

MINUTES

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



November 2, 2005
98880 OVERSEAS HYW, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on November 2, 2005 at 5:04 PM. Present were Commissioners Glenn Patton, Gary Bauman, Andrew Tobin, and Claude Bullock. Chairman Brooks was absent. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Commissioner Bauman. Commissioner Bauman, Vice-Chairman, presided over the meeting as acting Chairman.

Annual Election of Officers

MOTION: Commissioner Bullock made a motion to nominate Commissioner Patton as Chairman. Commissioner Tobin seconded the motion

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Commissioner Bauman	X		
Commissioner Brooks			Absent

Motion passed 4 to 0

Acting Chairman Bauman turned the gavel over to Commissioner Patton, who assumed the chair.

MOTION: Commissioner Tobin made a motion to nominate Commissioner Bullock as Vice Chairman.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		

Commissioner Patton	X		
Commissioner Bullock	X		
Commissioner Bauman	X		
Commissioner Brooks			Absent

Motion passed 4 to 0

MOTION: Commissioner Bauman made a motion to nominate Commissioner Tobin as Secretary/Treasurer.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Commissioner Bauman	X		
Commissioner Brooks			Absent

Motion passed 4 to 0

Approval of the Agenda

Chairman Patton requested that the Commissioner's Roundtable be moved to the end of the agenda and a time frame guideline be added to future agendas. General Manager Charles Fishburn requested that an item concerning retirement plans be added for discussion. Commissioner Tobin requested that the Regional Treatment Plant Engineering Work Order item be moved to the front of the agenda.

MOTION: Commissioner Tobin made a motion to approve the agenda as amended. Commissioner Bauman seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Public Comment

The following persons addressed the Commission: No public comment at this meeting.

Action Items

Regional Treatment Plant Engineering Work Order

General Manager Charles F. Fishburn presented the work order. Staff explained that the problem at the last meeting with the work order was mostly semantics. Ed Castle, District Engineer, told the Board that addendum number one had been removed from the work order.

Commissioner Bullock wants to have all of the names of the persons who represent the hourly charges on the Arcadis invoices attached to the work order and he would like the list updated yearly.

Commissioner Bullock requested that Mr. Castle title the facilities plan for the District "Updated Master Plan."

MOTION: Commissioner Bullock made a motion to approve the KLWTD/Arcadis G & M, Inc Work Order No. 1 and Commissioner Bauman seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Weiler Work Order

Ed Castle explained the work order. He told the Board that the work done as a result of the work order is used in the real number crunching that goes into the Facility Plan. The work is also used to set the groundwork that then goes into the design and then the bidding.

Commissioner Bullock would like to have the names of the people working on the project attached to the work order.

MOTION: Commissioner Tobin made a motion to approve the Weiler Work Order. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Commissioner's Items

Calusa Campground

Commissioner Tobin stated that he was concerned with entering into a contract with a condo association to put in a collection system. He does feel that the District needs to move forward with Calusa Campground.

Commissioner Bullock agrees with the saying "Do it Right and Do it Now". He would like to see the District go in and put in a good system or he would like to see the District make Calusa update their system to the District standards.

Commission Bauman pointed out that the Districts major job is to clean up the near shore waters and he would like to see Calusa hooked up as soon as possible.

Ed Castle stated that a public utility going onto private property at public cost to put in a collection system is not typically done for sewers.

After discussion the Board tasked the Staff to come back with an outline of the process for Calusa upgrade or replace their collection system, for discussion at the next meeting. The Board would also like Staff to bring back a draft of the one-year notice to Calusa for the next meeting.

Action Items

Pending payments list

Martin Waits explained that the actual amount on the pending payment list for the Haskell September invoice is \$483,486.25, as opposed to the estimate of \$500,000.00 shown in the list.

MOTION: Commissioner Bullock made a motion to approve the pending payment list of November 2, 2005 contingent upon the availability of funds. The motion was seconded by Commissioner Tobin.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Medical Plan for District Employees

Charles F. Fishburn presented the insurance plan from the Florida League of Cities and explained that Staff is looking into qualifying for the State Insurance coverage. He recommended that the District take the FL League of Cities insurance and if, at a latter date the District qualifies, change over to the State plan.

Commissioner Tobin stated that he looks at the insurance coverage paid for by the District as a pay raise for the employee. Commissioner Tobin would like to see more

analysis go into the insurance issue. He is concerned with paying for insurance coverage for employees but he is not adverse to it.

Commissioner Bullock recommended that the District approve the Florida League of Cities as the insurance carrier, only, so that employees who desired to begin coverage at this time may do so, and at a latter date consider paying for a portion of the coverage.

Commissioner Bauman would like the District to approve Florida League of Cities as the carrier and pay for the employees' coverage up to \$500 a month. He would like to have an insurance expert make a presentation to the Board. Commissioner Bauman would like more information on the cost of the policies.

MOTION: Commissioner Bullock made a motion to approve the Florida League of Cities as the insurance carrier for the District but at the current time the District would not pay for any part of the employees insurance at this time. Commissioner Tobin seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman		X	
Chairman Patton	X		

Motion passed 3 to 1

Retirement Services

Charles F. Fishburn reviewed the Florida League of Cities Pension Trust Fund. He has talked with PayChecks and they will be sending their information also. Mr. Fishburn would like to bring the item back to the Board.

MOTION: Commissioner Bauman made a motion to allow the Manager and Staff to review the offers and make the decision. Commissioner Bullock seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Increase in Engineers Salary

Mr. Fishburn reviewed the request with the Commission.

MOTION: Commissioner Tobin made a motion to approve the increase in the salary of the Engineer, Margaret Blank, to \$72,800 per year effective November 1, 2005. Commissioner Bauman seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Change of Inspector to salaried and change title.

Mr. Fishburn presented the request.

MOTION: Commissioner Bauman made a motion to change the title of Inspector to Construction Manager and to pay him a salary of \$62,400 per year.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Authorization to hire a Plant Operator

Mr. Fishburn requested authorization to hire a Plant Operator within the range previously approved by the Board starting not before December 1, 2005.

MOTION: Commissioner Bauman made a motion to give the General Manager authorization to hire a Plant Operation paying between \$36,000 to \$52,000 per year with the Operator not starting before December 1, 2005. The motion was seconded by Commissioner Bullock.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 4 to 0

Authorization to advertise for an Administrative Assistant

Commissioner Bauman suggested that the requirement to know Access be removed from the ad and that the name Marty be changed to Martin Waits.

Commissioner Tobin left the meeting at 7:42 PM.

MOTION: Commissioner Bauman made a motion to give the General Manager authorization to advertise for an Administrative Assistant to start not before January 1, 2006.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin			Absent
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 3 to 0

Increase in current compensation for per mile allowance to vehicle travel

Charles F. Fishburn requested that the current \$.29 per mile for vehicle travel be increased to \$.40 per mile.

The Board discussed the option of giving employees a flat rate of \$100 per month for use of their own vehicles instead of \$.40 per mile.

MOTION: Commissioner Bauman made a motion to increase the vehicle per mile compensation to \$.40 per mile for the District. The motion was seconded by Commissioner Bullock.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin			Absent
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 3 to 0

Legal Items

Inter-Local Agreement with FKAA for billing services

Tom Dillon, District Counsel presented a draft inter local agreement to present to the FKAA and he explained that he intends to work with them to complete it. He will report to the Board at the next meeting on any progress with the FKAA.

Chairman Patton suggested that Mr. Dillon look for the ability of putting on a server a list of where the collections are at, and the flow information. The cost of billing services run between \$2 and \$3 / per customer.

Mr. Dillon reported to the Board that the invoice from Nabors, Giblin, and Nickerson for the work that they did on the assessments was \$1,725 and the contract had a not to exceed amount of \$3,500.

Mr. Dillon requested from the Board the flexibility to change the waiver form that the people need to complete in order to waive service to one or more parcels and accept service to one developed parcel. He intends to remove the requirement for an Ownership and Encumbrance report and the requirement for mortgagee consent.

MOTION: Commissioner Bullock made a motion to give the District Counsel the authority to change the waiver sheet as appropriate. Commissioner Bauman seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin			Absent
Commissioner Brooks			Absent
Commissioner Bullock	X		
Commissioner Bauman	X		
Chairman Patton	X		

Motion passed 3 to 0

Status Reports

Engineer's Project Status Report

Ed Castle reviewed the status report presented in the agenda package.

Chairman Patton requested that the Board be notified when the testing of the treatment plant is to take place.

Commissioner's Roundtable

The Board discussed the financing for the Key Largo Park and decided that when Commissioner Bullock goes to the next Project Development Team that he emphasize the need for the \$500,000 and update the support document with the Districts current information.

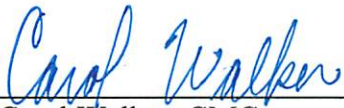
Adjournment

The KLWTD Board adjourned the meeting at 8:15 PM.

The KLWTD meeting minutes of November 2, 2005 were approved on November 16, 2005



Chairman Glenn Patton



Carol Walker, CMC
Board Clerk