

MINUTES

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



July 10, 2007

98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on July 10, 2007 at 4:00 PM. Present were Commissioners Susan Hammaker, Andrew Tobin, Norman Higgins, Claude Bullock, and Chairman Gary Bauman. Also present were District Counsel Thomas Dillon, General Manager Charles F. Fishburn, Acting District Clerk Maureen Schneider, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

AGENDA

Commissioner Higgins requested that two items about septic tanks and grants be added to the Commissioners Items. Commissioner Bullock requested that an item about the Planning Commission Meeting be placed on the Agenda. Mr. Dillon requested discussion on the 16.8 acres. Mr. Waits requested a discussion on FEMA Grants.

The Agenda was approved by consensus.

PUBLIC COMMENT

The following persons addressed the Commission: N/A

COMMISSIONER ITEMS

Performance Standards for General Manager

Commissioner Hammaker introduced the forms that the employees are evaluated with and the form Islamorada uses for their Manager.

Greg Matthews, Human Resources, suggested to the Board that when they do an appraisal for the Manager that they get input from other employees and contractors who work with the Manager.

Staff was directed to process a review form for the Manager based on the one that Islamorada uses and bring it back to the Board for approval.

Phased Deadline

Commissioner Tobin feels that a phased deadline for wastewater projects is a good idea. To be able to get relief for the phased deadline it has to be done in the 2008 Legislature and that should be started in 2007. He would like to see the District pass a resolution to that effect.

Commissioner Higgins and Commissioner Bullock agreed.

Commissioner Hammaker would like to see the District try to meet the deadline of 2010 before saying that they can not meet the deadline.

Chairman Bauman stated that the issue is money and time.

The Board directed Staff to bring back a draft resolution to the Board for discussion that would include something that would make people start to think that it would make sense to have a phased in deadline and that the Municipalities would not be competing for grant monies.

Revised Resolution No. 08-07-07

Motion: Commissioner Tobin made a motion to approve revised Resolution No. 08-07-07 with the inclusion of Section 1, 2, and 3 from the original Resolution No. 08-07-07. Motion seconded by Commissioner Higgins.

Vote on Motion

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

Motion passed 5 to 0

Septic Tanks

Commissioner Higgins would like Staff to clarify the use of septic tanks as cisterns. Mr. Fishburn said that the information would be posted on the web site.

Grants

Commissioner Higgins asked what people should do if they need a grant. Commissioner Hammaker explained that they property owner should call the District office and asked to be put on the grant list.

BULK ITEMS

Minutes of June 19, 2007

Pending Payments

Atlantis Dive Center Removed from Bulk Items

Motion: Commissioner Higgins made a motion to approve the Bulk Items with the Pending Payments contingent upon the availability of funds. Motion seconded by Commissioner Hammaker.

Vote on Motion

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

Motion passed 5 to 0

Atlantis Dive Center

Commissioner Tobin stated that we wanted to make sure that all of the Board's denials were made without prejudice. District Counsel Thomas Dillon explained that all of the Boards denials were without prejudice and can come back to the Board when they have more information.

Motion: Commissioner Hammaker made a motion to accept the Staffs recommendation without prejudice. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

ENGINEER'S REPORT

Monthly Status Report

Mr. Castle presented his written staff report. Commissioner Bullock asked if Haskell Co. gave a date when they would finish everything. Mr. Castle stated that they have not given the District a date yet. Mr. Castle reported that he is still waiting for the redline drawings for the plant.

Lateral Connection Status

The lateral connections were reported to the Board.

FINANCE REPORT

FY 2007 Outlook vs. Budget

Martin Waits reviewed the Outlook vs Budget.

There is a \$65,000 surplus in the Professional Services category compared to the budget.

The plant operations are not very far off from the budget except for the payroll area. Earlier in the year there was not a lot of construction activity therefore the employees times were charged to the plant because of the work they did at the plant.

The District will be putting away 7½% of the Districts revenues for windstorm reserves.

Budget Development

Chairman Bauman would like to see the administrative budget reduced for the next year.

Mr. Waits asked if the assessment for Basin B and Basin C and the Commercial to the South is appropriate for use in the projected budget. Discussion followed.

Staff recommends basing the budget on the same amounts as last year.

Mr. Waits explained the proposed increase in employees.

FEMA Grant

The State Auditor was in and is going to recommend that the grant be closed out.

LEGAL REPORT

Transfer on 16.8 acres to County

The Planning Board approved the conditional use permit for the Regional Plant.

MANAGER'S REPORT

Basin "C" Engineering Contract

Mr. Fishburn requested that his item be postponed to the next meeting.

Basin "A" Change Order

Mr. Fishburn stated that he hopes to have a change order from Fountain Engineering at the next meeting.

Basin "E" and "F" Engineering

Mr. Fishburn is directing Weiler Engineering to do the scope of work for the engineering for the rest of Basin "E" and all of Basin "F".

Sound System

Mr. Fishburn reported that the estimate for a sound system came in at \$25,000.

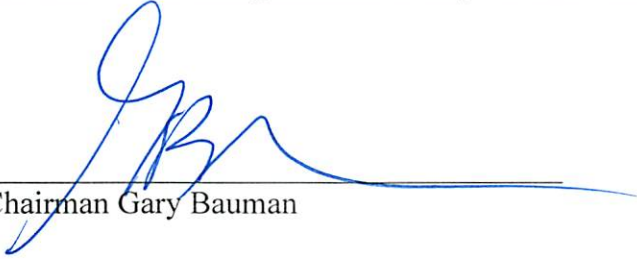
Commissioner's Round Table

N/A

Adjournment

The KLWTD Board adjourned the Board Meeting at 7:25 PM.

The KLWTD meeting minutes of July 10, 2007 were approved on August 7, 2007


Chairman Gary Bauman


Carol Walker, CMC
District Clerk

