

MINUTES

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



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

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on March 6, 2007 at 4:00 PM. Present were Chairman Claude Bullock, Commissioners 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 Hammaker.

AGENDA

Commissioner Bauman requested that an item regarding the District's State Legislative Representatives and one about the travel trailer be added. Commissioner Higgins requested that an item on Calusa Campground be added. Staff requested that an item on the Inclusion of Basins A & D be added to the SRF Project and Basin A-3 contractor recommendation be added and staff also requested that the GIS System and the Airvac purchase order be moved to the front of the agenda.

Motion: Commissioner Hammaker 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		
Commissioner Tobin			Absent
Chairman Bullock	X		

Motion passed 4 to 0

Public Comment

The following persons addressed the Board: N/A

GIS System

Margaret Blank, District Engineer, explained to the Board what the benefits of having a GIS system would be. Ed Castle explained how it would be used. The estimated cost of the system will be brought back to the Board.

The Board directed staff to continue moving forward in obtaining information on the GIS system.

Airvac Purchase Order

Dave Elias and Rich Naret from Airvac, Inc. were present at the Board meeting.

Charles F. Fishburn, General Manager, requested authorization to sign purchase orders to Airvac for the purchase of pits in the amount of \$757,635.

Motion: Commissioner Bauman made a motion to authorize the General Manager to sign purchase orders for the components for Basin A collection system in the amount of \$757,635. Motion seconded by Commissioner Hammaker

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

Commissioner Items

Employee Policies and Procedures

Commissioner Hammaker presented policies about communication with the media, business use of vehicles, accidents, and other safety issues. The Board was requested to review the policy for discussion at the March 20th meeting with action planned at the April 3rd meeting.

State Legislative Representatives

Commissioner Bauman stated that he has not had any contact with the representatives since the first call he and the General Manager made to them. He is disappointed with what they have done and how they have communicated with the Board.

The Board requested that Ken Sorensen and State Representative Ron Saunders be contacted for a conference call during the March 20th meeting to discuss the legislative representatives.

Calusa Campground

Commissioner Higgins had been contacted by Calusa Campground about the District connecting them to the sewer. The Board requested that Charles F. Fishburn meet with Commissioner Higgins to update him on the situation.

Bulk Items

Minutes of KLWTD Meeting on February 6, 2007

Pending Payments List for March 6, 2007

Motion: Commissioner Hammaker made a motion to approve the Bulk Items.
 Commissioner Bauman 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 the filters are still giving the plant a problem. He feels that the best solution may be new filters.

Mr. Castle explained that it should be the contractor's responsibility to make the plant work properly.

Lateral Connection Report

Ed Castle reviewed the lateral connection report.

Finance Officer's Report

Request for Inclusion of North Components Basin A & D in the State Revolving Loan Program

Martin Waits reviewed the proposal for Inclusion of North Components Basin A & D in the State Revolving Loan Program. He stated that he will be bringing it back to the March 20th meeting for action.

Legal Report

Procurement Policy

District Counsel Thomas Dillon presented the Procurement Policy.

Motion: Commissioner Bauman made a motion to approve the Procurement Policy
 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

General Manager's Report

Pit Cover Purchase Order

Mr. Fishburn explained that the pit covers will be purchased directly from US Foundry and will have the District's name on them.

Motion: Commissioner Bauman made a motion to authorize the General Manager to sign the pit cover purchase order to US Foundry for the not to exceed amount of \$35,935. 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

Vactron Purchase Order

Charles F. Fishburn reviewed the Vactron vacuum trailer system that staff has recommended for purchase. He explained that the Vactron will be used during construction of the collection systems, and the treatment plant. It will also be used by the District after all of the construction has been finished.

Commissioner Bauman asked District Counsel, Thomas Dillon, if he has reviewed the warranty that comes with the system.

Mr. Dillon stated that he has not seen the warranty yet but will review it.

Commissioner Hammaker made a motion to authorize the General Manager to sign the purchase order for the Vactron contingent upon the review of warranty by the District Counsel.

The motion died due to the lack of a second.

Travel Trailer

The Board accepted Commissioner Hammaker's assistance in researching the cost of a RV site and rental apartments.

Basin "A" Phase 3 Bid Recommendation

General Manager Charles F. Fishburn reviewed the bids that were received for Basin A Phase 3. Mr. Fishburn recommended that the District award the bid to GlobeTec, subject to responsibility review and receipt of deliverables, bonding and other submittals.

Motion: Commissioner Bauman made a motion to deliver a notice of intent to award the contract for Basin A Phase 3, base bid, to GlobeTec, and to award the contract upon satisfactory delivery of bonding and other submittals. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 4 to 0

Commissioner's Round Table

Commissioner Hammaker will be attending Representative Ileana Ros-Lehtinen's summit meeting in Key West on March 11 with the General Manager.

Adjournment

The KLWTD Board adjourned the Board Meeting at 5:58 PM.

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

Claude M. Bullock

Chairman Claude Bullock

Carol Walker

Carol Walker, CMC
District Clerk