

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



Aug. 8, 2011  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:01 PM. Present were Chairman Robby Majeska, Commissioners Andrew Tobin, Norman Higgins, 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.

Paul Christian led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Higgins added a Sorensen item. Commissioner Tobin put on an item for a RFP for Auditor and changing the Monday Transition Meeting to Monday morning. Sal Zappulla, CFO submitted a revised ARF for Grau and Associates.

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

### SORENSEN ISSUE

**Motion: Commissioner Brooks made a motion to table the item. Commissioner Hammaker seconded the motion.**

### Vote on Motion

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

<b>Commissioner Brooks</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		

**Motion passed 5 to 0**

**FINANCIAL**

*Grau & Associates*

**Motion:** Commissioner Brooks made a motion to have the Finance Department execute the letter to Grau & Associates seeking the firms proposed amendment fee schedule for extension for auditing service in accordance with the terms and conditions of the existing agreement for the FY 2011 period; including the services to certify the debt coverage ratio as part of the FY2011 audit services. Grau & Associates response and commitment to the extensions shall be brought back to the Board for final approval. Commissioner Hammaker seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

**Motion:** Commissioner Tobin made a motion direct staff to go out for a RFP for the 2012 Audit at a convenient time. Commissioner Higgins seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

*Manson Law Group Invoice*

**Motion:** Commissioner Brooks made a motion to pay the Manson Law Group final invoice for \$1,825.00. Commissioner Higgins seconded the motion.

Chairman Majeska asked District Counsel Thomas Dillon for clarification on the motion; if it means never ever again or just the outstanding balance.

Mr. Dillon explained it does not preclude the Board requesting more legal services from the Manson Law Group and paying an invoice at a later date.

**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**

*CDBG Grant Deferrals*

**Motion:** Commissioner Tobin made a motion to direct staff to send out 30 Day Notices to all the number fours and fives. Staff is to revise the chart by number. 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**

The Board directed staff to work with the applicants.

*Preliminary Operations Dept. Budget / 4 Projections*

Margaret Blank, General Manager presented the Preliminary Operations Department Budget.

The Board discussed the Budget.

*Revised Staffing Report Fiscal Year 2012*

Sal Zappulla presented the staffing report

*Updated Administration Dept. Budget / 4/ Year Projections*

Sal Zappulla presented the administration budget.

**COMMISSIONER'S ITEMS**

*Up to date Performance Evaluations and up to date contracts all employees/staff before next budget is approved*

Margaret Blank explained that IT has put together a database with personal records. Contracts are up to date, evaluations are planned to be completed at the end of September.

*Air Vent Stickers Update*

Commissioner Hammaker explained that she is planning on trying to find out why the stickers are not sticking.

*Removal of Syndi Trakul's voice phone answering*

Commissioner Hammaker stated that the phone voice change can be outsourced.


*Transition Meeting Time*

Commissioner Tobin suggested that the Transition Meetings could be held at the Monday morning Staff Meeting for the next three meeting, to just listen and then ask questions.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 6:29 PM.

The KLWTD meeting minutes of Aug. 8, 2011 were approved on Aug. 16, 2011.

  
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Chairman Majeska

  
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Carol Walker, CMC  
District Clerk