



Key Largo Wastewater Treatment District Board of Commissioner's Meeting Minutes

5:00 PM Wednesday, March 27, 2004

**Westin Beach Resort, 97000 Overseas Highway
Key Largo, Monroe County, Florida**

Board Members Present

Gary Bauman, Chairman
Cris Beaty, Member
Charles Brooks, Member
Andrew Tobin, Member
Jerry Wilkinson, Member

Staff Members Present

Robert Sheets, General Manager, Government Services Group, Inc.
Charles L. Sweat, Director of Operations, Government Services Group, Inc.
David Miles, Chief Financial Officer, Government Services Group,
Thomas Dillon, Esq., Board Attorney
Ed Castle, P.E., Board Engineer, Weiler Engineering Corporation
Mike Hatfield, P.E., Weiler Engineering Corporation
Charles Fishburn, Government Services Group, Inc.
Faith Doyle, Board Clerk

Guests Present

Mayor Murray Nelson
Herb Marlowe
Ann Henson, Reporter
Burke Cannon

Chairman Gary Bauman called the meeting to order at 1:11 p.m. Chairman Bauman stated that Mayor Murray Nelson was planning on attending the meeting.

The Board agreed to suspend the pledge due to the lack of a flag.

Chairman Bauman introduced Dr. Herbert Marlowe who would be facilitating the planning workshop.

The agenda and resulting draft Strategic Planning Framework for KLWTD is made part of this record as Attachment A.

Mayor Murray Nelson joined the meeting at 1:16 p.m. Mayor Nelson stated that the KLWTD Board was formed and seated in November 2002, empowered by State statute and originally funded with federal funds. The Mayor stated that there will be additional funds to be distributed in the Keys and that he would work with the KLWTD on getting funds for the District's future projects. However, the projects must be defined and beyond the planning stages. Mayor Nelson cautioned the Board that if they projects are not defined with number of edu's and approximate costs then funds will not be reserved for the District. If this happens Mayor Nelson would not be able to intervene and the funding would go to other areas that have planned. Mayor Nelson stated that beyond federal and state funding the Board needs to consider funding future expansion by issuing bonds.

Mayor Nelson thanked the Board for their hard work and for service they provide to the community.

Dr. Marlowe began the planning workshop agenda at 1:40 p.m.

Discussion ensued on the role of staff and the Board as a policy maker, on the process of making motions and voting and giving staff clear direction.

Chairman Bauman recessed the meeting at 2:40 p.m. and reconvened at 2:50 p.m.

Dr. Marlow presented the following list that was a result of the previous exercises and discussions:

TO DO LIST – STRATEGIC PLAN

1. REFINE THE MASTER PLAN
2. MORE STRUCTURED DECISION MAKING PROCESS
3. EXISTING PROJECTS ARE ON TRACK
4. CUSTOMER RELATIONS STRUCTURE (CUSTOMER SERVICE)
5. STAFF
6. RATES, FEE SCHEDULE & RULES
7. GENERAL LOOSE ENDS
8. CONNECTION FEES AND POLICIES
9. TEMPORARY OFFICE SPACE
10. STAFF AND OPERATE FACILITIES

Dr. Marlowe continued the workshop with discussions on, management and operations, and the importance of having a local presence. Lengthy discussion

ensued on the future capacity of GSG and the development of a local staffing plan.

The following action plan was developed from the exercises:

ACTION ITEM: Refine Master Plan

Lead: manager/engineer to develop a scope of service
Time Frame: April 7 info item; April 21 to board for action

ACTION ITEM: Existing projects on line

Lead: manager/engineer
Time Frame: regular status reports

ACTION ITEM: hiring staff

Lead: Attorney/Clerk
Time Frame: April 7 for action

ACTION ITEM: rate fee schedule and rules

Lead: manager
Time frame: April 21 will have recommendation on a course of action

ACTION ITEM: connection policy – standards for campground and other commercial establishments

Lead: manger/engineer/legal
Time Frame: as soon as possible or approximately 6 months

ACTION ITEM: staffing for the operating of facilities

Lead: manager; engineer
Time Frame: at the Board directions or by send of summer
Comments: staff, contract operators, RFP to be development

ACTION ITEM: TEMPORARY office space

Lead: attorney/realtor
Time Frame: options to the board by 4-21

Dr. Marlowe state that the Board had developed a broad framework and that each individual item could be discussed for future action after reading and preparation.

Chairman Bauman asked if there were any other items of business to be discussed with the Board.

Mr. Sheets and Mr. Dillon informed the Board that a notice of delay letter had been received from Haskell, however, it needs additional review and research before a recommendation would be made to the Board.

Chairman Bauman adjourned the meeting at 5:30 p.m.