

# MINUTES

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



April 3, 2007  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on April 3, 2007 at 4:00 PM. Present were Chairman Claude Bullock, Commissioners Susan Hammaker, Andrew Tobin, Gary Bauman, and Norman Higgins. Also present were District Counsel Thomas Dillon, General Manager Charles F. Fishburn, District Clerk Carol Walker, and all other appropriate District Staff.

The Pledge of Allegiance was led by Commissioner Hammaker.

### AGENDA

Staff asked that Item K11 (Basin B Engineering Contract) be moved to the front of the agenda and the introduction of new employees be first.

**Motion:** Commissioner Bauman made a motion to approve the agenda as modified. Commissioner Higgins seconded the motion.

### Vote on Motion

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

**Motion passed 5 to 0**

### Proclamation

The Board presented to Cecelia Weaver of the So. FL. Water Management District a proclamation proclaiming April as Water Conservation Month calling upon the citizens and businesses to practice water saving measures.

### Introduction of New Employees

The General Manager introduced the new employees, John Szafranski, Full Time, Operations Manager, and Ryan Lindley, Part Time, Summer Student.

### Public Comment

The following persons addressed the Board: N/A

**Commissioner Items**

*Staff Public Speaking*

Commissioner Bauman reviewed the policy that it is the Chairman that is suppose to talk at meetings when the District has been requested to be present, when the Chairman is not available then the Vice Chairman is to represent the District, when the Vice Chairman is not available then a Commissioner would represent the District and if they are not available then the Manager would speak for the District.

District Counsel Thomas Dillon told the Board that the District has an item on the BOCC agenda for April 18 concerning street paving and Basin Permits.

The Board said it would be a good idea for all of them to attend and asked the Staff to keep the Board informed on the status of the permits and the requirement for paving the complete street.

*Employee Policies and Procedures*

Commissioner Hammaker presented policies about communication with the media, business use of vehicles, accidents, and other safety issues. She also introduced the ethics and personal conduct policy.

After discussion the Board directed Mr. Dillon to redo the Communications with Media and Public policy and bring it back to the Board. They were pleased with the first four paragraphs but wanted the last three paragraphs to reflect something like “in addition the District may refer an inquiry to a person with the subject matter knowledge.”

Commissioner Tobin would like to see the last three paragraphs rewritten. He liked the first draft of the policy better than the current one. Commissioner Bauman would like to see the Manager, District Counsel, and Financial Officer be the persons designated to talk to the public.

**Motion: Commissioner Hammaker made a motion to approve the Ethics and Personal Conduct, General Safety, Hurricane Safety, and Vehicles Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

**Bulk Items**

*Minutes of KLWTD Meeting on March 20, 2007*

**Motion:** Commissioner Higgins made a motion to approve the Minutes of March 20, 2007. Commissioner Bauman seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

*Pending Payments List for March 20, 2007*

*RESOLUTION NO. 04-04-07*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF MONROE COUNTY FOR REMOVAL OF FIVE TAX PARCELS FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

*RESOLUTION NO. 05-04-07*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST OF BRUCE GRIFFITH FOR DESIGNATION OF ONE TAX PARCEL AS A PARCEL EXCLUDED FROM THE 2006 NON-AD VALOREM ASSESSMENT; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.*

Staff was directed to obtain a signed letter from the County and the Freshwater Wet Land list that Resolution No. 05-04-07 refers to before it is recorded.

**Motion:** Commissioner Higgins made a motion to approve the Bulk Items (Pending Payments List of March 20, 2007 contingent upon the availability of funds). Commissioner Bauman seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**General Manager's Report**

*Basin "B" Engineers Contract*

Charles Fishburn introduced the contract for the Engineering for Basin "B." Mr. Fishburn explained that it is a not to exceed contract and Eckler Engineering will be billing hourly.

**Motion:** Commissioner Tobin made a motion to approve the Basin B Engineering Contract with Eckler Engineering. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**Engineers Report**

*Monthly Status Report*

TREATMENT PLANT - Mr. Castle will be responding to Haskell concerning the Acceptance Testing Protocol. There is a problem in the chlorine contact chamber but Mr. Castle stated that it can be addressed by putting in baffling.

*Lateral Connection Report*

Ed Castle reviewed the lateral connection report.

*GIS System*

The Board requested that Weiler Engineering furnish a written warranty statement saying that the District will have a reasonable and useable system at the end of the process. Mr. Castle stated that he believes that Jeff Weiler will agree to that.

The Board would like updates of how the system is coming along.

**Motion:** Commissioner Bauman made a motion to authorize the Manager to move forward with Phase I of the GIS implementation for the District. Commissioner Hammaker seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**Finance Officer's Report**

N/A

**Legal Report**  
N/A

**General Manager's Report**

*Non Compliant Property Owners*

Mr. Fishburn presented a letter to be sent to the property owners in KLP who have not yet pulled an "Approval to Proceed" letter.

**Motion:** Commissioner Bauman made a motion to approve the KLP letter that is to be sent out. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**Commissioner's Round Table**

N/A

**Adjournment**

The KLWTD Board adjourned the Board Meeting at 6:00 PM.

The KLWTD meeting minutes of April 3, 2007 were approved on April 17, 2007.

  
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Chairman Claude Bullock

  
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Carol Walker, CMC  
District Clerk