

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



August 3, 2010  
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 Norman Higgins, Commissioners Robert Majeska, Andrew Tobin, Charles Brooks, and Susie Hammaker. Also present the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Chairman Higgins led Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Brooks would like to put a hold on items 1, Trash Pump, 2, Weiler Work Authorization Amendment, 3, Additional Vehicle & 4, Vacuum Station Change Orders and bring them back to the August 9<sup>th</sup> meeting. He would like a hold on item 16, Grant Letter. Commissioner Brooks would like to pull all items out of Bulk Items. Commissioner Tobin moved item 15, Unique Properties, to the front of the agenda. He would like items 1, 2, 3, & 4 to stay on the agenda. Martin Waits, CFO, added, an item 14A for an Insurance Issue, and item 14B the ACOE Amendment No. 3.

**Motion:** Commissioner Majeska made a motion to approve the agenda with the following amendments; Item 15, Unique Properties to the front of the agenda with the addition of the Insurance issue and the ACOE Amendment No. 3. Commissioner Hammaker seconded the motion.

### Vote on Motion

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

**Motion passed 5 to 0**

### PUBLIC COMMENT

The following persons addressed the Commission:

Subject: Waste to Energy, Speaker: Kirk Raper, 1038 Gibraltar Rd, Key Largo.

Subject: Way District does Minutes. Speaker: Sue Heim, Key Largo, Kay Thacker, 9 Snipe Rd, Key Largo.

Subject: Islamorada as a customer. Speaker: Pauline Klein, 22 South Drive, Key Largo. Fred Nickerson, 138 Marina Ave, Key Largo.

Subject: Unique Properties. Speaker: George Nyman, 113 Coastal Drive, Key Largo. William Belz, 30 Ocean Dr. Key Largo. Steve Pristas, 96 Coral Way, Key Largo.

Subject: Placement of Political Signs. Speaker: Kay Thacker, 9 Snipe Rd, Key Largo.

## LEGAL REPORT

### *Unique Properties*

Mr. Dillon, District Counsel, presented the report. The Board directed Mr. Dillon to continue working on the District non-ad valorem assessment resolution, District Rules and District Rate Resolution.

Commissioner Brooks would like a meeting on Unique Properties with all of the information available at the meeting to review and see that all of the properties will be serviced.

## GENERAL MANAGER'S REPORT

### *Trash Pump*

Mr. Fishburn explained the use of the Trash Pump.

**Motion:** Commissioner Brooks made a motion to approve the purchase of a Trash Pump. Commissioner Tobin seconded the motion.

### Vote on Motion

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

Motion passed 5 to 0

### *Weiler Work Authorization Amendment*

Mr. Fishburn and Mr. Castle explained the Weiler Work Authorization No. 6 Amendment 06-02.

**Motion:** Commissioner Majeska made a motion to approve the Weiler Work Authorization No. 6 Amendment No. 06-02. Commissioner Tobin seconded the motion.

### Vote on Motion

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

<b>Commissioner Hammaker</b>	<b>X</b>		
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**Motion passed 4 to 1**

Commissioner Brooks is bothered by the 15% mark up that Weiler Engineering places on subcontractors.

*Additional Vehicle*

Mr. Fishburn reviewed the necessity of having another vehicle.

**Motion:** Commissioner Majeska made a motion to authorize the General Manager to purchase another vehicle spending up to \$15,000. Commissioner Tobin seconded the motion.

**Vote on Motion**

Member	Yes	No	Other
<b>Chairman Higgins</b>	<b>X</b>		
<b>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Brooks</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		

**Motion passed 5 to 0**

*Vacuum Station Change Order*

Mr. Fishburn explained the change orders.

**Motion:** Commissioner Hammaker made a motion to approve Overholt Construction Company Change Order No. 11, No. 12, and 13. Commissioner Tobin seconded the motion.

**Vote on Motion**

Member	Yes	No	Other
<b>Chairman Higgins</b>	<b>X</b>		
<b>Commissioner Majeska</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Brooks</b>		<b>X</b>	
<b>Commissioner Hammaker</b>	<b>X</b>		

**Motion passed 4 to 1**

**COMMISSIONER'S ITEMS**

*Minutes Review Procedure*

The Board discussed different ways of doing the minutes of the meetings.

The District Clerk was directed to continue to do the minutes without the summary of public comments.

**BULK ITEMS (All items pulled from Bulk)**

*Pending Payments for August 3, 2010*

**Motion:** Commissioner Hammaker made a motion to approve the corrected Pending Payments of August 3, 2010 contingent upon the availability of funds. Commissioner Majeska seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 1**

Commissioner Brooks requested that the signature page of all contracts and the pending payments have a date line filled in when signed.

*Minutes of July 6, 2010*

**Motion:** Commissioner Tobin made a motion to approve the District Counsel Approved Minutes of July 6, 2010. Commissioner Brooks seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 1**

*Minutes of July 12 & 20, 2010*

**Motion:** Commissioner Brooks made a motion to approve the Minutes of July 12, & 20, 2010. Commissioner Hammaker seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 1**

**STATUS REPORTS**

*Package Plant Status Report*

Greg Mathews presented his report.

*IT Status Report*

Paul Christian, IT Manager, presented his report.

*Customer Service Status Report*

Synthia Lankford presented her report.

*Operations Status Report*

Margaret Blank presented her report.

*Tie In Status Report*

Carol Walker presented her report.

**ENGINEER’S REPORT**

Ed Castle presented his status report.

**FINANCIAL REPORT**

*FY 11 Preliminary Operations Budget / 4 Year Plan*

Synthia Lankford, Senior Finance Manager reviewed the Administrative Budget report.

*Endorsement on Building/Contents Vacuum Station I*

**Motion:** Commissioner Brooks made a motion to approve expanding coverage on Vacuum Station I to include peril of Windstorm. Commissioner Tobin seconded the motion.

**Vote on Motion**

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

Motion passed 5 to 0

*ACOE Agreement Amendment No. 3*

**Motion:** Commissioner Hammaker made a motion to authorize the District to execute the ACOE Agreement Amendment No. 3. Commissioner Brooks seconded the motion.

**Vote on Motion**

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

<b>Commissioner Brooks</b>	<b>X</b>		
<b>Commissioner Hammaker</b>	<b>X</b>		

**Motion passed 5 to 0**

**LEGAL COUNSEL REPORT**

*Grant Letter*

Thomas Dillon will bring back a letter at the next meeting.

**COMMISSIONER'S ROUNDTABLE**

Commissioner Hammaker discussed placement of campaign material.

Commissioner Tobin proposed that the District hire Gary Bauman as Assistant Manager.


Commissioner Tobin discussed the Good Faith negotiation and timing issue with Islamorada.

Chairman Higgins suggested that the Masons place a corner stone at the plant dedication ceremony.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 8:25 PM.

The KLWTD meeting minutes of August 3, 2010 were approved on August 9, 2010.

  
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 Chairman Higgins

  
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 Carol Walker, CMC  
 District Clerk