

MINUTES

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



March 4, 2008
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on March 4 2008 at 4:00 PM. Present were Chairman Gary Bauman, Commissioners Andrew Tobin Susan Hammaker, Norman Higgins, and Claude Bullock. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas M. Dillon, Acting District Clerk Synthia Trakul, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Bauman.

APPROVAL OF AGENDA

Commissioner Hammaker requested that Item F1 be held until Whit Van Cott arrives. Thomas Dillon, District Counsel, cancelled the Closed Session for Calusa Campground and added an item to hire a Hearing Officer for the Youngquist protest on the Deep Well Bid. Martin Waits, Chief Financial Officer requested that an item on the District's banking relationships be added. Ed Castle, Weiler Engineering, requested that Item H6 GIS Security be moved to the front of the agenda.

Motion: Commissioner Higgins made a motion to approve the Agenda as amended. 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

PUBLIC COMMENTS: The following persons addressed the Commission: Charles Brooks, Key Largo, FL 33037, spoke about the funding split in the County. Burke Cannon, Tavernier, FL, President of the Hammer Point Homeowners Association, express concern over the 1 cent sales tax. He also expressed concern of Calusa Campground not paying their monthly fees. Dewey Jackson, Key Largo, FL, from StillWright Point came to express support for the way the District is doing things. He also expressed concern over the 1 cent sales tax; he feels Key Largo should also benefit from it.

ENGINEER'S REPORT

GIS Security

William Heise and Mark Wehmeyer gave a power point presentation concerning asset management systems. Commissioner Hammaker requested a hard copy of the presentation and Commissioner Bullock requested that a timeline for implementing the process with financial planning be brought back.

COMMISSIONER'S ITEMS

Federal Funds Strategy Meeting in Key Colony Beach

Commissioner Hammaker reviewed the County's planning and implementation of sewerage the County over the past four years to current. Commissioner Hammaker explained what the purpose of the FKWQIP meeting in Key Colony Beach is. She suggested that the Board put together a team recommending that Commissioner Bullock as the voting member and Whit Van Cott and Charles Brooks be technical advisors.

Whit Van Cott pointed out that the State and Federal Governments want to see a united Keys when it comes to splitting up government funding.

Chairman Bauman asked Commissioner Bullock if he would be the representative to the FKWQIP and he agreed.

Motion: Commissioner Hammaker made a motion to appoint as the delegation to the FKWQIP PDT Meeting on March 7, 2008 Commissioner Claude Bullock as the voting member with Martin Waits, Whit Van Cott, and Charles Brooks as technical Advisors (Finance, State and Federal Government experts). 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

Commissioner Bullock requested a meeting between the delegation on Thursday March 6, 2008 at 9 AM at the District office.

BULK ITEMS

Minutes of February 21, 2008

Pending Payments of March 4, 2008

Resolution No. 03-03-08

Commissioner Higgins made a motion to approve the bulk items but the motion failed due to a lack of a second.

Minutes of February 21, 2008

Motion: Commissioner Hammaker made a motion to approve the Minutes of February 21, 2008. 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

Pending Payments list of March 4, 2008

Motion: Commissioner Higgins made a motion to approve the Pending Payments List of March 4, 2008 contingent upon the availability of funds. 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

RESOLUTION NO. 03-03-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS APPROVING THE REQUEST TO AMEND THE KEY LARGO WASTEWATER TREATMENT DISTRICT'S 401 (K) PLAN BRINGING IT INTO COMPLIANCE WITH THE INTERNAL REVENUE CODE; AND PROVIDING FOR APPLICABILITY AND AN EFFECTIVE DATE.

Motion: Commissioner Hammaker made a motion to approve Resolution No. 03-03-08. 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

ENGINEER'S REPORT

Monthly Report

Mr. Castle answered questions on his submitted written report. Mr. Castle went over the lab report details. He stated that the District does not currently meet the annual average but the District is currently in compliance and DEP is happy with the progress.

Charles Fishburn reported that Fisherman's Cove has connected to the system and the northern transmission line is now being used.

FINANCIAL REPORT

Financial Performance of Wastewater Service Operations

Mr. Waits reviewed the financial performance of the treatment plant and field service operations for the first four months of FY 2008 (Oct. 1, 2007 through Jan. 31, 2008).

Banking Requirements

Mr. Waits reported to the Board that he and District Counsel Thomas Dillon worked on putting together an RFP for banking. He asked the Board for criteria for the RFP.

Chairman Bauman said that the purpose is to put District monies in community banks that are willing to provide low cost loans for sewer connections.

Mr. Waits explained that it is the Master Investment Account is the account that he is planning on working with.

Staff was directed to explore putting monies into Community Bank and First State Bank and bring back a report in a month or two.

LEGAL REPORT

Calusa Campground

Closed session was cancelled. Mr. Dillon reported that the Summary Judgment has been filed for Calusa but there has been no ruling yet.

Hearing Officer for the Youngquist protest on the Deep Well Bid

Motion: Commissioner Tobin made a motion to appoint David Kirwan as the Hearing Office on the Youngquist Protest. 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

GENERAL MANAGER'S REPORT

Change Order for Basin A Phase 5

Charles Fishburn explained that the Staff recommends awarding Basin A-5 to Fountain Engineering who was the low bidder on Basin A-1 and was then awarded Basin A-4.

Chairman Bauman stated for the record that he did not give an opinion.

Motion: Commissioner Higgins made a motion to approve Fountain Engineering Change Order #3 consisting of Basin A-5. 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

Lease Upgrade for Copy Machine

Motion: Commissioner Hammaker made a motion to approve the Lease Upgrade to a Color Copier contingent upon the copier not defaulting to color. 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 4 to 1

ADOURMENT

The KLWTD Board adjourned the Board Meeting at 6:32 PM.

The KLWTD meeting minutes of March 4, 2008 were approved on March 18, 2008.



Chairman Gary Bauman



Carol Walker, CMC
District Clerk