

MINUTES

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



February 20, 2007
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on February 20, 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 Tobin.

AGENDA

Commissioner Bauman requested that an item regarding Commissioners speaking to the Press be placed on the agenda. District Counsel Thomas Dillon requested that the ACOE Agreement, Item 12, be changed to a discussion item.

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

Vote on Motion

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

Motion passed 5 to 0

Public Comment

The following persons addressed the Board: N/A

Commissioner Items

Commissioner Comments

Commissioner Bauman stated that he thinks that the comments made to the public should reflect an atmosphere of cooperation and helping each other complete the sewerage of Monroe County.

Commissioner Higgins reminded the Board that Representative Ron Saunders will be having a meeting on March 1 to discussion the division of the \$20 million that the County will be getting.

Employee Policies and Procedures

Commissioner Hammaker reported that her next step will be to write a draft policy. Commissioner Tobin stated that Commissioner Hammaker should use the Electric Coop policies for a model.

Chairman Bullock requested that if an email is sent out to one Board Member it should be sent out to all Board Members.

Grant Funding Update

Commissioner Hammaker stated that she is involved at looking at various sources such as Community Service Gants and private funding sources. She is also looking at planning and technical grants.

Agreement between the ACOE and KLWTD

Thomas Dillon, District Counsel, reported that he has amended the project description and it will be forwarded to Army Headquarters for review. Commissioner Bauman would like the total cost of administering the ACOE monies.

Administrative Manual

Ed Castle, Weiler Engineering, reviewed what duties he performed for the District.

Bulk Items

Minutes of KLWTD Meeting on February 6, 2007

Motion: Commissioner Hammaker made a motion to approve the Minutes of February 6, 2007. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Pending Payment List of February 20, 2007

Motion: Commissioner Bauman made a motion to approve the Pending Payments List of February 20, 2007 contingent upon the availability of funds. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 4 to 0

Engineers Report

Monthly Status Report

Mr. Castle reported that he has been researching replacement filters for the treatment plant and the plans for the Regional Treatment Plant have a three story building with room for a dormitory and a kitchen.

Lateral Connection Report

Ed Castle reviewed the lateral connection report. The Board directed staff to send out letters to the property owners of Key Largo Park that have not started the process yet.

Acceptance Testing

Mr. Castle stated that there are a few problems with the filters but over all the testing went well.

Finance Officer's Report

Actual vs. Budget for First Quarter

Mr. Martin Waits presented the Actual vs. Budget report for the first quarter. The Board requested that Mr. Waits keep a separate accounting of what each of the legislative representatives are being paid. The Board would also like a separate accounting for Mr. Whit Van Cott, not as a legislative representative.

Project Funding Status Report

Mr. Waits presented the Project Funding Status Report.

Legal Report

Procurement Report

District Counsel Thomas Dillon reviewed the Procurement Policy and told the Board that he would be bringing it back to the next meeting for action.

General Manager's Report

Airvac Pit Purchase

Mr. Fishburn explained that the District is purchasing the Airvac Pits direct from Airvac in truck load quantities. The District will be purchasing the valves when the pits are purchased instead of separately.

Motion: **Commissioner Higgins made a motion to authorize the District Manager the authority to purchase up to \$786,125 in pits. The motion died due to a lack of a second.**

The Board directed Mr. Fishburn to bring back the Airvac purchase order when he has an exact amount for it.

State Legislative Representative

The Board decided to have Commissioner Bauman contact the Representatives and inform them that the District would like to ask for \$15 million of the \$20 million budgeted for Monroe County wastewater projects.

Trailer at WWTP

General Manager Charles F. Fishburn explained that he had purchased a travel trailer to be placed at the treatment plant site to allow employees to stay in it if they are called out late at night or have to work late.

The Board directed staff to research the County Ordinances to see if a permit is needed and to apply for one if appropriate. If the travel trailer is not allowed the item is to be brought back to the Board and they will decide whether to sell the trailer (and recoup the cost) or look at other options.

Commissioner's Round Table

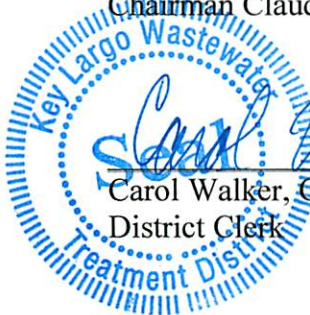
Adjournment

The KLWTD Board adjourned the Board Meeting at 7:00 PM.

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

Claude M. Bullock

Chairman Claude Bullock



Carol Walker, CMC
District Clerk