals. Create strategies for achieving goals through pre-employment skills training, work readiness and IEP career planning.
- Employment placement for summer youth training program. Networking to build collaborative relationships with local agencies in an effort to secure employment opportunities for students. The ultimate goal was successful completion of summer employment training experiences and year round paid internship services in areas of environmental services, education, and clerical assistance for MDCPS. Managed bi-weekly payroll through Miami Dade County.
- Build partnerships with school teachers, parents, guidance counselors and community outreach social service programs to discuss student's educational goals and academic progress.
- Case file monitoring for quarterly County, State and Federal audits.
- Data entry for state OSMIS system and MDCPS.

EDUCATION

Associates in Art

Miami Dade College - Homestead, FL

2006 - Present

Medical

National School of Technology - Miami, FL

2005

High School Diploma

Homestead Sr. High School - Homestead, FL

1981 - 1982

ADDITIONAL INFORMATION

- OSHA, HIPPA, & NCICS Certified, Medical Coding & Billing Insurance, Data Entry.
- Windows XP, MS Word, Medical Software, Med Soft, Typing 25 WPM.
- Fluent in both English /Spanish, Excellent customer service.

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

Meeting Date:
March 6, 2018

Agenda Item Number: J-1

Agenda Item Type:
Information / Presentation

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action

Department:
Maintenance

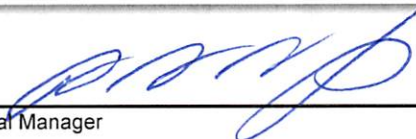
Sponsor:
Ryan Dempsey

Subject:
Vehicle Purchase

Summary of Discussion:

Staff recommends authorization to purchase three (3) service vehicles. Three (3) 2018 Chevy Silverado 1500HD Double Cab to replace existing service trucks. The cost of these vehicles is not to exceed \$66,039.75.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 66,039.75	1. Quote 2. KLWTD Fleet Status and Replacement Plan
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	Rate Revenue	
District Clerk: _____	Budgeted:	
Engineering: _____	Yes	

Approved By:  Date: 3-1-18
General Manager

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT	WWW.ALANJAY.COM	14176-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
1/31/2018

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/31/2018

REQUESTING AGENCY	KEY LARGO WASTE WATER AUTHORITY		
CONTACT PERSON	RYAN DEMPSEY	EMAIL	RYAND@KLWTD.COM
PHONE	305-798-2203	MOBILE	FAX

NATIONAL JOINT POWERS ALLIANCE CONTRACT # 2018-120716-NAF	www.NationalAutoFleetGroup.com
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MODEL	CC15753	MSRP	\$32,400.00
2018 CHEVY SILVERADO 1500HD DOUBLE CAB 2WD			
CUSTOMER ID		NJPA PRICE	\$19,812.00

BED LENGTH	6.5'
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H2Q	EXTERIOR COLOR SUMMIT WHITE WITH DARK ASH - JET BLACK ACCENTS VINYL TRIM INTERIOR (40/20/40 split-bench, 3 passenger, driver and front passenger manual recline with outboard head restraints and center fold-down armrest with storage)	\$0.00
LV3 MYC	4.3L ECOTEC V6 WITH 6-SPD AUTO TRANS	\$0.00
Z82	FACTORY RECEIVER HITCH WITH 7 WIRE HARNESS CONNECTOR	\$390.00
JL1	ELECTRONIC BRAKE CONTROLLER	\$270.00
DF2	TRAILER TOW MIRRORS (Not Available with PCR) **see option DPN	\$65.00
8S3	FACTORY BACK UP ALARM	\$132.00
VK3	FRONT LICENSE PLATE BRACKET FACTORY ORDERED	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
W-VERTEX	WHELEN VERTEX 4 CORNER LED KIT		\$595.00
HD SOB SH	HEAVY DUTY SPRAY ON BEDLINER (SHORT BOX)		\$479.00
DTF 4 TRK	DEEP TINT FILM 4 DOORS AND BACK GLASS EXT/CREW CAB TRUCK		\$225.00
TEMP	TEMPORARY TAG		\$45.25

CONTRACT OPTIONS **\$1,344.25**

TRADE IN	TOTAL COST	\$22,013.25
YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~		\$0.00

TOTAL COST LESS TRADE IN(S) QTY 1 **\$22,013.25**

Estimated Monthly payments for 60 months paid in advance: \$404.06
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.



[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)

MSRP:\$32,400.00

Interior:No color has been selected.

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 4.3L FlexFuel EcoTec3 V6 with Active Fuel Management, Direct Injection and Variable Valve Timing

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CC15753	[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)	\$32,400.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
8S3	Backup alarm, 97 decibels	\$138.00
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual recline	\$0.00
C5H	GVWR, 6900 lbs. (3130 kg)	\$0.00
DF2	Mirrors, outside high-visibility vertical trailering, Black	\$70.00

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Data Version: 4797. Data Updated: Jan 28, 2018 9:29:00 PM PST.



[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)

FE9	Emissions, Federal requirements	\$0.00
FHS	E85 FlexFuel capable of running on unleaded or up to 85% ethanol	\$0.00
GAZ	Summit White	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00
IOB	Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo	\$0.00
JL1	Trailer brake controller, integrated	\$275.00
LV3	Engine, 4.3L FlexFuel EcoTec3 V6 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
R9Y	Fleet Free Maintenance Credit	(\$90.00)
RBZ	Tires, P255/70R17 all-season, blackwall	\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel	\$0.00
VK3	License plate kit, front	\$0.00
VQ2	Fleet Processing Option	\$0.00
Z82	Trailer Package	\$395.00
ZY1	Paint, solid	\$0.00

SUBTOTAL	\$33,188.00
Adjustments Total	\$0.00
Destination Charge	\$1,295.00
TOTAL PRICE	\$34,483.00

FUEL ECONOMY

Est City:18 MPG
 Est Highway:24 MPG
 Est Highway Cruising Range:624.00 mi

Standard Equipment

Mechanical

Pickup box

Engine, 4.3L FlexFuel EcoTec3 V6 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction with (FHS) E85 FlexFuel capability, capable of running on unleaded or up to 85% ethanol (285 hp [212 kW] @ 5300 rpm, 305 lb-ft of torque [413 Nm] @ 3900 rpm) (STD) (Includes (FHS) E85 FlexFuel capability. Not available on C*15743 models.)

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[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)

Mechanical

Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)

Rear axle, 3.23 ratio (Standard and only available on (LV3) 4.3L EcoTec3 V6 engine with 2WD models.)

GVWR, 6900 lbs. (3130 kg) (STD) (Crew Cab and Double Cab requires 2WD models and (LV3) 4.3L EcoTec3 V6 engine.)

Rear wheel drive

Cooling, external engine oil cooler

Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, fully-boxed, hydroformed front section

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel disc with DURALIFE rotors, 4-wheel antilock

Capless Fuel Fill

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (STD)

Tires, P255/70R17 all-season, blackwall (STD)

Wheel, full-size spare, 17" (43.2 cm) steel

Tire, spare P255/70R17 all-season, blackwall (Included and only available with (RBZ) P255/70R17 all-season, blackwall tires.)

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

Bumpers, front, Black

Bumpers, rear, Black

Lamps, cargo area, cab mounted with switch on center switch bank

CornerStep, rear bumper

Grille surround, chrome

Active Aero Shutters, front

Headlamps, high intensity discharge (HID) projector-beam with LED signature DRL

Mirrors, outside manual, Black

Glass, solar absorbing, tinted

Door handles, Black

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[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)

Exterior

Tailgate and bed rail protection cap, top

Tailgate, locking utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry. Not available with (ZW9) pickup box delete.)

Entertainment

Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones (STD)

SiriusXM Satellite Radio, delete

6-speaker audio system

Bluetooth for phone, personal cell phone connectivity to vehicle audio system

Interior

Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manual adjustable driver lumbar. (STD)

Seat, rear full-width folding bench, 3-passenger (includes child seat top tether anchor) (Requires Double Cab models.)

Floor covering, Graphite-colored rubberized-vinyl, no floor mats included

Steering column, Tilt-Wheel, manual with theft-deterrent locking feature

Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information

Windows, power front and rear with driver express up and down and express down on all other windows (Standard on Crew Cab and Double Cab.)

Door locks, power

Cruise control, electronic with set and resume speed, steering wheel-mounted

Air conditioning, single-zone

Assist handle, front passenger on A-pillar

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

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[Fleet] 2018 Chevrolet Silverado 1500 (CC15753) 2WD Double Cab 143.5" (13)

Safety-Interior

Air bags, dual-stage frontal and side-impact, driver and front passenger and head-curtain and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Years: 2

Maintenance Miles/km: 24,000

Maintenance Note: 2 Visits

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KLWTD Fleet Status and Replacement Plan (FY18)

Truck #	Year/Make/Model	Department and Driver	Current Miles	Service Life Years/ Miles	Until Replacement (Years/ Miles)	Estimated Replacement Year	Estimated Replacement Cost
3	2006 Chevrolet Silverado 2500*	Field: Reserve vehicle	100322	Unknown	Unknown	Unknown	Unknown
5	2009 Toyota Tacoma	Field: Construction Inspector	93085	7 / 100000	(2)/6915	FY18	\$ 22,013.00
6	2008 Nissan Titan	Maintenance: Maintenance Tech	102237	7 / 100000	(3)/-2237	FY18	\$ 22,013.00
7	2009 Nissan Frontier	Field: GIS locator/ Inspector	95863	7 / 100000	(2)/4137	FY18	\$ 22,013.00
8	2011 Chevrolet Silverado 2500	Field: Field System Tech	88177	7 / 100000	0/11823	FY19	\$ 29,933.00
9	2013 Chevrolet Express Van	Maintenance: I&C Technician	17394	7 / 100000	2/82606	FY21	\$ 18,113.00
10	2013 Chevrolet Silverado 3500	Field: Field System Tech	71501	7 / 100000	2/28499	FY20	\$ 29,933.00
11	2014 Dodge Durango	Admin: Admin	13441	7 / 100000	3/86559	FY21	\$ 28,073.00
12	2014 Ford F350	Field: Field System Tech	63041	7 / 100000	3/36959	FY20	\$ 29,933.00
13	2014 Ford F550*	Field: Field System Tech	71007	Unknown	Unknown	Unknown	\$ 45,837.00
14	2015 Chevrolet Silverado 2500	Field: Field Ops Manager	18198	7 / 100000	4/81802	FY22	\$ 27,585.00
15	2015 Chevrolet Silverado 3500	Field: Field System Tech	46785	7 / 100000	4/53215	FY22	\$ 29,933.00
16	2017 Chevrolet Silverado 1500	Inspector	14609	7 / 100000	6/85391	FY24	\$ 22,013.00
17	2017 Chevrolet Silverado 2500	Field Operations Manager	4439	7 / 100000	6/95561	FY24	\$ 27,585.00
18	2016 Chevrolet Silverado 2500	Field: System area supervisor South	15643	7/100000	5/84357	FY23	\$ 25,286.00
19	2016 Chevrolet Silverado 2500	Field: System area supervisor North	12054	7/100000	5/87946	FY23	\$ 25,286.00
20	2017 Chevrolet Silverado 2500	Plant	8100	7/100000	6/91900	FY24	\$ 27,585.00
21	2018 Chevrolet Silverado 1500	Maintenance: Maintenance Tech	1120	7/100000	7/98880	FY25	\$ 22,013.00
Total Requested Vehicle Budget 2018:							\$66,039.00

* Truck not in regular replacement cycle due to type of usage.

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

Meeting Date:
March 6, 2018

Agenda Item Number: M-1

Agenda Item Type:
Resolution

Agenda Item Scope:
Review / Discussion

Recommended Action:
Action: Approval

Department:
Legal

Sponsor:
Nicholas Mulick

Subject:

Rules & Regulations Revisions - Official Holidays and Plan Review Fee

Summary of Discussion:

A resolution to modify the KLWTD Rules and Regulations, revising Section 9.01 Plan Review Fee and Official Holidays definition in Article XIII.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 0.00	1. Resolution 02-03-18
Customer Service: _____		
Finance: _____	Funding Source:	
District Counsel: _____		
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By:  Date: 3-1-18
General Manager

RESOLUTION NO. 02-03-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE KEY LARGO WASTEWATER TREATMENT DISTRICT'S GENERAL RULES AND REGULATIONS, REVISING THE PLAN REVIEW FEE AND OFFICIAL HOLIDAYS; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Key Largo Wastewater Treatment District ("District" or "KLWTD") has adopted the Key Largo Wastewater Treatment District General Rules and Regulations ("KLWTD Rules and Regulations") last amended on March 8, 2016; and

WHEREAS, the District has determined that the design review fees provided for in Section 9.01 of the KLWTD Rules and Regulations should be increased to more accurately reflect the costs incurred by the District to review plans for connection to the District's Wastewater Treatment System; and

WHEREAS, the District finds that it is appropriate to amend the definition of Official Holidays set forth in Article XIII of the KLWTD Rules and Regulations so as to conform to the definition of the prevailing Holiday Schedule of other Monroe County utilities.

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

Section 1. Section 9.01 "Plan Review Fee" of the KLWTD Rules and Regulations, as amended March 8, 2016, shall be and is hereby amended to provide as follows:

(a) The District provides typical plans and specifications for connection of single-family residences and single unit non-residential buildings serviced by a vacuum connection with maximum monthly flows of less than 1,000 gallons per Day to the District Wastewater Facilities. The District does not charge a fee to review plans or to inspect installations of typical connections by a licensed plumbing contractor.

(b) For all other connections, the District will charge fees according to the following schedule:

(i) Five hours of plan review and inspection of multi-family residential connection: \$50 per Dwelling Unit with a minimum charge of \$250. Additional time will be charged at a rate of \$165 per hour.

(ii) Five hours of plan review and inspection of non-residential connection: \$50 per EDU with a minimum charge of \$250. Additional time will be charged at a rate of \$165 per hour.

Section 2. Article XIII. Definitions and Construction of Terms, “Official Holidays” of the KLWTD Rules and Regulations, as amended March 8, 2016, shall be and is hereby amended to provide as follows:

“Official Holidays” means those holidays observed by the District and include: New Year's Day, Birthday of Martin Luther King, Jr. (third Monday in January), President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day (November 11), Thanksgiving Day, Friday after Thanksgiving and Christmas Day, and one optional day as designated by the Wastewater Utility Manager. Any holiday falling on a Saturday shall be observed on the preceding Friday and any holiday falling on a Sunday shall be observed on the following Monday.

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

Section 4. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designee(s) are authorized to take all actions necessary to implement the terms and conditions of this resolution.

RESOLVED AND ADOPTED THIS 6TH DAY OF MARCH 2018

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 Heim	_____	_____
Commissioner Majeska	_____	_____
Commissioner Tobin	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted the 6th day of March, 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
David Asdourian, Chairman

ATTEST:

Approved to as to form and legal sufficiency

Diane Bockelman, Clerk

Nicholas W. Mulick, General Counsel

SEAL