

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



June 7, 2006
 98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on June 7, 2006 at 5:00 PM. Present were Commissioners Gary Bauman, Charles Brooks, and Claude Bullock. Also present were General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker and all other appropriate District Staff.

The Pledge of Allegiance was led by Commissioner Bauman.

Approval of Agenda

The agenda was approved with the following changes: the Commissioners placed an item under Commissioner's Items to discuss the Board Vacancy, Commissioner Brooks suggested removal of the Minutes of January 18, 2006 from Bulk Items, moving Resolution 20-06-06 to the Bulk Items, moving Funding for Facilities Plan to the Managers Report and tabling the MSTU Funding discussion. Commissioner Bauman suggested removing the pending payments list from Bulk Items. The Board placed an item on the agenda to elect a Chairman and Vice Chairman for the next five months.

Agenda was approved as amended by consensus.

Public Comment: The following persons addressed the Commission; BOCC Glenn Patton invited the Board to a Town Hall Meeting on Monday June 12, 2006 from 6 to 8 PM at the Sheraton Hotel.

Election of Chairman and Vice Chairman

Motion: Commissioner Brooks nominated Commissioner Bullock to fill the Chairmanship for the next five months. Commissioner Bauman seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

Motion: Chairman Bullock nominated Commissioner Bauman to fill the Vice Chairmanship for the next five month. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

Public Hearing for Keys Critters

This appeal has been requested by Critters of the Keys, Inc., d/b/a Keys Critters, and concerns the non-ad valorem assessment on the Tax Parcel at 100636 Overseas Highway.

The Keys Critters public hearing was resumed at 5:16 PM on June 7, 2006. Chairman Bullock asked for testimony from any witnesses. There were no witnesses concerning Key Critters. The public hearing was closed at 5:17 PM. The Board took no action on the request by Critters of the Keys, Inc., d/b/a Keys Critters, which concerns the non-ad valorem assessment on the Tax Parcel at 100636 Overseas Highway.

Commissioner's Items

Web Site

Paul Ramkissoon, Chief Operating Officer and Alexander Aguilar, Chief Technology Officer, from Cynfyn Solutions, answered questions from the Board concerning the set up of the web site and the security it will have.

Motion: Chairman Bullock made a motion authorize the District Manager to execute a contract with Cynfyn Solutions to redo the District Website in the amount of \$16,259 (not to exceed \$17,000). Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

Commissioner Bauman stated that he was voting yes but that he was going to have a conference call with Mr. Alexander Aguilar concerning specific aspects of the website.

Appointment of Replacement Commissioner

Chairman Bullock stated that he had talked to the General Manager Charles F. Fishburn about placing an ad in the paper announcing the vacancy and requesting resumes of interested person.

Commissioner Brooks requested that the notice direct that the resumes should be submitted to the District Clerk. He would like to see the announcement coming from Chairman Bullock.

Commissioner Bauman agreed with the announcement of the vacancy with the Clerk as the contact and Chairman Bullock signing it. He would like to be able to reduce the list down to the top three candidates and then pick one of them.

By consensus the Board directed staff to place the notice in the Free Press on June 14 and in the Reporter on June 15 with June 20, 2006 being the cut off for the resume applications.

Howard Gelbman, Kevin Wilson, and Whit VanCott introduced themselves to the Board as candidates interested in the replacement appointment.

Bulk Items

RESOLUTION 20-06-06

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, ADOPTING A FACILITIES MASTER PLAN

Minutes of KLWTD Meeting on March 1, 2006

Minutes of KLWTD Meeting on April 19, 2006

Minutes of KLWTD Meeting on May 3, 2006

Minutes of KLWTD Meeting on May 17, 2006 with the correction on page 5 paragraph 10 changing "would" to "who".

Minutes of KLWTD Meeting on May 24, 2006

Motion: Commissioner Brooks made a motion to approve the Bulk Items. Commissioner Bauman seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

Pending Payment List for June 7, 2006

Commissioner Bauman asked staff to clarify some of the charges on the District credit card.

Motion: Commissioner Bauman made a motion to approve the Pending Payments List for June 7, 2006. Commissioner Brooks seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		

Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

Engineers Report

Monthly Status Report

Commissioner Brooks asked Mr. Castle how the punch list was going for the treatment plant. He also asked Mr. Castle when he thought Haskell Inc. would be finished with the plant.

Mr. Castle stated that the punch list only had a few things left on it and there was a paper trail of the correspondence concerning the punch list. Mr. Castle explained that Haskell will probably not be finished for three more months.

Lateral Connection Report

General Manager Charles F. Fishburn told the Board that there are over 200 connections completed in Key Largo Trailer Village.

Staff was directed to bring back a draft letter to be sent the property owners who have not started the connection process.

Financial Officer's Report

N/A

Legal Report

RESOLUTION NUMBER NO. 21-06-06

A PRELIMINARY RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED SPECIAL ASSESSMENTS AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

The Board stated that they will only assess Basins A and D and all of the Commercial properties along US 1 from MM 100.5 to MM 106. If other funding was made available then the District could do Basins B and C.

Motion: **Commissioner Brooks made a motion to assess only Basins A and D for the fiscal year 2006/2007 and all of the Commercial properties along US 1 from MM 100.5 to MM 106. Commissioner Bauman seconded the motion.**

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

District Counsel Thomas Dillon requested clarification from the Board on Section 4.03 Initial Prepayment Amount on page 10 of the resolution.

Motion: Commissioner Brooks made a motion to increase the Initial Prepayment Amount to account for inflation going from \$4,770 to \$4,970 for Residential, Non-Residential Tax Parcels, and Mixed-Use Tax Parcels. Commissioner Bauman seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman	X		
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 3 to 0

General Manager's Report

Calusa Campground Update

Mr. Fishburn told the Board that Calusa Campground still has not hired a contractor. Mr. Fishburn was directed by the Board to bring back a letter to Calusa Campground advising them of the need for their timely connection.

Islamorada Workshop for Wastewater Treatment Options

General Manager Charles F. Fishburn explained to the Board that Islamorada was having a workshop to review the opportunity to connect to the District's system.

The Board directed Mr. Fishburn not to go to the Islamorada workshop. The District will wait and see what Islamorada decides to do and if they contact the District then the District will respond.

Summer Intern

Mr. Fishburn requested authorization to hire a Summer Intern.

Commissioner Bauman stated that he would only agree if the person hired was from Key Largo and was an Engineering student.

Motion: Commissioner Brooks made a motion to authorize General Manager Charles F. Fishburn to hire a Summer Intern. Chairman Bullock seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman		X	
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 2 to 1

Sign for Treatment Plant Entrance

Mr. Fishburn requested comments from the Board on the contents of a sign.
The Board requested a completion banner for the sign at KLTV.

Funding of Facilities Plan

Commissioner Brooks will attend the BOCC meeting on June 21, 2006 to request the \$18 Million Grant.

Northern System Forcemain Phase I

Motion: Commissioner Brooks made a motion to authorize General Manager Charles F. Fishburn execute the contract with J.A. LaRocco Enterprise, Inc. for the Northern Forcemain Project Phase I in the amount of \$1,399,986.00. Commissioner Bullock seconded the motion.

Vote on Motion

Member	Yes	No	Other
Commissioner Bauman		X	
Commissioner Brooks	X		
Commissioner Bullock	X		
Commissioner Tobin			Absent

Motion passed 2 to 1

Commissioner's New Items and Roundtable

N/A


Adjournment

The KLWTD Board adjourned the Board Meeting at 7:43 PM.

The KLWTD meeting minutes of June 7, 2006 were approved on June 21, 2006.



Chairman



Carol Walker, CMC
Board Clerk