

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



Dec. 12, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:02 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker (arrived 4:05 PM), 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 Higgins led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Higgins added an item on the billing process with FKAA. The General Manager added an item about the District's new employee and health insurance. She also added a verbal report on odor control.

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

NEW EMPLOYEE

Margaret Blank, General Manager introduced Adrienne Folker, who will be working in Finance.

REDLAND CHANGE ORDER NO. 14

Ms. Blank introduce the change order for air release valve that was installed on the South Transmission Main at the treatment plant and other close out work for Basin F Phases 4 and 5.

Motion: Commissioner Brooks made a motion to approve the Redland Change Order No. 14 in the amount of \$99,887.42. Commissioner 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

BB&T CONTRACT RESOLUTION

RESOLUTION 21-12-11

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AUTHORIZING THE ESTABLISHMENT OF DISTRICT BANK ACCOUNTS, DESIGNATING CERTAIN DISTRICT OFFICERS AND DISTRICT STAFF AS AUTHORIZED SIGNATORS ON THE DISTRICT'S BANK ACCOUNTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Motion: Commissioner Tobin made a motion to approve Resolution No. 21-12-11. 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

INSURANCE PREMIUM

Ms. Blank explained the District Employee Health Insurance Premium has been increased to \$767.00 which is \$123 more a month per employee that what the Board previously approved.

Motion: Commissioner Higgins made a motion to accept the premium increase and pay \$767 a month per employee for health insurance. Commission Brooks 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 3 to 2

DISCUSSION ON DELINQUENT ACCLOUNTS AND TAX CERTIFICATES

The General Manager, Margaret Blank gave a brief financial report and explained the problem with the monthly billing in specific areas of concern. She will bring back a report after the first of the year. The District's assessment process was also reviewed and an update on the steps

being taken to correct inaccurate assessment will be brought to the Board after the first of the year.

ODOR

Jim Brush, Operations Manager gave a verbal report on what the District has done and what it is going to do about odor control.

COMMISSIONER'S ROUND TABLE

Commissioner Higgins discussed a newspaper article.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting 6:12PM.

The KLWTD meeting minutes of Dec. 12, 2011 were approved on Jan. 3, 2012


Chairman


Carol Walker, CMC District Clerk

