

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Board of Commissioners Meeting



July 1, 2008
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on July 1, 2008 at 4:03 PM. Present were Commissioners Susan Hammaker, Norman Higgins, Claude Bullock, Andrew Tobin, and Chairman Gary Bauman. Also present the General Manager Charles F. Fishburn, District Counsel Thomas M. Dillon, Acting District Clerk Syndi Trakul and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

APPROVAL OF AGENDA

Commissioner Hammaker added an item on letters to Ileana Ros-Lehtinen, Bill Nelson, and Mel Martinez. Commissioner Tobin removed Item 16 (District Counsel Contract Renewal) from the agenda. Martin Waits, CFO, added a project status report

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

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: Tom Gray 35 Atlantic Drive, Key Largo, FL asked what was going to happen in 2010. Burke Cannon, Tavernier, FL was concerned with KLWTD becoming overstaffed. Charles Brooks, Key Largo, spoke to the hiring of a utility manager and the WWTP Deep Well Bid.

COMMISSIONER ITEMS

Eliminating the General Manager's position at the completion of the construction phase which would be on or about May 1, 2011.

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Replacing the General Manager's position with mid-level "deputy" manager.

Chairman Bauman explained that Mr. Fishburn is a construction manager not an operations manager. Mr. Fishburn explained that the options the District has are:

1. Hire an operating firm with minimum District Staff (Key West Model).
2. Hire complete operating staff (Full Utility).
3. Join "FGUA" and share overhead with other Districts.
4. Turn District over to FKAA for operations.
5. County wide wastewater utility.

Commissioner Tobin agreed that there needs to be a transition.

Commissioner Hammaker pointed out that the District is now a mini utility and a major construction company.

Commissioner Higgins stated that he would never be in favor of bringing in an outside firm to run the utility.

Commissioner Bullock agreed with Commissioner Hammaker that the District is a utility. He does not support an independent company to run the District.

Charles Fishburn stated that the District should start considering new management next year.

Policy and Procedures, Whistle Blower Policy

The Board reviewed the procedure and it will be brought back to the next meeting for action.

Florida Keys Wastewater Assistance Foundation Update and request for lateral construction support.

Chris Sante gave an update on the Foundation. He reported that 13% of the Keys make less than \$15,000 a year. The Foundation educates the public and organizes the people who need grants and organizations that can donate to the Foundation.

The Foundation is in the process of getting a \$100,000 loan that they will provide loans at 4.5% to property owners of low income. The loan will be used on an 80/20 set up meaning the Foundation has to come up with 20% of the loan amount to qualify for the loan.

Motion: Commissioner Tobin made a motion to approve a pledge of \$10,000 with an immediate payment of \$1,000 to the Florida Keys Wastewater Assistance Foundation. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker			Recluse
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 4 to 0

Letter to Key West Botanical Society.

Commissioner Hammaker requested that a letter be sent to the Key West Botanical Society saying that the value of the trees that were donated to them by the District are worth \$70,500. They are going to use the donation as a match for a grant.

Motion: Commissioner Hammaker made a motion to send the requested letter to the Key West Botanical Society. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 5 to 0

Letters to Ileana Ros-Lehtinen, Bill Nelson, Mel Martinez thanking them for their efforts for the Florida Keys.

The Board approved signing and sending the letters by consensus.

BULK ITEMS

Pending Payments of July 1, 2008

Minutes of June 17, 2008

Assessment Appeal Jeanett Cape

Assessment Appeal Performance Mobile Marine

Assessment Appeal Chris Sante

Assessment Appeal Cedar Towers

Assessment Appeal Lions Club

Motion: Commissioner Tobin made a motion to approve Bulk Items with the Pending Payments contingent upon availability of funds. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 5 to 0

ENGINEER'S REPORT

Monthly Progress Report

Ed Castle reported to the Board that the Wastewater Plant is in total compliance with FDEP operating requirements.

FINANCIAL REPORT

Consolidated Financial Report

The Board discussed the report. Martin Waits, CFO pointed out that the District is carrying a \$200,000 total receivable from Calusa.

Chairman Bauman stated that the State Lobbyist is not benefiting the District and he would like the position eliminated. Commissioner Tobin agreed with Chairman Bauman.

By consensus the Board agreed to have state representative coverage for only seven months of the next fiscal year.

Budget Schedule and Issues

Mr. Waits presented the proposed budget schedule.

LEGAL REPORT

District Counsel "Contract Renewal"

This item was tabled. Commissioner Tobin and District Counsel Thomas Dillon will meet before the item is brought back to the Board.

GENERAL MANAGER

Basin G and Basin H Engineering Contract

Motion: Commissioner Higgins made a motion to approve the award of the Engineering contract for Basins G and H to W.F. McCain. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 5 to 0

Deep Well Bid

Staff introduced the deep well bid.

Commissioner Hammaker explained why she cannot support going out to bid on the deep well at the current time. She feels that the District should have negotiated with Youngquist.

Motion: Commissioner Higgins made a motion approve going out to bid with the WWTP Injection Well as presented. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker		X	

Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock	X		

Motion passed 4 to 1

WWTP Process Tank Award

General Manager Charles Fishburn requested that the Board award the Process Tank Bid to Precon who was the low bidder.

Motion: Commissioner Hammaker made a motion to present Precon with the award for the WWTP Process Tank. Commissioner Higgins seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock			Absent

Motion passed 4 to 0

WWTP General Construction Bid

Mr. Fishburn reported that the District has complete design specifications and drawings for the Regional Wastewater Treatment Plant. The Board will be requested at the next Board meeting to approve requesting bids for the final phase for the completing of the Regional Wastewater Treatment Plant.

Change Order for Basin D Phase 3

Mr. Fishburn presented the change order for Basin D-3 (ACOE) for LaRocco.

Motion: Commissioner Hammaker made a motion to approve the LaRocco Change Order for Basin D Phase 3. Commissioner Tobin seconded the motion.

Vote on Motion

Member	Yes	No	Other
Chairman Bauman	X		
Commissioner Hammaker	X		
Commissioner Higgins	X		
Commissioner Tobin	X		
Commissioner Bullock			Absent

Motion passed 4 to 0

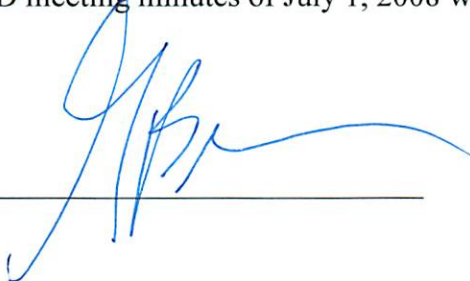
Vacuum Station Basin "D"

Staff reported that at the bid opening three bids were found to be non-conforming. The bids will be reviewed and District Counsel will bring a recommendation to the next Board meeting.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 7:40 PM.

The KLWTD meeting minutes of July 1, 2008 were approved on August 5, 2008.



Chairman



Carol Walker, CMC
District Clerk