

# MINUTES

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



November 17, 2009  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting at 4:00 PM. Present were Commissioners Norman Higgins, Andrew Tobin, Charles Brooks, Robert Majeska, and Commissioner Susie Hammaker. Also present the General Manager Charles F. Fishburn, Thomas Dillon, District Counsel, Carol Walker, District Clerk, and other appropriate District Staff.

Commissioner Tobin led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Charles Fishburn requested that Item 2 (Vacuum Station Changes) taken off the agenda; and that KLWTD Transition Customer Service be added to the General Manager's Report. He also asked that an item on Sunset Acres be added. Martin Waits, CFO introduced an amended Pending Payments.

**Motion: Commissioner Majeska made a motion to approve the agenda as amended. Commissioner Tobin seconded the motion.**

### Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		
Chairman Higgins	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

**Motion passed 5 to 0**

### OFFICER'S REPORT

Chairwoman Hammaker gave a report of some of what she has done during her year as Chairwoman. See Exhibit "A".

## BOARD ELECTIONS

Commissioner Brooks nominated Commissioner Higgins for Chairman. Commissioner Majeska nominated Commissioner Majeska for Chairman.

Commissioner Brooks pointed out that when Commissioner Majeska and Commissioner Higgins were nominated for Chairman he felt that both Commissioners were qualified and in that case the weight should go to the senior Commissioner who has served as Vice Chairman.

Chairman Higgins was elected Chairman with a 3 to 2 vote, Commissioner Majeska was elected Vice Chairman 5-0, and Commissioner Hammaker was elected Secretary Treasure 5-0.

**PUBLIC COMMENT:** The following persons addressed the Board: John Grech, Boyd Drive spoke about speeding contractors. Jack Hudder, Lorelane Place spoke about putting his assessment in an escrow account. He also spoke about what happens to deserted properties. Bruce Yanda, Lorelane Place spoke about final restoration. Burke Cannon, Tavernier spoke about working with Monroe County on paving. He also spoke about Sunset Acres. Dr. Brenda Pierre and Ray Rhash spoke about providing grants to low income property owners. Janet Lee, Bayside Plumbing spoke to the District about moving laterals. Julio Rodriguez, Port Largo, spoke about the Inspector fixing a problem at no cost.

## MANAGER'S REPORT

### *Paving Coordination with Monroe County*

Mr. Fishburn reported that the KLWTD District will make a presentation to the BOCC at their meeting Wednesday.

### *Sunset Acres*

**Motion:** Commissioner Hammaker made a motion to connect Sunset Acres to the central sewer but the cost and the method have not been determined yet. Commissioner Majeska seconded the motion.

### Vote on Motion

Member	Yes	No	Other
Commissioner Hammaker	X		
Chairman Higgins	X		
Commissioner Tobin	X		
Commissioner Brooks	X		
Commissioner Majeska	X		

**Motion passed 5 to 0**

### *KLWTD Transition Customer Service*

Mr. Fishburn explained that customer service is now under the Finance Department.

**COMMISSIONER'S REPORT**

*Low Income Lateral Installation Assistance*

Mr. Dillon pointed out that the District has a requirement to help low income homeowners. The District could do this by not charging a monthly charge until they are connected.

**BULK ITEMS**

*Pending Payments of November 17, 2009*

**Motion: Commissioner Majeska made a motion to approve Bulk Items with Pending Payments and contingent upon the availability of funds. Commissioner Brooks seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Hammaker</b>	X		
<b>Chairman Higgins</b>	X		
<b>Commissioner Tobin</b>	X		
<b>Commissioner Brooks</b>	X		
<b>Commissioner Majeska</b>	X		

**Motion passed 5 to 0**

**ENGINEER'S REPORT**

*Monthly Status Report*

Ed Castle from Weiler Engineering made a verbal report. He said that the plant will be usable in May 2010.

*Lateral Location Options*

Mr. Castle reviewed what Marathon has been doing to move homeowner's laterals.

**Motion: Commissioner Tobin made a motion to adopt a pilot project for Laguna Avenue only to move lateral connections at property owner request and to adopt the fee chart (Exhibit "B") on the low side except for the vacuum pit which will be on the average side; also, giving the District Staff authority for final approval and collection of payment in advance. Commissioner Brooks seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Hammaker</b>	X		
<b>Chairman Higgins</b>	X		
<b>Commissioner Tobin</b>	X		
<b>Commissioner Brooks</b>	X		
<b>Commissioner Majeska</b>	X		

**Motion passed 5 to 0**

**FINANCIAL REPORT**

*FY 2009 Performance of Wastewater Service Operations*

Mr. Waits reviewed his report.

**LEGAL COUNSEL REPORT**

*Legislative Update*

District Counsel, Thomas Dillon gave a report on the Legislative Bills.

**Motion: Commissioner Brooks made a motion to authorize support for District Counsel, Thomas Dillon’s proposal to change the pending legislation proposal. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Hammaker</b>	<b>X</b>		
<b>Chairman Higgins</b>		<b>X</b>	
<b>Commissioner Tobin</b>		<b>X</b>	
<b>Commissioner Brooks</b>	<b>X</b>		
<b>Commissioner Majeska</b>	<b>X</b>		

**Motion passed 3 to 2**

See Exhibit “C” for proposal.

**COMMISSIONER’S ROUNDTABLE**

N/A

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 7:55 PM.

The KLWTD meeting minutes of Nov. 17, 2009 were approved on Dec. 15, 2009.

  
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Chairman Higgins

  
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Carol Walker, CMC  
District Clerk

**Summary 11-17-09**  
**Susan Ford Hammaker, Chair**

- 1. Positive Internal and External Communication**
  - A. Internal – Perfect attendance (left one meeting early to speak for KLWTD)**

Reviewed staff to learn how work issues impact policy; be a positive “cheerleader” for employees and management  
Ongoing review of GM according to goals he stated previous year  
Reviewed legal documents for understanding and minimize bd mtg questions  
Upgraded Employee Handbook and Policies -- ongoing  
Created unanimously passed “4-Way Test” for ethical conduct
  - B. External – Public Diplomacy and Community Presence – Role Modeling Leadership thru various forms of PR**

4-Way Test for Ethical Conduct (has been circulated by others Keyswide)  
**Represented** KLWTD at KL C of C; attended Isla C of C for my business and FKNMSAC; attended Council and Bd meetings KW, Marathon, Isla, FCAA, Summits, Rotary Clubs in Upper Keys and Marathon, FKWQIP and other presentations and powerpoints; Upper Keys Tourism member of FKNMSAC giving updates on Keys wastewater/stormwater issues  
**Focus** on Customer communication and service – attendance at our Town Hall Meetings, Neighborhood meetings, availability to public for questions and referrals, presentations to homeowners, Chambers; defining and promoting customer service as key to successful operation of a utility  
**Facilitated 5 on 5** with Islamorada re participation as customer  
**Coordination** work with KW, Marathon, Isla, MC, Ocean Reef, KLWTD, State FDOH/FDEP, legislative advocates for KLWTD-Marathon-Key West, DC Congressional delegation esp. Cong. IRL and Sen Nelson, Jacksonville and DC Army Corps re federal appropriations and successful EI Construction Stimulus funds award (1<sup>st</sup> prize -- highest award)  
**Follow up Emails** all contacts within 48 hours or less. Wrote articles/lts
- 2. Preparing for the Future—Transition Planning and Exploration**

**Researching** other utilities, pros and cons of public-private partnerships with implications and impacts for our District.  
**Use of office space** study/pwrpt for greater efficiency and effectiveness
- 2. A few Goals as Commissioner to Nov. 15, 2010: (Keep On Keeping On)**

**Assist** new Chair with “committee work” if and when called upon  
**Research** and present sample mission statements, goals, job descriptions of utilities and their boards and staff  
**Offer weekly short piece** to media to better public understanding.  
**Continue multilevel PR** and to increase grant funding