

MINUTES

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



March 18, 2008
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on March 18, 2008 at 4:11 PM. Present were Chairman Gary Bauman, Commissioners Susan Hammaker, Norman Higgins, and Claude Bullock. Commissioner Andrew Tobin arrived at 5:24 PM. Also present the General Manager Charles F. Fishburn, District Counsel Thomas M. Dillon, District Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

APPROVAL OF AGENDA

Charles F. Fishburn, General Manager, added an item about the Town Hall meeting. District Counsel, Thomas Dillon, removed the Closed Session on Calusa Campground and requested the Minutes of February 19, 2008 be removed from Bulk. Martin Waits, Chief Financial Officer, suggested that Commissioner Tobin's items be held until he arrives. Commissioner Bullock removed the Pending Payments from Bulk Items. Commissioner Hammaker requested that Item 3 be split into two items, Federal Issues and Options. She requested Item 1, Employee Hand Book be deleted and she would like to add an item under the General Manager on the one cent sales tax.

Motion: Commissioner Higgins made a motion to approve the Agenda as amended. Commissioner Bullock seconded the motion.

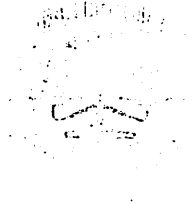
Vote on Motion

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

Motion passed 4 to 0

PUBLIC COMMENTS: The following persons addressed the Commission: Charles Brooks, Key Largo gave a report on the Project Development Team of March 8, 2008.

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



March 18, 2008
98880 OVERSEAS HWY, KEY LARGO, FL 33097

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on March 18, 2008 at 4:11 PM. Present were Chairman Gary Bauman, Commissioners Susan Hammar, Norman Higgins, and Claude Bullock, Commissioner Andrew Tobin arrived at 5:24 PM. Also present the General Manager Charles E. Fishburn, District Counsel Thomas M. Dillon, District Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

APPROVAL OF AGENDA

Charles E. Fishburn, General Manager, added an item about the Town Hall meeting. District Counsel, Thomas Dillon, removed the Closed Session on Calusa Campground and requested the Minutes of February 19, 2008 be removed from Bulk. Martin White, Chief Financial Officer, suggested that Commissioner Tobin's term be held until he arrives. Commissioner Bullock removed the Pending Payments from Bulk Items. Commissioner Hammar requested that Item 2 be split into two items: Federal Issues and Options. She requested Item 1, Employee Hand Book, be deleted and she would like to add an item under the General Manager on the one and a half tax.

Commissioner Higgins made a motion to approve the agenda as amended. Commissioner Bullock seconded the motion.

Vote on Motion		
Member	Yes	No
Chairman Bauman	X	
Commissioner Hammar	X	
Commissioner Higgins	X	
Commissioner Tobin		X
Commissioner Bullock	X	

Motion passed 4 to 0

PUBLIC COMMENTS: The following persons addressed the Commission: Charles Brooks, Key Largo gave a report on the Project Development Team of March 18, 2008.

COMMISSIONER'S ITEMS

Federal Issues

Fred Hicks, District Federal Legislative Representative, and Whit Van Cott gave a presentation on obtaining Army Corp of Engineers funding.

Project Development Team (PDT) Meeting of March 8, 2008

Charles Brooks reported on the meeting.

There was a general discussion of the current status of PDT issues and positions.

Extra Office Help and Town Hall Meeting

Commissioner Hammaker stated that she would like someone hired to begin training to replace the District Clerk when her house is sold.

The Town Hall meeting on March 15, 2008 reached 350 property owners.

The Board would like to have a transition plan brought back at some time in the future for when the District is out of the construction business and only a utility.

What to do with the Existing Plant

Mr. Fishburn was directed to bring back options to the Board on what can be done with the plant to the April 1, 2008 meeting.

Delay in County Reimbursements

The Board requested that the Manager take steps to expedite the reimbursement process with the County.

BULK ITEMS

Minutes of February 19, 2008

The Board directed the District Counsel to review the transcript of the recorded procedures and provide corrections.

Minutes of March 4, 2008

Motion: Commissioner Tobin made a motion to approve the Minutes of March 4, 2008. 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

Pending Payments list of March 4, 2008

Reading Reports list of March 4, 2008

Motion passed 5 to 0

Member	Yes	No	Other
Commissioner Haddock	X		
Commissioner Tobin	X		
Commissioner Higgins	X		
Commissioner Hammar	X		
Commissioner Gorman	X		

Vote on Motion

2008. Commissioner Higgins seconded the motion.

Motion: Commissioner Tobin made a motion to approve the Minutes of March 4, 2008.

Minutes of March 4, 2008

provide conditions.

The Board directed the District Counsel to review the transcript of the recorded proceedings and

Minutes of February 19, 2008

RESOLUTIONS

County.

The Board requested that the Manager take steps to expedite the reimbursement process with the

County of Orange Assessor's Office.

the April 1, 2008 meeting.

Mr. Haddock was directed to bring back options to the Board on what can be done with the plant to

fit in with the existing plant.

District is out of the construction business and only a utility.

The Board would like to have a transition plan brought back at some time in the future for when the

The Town Hall meeting on March 12, 2008 reached 350 property owners.

District Clerk when her house is sold.

Commissioner Hammar stated that she would like someone hired to begin training to replace the

Executive Officer Help and Town Hall Meeting

there was a general discussion of the current status of PDT issues and positions.

Charles Brooks reported on the meeting.

Project Development Team (PDT) Meeting of March 8, 2008

obtaining Army Corp of Engineers funding.

Bob Hicks, District Legislative Representative, and Will Van Cott gave a presentation on

related issues.

COMMISSIONER'S ITEMS

Motion: Commissioner Higgins made a motion to authorize the purchase of a Sludge Aspirator Motor and a SBR feed pump motor. Commissioner Tobin 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

Motion: Commissioner Higgins made a motion to approve the Pending Payments List of March 18, 2008 contingent upon the availability of funds. Commissioner Bauman 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 Report

Mr. Castle reported that the plant is hitting producing effluent with 1PPM nitrogen. Basin A Phase 5 has started construction. Basin B Phase 1 is ready to go out to bid and the bid for the wastewater plant process tanks is being reviewed.

The Board directed Staff to look into Personnel Appreciation certificates.

Commissioner Bullock requested a timeline for completion of the Regional Plant.

FINANCIAL REPORT

N/A.

LEGAL REPORT

Calusa Campground

Closed session was cancelled. Mr. Dillon reported that there will be a hearing Wednesday March 18, 2008 on the Youngquist Bid Protest. Mr. Dillon provided a status report on the protest.

Commissioner Higgins made a motion to authorize the purchase of a Stage Aspirator Motor and a Split End pump motor. Commissioner Dillon seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Blalock	X		
Commissioner Dillon	X		
Commissioner Higgins	X		
Commissioner Blalock	X		

Motion passed 5 to 0

Commissioner Higgins made a motion to approve the Pending Payments List of March 18, 2008 contingent upon the availability of funds. Commissioner Blalock seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Blalock	X		
Commissioner Dillon	X		
Commissioner Higgins	X		
Commissioner Blalock	X		

Motion passed 5 to 0

ENGINEER'S REPORT

Mr. Cusick reported that the plant is hitting producing effluent with TSS4 nitrogen. Basin 7 Phase 2 has started construction. Basin 8 Phase 1 is ready to go out to bid and the bid for the wastewater plant process tanks is being reviewed.

The Board directed staff to look into Personnel Appreciation certificates.

Commissioner Blalock requested a timeline for completion of the Regional Plan.

FINANCIAL REPORT

N/A

LEGAL REPORT

Mr. Dillon reported that there will be a hearing Wednesday. Closed session was cancelled. Mr. Dillon provided a status report on the March 18, 2008 on the Youngquist Bid Protest. Mr. Dillon provided a status report on the protest.

GENERAL MANAGER’S REPORT

Change Order for Basin A Phase 2

Charles Fishburn explained that the Staff recommends awarding Basin A-2 to GlobeTec who was the low bidder on Basin A-3. The \$100,000 mobilization has been eliminated and the \$160 per square yard patching has been revised to \$80 per square yard. Mr. Fishburn advised the Board that the purposes of the District will be more effectively served by the negotiated change order than by competitive bidding for this work.

Motion: Commissioner Tobin made a motion to approve GlobeTec Change Order #1 consisting of Basin A-2. 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

Basin “G” Design

Mr. Fishburn explained that Staff proposes to select an Engineer to Design Basin “G”. Basin “G” is the number 20 Hot Spot with 2051 EDU’s. With the proximity to Basin “F” and the high number of EDU’s Basin “G” is the logical next Basin to be designed.

The Board directed staff to provide a recommendation for assessment of parcels for the 2008 assessment resolution.

The Board directed staff to proceed with the selection of an Engineer to design Basin “G”.

One Cent Sales Tax

Charles Fishburn reported on the presentation Commissioner Neugent gave the Staff on the one cent sales tax. Commissioner Neugent will be getting back to the District with a report on monies spent in the Upper Keys and the Lower Keys.

ADOURMENT

The KLWTD Board adjourned the Board Meeting at 7:05 PM.

GENERAL MANAGER'S REPORT

Change Order on Basin A-2. Mr. Fishburn explained that the staff recommends awarding Basin A-2 to Global who was the low bidder on Basin A-2. The \$100,000 mobilization has been obtained and the \$160 per square yard paving has been revised to \$80 per square yard. Mr. Fishburn advised the Board that the purpose of the Order will be more effectively served by the anticipated change order than by competitive bidding for this work.

Commissioner Tobin made a motion to approve Global Change Order #1 consisting of Basin A-2. Commissioner Higgins seconded the motion.

Member	Yes	No	Other
Commissioner Fishburn	X		
Commissioner Hamacher	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Ballock	X		

Motion passed 5 to 0

Basin "C" Design

Mr. Fishburn explained that staff proposes to select an Engineer to Design Basin "C". Basin "C" is the number 20 Hot Spot with 2051 BDL's. With the proximity to Basin "B" and the high number of BDL's Basin "C" is the logical next Basin to be designed.

The Board directed staff to provide a recommendation for assessment of projects for the 2008 assessment resolution.

The Board directed staff to proceed with the selection of an Engineer to design Basin "C".

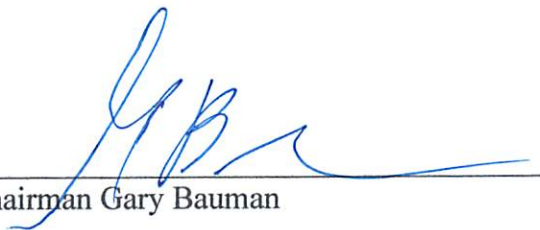
One On One Sales

Charles Fishburn reported on the presentation Commissioner Neugent gave the Staff on the one on one sales. Commissioner Neugent will be getting back to the Board with a report on numbers spent in the Upper Keys and the Lower Keys.


ADJOURNMENT

The KLEWD Board adjourned the Board Meeting at 7:02 PM.

The KLWTD meeting minutes of March 18, 2008 were approved on April 1, 2008.



Chairman Gary Bauman



Carol Walker, CMC
District Clerk