

MINUTES

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



February 9, 2010 (Moved to February 10)
98880 OVERSEAS HWY, KEY LARGO, FL 33037

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

Chairman Higgins led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Higgins added two items under the Round Table, Unique Properties and Irrigation Meters. Commissioner Hammaker added items on newspaper subscriptions, the conference call, and the BOCC \$1.5 million dollars of the 304 funds.

Motion: Commissioner Majeska made a motion to approve the agenda as amended. Commissioner Hammaker seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

MINUTES

January 12, 2010

Motion: Commissioner Brooks made a motion to approve the January 12, 2010 minutes. Commissioner Majeska seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		

Chairman Higgins	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

Motion passed 5 to 0

TRANSITION MEETING DATES

Motion: Commissioner Majeska made a motion to move the Transition Meetings to Mondays. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		
Chairman Higgins	X		
Commissioner Tobin			Abstained
Commissioner Brooks	X		
Commissioner Majeska	X		

Motion passed 4 to 0

OPERATING PLAN

Pat Mitchell, Operations Manager, reviewed the proposed Operations Plan for the future.

The Board moved the Operating Plan to Action.

Motion: Commissioner Brooks made a motion to approve the Staff recommendation on 3rd Party Lift Stations Control (see Exhibit "A"). Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Mr. Mitchell reviewed Supervisory Control and Data Acquisition.

Mr. Mitchell will bring back the cost for putting in monitoring systems for the vacuum stations and large lift station.

ONE CENT SALES TAX

Commissioner Tobin made a motion to table the One Cent Sales Tax but died do to the lack of a second.

Motion: Commissioner Hammaker made a motion to inform the Tallahassee Legislative Representative, Cynthia Henderson, that the District is not in favor of the One Cent Sales Tax for Monroe County because of the following two reasons: 1. If the tax is attached to the 2015 Extension General Bill there is a danger of the Bill being defeated. 2. The Tax has not gone through the vetting process and it has not gotten a consensus to proceed by the Agencies in Monroe County. Commissioner Majeska seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

*COMMISSIONER ROUNDTABLE
UNIQUE PROPERTIES*

The District will let property owners who want to, put a grinder pump on their property at their cost.

IRRIGATION METERS

Board discussed the use of meters.

NEWSPAPER SUBSCRIPTION

Commissioner Hammaker would like a subscription for the Reporter. It was pointed out that they do not deliver.

PAT MITCHELL

The Board directed that Mr. Mitchell should be a participant at all Board meetings presenting the Plant, Collection, and Administrative side of the Utility.

CONFERENCE CALL

Commissioner Hammaker would like to commend Commissioner Brooks on the ACOE Monies conference call.

BOCC 1.5 MIL OF 304 FUNDS

Mr. Fishburn said that over \$5 million is going to the lower Keys for wastewater.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 7:12 PM.

KLWTD TRANSITION STAFFING PLAN 2010 - 2012

Prepared by: Pat Mitchell Date: February 2, 2010

Full time		Total Annual	Jun-10	Dec-10	Jun-11	Dec-11
		Job Cost	%	%	%	%
1	IT Tech/Website/Databases/Networks/SCADA	\$ 65,000	5	25	75	90
1	GIS, Asset Mgt & CMMS	\$ 60,000	5	5	50	75
1	Data Entry Assistant (Asset Management & CMMS)	\$ 50,000	0	50	100	100
1	Locate & Inspector	\$ 65,000	0	0	5	100
1	Lead Plant Operator	\$ 65,000	100	100	100	100
1	Plant Operators & trainees	\$ 65,000	0	100	100	100
1	Plant Operators & trainees	\$ 50,000	0	0	100	100
1	Plant Operators & trainees	\$ 65,000	0	0	0	100
1	Plant Operators & trainees	\$ 50,000	0	50	50	100
1	Plant Operators & trainees	\$ 50,000	100	100	100	100
1	Lead Collection System	\$ 60,000	20	50	100	100
1	Collection System Operators & Trainees & GIS	\$ 50,000	20	25	50	100
1	Collection System Operators & Trainees & GIS	\$ 50,000	0	50	0	0
1	Collection System Operators & Trainees & GIS	\$ 50,000	0	25	25	0
1	Collection System Operators & Trainees & GIS	\$ 50,000	0	0	50	100
1	Collection System Operators & Trainees & GIS	\$ 50,000	0	0	50	100
1	Collection System Operators & Trainees & GIS	\$ 50,000	0	0	50	100
1	Mechanic	\$ 55,000	25	50	100	100
1	Equipment Operator/Mechanic Assistant	\$ 50,000	0	25	50	100
1	Lab Tech	\$ 50,000	0	50	100	100
20 Total job descriptions			2.8	7.1	12.6	17.7
			\$157,000	\$394,250	\$689,500	\$978,500
			\$57,091	\$55,922	\$54,940	\$55,439


Assumes: Staffing 6 hours per day 5 days plus weekends
 New Plant June 2010 permitted at 0.49 mgd annual average
 No growth, No inflation
 KLWTD self operates entire system
 FKAAs continues billing

# EDU Billed	2,696	7,628	13,466	13,466
Annualized \$	\$ 1,617,600	\$ 4,576,800	\$ 8,079,600	\$ 8,079,600
Flow /EDU	60	70	80	90
Avg. Gal/Day	161,760	533,960	1,077,280	1,211,940
EDUs Billed	KLTV, KLP, Calusa, C, D	+ North FM, A, B E, F,	+ South FM, G, H, I, J, K	


Note: Positions less than 100% partially credited to construction or admin
 16 hrs/day 7days/week FDEP plant staffing after December 2011

year	2009 Revenue Sufficiency Analysis		
	admin	ops	total
2009	\$1,106,400	\$543,367	\$1,649,767
2010	1,332,490	1,120,700	2,453,190
2011	1,520,603	2,703,500	4,224,103
2012	1,528,257	2,745,600	4,273,857
2013	1,710,397	2,883,700	4,594,097

The KLWTD meeting minutes of Feb. 9, 2010 were approved on March 8, 2010.



Chairman Higgins



Carol Walker, CMC
District Clerk