

MINUTES

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



June 5, 2007
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on June 5, 2007 at 4:00 PM. Present were Commissioners Susan Hammaker, Andrew Tobin, Gary Bauman, Norman Higgins, and Chairman Claude Bullock. 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 Bauman.

ELECTION

Chairman

Commissioner Higgins nominated Commissioner Bauman for Chairman. There were no other nominations

Vote on Commissioner Bauman as Chairman.

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

Commissioner Higgins nominated Commissioner Tobin for Vice-Chairman. There were no other nominations

Vote on Commissioner Tobin as Vice-Chairman.

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

Commissioner Higgins nominated Commissioner Bullock for Secretary/Treasure. There were no other nominations

Vote on Commissioner Bullock as Secretary/Treasure.

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

MOMENT OF SILENCE

Chairman Bauman requested a moment of silence for District Counsel Tom Dillon’s father and District Clerk Carol Walker’s nephew, who both have recently passed.

AGENDA

Commissioner Hammaker requested that the Human Resources item be moved to the front of the agenda and that the Manager’s Contract item be placed in the second spot and then the Hiring Procedures item be number 3.

Commissioner Tobin stated he did not sponsor the General Manager’s Contract item. He was asked by the Board to negotiate and facilitate the contract with the Manager. The item is the General Manager’s item.

The agenda was approved by consensus.

Commissioner Items

Human Resources

Greg Matthews was introduced to the Board. The Manager explained to the Board that he was planning on hiring Mr. Matthews as an independent contractor, human resource consultant who would do work for the District on a task by task basis as needed.

By consensus the Board approved the concept of a Human Resource Manager.

Manager’s Contract

Charles Brooks of Key Largo and Robert Majeska of Key Largo spoke against the raise for the General Manager.

Following public comment the Board discussed the proposed contract for the General Manager. All of the Commissioners agreed that the General Manager deserved a raise but they did not agree on the percent of the proposed raise.

Motion: Commissioner Tobin made a motion to table the proposed Manager’s Contract. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5/0

Hiring Procedures

Chairman Bauman deferred this item since a new Human Resource Manager is being hired.

Key Largo Park Update

Commissioner Hammaker and Construction Manager Margaret Blank drove through Key Largo Park reviewing resident's complaints. Commissioner Hammaker attended the homeowner's association meeting and discussed the problems that they have with the District. She will continue to work with the residents.

Homeland Security, KLWTD/GLEE

Commissioner Hammaker has been looking for grant money or other funds to help pay for plant security. She has been working with Homeland Security for a Preliminary Solar Beam System for the plant. The system would be able to be moved so that it will be used for the Regional Plant also.

Trip to Washington D.C.

Commissioner Bullock explained that there is going to be a Mayor's Conference in Washington and the District should have a presence at it. He would like to attend the conference along with Chairman Bauman. Commissioner Bullock stressed that the point needs to be made that the District is cleaning up the off shores waters.

Motion: Commissioner Higgins made a motion to fund the trip to Washington D.C. Commissioner Hammaker seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Staff also presented a letter to be sent to Mayor Bull of Marathon expressing the District's view on going to the conference. Mr. Dillon suggested that the letter should point out that the District is an Agency of Local Government.

The Board asked that Mr. Dillon make the changes to the letter and that it be copied to all of the City Mayors, County Commissioners, and Administrators.

GENERAL MANAGER’S REPORT

Basin “C” Engineer Selection

Mr. Fishburn presented to the Board his recommendation to have Wade Trim do the engineering for Basin “C” and he said that Staff will be moving forward with negotiations.

BULK ITEMS

Minutes of KLWTD Meeting on May 15, 2007

**Motion: Commissioner Higgins made a motion to approve the Bulk Items
Commissioner Bullock seconded the motion.**

Vote on Motion

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

Motion passed 5 to 0

Pending Payments List

Commissioner Tobin requested a discussion on the next agenda about the Foundation. He objected to the hours billed by Mr. Dillon for doing work for the Florida Keys Wastewater Assistance Foundation. Commissioner Tobin proposed that the pending payments list be approved but with the stipulation that the hours charged for Foundation work on Mr. Dillon’s invoice be held.

District Counsel Tom Dillon stated that he believes that the work was authorized; he did the work in the interest of the District. The District needs to try and provide financial help for the low income citizens of Key Largo. The Foundation is being set up to assist those citizens in obtaining funds to hook up to the sewer. Mr. Dillon stated that helping an organization in getting set up is providing a mechanism to the low income citizens to hook up and that is consistent with what the Board has asked Staff to do. He checked with Mr. Fishburn and Commissioner Hammaker before he became involved with the Foundation. It was done in good faith, Mr. Dillon gives lots of hours to the District for free such as reviewing minutes, and attending public meetings, but he is not willing to give the time spent on the Foundation for free as well.

Motion: Commissioner Higgins made a motion to approve the pending payment list as presented contingent upon the availability of funds. Commissioner Bullock seconded the motion.

Vote on Motion

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

Motion passed 4 to 1

Engineer's Report*Monthly Status Report*

Mr. Fishburn reported that the FDEP meeting took place Tuesday May 29, 2007 and they were quite firm with the District. Mr. Castle is drafting a response to the FDEP.

Mr. Fishburn explained that the District has sent a letter to Haskell saying that they have until June 11 to correct the problems at the plant. The District will take control after June 11, 2007. The Haskell response was received by the District on June 5, 2007.

Lateral Connection Report

Charles Fishburn reviewed the lateral connection report.

Finance Officer's Report*SRF Conference*

Mr. Martin Waits, CFO, reported that he had talked to the people at the conference that have set the limit sector caps to \$5 million from \$20 million and then put the District on a contingency list. He came away from the conference with a comfortably factor concerning the District's funding with the SRF.

Legal Report*RESOLUTION NUMBER NO. 08-06-07*

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 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.

Mr. Dillon presented the draft assessment resolution. He stated that the resolution is basically the same as last years except that the cost has been adjusted for the cost of living increase (total assessment is \$5,050). Mr. Dillon reported that he has reduced the expressed role of the Assessment Coordinator as directed by the Board.

The resolution will be brought back on July 10 for action.

Mr. Dillon told the Board that conceptually staff recommends assessing Basins “B” & C, and the rest of Basin “E”. Mr. Fishburn also suggested the Southern Transmission Line commercial properties.

Chairman Bauman explained that the District only has government monies for Basins “A” & “D” and the plant. The rest would have to be done with SRF money.

The Board will be contacting the County Commissioner and the Planning Board about the District Permits for the Regional Plant.

General Manager’s Report

Army Corp Agreement

Whit Van Cott explained to the Board that the District needs to change the designation of the project to a water quality restoration project to expedite the funding.

Motion: Commissioner Tobin made a motion to approve the Army Corp Agreement. Commissioner Higgins seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Work Authorization No. 5 CPH

Mr. Fishburn introduced the work order.

Motion: Commissioner Hammaker made a motion to approve the Work Authorization No. 5 CPH. Commissioner Bullock seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Commissioner’s Round Table

Adjournment

The KLWTD Board adjourned the Board Meeting at 7:10 PM.

The KLWTD meeting minutes of June 5, 2007 were approved on June 19, 2007.



Chairman Gary Bauman



Carol Walker, CMC
District Clerk