

MINUTES

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



March 17, 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.

Chairwoman Hammaker led the Pledge of Allegiance.

Chairwoman Hammaker commended Commissioner Higgins on a very successful Saint Patrick's Days event.

APPROVAL OF AGENDA

Chairwoman Hammaker removed Item 13, Marlo DeMoss, Human Resources from the agenda. Commissioner Tobin requested to add an item for 13, Transition Committee. Commissioner Brooks requested an item discuss holding a policy issue overview meeting be added as the first item.

Motion: Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Majeska 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: Burke Cannon, Tavernier, stated the Transition Meeting is a good idea. He also spoke on road paving. Kay Thacker, Key Largo,

asked if the Board could go out to bid for an Arborist. She also spoke on road paving. Pauline Klein, Key Largo, spoke of the County Clerk's job responsibilities.

COMMISSIONER'S ITEMS

Time and Date of Transition Meeting.

Commissioner Brooks stated that the purpose of the meeting would be to discuss policy management issues and give specific direction to staff.

GENERAL MANAGER'S REPORT

Plant Lab Certification and Equipment

Mr. Fishburn introduced the item with a recommendation that the lab equipment be purchased and certify PH and Chorine only for the KLWTD plant.

Ed Castle, Weiler Engineering, stated that there is not a need to be certified.

Motion: Commissioner Tobin made a motion to approve the purchase of lab equipment (not to be certified) with a maximum amount of \$25,000 subject to SRF and/or County Grant approval as a capital item with the purchase of the \$1,000 meter ASAP. Commissioner Brooks 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

Arborist Consultant Agreement

Mr. Fishburn explained that there is a need for an Arborist.

Motion: Commissioner Tobin made a motion to give the Manager the authority to enter into contracts with whatever Arborists as he deems appropriate on a not to exceed basis of \$45.00 an hour. Commissioner Brooks 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

State Lobbyist Contract

Mr. Fishburn introduced the Cynthia Henderson contract for State Lobbyist.

Motion: Commissioner Brooks made a motion to approve the submitted State Lobbyist Contract for Cynthia Henderson. Chairwoman Hammaker 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

Collection System Bid (Basins E1, E2, and F1)

Mr. Fishburn told the Board that the Staff is moving forward with plans to go out for bid on Basin E1, E2, and F1 as a single project.

Basin C Change Order

Mr. Fishburn explained to the Board that Wade Trim, the Engineer for Basin C, has requested a change order for their design services and staff is reviewing the request.

Washington DC Trip

Mr. Fishburn told the Board that Chairwoman Hammaker is scheduled to go to Washington DC for meetings with legislators and the Army Corp of Engineers on March 24, and March 25, 2009.

Package Plant Consent Order

Mr. Fishburn reported that the Staff has had meetings with representative of FDEP concerning any package plants in KLWTD that will not have central wastewater service available by the 2010.5 deadline. The KLWTD will have a few package plants that do not connect directly to the transmission line to the south. They will tie into the collection system that will be going into their neighborhood. These plants may not have service available by 2010.5 and therefore the Package Plant owners will have to enter into an agreement with the FDEP for delayed compliance.

Vacuum Station Update

Mr. Fishburn told the Board that the District has put an option on a second parcel for a vacuum station site.

COMMISSIONER'S ITEMS

Drafting District Policy

Chairwoman Hammaker stated that it has been brought to her attention that some of the staff would like to be paid bi-monthly.

Staff was directed to take a survey of what the employees wanted and bring the item back to the Board.

Coordinating Road Paving with Monroe County

Commissioner Tobin reported that he has talked with the County Manager about coordinating road paving with the District.

Commissioner Tobin stated that there needs to be follow up with the County. He would like to have the District Manager send out a letter to the County Manager following up on the issue.

Motion: Commissioner Tobin made a motion to go to the next BOCC Key Largo Meeting and present the problem to the Commissioners and ask the local residents and the Federation to support a joint effort to have an equal share of overlay monies tlike the Lower Keys get. Commissioner Higgins 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

State Control of the Monroe County Clerk of the Court Office

Chairwoman Hammaker asked the Board if they thought the Board should write a letter of support for the County Clerk.

The Board determined that it would not be appropriate for them to send in a letter of support for Mr. Kolhage.

Transition Committee

RESOLUTION NO. 13-03-09

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT CREATING A QUALITY REVIEW AND TRANSITION COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion: Commissioner Tobin made a motion to approve Resolution No. 12-03-09 Commissioner Higgins 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

Communication Performance Issues

Motion: Commissioner Brooks made a motion to continue the current meeting until March 20, at 4 PM. 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

BULK ITEMS

Pending Payments of March 17, 2009

Minutes of March 3, 2009

Motion: Commissioner Brooks made a motion to approve the Bulk Items of March 17, 2009 with the Pending Payments contingent upon the availability of funds. Motion seconded by Chairwoman Hammaker.

Vote on Motion

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

Motion passed 4 to 0

ENGINEER'S REPORT

Verbal Monthly Status Report

Ed Castle reported that the Plant is progressing and the process tanks are almost completed. Metro Equipment has started construction on Basin C-2. The engineering for Basin E & F is almost done. Basins G & H have the preliminary engineering done. Basins I, J & K have their engineering 30% done.

FINANCIAL REPORT

Martin Waits reported that the District has spent \$38 million on capital projects from day one with 68% percent from grants and 32% from loans.

LEGAL COUNSEL REPORT

Contractor Licensing

Mr. Dillon suggested that the District put a contractor on District list of contractors willing to construct lateral connections, only if the contractor has provided evidence of licensure. The District needs to state that it is the homeowner’s responsibility to insure that the contractor is licensed.

Nabors, Giblin, & Nickerson Engagement Letter

Mr. Dillon requested that the Board approve the Letter of Engagement with Nabor, Giblin, & Nickerson.

Motion: Commissioner Brooks made a motion to authorize Nabors, Giblin, & Nickerson to perform the work that is outline in their letter of March 11, 2009 and Mr. Dillon’s email of March 11, 2009 at the not to exceed price of \$3,500. Commissioner Majeska 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

COMMISSIONER’S ROUNDTABLE

Commissioner Brooks asked if the Board Members would be willing to define what some negatives are, or have been; and would they be willing to take corrective action.

- Commissioner Higgins: Yes
- Commissioner Majeska: Yes
- Commissioner Tobin: Yes
- Chairwoman Hammaker: Yes

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:18 PM.

The KLWTD meeting minutes of March 17, 2009 were approved on April 21, 2009.



Chairwoman Hammaker



Carol Walker, CMC
District Clerk