

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



Dec. 7, 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 Robert Majeska, Commissioners Norman Higgins, 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.

Mr. Anderson led Pledge of Allegiance followed by a moment of silence in respect of those lost at Pearl Harbor.

### **APPROVAL OF AGENDA**

Commissioner Brooks requested that Commissioner Hammaker put a hold on her item number 15. Commissioner Hammaker proposed that the CFO Candidates be allowed to speak at today's meeting. Commissioner Brooks said, "The last meeting the Board voted 5 to 0 to narrow the list of CFO candidates to two. All five voted for it. We have those candidates expecting to be the only two, that is what we left that meeting as, yet we are adding more to the list. All I am suggesting is that your candidates come back when Mr. Tobin is here, whether or not we are going to except change to our minds, so to speak, after we voted, we voted 5/0 to narrow the list to two candidates. I think that it is only fair that Mr. Tobin be here because if we bring up any issue we could very well, as I have put in my lead on the agenda, end up with a 2/2 vote and I don't think that anyone of us wants that for the selection of our CFO." The Board decided that they would not vote on the CFO issue at the current meeting and they would like to hear from the candidates.

Commissioner Brooks added an item 14A to discuss reconsidering a previous vote. Commissioner Higgins requested that item 14 Low Income Grants be moved to the front of the agenda. Commissioner Hammaker requested that Commissioner's Items be moved up to after Public Comment. District Attorney Thomas Dillon added a legal item on Calusa Campground.

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

### **Vote on Motion**

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

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

**Motion passed 3 to 1**

**PUBLIC COMMENT**

The following persons addressed the Commission:

Speaker; Burke Cannon, Hammer Point	Subject; Islamorada and Redland in Hammer Point
Speaker; Amy Slate, Key Largo	Subject; Height of connection box
Speaker; Jerry Potter, Key Largo	Subject; Number of pits on North Bounty, Letter read see exhibit "A"
Speaker; Sue Heim, Key Largo	Subject; Customer Service, Insurance, Salaries
Speaker; Marty Waits, Islamorada	Subject; CFO position

**COMMISSIONER'S ITEMS**

*Low Income Grants*

Ray Rash, of FKWAF gave a report on how the funding has been used. He suggested that the applicants go through CDBG first and then they look at the ones that do not qualify for CDBG.

Mr. Dillon reported that he has requested a list of Key Largo residents that will be getting a grant so that the District will not send them a 30 Day Notice. Commissioner Higgins would like to see Mr. Weis report to someone.

*Overtime and Work Hours*

Commissioner Higgins reviewed Mr. Weis' time sheets for the last six months. He pointed out the amount of overtime that has been paid.

Chairman Majeska explained that Mr. Weis reports to Mr. Fishburn and he has approved the time.

Commissioner Brooks stated that it should have been made clearer.

Commissioner Hammaker explained that it should be handled by policy.

**PUBLIC HEARING**

**RESOLUTION NO. 23-12-10**

**A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Public Hearing Opened.**

The following person persons addressed the Resolution: N/A  
 Public Hearing Closed.

**Motion: Commissioner Brooks made a motion to adopt Resolution No. 23-12-10. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

Overtime Continued

Mr. Weis stated that he feels that the Board should have addressed the overtime issue without using his name.

*Customer Service*

Commissioner Higgins would like to hire someone just to handle customer service in the field.

The Board stressed that the residents should call the office with complaints.

*CFO (Commissioner Hammaker)*

Cristina Rodriguez, Billie Jo Umanis, David Andrews, and Kevin Madok introduced themselves to the Board and explained why they would be best suited for the CFO position.

**FINANCIAL REPORT**

*Pending Payments*

**Motion: Commissioner Brooks made a motion to approve the amended pending payments with the additional \$26,084.31 and \$288,737.03 payments contingent upon the availability of funds. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

*Trustee Appointment 457B Plan  
 Resolution No. 24-12-10*

*A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT NAMING A 457 PLAN TRUSTEE, AND PROVIDING FOR AN EFFECTIVE DATE*

Finance recommended Mr. Dillon as Trustee.

**Motion:** Commissioner Brooks made a motion to appoint Mr. Dillon as 457 B Plan Trustee and to adopt Resolution No. 24-12-10. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

Motion passed 4 to 0

**GENERAL MANAGER'S REPORT**

*2011 Meeting Dates*

**Motion:** Commissioner Brooks made a motion to approve the 2011 Meeting Dates. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

Motion passed 4 to 0

*WWTP Shallow Wells*

Mr. Fishburn explained that this item would be for the design of the wells.

**Motion:** Commissioner Hammaker made a motion to approve the work authorization for Shallow Wells. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

Motion passed 4 to 0

*Coastal Waterways*

Mr. Fishburn explained where Coastal Waterways is located. Mr. Dillon stated he does not approve of the current contract.

**Motion: Commissioner Brooks made a motion to not take action at the current time. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

*Insurance*

Mr. Fishburn recommended that the District contract for the \$511 medical plan plus the \$88 dollars premium.

**Motion: Commissioner Brooks made a motion to approve the medical insurance premium of \$511 plus the \$88 dollar a month premium. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

*Salaries*

The Board requested budget information and how raises would affect it.

**Motion: Commissioner Brooks made a motion to not take any action on salaries at the current time. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

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

<b>Commissioner Hammaker</b>	<b>X</b>		
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**Motion passed 3 to 1**

*Placement of Connection on 46 Dolphin Road*

Mr. Fishburn stated that an offer has been made. This item will be brought back.

*ACOE Update*

Mr. Fishburn gave a report on ACOE Funds.

**BULK ITEMS**

*Minutes of November 16, 2010*

**Motion:** Commissioner Brooks made a motion to hold the minutes. Motion died due to a lack of a second.

**Motion:** Commissioner Higgins made a motion to approve the minutes. Commissioner Hammaker seconded the motion.

**Vote on Motion**

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

**Motion tied 2 to 2**

**STATUS REPORTS**

*Package Plant Status Report*

Greg Mathews presented his report.

*Customer Service Status Report*

Synthia Lankford presented her report.

*Tie In Status Report*

Carol Walker presented her report.

*Operations Status Report*

Margaret Blank presented her report.

**ENGINEER'S REPORT**

Ed Castle presented his status report.

**LEGAL COUNSEL REPORT**

Mr. Dillon reported that there will be a maintenance agreement for Calusa Campground brought back to the next regular meeting.

**COMMISSIONER'S ROUNDTABLE**

*CFO*

Board decided to interview the candidates at the next meeting in 20 minutes intervals.

*Amy Slate's Pit*

The Board discussed the pit.

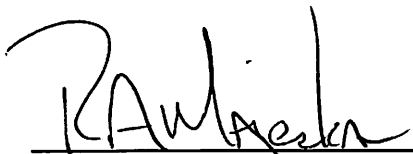
*North Bounty Lane*

Mr. Potter explained why there should be two more pits on N. Bounty

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 8:35 PM.

The KLWTD meeting minutes of Dec. 7, 2010 were approved on Dec. 21, 2010.

  
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Chairman Majeska

  
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Carol Walker, CMC  
District Clerk