

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



January 18, 2011
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 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.

Steve Gibbs led the Pledge of Allegiance

APPROVAL OF AGENDA

Commissioner Higgins added two items, a letter about Narragansett Lane and the Florida Keys Days. Commissioner Hammaker moved her item, Unique Properties to Legal Report. Commissioner Brooks changed WWTP Change Order #6 to Discussion from Action. General Manager Charles Fishburn added a lite contract for Martin Waits. Sal Zappulla, CFO added an item on the FL Special District Association.

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

Stellar Levy, Intern was introduced to the Board.

FINANCIAL REPORT

Pending Payments

An amended Pending Payments list was presented. Mr. Zappulla introduced a form to help explain the pending payments.

Commissioner Tobin requested copies of the Manson Group invoices.

Motion: Commissioner Brooks made a motion to approve the Amended Pending Payments of January 18, 2011 contingent upon the availability of funds and with the removal of the Manson Group Invoices for further review. Commissioner Tobin 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 4 to 1

Disclosure Agreement with TIB Bank

Mr. Zappulla introduced a letter establishing a method for Wire Transfers to be done in person.

Motion: Commissioner Brooks made a motion to approve the letter. Commissioner Tobin 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

FL Special District Association

Mr. Zappulla explained that the District could go to the annual conference without joining.

Motion: Commissioner Brooks made a motion to pass on joining the FL Special District Association. Commissioner Tobin 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

GENERAL MANAGER'S REPORT

WWTP Change Order No. 6

Mr. Fishburn presented the Change Order.

Staff will bring back the change order with added information on the changes as to why and when the work was performed (start date / finish date). The information will be available before the meeting for Commissioner review.

ENGINEER'S REPORT

Todd Helt, Weiler Engineering, presented a verbal status report.

GENERAL MANAGER'S REPORT

Basin F-1 Change Order for Redland Construction

Mr. Fishburn explained the change order.

Motion: Commissioner Brooks made a motion to approve Basin F-1 Change Order for Redland Construction. Commissioner Higgins 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

So. Transmission Main Change Order for Metro

Mr. Fishburn explained the change order.

Motion: Commissioner Brooks made a motion to approve So. Transmission Mail Change Order for Metro. Commissioner Higgins 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

Basin I-5 Change Order for LaRocco

Mr. Fishburn explained the change order.

Motion: Commissioner Brooks made a motion to approve Basin I-5 Change Order for LaRocco. Commissioner Higgins 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

Employee Identification

Mr. Fishburn explained the staff in the field will be wearing vest with KLWTD on them.

Motion: Commissioner Brooks made a motion adopt the safety vest with KLWTD ID on it for the District Employees to wear for ID and Safety. Commissioner Hammaker 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

Customer Service Survey

PUBLIC COMMENT

The following persons addressed the Commission:

Speaker; Sue Heim, Key Largo

Subject; Customer Service

Synthia Trakul explained the form.

The Board would like the date that the form is filled out and the date the form was released and more types of occurrences to choose from. The following fields should be included; date of incident, appealed, name of staff persons, additional comments, suggestions for improvements. The email return should be addressed to the General Manager and then the Board and whoever else needs to be linked in. One hundred forms are to be sent out.

Motion: Commissioner Brooks made a motion to adopt the Customer Service Survey with suggested changes. Commissioner Hammaker 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

Lateral Policy

Mr. Fishburn explained that the District will move the lateral for \$50 a foot. It cannot be moved after the fact and the District is the only one that can work in the right of way.

Chairman Majeska stated that the homeowner could get the lateral moved for less than \$50 from a private contractor.

Motion: Commissioner Brooks made a motion have the District Counsel draft a policy to move lateral connections. Commissioner Tobin 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

PUBLIC COMMENT

The following persons addressed the Commission:

Speaker; Jerry Potter, Key Largo

Subject; N. Bounty Lane Pits

Speaker; Karl Kasl, Key Largo

Subject; N. Bounty Lane Changes

NARRAGANSETT

Mr. Fishburn explained that the County did not mark the French drains.

Speaker; Chris Fleming, Key Largo

Subject; Narragansett Flooding

Speaker; Craig Fink, Key Largo

Subject; Narragansett Flooding

Commissioner Tobin requested that the Board give direction to staff to bring back a proposal to address the flooding problem on Narragansett. He would also like a temporary drain put in for the mean time.

County Road Overlay Requirement

Mr. Fishburn presented the request from the County on paving roads. Mr. Dillon does not feel that their policy is enforceable.

Commissioner Tobin would like the issue to be an engineering problem. He would like it established that the County came out and inspected the District patching and approved it.

Motion: Commissioner Tobin made a motion have the District Counsel do a response to the County Manager with backup concerning the requirements to pave roads. 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

COMMISSIONER’S ITEMS

17 Acre Preserve

Howard Gelbman asked the District to transfer ownership of the 17 acres at the Treatment Plant to the Key Largo Nature Development Inc. for a passive park.

Mr. Dillon, District Counsel explained that there is a conservation easement on the 17 acres. The District does not have the authority to grant the land to the Key Largo Nature Development. It has to be approved by the Florida Wildlife Commission and the County.

The Board directed Mr. Dillon to send information (that was previously sent) to Mr. Gelman with the requirements the District is asking for.

GENERAL MANAGER’S REPORT

Martin Waits Contract

Mr. Fishburn presented the contract.

Commissioner Brooks does not like the contract presented at the last minute. He prefers a clean cut from Mr. Waits. Commissioner Higgins and Commissioner Tobin do not support the contract.

Motion: Commissioner Tobin made a motion to give authorization to CFO, Salvatore Zappulla, spend up to \$250 a week for the next four weeks if he needs assistance. 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 4 to 1

LEGAL REPORT*Unique Properties*

Mr. Dillon gave the Commissioners a report on Unique Properties. He explained the different proposed categories. The items will be brought back to a future meeting.

BULK ITEMS

Minutes of Dec. 21, 2010 & Jan. 4, 2011

Motion: Commissioner Higgins made a motion to approve Dec. 21, 2010 & Jan. 4, 2011 Minutes. 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

COMMISSIONER'S ITEMS*FL Keys Days*

Commissioner Higgins asked if the District was going to support FL Keys Days. He will bring it back with back up.

COMMISSIONER'S ROUNDTABLE

N/A

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 8:34 PM.

The KLWTD meeting minutes of January 18, 2011 were approved on February 1, 2011.

A handwritten signature in blue ink, appearing to read "J. Majeska", written over a horizontal line.

Chairman Majeska

A handwritten signature in blue ink, appearing to read "Carol Walker", written over a horizontal line.

Carol Walker, CMC
District Clerk