

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



June 7, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:03 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins, Andrew Tobin, Charles Brooks, and Susie Hammaker. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Burke Cannon led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hammaker requested that Silver Shores be added to the beginning of the agenda. Commissioner Tobin placed an item about the meeting date of June 21, 2011. General Manager Blank requested that the item "New Plant Award" be moved to the front of the agenda. District Counsel Thomas Dillon placed an item about Islamorada on the agenda. CFO Sal Zappulla presented a revised pending payments list.

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

Vote on Motion

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

Motion passed 5 to 0

PUBLIC COMMENT

The following persons addressed the Board:

Speaker: Blake Punnell, Key Largo	Subject: Backup
Speaker: Burke Cannon, Tavernier	Subject: Hammer Point
Speaker: Marilyn Kolek, President of Silver Shores	Subject: Mr. Dillon's Representation
Speaker: Whit Van Cott, Silver Shores	Subject: Silver Shores

Speaker: John Breen, Silver Shores
 Speaker: Kenneth Maugle, Silver Shores
 Speaker: Dan Powers, Silver Shores
 Speaker: Burke Cannon, Tavernier
 Speaker: Burke Cannon, Tavernier
 Speaker: Fred Nickerson, Key Largo

Subject: Silver Shores
 Subject: Silver Shores
 Subject: Silver Shores
 Subject: Manager Severance Pay
 Subject: Sick Time
 Subject: Sick Time

BULK ITEMS

Minutes of May 17, 2011

Motion: Commissioner Brooks made a motion to approve Bulk Items. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

NEW PLANT AWARD

The District was presented with the New Plant of the Year Award by Aqua Aerobic System Inc.

SILVER SHORES

Mr. Dillon requested that the Board advise him that it is not a conflict of interest for him to represent Silver Shores in a conflict with Aqua Waste Repairs.

FINANCIAL REPORT

Pending Payments

Mr. Zappulla presented the amended pending payments

Motion: Commissioner Brooks made a motion to approve the amended Pending Payments of June 7, 2011 and approve the new format of Cash, Revenues & Expenditure form. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Fiscal Year 2012 Budget Process

Motion: Commissioner Brooks made a motion to approve the amended Budget Calendar. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

GSG Scope of Services

Mr. Zappulla presented the scope of services for GSG.

Motion: Commissioner Brooks made a motion to approve the GSG Scope of Service Contract. GSG will only be used once giving the District the Data Base to continue the process in the future. . Commissioner Hammaker seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

The Board directed staff to try to get the assessment information to the County in time for the Trim Notice.

Customer Service Report

Carie Bilyeu presented the report.

COMMISSIONER'S ITEMS

Vote to Rescind General Manager's Severance Pay

Motion: Commissioner Tobin made a motion to Rescind the General Manager's Severance Pay Policy motion. Commissioner Higgins seconded the motion.

Mr. Dillon will bring this issue back.

Islamorada

Mr. Dillon stated a group of people want to develop a special district in Islamorada and need help to draw up an initiative for the ballot. He request permission to work for them.

The Board directed that it would be a conflict of interest.

GENERAL MANAGER'S REPORT

Enhanced Aerial Photos

Motion: Commissioner Brooks made a motion to authorize the General Manager to spend between \$7,400 and \$12,500 on enhanced aerial photos from the County if she deems it necessary. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Ocean Cay Change Order

Motion: Commissioner Tobin made a motion to approve the Ocean Cay Change Order to LaRocco. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

General Manager's Update

Margaret Blank presented a report.

Summer Interns

Motion: Commissioner Brooks made a motion to approve the Summer Intern Program. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 4 to 1

OPERATION’S REPORT

Monthly Status Report

Jim Brush, Operation Manager presented the monthly report.

Package Plant Status Report

Greg Matthews presented his report.

Tie In Status Report

Carol Walker presented her report.

TECH REPORT

IT Report

Paul Christian presented the IT Report.

ENGINEER’S REPORT

Monthly Status Report

Ed Castle presented his written report.

LEGAL COUNSEL REPORT

Employee Handbook

The Board discussed employee benefits.

Motion: Commissioner Brooks made a motion to table the employee benefits issue until the July 11, 2011 meeting. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Waiver

Mr. Dillon asked for a policy decision on charging for a connection on a property that was been waived

Vote on Motion

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

Motion passed 5 to 0

COMMISSIONER’S ROUND TABLE

Clarification of the Employee Requirements

Commissioner Brooks withdrew the item.

Bylaws or House Rules of the Board established by the Board

Commissioner Brooks pointed out that the Board has not picked out a book for Robert’s Rules. The Board adopted Robert’s Rules at the first meeting. He suggested that the Board work on By-Laws over the next several weeks. The Board agreed with Commissioner Brooks.

Employee Contracts

Commissioner Higgins wants a contract for all employees.

Letter to Keynoter

Commissioner Higgins would like the District to respond to a letter to the editor.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 8:24 PM.

The KLWTD meeting minutes of June 7, 2011 were approved on June 13, 2011.



Chairman Majeska



Carol Walker, CMC
District Clerk