

MINUTES
Key Largo Wastewater Treatment District (KLWTD) Board
of Commissioners Meeting



January 23, 2007
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on January 23, 2007 at 4:00 PM. Present were Commissioners Andrew Tobin (Acting Chairman Tobin), Susan Hammaker, and Norman Higgins. Also present were District Counsel Thomas Dillon, General Manager Charles F. Fishburn, District Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Acting Chairman Tobin.

The Board presented Cecelia Weaver, Keys Service Center Director for the So. FL Water Management District with a proclamation declaring that February 2007 to be Water Quality Awareness Month on the Island of Key Largo, FL.

AGENDA

Martin Waits added an item under Finance about the \$20 million Inter-local Agreement with Monroe County.

Public Comment

The following persons addressed the Board: N/A

Commissioner Items

KLTV residences that are not in compliance

Commissioner Hammaker submitted a report (see exhibit A) on the properties in the Key Largo Trailer Village that she, Robbie Burt, and Derek Richards surveyed. The District will have staff glue all of the candy cane tops on.

Acting Chairman Tobin requested that some type of written candy cane protocol be written up and distributed to the property owners.

Employee Policies and Procedures

Commissioner Hammaker told the Board that she is in the process of reviewing manuals from all over and will be giving the Board an update of what she discovers.

Bulk Items

Minutes of KLWTD Meeting on January 9, 2007

Motion: Commissioner Hammaker made a motion to approve the Minutes of January 9, 2007. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman			Absent
Commissioner Hammaker	X		
Commissioner Higgins	X		
Acting Chairman Tobin	X		
Chairman Bullock			Absent

Motion passed 3 to 0

Pending Payment List of January 23, 2007

Motion: Commissioner Higgins made a motion to approve the Pending Payments List of January 23, 2007 contingent upon the availability of funds. Commissioner Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman			Absent
Commissioner Hammaker	X		
Commissioner Higgins	X		
Acting Chairman Tobin	X		
Chairman Bullock			Absent

Motion passed 3 to 0

Engineers Report

Monthly Status Report

Mike Mandt, President of Fluidyne, reported that they are doing the 30 day performance test and everything is looking good. They are looking at two things; what the plant was designed to do and what it can do based on the higher nitrogen loading than what it was designed for.

Lateral Connection Report

Ed Castle reviewed the lateral connection report. The Board directed staff to bring back a letter to the Key Largo Park residents that have not connected to the system yet. They would like the letter translated into Spanish.

The Board also directed staff to bring back a policy to apply an administrative penalty on properties that have not connected yet, to the next meeting.

Status of Acceptance Testing

Mr. Castle summarized that the District has agreed to a fifteen day period of meeting AWT requirements under Steady State standards. But, they are failing on the TSS and the have to have fifteen days of passing. Mr. Castle expects it to take a while.

Finance Officer's Report

Actuals vs Budget

Mr. Martin Waits will present the budget vs. actual report at the second meeting in February.

Inter-local Agreement with Monroe County

Mr. Waits reported that he and Mr. Dillon requested that the County work on the requested amendment to revise the ILA from a reimbursement –as –spent basis to an assured annual-scheduled-payment basis.

Legal Report

RESOLUTION NUMBER NO. XX-02-07

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AMENDING THE 2005 FINAL ASSESSMENT RESOLUTION (RESOLUTION 10-08-05) RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR CORRECTION OF ERRORS AND OMISSIONS IN ASSESSMENT ROLLS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Dillon explained that the amendment is the same as the amendment that the Board passed for the 2006 final assessment resolution. The resolution will be brought back to the next meeting for action.

Mr. Dillon reminded the Board that they need to respond to the Clerk concerning the public information requested from Mr. Matson and any other document requests.

General Manager's Report

401 Pension Match

This item was deferred to the next meeting.

Washington Meeting

Mr. Fishburn reported that Chairman Bullock had called to report that the meetings in Washington D.C. went very well. The Army Corp money should be coming into Monroe County within a few weeks.

State Legislative Representative

The Board discussed the pros and cons of employing a State Legislative Representative.

Motion: **Commissioner Higgins made a motion authorize the General Manager to enter into a contract with Mr. Betz and Mr. Levy to represent the District for a cost of \$5,000 total a month for three month. Acting Chairman Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman			Absent
Commissioner Hammaker	X		
Commissioner Higgins	X		
Acting Chairman Tobin	X		
Chairman Bullock			Absent

Motion passed 3 to 0

The Board directed staff to review the State Legislative Representative item at the next meeting, for information purposes.

Basin "A" Update

Mr. Fishburn reported that the bid package for Basin "A" Phase 1 went out on January 9, 2007 and eight contractors have picked up plans for Phase 1. Bids are due on January 29, 2007 at 4:00 p.m. Phase 3 went out for bid on January 23, 2007.

Silver Shore Leaseholder's Association Meeting

The Silver Shore Leaseholder's Association meeting was held on January 20 and Commissioner Bauman and General Manager Charles F. Fishburn attended the meeting. Commissioner Bauman made the presentation.

The Board directed staff to look into developing a policy that would allow the District to assume ownership of systems that meet the District's requirements. The Board stated that they would like the item on the second meeting in February's agenda for discussion.

Commissioner's Round Table

N/A

Adjournment

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

The KLWTD meeting minutes of January 23, 2007 were approved February 6, 2007.

Claude M. Bullock

Chairman Claude Bullock

Carol Walker

Carol Walker, CMC
District Clerk

EXHIBIT "A"

KLTV NONCOMPLIANT AIR VENTS (Hammaker/Burt item 1/23/07)

1/17/07 Susan Hammaker with Derek Richards

70 Ave C
40 Ave C (Izzy Fernandez)*very short
154 W Ave C
188 W Ave C
76 Heron (Derek has already spoken to)
80 Ibis (bayfront, really needs to be 4')
15 and 23 Ave B ** very short
50 Ave A
51 Ave A
69 Ave A
160 W Ave A
193 W 2nd Court

1. Need to provide diagram again showing 4' above grade
 - a. Provide written explanation and diagram showing how to make the repair (Derek can provide, Hammaker to follow up, get copies)
 - b. Show top curve piece with stainless screw in place (don't want top piece glued down because it/screen will need to be serviced)
2. Provide 3/4" stainless steel self-tapping hexhead screws, 1/4" drive

KLTV is having a membership meeting Saturday Jan. 27 10:a.m. S. Hammaker has been invited by Robbie Burt (past Association President) and is willing to attend with drawings, screws and explanation and is also willing to provide follow-up.

There are 3 very bad violations marked with asterisks. Hammaker willing to call on these 3 personally and take some time with explanation and follow up. Fernandez is present head of association and needs to be a role model. Burt also suggested he be a point person to encourage the non hookups to hook up but needs to better understand code compliance.

OTHER ISSUES

One vent pipe set up to appear as if residence hooked up to sewer but NOT

Issues regarding demolitions (need to keep plumbing connection exposed – Derek paints green) and new pilings must be kept away from plumbing and hookup areas.

Point people for each street, as well as overall for neighborhood, to encourage bundling of work to speed work and cut costs.

CDBG issues

TIB Bank programs

Target multiple lot owners and explain their options

Cooperation between landowners and tenants?

Lots in estates when owners de cease.

Sfh 1/23/07