

MINUTES

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



April 17, 2007
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on April 17, 2007 at 4:00 PM. Present were Chairman Claude Bullock (arriving at 4:05 PM), Commissioners Susan Hammaker, Andrew Tobin (arriving at 4:11 PM), 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

Staff asked that Item H8 (Easement Contract) be changed to a discussion item.

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

Vote on Motion

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

Motion passed 3 to 0

Public Comment

The following persons addressed the Board: N/A

Commissioner Items

Employee Policies and Procedures

Commissioner Hammaker presented the policy about communication with the media.

Motion: Commissioner Bauman made a motion to approve the Communications with the Media and the Public 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

Commissioner Hammaker explained to the Board that the District is in need of a uniform method to deal with employees. She suggested that the District look into hiring a part time human resource person. The Board requested that Commissioner Hammaker do a proposal and put it on the next agenda for discussion.

Commissioner Tobin requested that Charles F. Fishburn, General Manager, give a report on the meeting that District Staff had with County Staff regarding the Regional Treatment Plant permit.

Mr. Fishburn reported that The District will be hiring a traffic engineer to do a traffic study for the plant site. The County feels that there is an environmental concern in the way the plant is laid out, and has proposed a solution that staff believes to be unworkable due to traffic issues. The District is working with the County Staff to solve the problem.

Bulk Items

Minutes of KLWTD Meeting on April 3, 2007, 2007

Resolution No. 06-04-07

**Motion: Commissioner Bauman made a motion to approve the Bulk Items
Commissioner Higgins 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 Payments List for April 17, 2007

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

Engineers Report

Monthly Status Report

Mr. Castle reported that the District had a bid opening on April 12, 2007 for Basin D Phase 2. He also reported that there has been a failure of the aspirator pump at the plant for the third time and he has sent a memo to Haskell noting that the pump should be upsized.

Lateral Connection Report

Ed Castle reviewed the lateral connection report.

Finance Officer's Report

First Half FY 2007 Report

Mr. Waits reviewed the consolidated revenues & expenses and the actual vs. budget for the first six month of the fiscal year 2007.

Legal Report

Easement with the Archdiocese of Miami

Mr. Dillon, District Counsel, reviewed the agreement for an easement for a vacuum station serving collection Basin A and B with the Board.

Commission Tobin had several points of concern about the contract. Mr. Dillon and Commissioner Tobin are to meet and go over his concerns.

General Manager's Report

CES Consultant Agreement Renewal

Motion: Commissioner Tobin made a motion to approve the CES Consultant Agreement. 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

Levy-Betz Contract Extension

General Manager Charles F. Fishburn explained that the contract with Mr. Levy will run out at the end of April.

The Board requested that Mr. Levy and Mr. Betz come to the District and make a report. Commissioner Bauman will be contacting them to make the arrangements.

Motion: Commissioner Bauman made a motion to approve the Levy-Betz contract for one month. 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

Commissioner's Round Table

Chairman Bullock introduced the topic of giving the General Manager a raise. All of the Board members agreed that they would consider a raise. The Board asked Mr. Fishburn to put together a proposal and present it to the Board.

Adjournment

The KLWTD Board adjourned the Board Meeting at 6:05 PM.

The KLWTD meeting minutes of April 17, 2007 were approved on May 1, 2007.



Chairman Claude Bullock



Carol Walker, CMC
District Clerk