

MINUTES

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



February 3, 2009

98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting at 4:00 PM. Present were Commissioners Robbie Majeska, Norman Higgins, Andrew Tobin, Charles Brooks, and Chairwoman Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

The Pledge of Allegiance was led by Commissioner Tobin.

APPROVAL OF AGENDA

Charles Fishburn, General Manager, added an item for a wide format printer and a change order to modify the survey for the Southern Components.

Motion: Commissioner Higgins made a motion to approve the agenda as amended. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

Motion passed 5 to 0

PUBLIC COMMENT

The following person addressed the Commission: None

GENERAL MANAGER'S REPORT

Basin D-3 Paving Change Order

Charles Fishburn, General Manager, explained that the need for overlay of roads in Basin D-3 was under estimated. The increase in the cost is \$212,680.00.

Commissioner Brooks stated that the change orders should be brought to the Board for approval before the work is done.

The Board directed staff to bring change orders to the Board for approval before the work is done.

Motion: Commissioner Tobin made a motion to approve the Change Order for Basin D-1 for \$212,680.00. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Arcadis Work Authorization No. 4

Mr. Fishburn stated that Weiler Engineering is responsible for construction management and oversight of the Regional Plant; Arcadis continues to be Engineer of Record and will need to be consulted regularly for design issues

Commissioner Tobin stated that he would like to see 1.11 taken out of the Work Authorization and a separate contract written for it.

Commissioner Tobin would like to have Ed Castle provide figures on overlaying from the Florida City area.

Commissioner Brooks asked that if the \$99,600 contract was a not to exceed contract and staff confirmed that it was.

Motion: Commissioner Majeska made a motion to approve the Arcadis Work Authorization No. 4. Not to exceed \$99,600. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins		X	
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 4 to 1

Coordinated Lobbying Proposal

Charles Fishburn announced to the Board that the County is going to have a meeting on February 13, 2009 at 10 AM in Marathon to discuss a Dream Team of lobbyist to represent the Keys.

Chairwoman Hammaker told the Board that the District between the Commissioners and Mr. Hicks and the public has been working very hard to obtain funding from the Federal Government.

Motion: Commissioner Brooks made a motion to amend the agenda to remove Item 3 (Coordinated Lobbying Proposal), from action to discussion and to defer the item. Commissioner Majeska seconded the motion.

Commissioner Brooks amended his original motion to table the item.

Commissioner Majeska withdrew his second. Commissioner Tobin seconded the motion of Commissioner Brooks to amend to his original motion.

Commissioner Brooks then amended his amended motion to table the item until such time there is more information regarding the participation regarding Federal and State Funding. Commissioner Tobin accepted the amendment.

Commissioner Brooks then amended this amended motion to table the item indefinitely. Commissioner Tobin accepted the amendment.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Wide Format Printer

Charles Fishburn told the Board of the need for a wide format printer that cost \$4,000, a HP Design Jet HP610

Motion: Commissioner Brooks made a motion to approve the purchase of a wide format printer for \$4,000. Chairwoman Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		

Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Change Order on Survey Work of South Transmission Line

Mr. Fishburn explained that this item just came into the District. The survey team on the South Transmission Line needs to shoot more elevations. The additional cost will be between \$10,000 and \$20,000.

Motion: **Commissioner Brooks made a motion to approve the change order for the survey team on the South Transmission Line needs to shoot more elevations at the additional cost of between \$10,000 and \$20,000. Commissioner Tobin seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

COMMISSIONER'S ITEMS

Staff Dealing with Public

Commissioner Higgins told the Board that he has gotten five complaints about how people were treated by the District Staff. He requested that all staff help the people that come into the District.

Hiring More People for the District

Commissioner Higgins would like to see more staff hired, for the office and the field. He pointed out that there should be "people backup" for all of the jobs in the office.

Charles Fishburn told the Board that there are three new employees.

Commissioner Brooks expressed concern over the hiring of additional employees. He does not remember the Board approving hiring additional employees. Commissioner Brooks is concerned over the following:

1. The overall employee cost.
2. People backing up other peoples jobs.
3. The Board controlling the number of employees hired and how long they are hired for.

Commissioner Tobin shared Commissioner Brooks concern over hiring employees without notifying the Board.

FINANCIAL REPORT

System Management Update

Syndi Lankford introduced a presentation from Idalica, which sells software programs that will manage the District's financial assessment programs and billing of monthly charges.

Commissioner Tobin suggested that a consultant be hire to evaluate the District's systems and make an analysis on different software to run the Finance Department.

The Board would like staff to bring back hard numbers as to the cost of what the Finance Department wants exactly from Idalica.

COMMISSIONER'S ITEMS

Vacuum Station Property

Commissioner Higgins pointed out that the District has more than one option concerning the location of a vacuum station other than the Dove Creek location.

Mr. Fishburn told the Board that there are three options for vacuum station locations for Basin I. They are:

1. The Dove Creek location
2. Property on US 1 by NOAA
3. Key Largo Ocean Shores

Commissioner Tobin stated that there might be a problem of a long delay with Key Largo Ocean Shores.

MOTION: Commissioner Tobin make a motion to require the Manager to notify the Board before he puts up a sign. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Trip to Tallahassee by KLWTD Commissioners

Commissioner Higgins feels that it would be good for the District if the Commissioners where to go to Tallahassee and meet with the Legislators.

Commissioner Tobin stated that it would be a good idea if there was a specific reason to go and if the trip was a one day turn around trip.

Purchase of Ninehouser Bldg.

Commissioner Higgins recommends that the District look at the Ninehouser Building for a building for future use by the District. He would like to see a permanent building somewhere in Key Largo.

Board Discussion

Commissioner Brooks would like the Commissioner Round Table Item placed back on the agenda. He feels that it is important for the Board Members to be able to just talk to each other on whatever subject they would like to.

The Board agreed and directed staff to include a Commissioner Round Table Item on the future agendas.

Steering Committee

Chairwoman Hammaker reported on the District's attendance at the Army Corp. Steering Committee meeting. It was extremely successful. Ms. Turlock will be increasing the request for the four local sponsors, Key Largo Wastewater Treatment District, Islamorada, Marathon, and Key West. The full \$85 million may be requested.

BULK ITEMS

RESOLUTION NO. 05-02-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING DESIGNATION OF ONE TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2008 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Brooks made a motion to approve Resolution No. 05-02-09. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Minutes of December 16, 2008 and January 6, 2009

Motion: Commissioner Tobin made a motion to approve the Minutes of December 16, 2008 and January 6, 2009. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

Pending Payment of February 3, 2009

Commissioner Higgins asked who Sweetwater Environmental was. Syndi Lankford explained that it is the company hauling the sludge. He then asked what the purchase from Airvac for \$24,760.00 was. Ms. Lankford explained that it was for the purchase that was approved by the Board at a previous meeting.

Commissioner Brooks pointed out the amount of Thomas Dillon's and Weiler Engineering's monthly invoice.

Motion: Commissioner Brooks made a motion to approve the pending payments of February 3, 2009 contingent upon the availability of funds. Chairwoman Hammaker seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairwoman Hammaker	X		
Commissioner Brooks	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Majeska	X		

Motion passed 5 to 0

ENGINEER'S REPORT

Status Report

Ed Castle, Weiler Engineering, presented his written monthly report.

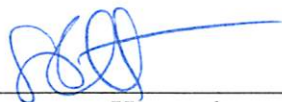
LEGAL COUNSEL REPORT

N/A

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 7:20 PM.

The KLWTD meeting minutes of January 20, 2009 were approved on February 17, 2009.



Chairwoman Hammaker



Carol Walker, CMC
District Clerk