

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Transition Meeting



March 8, 2010  
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, Robert Majeska, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Higgins led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Brooks requested that Ocean Cay be added to the agenda; he also pulled the minutes. Chairman Higgins added two items, Code Enforcement, Permits.

**Motion: Commissioner Brooks 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 persons addressed the Commission: Ron Sievers, Ocean Cay stated that Ocean Cay is requesting grinder pumps. Robert Coakly, Ocean Cay also spoke in favor of grinder pumps.

Staff was directed to research the cost of putting in a grinder pump system at Ocean Cay and bring it back to the Board with the amount that the District has already spent on Ocean Cay.

**PURCHASE OF A BUILDING**

Chairman Higgins suggested that the District look at purchasing a building. Commissioner Tobin directed District Counsel Thomas Dillon to negotiate with Chris Sante, the Landlord, to reduce the one year notice that is now required on the present lease to vacate the property.

**BILLING**

The FKAA has reduced the rate they charge the District in half.

**LIFT STATION POLICY**

Pat Mitchell, Operations Manager, introduced a Wastewater Tie-In Design Review Checklist.

**IT**

*Update*

Operations Manager, Pat Mitchell gave an update of the IT system.

*Meridian Contract*

**Motion:** Commissioner Tobin made a motion to authorize the Operations Manager, Pat Mitchell working with District Counsel, Thomas Dillon, to negotiate a contract with Meridian for IT support with a maximum to \$2,000 including expenses. Commissioner Brooks seconded the motion. Commissioner Tobin made an amendment to give Mr. Mitchell the discretion on the hours worked. Commissioner Brooks seconded the motion. Commissioner Tobin made a second amendment giving Mr. Mitchell the authority to hire Meridian or any other IT provider. Commissioner Brooks accepted the second amendment.

**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**

*GIS*

Mr. Mitchell presented recommendations for GIS software (\$10,000 ESRI GIS Enterprise License), hardware (\$6,000 3 Additional Workstations).

**Motion:** Commissioner Brooks made a motion to approve the recommendation for GIS software (\$10,000 ESRI GIS Enterprise License), hardware (\$6,000 3 Additional Workstations) at \$10,000 a year for three years. Commissioner Hammaker seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Chairwoman Hammaker</b>	X		
<b>Commissioner Higgins</b>	X		
<b>Commissioner Tobin</b>	X		
<b>Commissioner Brooks</b>	X		
<b>Commissioner Majeska</b>	X		

**Motion passed 5 to 0**

Weiler Engineering presented “Cityworks” for asset management.

*IT Employee Policy*

Mr. Mitchell introduced an Information Technology Policy Draft.

**OPERATOR PAY PROGRESSION**

Mr. Mitchell reviewed the policy.

**TRANSITION**

*Staffing Analysis*

Mr. Mitchell reviewed his employee chart for after construction.

Commissioner Tobin requested that Internal Auditor, District Counselor, and District Engineer be listed separately reporting to the Board.

**COMMISSIONER’S ROUNDTABLE**

Chairman Higgins reported that County Code Enforcement has not been following up on properties that have not hooked up.


Chairman Higgins asked if the Sewer Sludge Haulers could dump at the plant. Mr. Castle recommended not accepting the sludge.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 7:32 PM.

The KLWTD meeting minutes of March 8, 2010 were approved on April 12, 2010.

  
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Chairman Higgins

  
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Carol Walker, CMC  
District Clerk