

# MINUTES

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



November 20, 2007  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on November 6, 2007 at 4:00 PM. Present were Vice Chairman Andrew Tobin, Commissioners Susan Hammaker, Norman Higgins, and Claude Bullock. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas M. Dillon, and all other appropriate District Staff.

The Pledge of Allegiance was led by Commissioner Tobin, who acted as Chairman in the absence of Chairman Bauman.

### **APPROVAL OF AGENDA**

Commissioner Hammaker requested that the addition of Christmas Eve as a holiday be added to Tab 9. Commissioner Bullock requested that the Ian Koblick Assessment Appeal be taken off Bulk Items. Martin Waits, CFO asked to take Pending Payments off of Bulk Items. District Counsel Thomas Dillon stated that there would be no Attorney/Client session on Calusa Campground. Charles F. Fishburn, General Manager added a letter concerning Islamorada. Ed Castle requested that Item 6, GIS Update be moved to the front of the agenda.

**Agenda was approved as amended by Board Consensus.**

**PUBLIC COMMENTS:** The following persons addressed the Commission: Charles Brooks, Key Largo, FL. spoke to delaying the Arcadis Change Order Item. He also spoke to the letter to Islamorada.

### **ENGINEER'S REPORT**

#### *GIS Update*

Todd Helt gave a brief presentation and demonstration on the GIS data base and field equipment.

Mr. Helt reported that the District Staff has been trained and has trained themselves to a degree. Weiler Engineering will be available for ongoing technical support.

Staff was directed to bring back security information on the GIS with a recommendation.

**BULK ITEMS**

*Minutes of November 6, 2007*

Commissioner Hammaker pointed out that “Congressman Saunders” should be “Representative Saunders.”

**Motion:** Commissioner Higgins made a motion to approve the minutes of November 6, 2007 as amended. Commissioner Tobin seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

*Pending Payments List of November 6, 2007*

Mr. Waits pointed out that three invoices have been added to the list, one for a fork lift, a CPH invoice, and an invoice for US Foundry. The FDEP Grant Draw #3 and the SRF Loan have been received.

**Motion:** Commissioner Hammaker made a motion to approve the Pending Payment list of November 6, 2007 contingent upon the availability of funds. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

*Assessment Appeal (Ian Koblick, Hideout Restaurant)*

Commissioner Bullock stated that there are a lot of live aboards in the area of the Hideout Restaurant. He thinks that the District should take the lead on having the marinas provide proper pump out facilities at the marinas.

Staff was directed to bring back a policy in the future.

**Motion:** Commissioner Bullock made a motion to approve the Assessment Appeal of Ian Koblick, the Hideout Restaurant. Commissioner Hammaker seconded the motion.

**Vote on Motion**

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

**Motion passed 4 to 0**

Ed Castle explained that the District could absorb small quantities of marine toilet pumpout effluent at any given time, but large quantities at one time would cause problems. There is a marine pump out valve module that can be used.

Charles F. Fishburn explained that this will be dealt with before Pennekamp comes on line.

**ENGINEER’S REPORT**

*Monthly Report*

Mr. Castle informed the Board that Basin A-1 is almost complete, a US 1 crossing is still needed.

Basin A-5 is being proposed to be awarded to Fountain Engineering as a change order. Basin D will be started by LaRocco sometime after Thanksgiving.

Commissioner Bullock would like the percentages completed included in the Basin reports.

*Later Connections*

The latest connections report was presented.

**LEGAL REPORT**

*Conservation Easement*

Mr. Dillon told the Board that the survey for the easement has been completed and he has sent it to Fish and Wildlife and Monroe County for review. He recommends that the District execute the easement.

**Motion:**      **Commissioner Higgins made a motion to execute the presented Conservation Easement and approve the issuing of the \$424,000 check for the permit.**

**Vote on Motion**

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

**Motion passed 4 to 0**

**GENERAL MANAGER’S REPORT**

*District Holiday*

Commissioner Hammaker stated that she would like Staff to have Christmas Eve off as a holiday.

Commissioner Higgins would like to give Staff the day after Christmas off.

**Motion: Commissioner Bullock made a motion to make Christmas Eve a District Holiday permanently. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

*Meeting Dates*

Mr. Fishburn presented the meeting dates for 2008.

**Motion: Commissioner Higgins made a motion to approve the meeting schedule as presented with start times of 4 PM. Commissioner Bullock seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

*Fountain Change Order*

Mr. Fishburn explained that a change order expanding Basin A-4 into Basin A-5 would increase Fountain Engineering’s contract by \$300,000 dollars but at the same time the Basin A-5 contract will be decreased by a similar amount.

**Motion: Commissioner Higgins made a motion to approve the Fountain Engineering Change Order No. 2 to expand Basin A-4. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

Member	Yes	No	Other
Chairman Bauman			Absent

<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Commissioner Tobin</b>	<b>X</b>		
<b>Commissioner Bullock</b>	<b>X</b>		

**Motion passed 4 to 0**

*Arcadis Change Order*

Mr. Fishburn explained that the Change Order No. 1 would increase the scope of the original Treatment Plant contract and cost approximately \$175,000.

**Motion:**        **Commissioner Higgins made a motion to approve the Arcadis Change Order No. 1 in the amount of \$174,282. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

Mr. Fishburn will present the changes in the Wastewater Treatment Operations Building.

*Islamorada Letter*

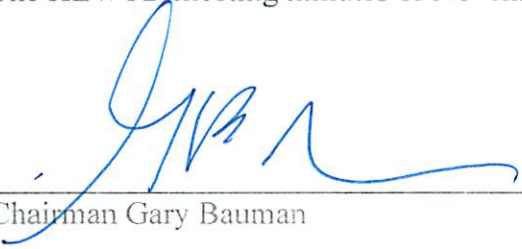
Mr. Fishburn suggested that Mr. Waits should draft a letter to Islamorada pursuant to their request for a “number” addressing cost for KLWTD to process Islamorada’s wastewater.

The Board directed Mr. Waits to draft a letter and email it to the KLWTD Board.

**Adjournment**

The KLWTD Board adjourned the Board Meeting at 6:10 PM.

The KLWTD meeting minutes of November 20, 2007 were approved on December 4, 2007

  
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Chairman Gary Bauman

  
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Carol Walker, CMC  
District Clerk

