

# MINUTES

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



February 6, 2007  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on February 6, 2007 at 4:00 PM. Present were Chairman Claude Bullock, Commissioners Andrew Tobin, Susan Hammaker, Gary Bauman, 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 Commissioner Bauman.

### AGENDA

The Board agreed to move item 16, Basin "A" Phase I Bid Results to the top of the agenda, combine item 7 (Washington Meeting) and 8 (Agreement between Dept of Army and KLWTD) and take them up after item 16, changing item 8 to a discussion item.

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

### Vote on Motion

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

**Motion passed 5 to 0**

### Public Comment

The following persons addressed the Board: Charles Brooks, Key Largo, stated that he would like to be at the meeting when the ACOE agreement is signed.

### Basin "A" Phase 1 Bid Results

General Manager Charles F. Fishburn reviewed the bids that were received for Basin A Phase 1. (See exhibit "A"). Mr. Fishburn recommended that the District award the bid to Fountain Engineering, subject to responsibility review and receipt of deliverables, bonding and other submittals.

**Motion:** Commissioner Hammaker made a motion to deliver a notice of intent to award the contract for Basin A Phase 1, base bid, to Fountain Engineering, and to award the contract upon satisfactory delivery of bonding and other submittals.

**Vote on Motion**

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

**Motion passed 5 to 0**

**Commissioner Items**

*Washington Meeting and Agreement between ACOE and KLWTD*

Chairman Bullock reported that he presented to Ileana Ros-Lehtinen’s staff, on Monday, the Districts case, and mapped out the need for additional funding. He visited the office again on Tuesday and was told the Army Corps of Engineers (“ACOE”) contract would be delivered the next week. He also met with the ACOE.

Chairman Bullock stated that there may be a few problems with the ACOE agreement including the Davis Bacon Act, and the definition of the project.

District Counsel Tom Dillon explained that the ACOE contract calls for a process to obtain easements that is very time consuming and cumbersome. Mr. Dillon stated that he will be working with the ACOE to narrow the scope of the project so as to reduce the impact on District projects that do not receive federal assistance.

The Board directed staff to bring back the agreement in two weeks unless there is an emergency and the contract needs to be signed sooner.

*Employee Policies and Procedures*

Commissioner Hammaker told the Board that she is in the process of reviewing utilities’ manuals and will put together a draft for review.

Chairman Bullock recommended that Commissioner Hammaker narrow the groups she is looking at to ones that use proprietary funds, non-dependent on outside sources.

*Report on KLTV non compliance properties*

Commissioner Hammaker reported that of the 22 properties that have not started the permitting process, five properties have started the process. There are 3 properties that have public health issues that need to be cleaned up before they can be connected. Commissioner Hammaker said that she will be looking for a public health grant. She has also been approached by people that would like to help with the property owners that can not afford the connection fee.

*Candy Cane Sticker*

Commissioner Hammaker introduced the draft. Mr. Dillon said that the candy cane is not District Property therefore the word property needs to be removed. Mr. Fishburn explained that the phone number should be he plant’s number, and not the office number. Mr. Fishburn said that if they have odor or constant noise it should be reported to the District.

*Written Policy on Candy Canes*

Mr. Dillon discussed the existing policy from the District Rules that cover the Candy Canes.

*Mandatory Connection and Fines for non compliance properties*

Mr. Dillon discussed the current written policy with an added paragraph that would allow the District to fine the properties that have not hooked up. Mr. Dillon stated that he does not think that it is a good policy to fine the non compliant properties. It would be a much more cumbersome and time-consuming tool than using code enforcement.

The Board took no action

*Informal District Practices*

Mr. Dillon reviewed the informal District practices that the Board has adopted. The Board directed Mr. Dillon to add a phone policy to the list and to change “The Board has not adopted a policy regarding mandatory attendance at meetings to say the Board may adopt a policy regarding mandatory attendance at meetings.

**Bulk Items**

*Minutes of KLWTD Meeting on January 23, 2007*

**Motion: Commissioner Hammaker made a motion to approve the Minutes of January 23, 2007. Commissioner Higgins seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Bauman</b>			<b>Abstained</b>
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Acting Chairman Tobin</b>	<b>X</b>		
<b>Chairman Bullock</b>	<b>X</b>		

**Motion passed 4 to 0**

*Pending Payment List of February 6, 2007*

**Motion: Commissioner Higgins made a motion to approve the Pending Payments List of February 6, 2007 contingent upon the availability of funds. Commissioner Bauman seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Bauman</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Acting Chairman Tobin</b>	<b>X</b>		
<b>Chairman Bullock</b>	<b>X</b>		

**Motion passed 5 to 0**

**Engineers Report**

*Monthly Status Report*

Mr. Castle presented his written report. Ed Castle reported that the design flow testing went better than anticipated on preliminary results. The plant has recently been in compliance on TSS. It is a good step in the right direction.

*Lateral Connection Report*

Ed Castle reviewed the lateral connection report.

**Finance Officer's Report**

Syndi Trakul, Financial Analyst, has been concentrating on putting the information together for PRMG.

Chairman Bullock commented that the contract awarded by the Board earlier had not been sign off by Mr. Waits. Also, Margaret Blank, District Engineer, had signed off on the recommendation instead of the professional engineer from Weiler Engineering. He would like to see that all the departments sign off on the items.

Mr. Castle said that he would provide a letter stating that he approved the Basin A-1 contract award.

Commissioner Tobin would like to see the department heads write up what they are responsible for.

**Legal Report**

*RESOLUTION NUMBER NO. 03-02-07*

*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.*

**Motion: Commissioner Tobin made a motion to approve the Resolution No. 03-02-07. Commissioner Higgins seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Bauman</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Acting Chairman Tobin</b>	<b>X</b>		
<b>Chairman Bullock</b>	<b>X</b>		

**Motion passed 5 to 0**

**General Manager's Report**

*State Legislative Representative*

Chairman Bullock pointed out that the contract stated they will be leveraging federal funds not state funds. Mr. Dillon said that the contract will be corrected.

Charles F. Fishburn urged the Board to individually call the representatives and let them know how they feel.

Mr. Fishburn explained that the representatives' assignment is one to make sure the \$20 million stays in the budget and two, to get the best split for the District.

After discussion the Board requested that the item be added to the next agenda for a discussion on what percentage of the \$20 million coming to the County should be asked for.

*Airvac Pit Purchase*

Mr. Fishburn explained that the District will save the sales tax if they purchase the pits.

**Motion:** Commissioner Tobin made a motion to authorize the District Manager the authority to purchase \$100,000 in pits. Commissioner Higgins seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Bauman</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Acting Chairman Tobin</b>	<b>X</b>		
<b>Chairman Bullock</b>	<b>X</b>		

**Motion passed 5 to 0**

*Fork Lift Purchase*

Charles F. Fishburn explained that he has been thinking about purchasing a fork lift but has decided to postpone the purchase at the current time.

**Commissioner's Round Table**

Commissioner Hammaker asked the Board to approve payment in the amount of \$270 for a membership in the Association of Fund Raising Professionals with local membership in the Miami Chapter. She is planning on using the source for grant funding for low to middle income residents that can not afford the sewer connection.

**Motion: Commissioner Tobin made a motion to pay the membership fee of \$270 to the Association of Fund Raising Professional to aid in the search for grant funds. Commissioner Bauman seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Bauman</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Acting Chairman Tobin</b>	<b>X</b>		
<b>Chairman Bullock</b>	<b>X</b>		

**Motion passed 5 to 0**

Commissioner Tobin does not feel that PRMG is giving the District any fresh ideas. He feels that they are giving the District cookie cutter information and they can not go out side of the box because they are working for other entities in the County. Commissioner Tobin hopes that they are looking at the restaurant issue.

General Manager Charles F. Fishburn explained that they are working on the restaurant issue and they have looked out side of the box.

**Adjournment**

The KLWTD Board adjourned the Board Meeting at 6:52 PM.

The KLWTD meeting minutes of February 6, 2007 were approved on February 20, 2007.

*Claude M. Bullock*

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Chairman Claude Bullock

*Carol Walker*

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Carol Walker, CMC  
District Clerk

**Bid Tabulation**  
**Key Largo Wastewater Treatment District**  
**Vacuum Collection System Basin A - Phase 1**

Item No.	Description	Unit	Qty	Engineer's Estimate		Fountain Engineering		ADB		GlobeTec		Metro Equipment		DN Higgins, Inc.	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization	LS	1	\$237,944.00	\$237,944.00	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 170,000.00	\$ 170,000.00	\$ 5,000.00	\$ 5,000.00	\$ 73,000.00	\$ 73,000.00
2	Preconstruction Video	LS	1	\$5,227.00	\$5,227.00	\$ 10,000.00	\$ 10,000.00	\$ 1,500.00	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00
3	Maintenance of Traffic	LS	1	\$20,908.00	\$20,908.00	\$ 30,000.00	\$ 30,000.00	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00
4	Erosion and Sediment Control, Silt Fence	LS	1	\$34,600.00	\$34,600.00	\$ 15,000.00	\$ 15,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00
5	Furnish and Install Vacuum Main														
5a	4-inch PVC Pipe	LF	6337	\$71.00	\$449,927.00	\$ 46.00	\$ 291,502.00	\$ 50.00	\$ 316,850.00	\$ 50.00	\$ 316,850.00	\$ 123.00	\$ 779,451.00	\$ 89.00	\$ 563,993.00
5b	6-inch PVC Pipe	LF	3422	\$75.00	\$256,650.00	\$ 53.50	\$ 183,077.00	\$ 55.00	\$ 188,210.00	\$ 80.00	\$ 273,760.00	\$ 127.00	\$ 434,594.00	\$ 94.00	\$ 321,668.00
5c	8-inch PVC Pipe	LF	695	\$81.00	\$56,295.00	\$ 59.50	\$ 41,352.50	\$ 60.00	\$ 41,700.00	\$ 150.00	\$ 104,250.00	\$ 132.00	\$ 91,740.00	\$ 103.00	\$ 71,585.00
6	Furnish and Install Division Valves														
6a	4-inch	EA	4	\$850.00	\$3,400.00	\$ 1,000.00	\$ 4,000.00	\$ 950.00	\$ 3,800.00	\$ 1,000.00	\$ 4,000.00	\$ 1,500.00	\$ 6,000.00	\$ 850.00	\$ 3,400.00
6b	6-inch	EA	4	\$1,200.00	\$4,800.00	\$ 1,200.00	\$ 4,800.00	\$ 1,400.00	\$ 5,600.00	\$ 1,800.00	\$ 7,200.00	\$ 1,500.00	\$ 6,000.00	\$ 1,300.00	\$ 5,200.00
6c	8-inch	EA	2	\$1,500.00	\$3,000.00	\$ 1,500.00	\$ 3,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,900.00	\$ 3,800.00	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00	\$ 2,800.00
7	Bleed Valve Assembly	EA	6	\$300.00	\$1,800.00	\$ 1,500.00	\$ 9,000.00	\$ 2,500.00	\$ 15,000.00	\$ 900.00	\$ 5,400.00	\$ 250.00	\$ 1,500.00	\$ 10,000.00	\$ 60,000.00
8a	Install Vacuum Sewer Collection Pits - 5 ft	EA	34	\$5,500.00	\$187,000.00	\$ 2,300.00	\$ 78,200.00	\$ 2,800.00	\$ 95,200.00	\$ 4,300.00	\$ 146,200.00	\$ 3,000.00	\$ 102,000.00	\$ 8,300.00	\$ 282,200.00
8b	Install Vacuum Sewer Collection Pits - 6 ft	EA	25	\$5,500.00	\$137,500.00	\$ 2,400.00	\$ 60,000.00	\$ 3,000.00	\$ 75,000.00	\$ 4,500.00	\$ 112,500.00	\$ 3,200.00	\$ 80,000.00	\$ 8,500.00	\$ 212,500.00
9	Furnish and Install 3-inch Vacuum Connection	LF	1250	\$44.32	\$55,395.00	\$ 50.00	\$ 62,500.00	\$ 45.00	\$ 56,250.00	\$ 60.00	\$ 75,000.00	\$ 40.00	\$ 50,000.00	\$ 73.00	\$ 91,250.00
10	Furnish and Install Dedicated Intake/Vertical	EA	59	\$500.00	\$29,500.00	\$ 350.00	\$ 20,650.00	\$ 600.00	\$ 35,400.00	\$ 500.00	\$ 29,500.00	\$ 230.00	\$ 13,570.00	\$ 80.00	\$ 4,720.00
11	Furnish and Install Dedicated Intake/Horizontal	LF	300	\$0.00	\$0.00	\$ 50.00	\$ 15,000.00	\$ 55.00	\$ 16,500.00	\$ 40.00	\$ 12,000.00	\$ 30.00	\$ 9,000.00	\$ 100.00	\$ 30,000.00
12	Furnish and Install 6-inch PVC Cleanout	EA	149	\$150.00	\$22,350.00	\$ 525.00	\$ 78,225.00	\$ 500.00	\$ 74,500.00	\$ 300.00	\$ 44,700.00	\$ 400.00	\$ 59,600.00	\$ 250.00	\$ 37,250.00
13	Furnish and Install 6-inch Gravity Laterals	LF	1900	\$43.98	\$83,565.00	\$ 53.35	\$ 101,365.00	\$ 55.00	\$ 104,500.00	\$ 80.00	\$ 152,000.00	\$ 40.00	\$ 76,000.00	\$ 73.00	\$ 138,700.00
14	Asphalt/Driveway Restoration	SY	550	\$289.77	\$159,374.00	\$ 53.00	\$ 29,150.00	\$ 28.00	\$ 15,400.00	\$ 100.00	\$ 55,000.00	\$ 70.00	\$ 38,500.00	\$ 53.00	\$ 29,150.00
15	US 1 Crossing (Jack & Bore or Directional Drill)	LF	160	\$468.75	\$75,000.00	\$ 325.00	\$ 52,000.00	\$ 350.00	\$ 56,000.00	\$ 250.00	\$ 40,000.00	\$ 155.00	\$ 24,800.00	\$ 1,230.00	\$ 196,800.00
	<b>BASE BID</b>				<b>\$1,824,235.00</b>		<b>\$1,128,821.50</b>		<b>\$1,144,410.00</b>		<b>\$1,591,160.00</b>		<b>\$1,611,255.00</b>		<b>\$2,186,216.00</b>
	Additive Alternate - Full Overlay	SY	23230	\$28.71	\$666,900.00	\$ 11.50	\$ 267,145.00	\$ 17.00	\$ 394,910.00	\$ 14.00	\$ 325,220.00	\$ 7.50	\$ 174,225.00	\$ 21.00	\$ 487,830.00
	<b>INCLUDING ADDITIVE ALTERNATE</b>				<b>\$2,491,135.00</b>		<b>\$1,395,966.50</b>		<b>\$1,539,320.00</b>		<b>\$1,916,380.00</b>		<b>\$1,985,480.00</b>		<b>\$2,674,046.00</b>

- NOTES:  
1 Engineer's estimate assumed that contractor would furnish pits. Bids include cost of pit installation only. District will supply pits.  
2 Engineer's estimate for Asphalt/Driveway Restoration included water service relocations as well as asphalt patching & repair.

EXHIBIT "A"



**Bid Tabulation**  
**Key Largo Wastewater Treatment District**  
**Vacuum Collection System Basin A - Phase 1**

Item No.	Description	Unit	Qty.	Engineer's Estimate		Fountain Engineering		ADB		GlobeTec		Metro Equipment		DN Higgins, Inc.			
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost		
1	Mobilization	LS	1	\$237,944.00	\$237,944.00	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 170,000.00	\$ 170,000.00	\$ 5,000.00	\$ 5,000.00	\$ 73,000.00	\$ 73,000.00		
2	Preconstruction Video	LS	1	\$5,227.00	\$5,227.00	\$ 10,000.00	\$ 10,000.00	\$ 1,500.00	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00		
3	Maintenance of Traffic	LS	1	\$20,908.00	\$20,908.00	\$ 30,000.00	\$ 30,000.00	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00		
4	Erosion and Sediment Control, Silt Fence	LS	1	\$34,600.00	\$34,600.00	\$ 15,000.00	\$ 15,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00		
5	Furnish and Install Vacuum Main																
5a	4-inch PVC Pipe	LF	6337	\$71.00	\$449,927.00	\$ 46.00	\$ 291,502.00	\$ 50.00	\$ 316,850.00	\$ 50.00	\$ 316,850.00	\$ 123.00	\$ 779,451.00	\$ 89.00	\$ 563,993.00		
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6c	8-inch	EA	2	\$1,500.00	\$3,000.00	\$ 1,500.00	\$ 3,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,900.00	\$ 3,800.00	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00	\$ 2,800.00		
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12	Furnish and Install 6-inch PVC Cleanout	EA	149	\$150.00	\$22,350.00	\$ 525.00	\$ 78,225.00	\$ 500.00	\$ 74,500.00	\$ 300.00	\$ 44,700.00	\$ 400.00	\$ 59,600.00	\$ 250.00	\$ 37,250.00		
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Additive Alternate - Full Overlay				SY	23230	\$28.71	\$666,900.00	\$ 11.50	\$ 267,145.00	\$ 17.00	\$ 394,910.00	\$ 14.00	\$ 325,220.00	\$ 7.50	\$ 174,225.00	\$ 21.00	\$ 487,830.00
<b>INCLUDING ADDITIVE ALTERNATE</b>					<b>\$2,491,135.00</b>		<b>\$1,395,966.50</b>		<b>\$1,539,320.00</b>		<b>\$1,916,380.00</b>		<b>\$1,985,480.00</b>		<b>\$2,674,048.00</b>		

**NOTES:**

1. Engineer's estimate assumed that contractor would furnish pits. Bids include cost of pit installation only. District will supply pits.
2. Engineer's estimate for Asphalt/Driveway Restoration included water service relocations as well as asphalt patching & repair.