

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



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

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:00 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker, Norman Higgins, and Charles Brooks. Also present were the General Manager Margaret Blank, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Commissioner Hammaker led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hammaker added a discussion about worms and the CFO contract to Commissioners Roundtable. Commissioner Higgins added an item on Island Dolphin Care and Evaluations. Commissioner Brooks added an item on structure. Margaret Blank, General Manager removed Labor Attorney Presentation.

Motion: Commissioner Brooks 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 Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 5 to 0

MINUTES

Minutes of November 1, 2011

Motion: Commissioner Brooks made a motion to approve the minutes with the correction on page 4 to read “settlement to include entire property landscape” not “and the entire property landscape”. Commission Higgins seconded the motion

Vote on Motion

Member	Yes	No	Other
Commissioner Higgins	X		

Chairman Majeska	X		
Commissioner Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 5 to 0

GENERAL MANAGER

Employment Contract

The Board discussed adding staffing responsibilities and defining senior management to 10a on the contract.

The contract will be brought back to the November 15, 2011 meeting.

Vacuum Station E Upgrade

Margaret Blank introduced and explained the upgrade to vacuum station E.

Commissioner Brooks would like a monthly report of odor problems at the plant and what is being done and a time table of a fix. He would like the recording of the number of the odor in the areas. Commissioner Brooks would like the odor problem fixed by the New Year.

Motion: Commissioner Brooks made a motion to approve the Vacuum Station E Upgrade. Commission Tobin seconded the motion

Vote on Motion

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

Motion passed 5 to 0

Staff Update on Policies

Ms. Blank presented a review of the KLWTD policies.

Commissioner Hammaker talked about bylaws and policy manuals for the District.

FINANCIAL REPORT

PRMG Proposal

Commissioner Tobin would like the rate study to review the possibility of reducing rates. He would also like a review of the extra cost to properties that have to connect to the force main.

Motion: Commissioner Tobin made a motion to approve up to 10 hours to start and comeback with a contract that tightens up the things that the District wants. 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 failed 2 to 3

Motion: **Commissioner Hammaker made a motion to rollover the surplus of \$7,561 in the budget and approved the PRMG Rate Proposal. Commissioner Brooks 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

*Update on Monroe County Grant, Sales Tax
CFO Sal Zappulla gave a report on the sales tax issue.*

Inter-Risk Insurance Evaluation

Motion: **Commissioner Brooks made a motion to move forward with the Inter-Risk Insurance with a not to exceed amount of \$3,000. 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 4 to 1

COMMISSIONER'S ITEMS

Worms

Commissioners Hammaker reported about the use of vermatec.

Evaluations

Commissioner Higgins would like to evaluate the General Manager and would like the staff evaluated.

COMMISSIONER'S ROUND TABLE

Island Dolphin Care

Commissioner Higgins asked if anyone has been in contact with Island Dolphin Center. Richard Crow has been in contact with them.

Structure

Commissioner Brooks would like the Transition Meetings moved back to Tuesdays.

Motion: Commissioner Brooks made a motion to move the Transition Meetings to Tuesdays starting January 2012. 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

Board Compensation

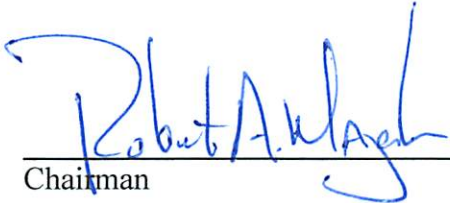
Commissioner Brooks would like to have the Board compensation to be \$1,000 per month instead of per-meeting bases.

Commissioner Brooks will look into the issue.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting 6:44 PM.

The KLWTD meeting minutes of Nov. 7, 2011 were approved on Nov. 15, 2011.



Chairman



Carol Walker, CMC District Clerk