

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



January 10, 2011  
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 Robert Majeska, Commissioners Norman Higgins, Charles Brooks, Andrew Tobin, and Susie Hammaker. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Chief Financial Officer Sal Zappulla led the Pledge of Allegiance

### APPROVAL OF AGENDA

Commissioner Brooks took the minutes off of action.

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

### Vote on Motion

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

**Motion passed 5 to 0**

### APPROVAL OF MINUTES

Commissioner Brooks would like the tape of the meeting reviewed for consensus of the Board as to direction on the General Manager's contract.

### MEMBERSHIP IN FL ASSOCIATION OF SPECIAL DISTRICTS

CFO Sal Zappulla explained the reasons to join the Florida Association of Special Districts; one being to attend the Annual Conference that will be held in Key Largo this year.

**Motion: Commissioner Brooks made a motion to Direct Staff (Sal Zappulla) to postpone the item of joining the FL Special District Association and to bring it back with more information (if the District could attend the Conference**

without being members) at a later date. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

**EXECUTIVE DIRECTOR**

Commissioner Hammaker stated “I spoke with Dr. Bloetscher to say that our Board did not appear ready or willing to have him present to this Transition meeting. However there was the desire of some board members to search for an Executive Director.

He noted that one of our problems is that there has been no Special Wastewater District Utility in the Keys to advertise for an Executive Director, yet I expected our Board would want our District utility well and professionally managed, all the while getting the best value for our dollar.

Fred suggested I bring his draft ad to you now for discussion and tweaking. He suggested we publish and advertise this position in the Sun Sentinel-- which Mainland utility professionals read -- as well as in our local papers, beginning January 15 with a 30-day period for replies.

Thereafter, he suggested 2 to 3 outside wastewater utility professionals currently involved in our industry who would not apply for the job, and maybe someone else, to screen – FREE OF CHARGE – those who apply for the job and then give us a “short list” of candidates to interview.

This time frame would coordinate during Chuck’s last month or months with us to provide a smooth transition.

I MAKE A MOTION WE PUBLISH SUCH A DEFINED AD WITH DR. B ASSISTANCE ACCORDINGLY.”

Commissioner Higgins stated that he thought it was nice of Commissioner Hammaker to ask Dr. Bloetscher for his opinion but he thinks that the District can hire someone themselves. He does not know if he wants an Executive Director.

Chairman Majeska stated that Commissioner Brooks is going to say that the Board decided they would like everything to stay as is for thirty days. Commissioner Brooks agreed.

Commissioner Tobin stated that number 1 he thinks that it is premature and number 2 he does not see, with the experience the District has, someone coming in and telling the District how to

run the new plant. It is a wonderfully worked ad, and he is thrilled that Commissioner Hammaker has gotten some professional guidance in drafting an ad. The number one priority is how to operate the technical side of the plant. We are currently interacting with DEP on permits and compliance and that is a non-issue. The District has been right on for 7 years with the budget. He thinks the District needs to tweak it internally, not by bringing someone in.

Commissioner Hammaker stated: "She did not write the draft ad of an Executive Director. Dr. Bloetscher wrote the ad and there is no legitimate reason not to do this. Are you afraid of attracting someone who knows more than we do? Are you afraid of having someone who has the skills that are in the job description that would be here for a year or two who would run this in a professional fashion with the highest level of skills? So as I say among the people, Dr. Bloetscher would help get us some expert help free of charge and again you show me a legitimate reason why you do not want do this. I propose there is none, unless, as I mentioned several weeks ago in the minutes, that I have corrected, will show that this Board is indeed occupied and taken over by special interests, so thank you very much.

Chairman Majeska stated that this would be good for someone that has not started yet unlike the District that has started and most of the work is done. If the District does advertise he feels that it should be in trade magazines not the Sun Sentinel or Key West Citizen. He does not like the \$90,000 salary.

Commissioner Brooks agrees with Chairman Majeska's statement about advertising for an Executive Director. Also, Commissioner Brooks stated that he was tired of a certain Commissioner making accusations over and over almost at every meeting and he would like the Chairman to call it out of order unless that Commissioner wants to give the Board concrete evidence of what she is calling special interests. He does not feel that what the Commissioner is implying exists and he is tired of hearing about it at public meetings.

Chairman Majeska concurs with Commissioner Brooks.

## **SLUDGE OPTIONS**

Commissioner Hammaker confirmed with Ms. Blank that she will be getting at least three bids for dewatering at the plant and that she is looking into the sludge handling.

## **PUBLIC COMMENT**

The following persons addressed the Commission:

Speaker; David Asdourian, 156 S. Bay Harbor Drive

Subject; List of Streets with breathers. District vehicles parking on private property and littering.

Speaker; Kay Thacker, Key Largo

Subject; Smell at plant. (Exhibit "A")

**Motion: Commissioner Tobin made a motion to implement an odor control monitoring system and report it to the next meeting. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

**COMMISSIONER'S ROUNDTABLE**

*Wire Transfers*

Commissioner Tobin expressed concern over the safety of wire transfers. He would like Sal Zappulla to review the District's policy and the new Electronic Transfer Act and not allow Bank Transfers by phone.

*North Bounty Lane*

Commissioner Higgins expressed concern over the plans not be changed by staff. He passed out a memo from Ed Castle (Exhibit "B"). Mr. Fishburn reported that staff was going to put the two pits in. Mr. Draper, who requested the pits, came in and stated that he does not want the two pits so the main and wyes were put in according to Mr. Crow's revised plan.

Mr. Dillon explained that there is no benefit to the District to put the extra pits in. No District Engineer has said that there is a benefit to the District to put the pits in.

**Motion:** **Commissioner Brooks made a motion to resend the Motion regarding the adding of two pits on North Bounty and the Board will work on the issue of handling like matters and the District will move forward with the work on North Bounty with the presently designed and staff recommended plan. Commissioner Hammer seconded the motion.**

**Vote on Motion**

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

**Motion passed 3 to 1**

The Board directed Mr. Fishburn to report on a method of tracking the satisfaction on customers with complaints. They also want a report on how District employees are identified in the field.

*Matrix*

Commissioner Brooks would like a commitment on using Commissioner Tobin's matrix of four divisions to manage the District. Commissioner Brooks dropped the item at the current meeting.

*Florida Key Days*

Chairman Majeska would like the Board to think about being a sponsor.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 6:19 PM.

The KLWTD meeting minutes of January 10, 2011 were approved on Feb. 1, 2011.



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Chairman Majeska



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Carol Walker, CMC  
District Clerk

EXHIBIT "A"

Key Thacker, Key Largo  
I have had 3 different  
People have complained

about KLWTD plant and

the smell..it is emitting. Last

Tuesday evening around 9:30 PM

ish there was a definite smell

witnessed by Pauline Klein

and myself. Also I was

just told that the phone Company

is saying it really starts and

smells at the plant

The student's response  
to the question about  
the importance of the  
document is as follows:

That the document is

the most important

document in the world.

It is the most important

document in the world.

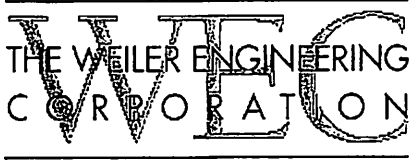
It is the most important

document in the world.

It is the most important

document in the world.

# EXHIBIT "B"



*"Excellence in Engineering"*

6805 Overseas Highway  
Marathon, Florida 33050  
(305) 289-4161 ph  
(305) 289-4162 fax

## MEMORANDUM

**To:** Chuck Fishburn  
**From:** Ed Castle, PE  
**Date:** December 23, 2010  
**Re:** North Bounty Lane

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I have evaluated proposed changes to the vacuum collection system on North Bounty Lane presented by both District Staff and a resident of North Bounty Lane.

Neither of the proposed changes impacts the vacuum main diameter, the number of lifts or the sewage flows. The version proposed by the resident has an additional 40 feet of 4" vacuum main. This additional length of pipe does not contribute significant additional friction losses to the system. Both proposed designs will function well and are within acceptable design standards for both friction losses and static head losses. Both versions also provide service to the necessary parcels.

The version proposed by the North Bounty resident has somewhat higher quantities of infrastructure that will impact both construction cost and O&M cost. Specifically, there are two additional vacuum pits, 40 additional feet of 4" vacuum main and 110 additional feet of 6" gravity lateral. This makes the resident's version approximately \$16,000 more costly to construct than the District's version.

The increase in O&M cost will be associated with maintaining the two additional vacuum pits in the resident's version. However, since the same volume of wastewater will be transported in both cases, the additional cost will be minimal, assuming that failures of the vacuum valves and controllers are largely proportional to the number of operating cycles experienced. There will be a slightly greater cost associated with age related replacements of the valves and controllers due to the two additional units.

In summary, there are no performance problems with either design. The design proposed by the resident of North Bounty will cost approximately \$16,000 more to install. Operating costs will be similar, although slightly higher in the resident's proposed design.