

# MINUTES

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



September 2, 2008  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting at 4:04 PM. Present were Commissioners Susan Hammaker, Norman Higgins, Claude Bullock, and Acting Chairman Andrew Tobin. Also present the General Manager Charles F. Fishburn, District Clerk Carol Walker, and other appropriate District Staff.

The Pledge of Allegiance was led by Acting Chairman Tobin.

### **APPROVAL OF AGENDA**

The Board moved Agenda Item J10 (FY 2009 District Insurance) to the front of the agenda.

The Agenda was approved by consensus.

### **PUBLIC COMMENT**

The following persons addressed the Commission: N/A

### **PROCLAMATION**

The Key Largo Wastewater Treatment District presented a Proclamation to Geordie Steinacker for his contributions to the District as a volunteer.

### **FINANCIAL REPORT**

Martin Waits, CFO introduced Deborah McAfee from T.R. Jones & Company. She explained that \$586 needs to be added to the faxed proposal price for the additional cost to amend the Employment Practices Liability form to an "Occurrence Basis". There will also be an additional premium of \$1,844 for the additional coverage for Public Defense Coverage for Ethics Liability, Government-in-the Sunshine Liability and Recall Petition Liability. Ms. McAfee then introduced Margaret E. Gross, Director of Marketing Services, for Public Risk Underwriters, the management agency for Preferred Governmental Insurance Trust (PGIT) who reviewed the proposed coverage.

The Board requested that staff research buying a rider that would cover the non owned auto insurance to one million dollars.

**Motion:** Commissioner Higgins made a motion to approve changing insurance carriers as staff recommend from Florida Municipal Insurance Trust to Preferred Governmental Insurance Trust effective October 1, 2008. Commissioner Bullock seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

**COMMISSIONER'S ITEMS**

*Update on August 14, 2008 Deep Injection Well Bid*

Charles Fishburn reported that staff has asked for additional information from the bidders. Staff should have a recommendation for the September 16, 2008 meeting.

*Report on August 13, 2008 Wastewater Summit*

Commissioner Hammaker reported that she and Mr. Fishburn went to the meeting. Mr. Fishburn reviewed proposed distribution of \$200 million.

The Board requested that Mr. Fishburn prepare a letter explaining the District's recommendation for the processing and distribution of the proposed \$200 million of the bond proceeds from the State of Florida over the next four year.

*Basin B Phase I*

Commissioner Hammaker reported that Ric-Man International has started Basin B Phase I and the residents have a good relationship with them.

*PCA Signing Update*

Mr. Waits reported that the District's PCA for Basin D-1 was signed by Secretary John Paul Woodley of the Army Corp of Engineers, on August 28, 2008.

**BULK ITEMS**

*Minutes of August 21, 2008*

*Pending Payments*

*Assessment Appeal for Key Wester Enterprises, LLC*

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

**Vote on Motion**

Member	Yes	No	Other
Chairman Bauman			Absent
Commissioner Hammaker	X		

<b>Commissioner Higgins</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Bullock</b>	<b>X</b>		

**Motion passed 4 to 0**

**ENGINEER'S REPORT**

Mr. Castle presented his written report.

**FINANCIAL REPORT**

*Proposed FY 2009 District Budget / 4 Year Plan*

Mr. Waits presented the Proposed Operating and Capital spending budget for FY 2009.

**LEGAL COUNSEL REPORT**

N/A

**GENERAL MANAGER'S REPORT**

*Vacuum Station D Award*

Commissioner Bullock would like staff to include all backup in agenda packages that is relevant to the awarding of a bid. Overholt Construction had not included two requested forms that were mandatory which made them non-responsive and eliminated them from the bidding process.

**Motion:** Commissioner Higgins made a motion to approve awarding the bid of Vacuum Station "D" to Marlin Holdings, Inc. Commissioner Bullock seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Chairman Bauman</b>			<b>Absent</b>
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Bullock</b>	<b>X</b>		

**Motion passed 4 to 0**

*Bobcat Purchase*

**Motion:** Commissioner Hammaker made a motion to approve the purchase of a Bobcat as proposed by Staff. Commissioner Bullock seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Chairman Bauman</b>			<b>Absent</b>
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Bullock</b>	<b>X</b>		

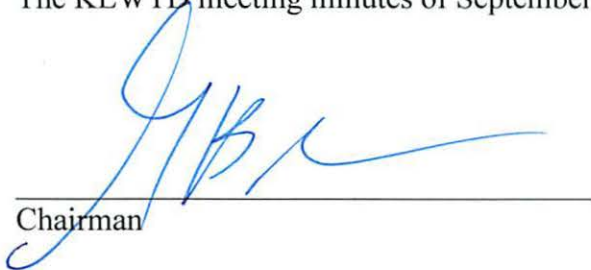
**Motion passed 4 to 0**

Mr. Fishburn explained to the Board that the Plant Bid due date will be extended.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 5:47 PM.

The KLWTD meeting minutes of September 2, 2008 were approved on Sept. 16, 2008.



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Chairman



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Carol Walker, CMC  
District Clerk