

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



February 7, 2011  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Transition Meeting at 4:04 PM. Present were Chairman Robert Majeska, Commissioners Norman Higgins, Charles Brooks, Andrew Tobin, and Susie Hammaker. Also present were the General Manager Charles F. Fishburn, District Counsel Thomas Dillon, District Clerk Carol Walker, and other appropriate District Staff.

Martin Waits led the Pledge of Allegiance

### APPROVAL OF AGENDA

Commissioner Brooks requested that an item be added on discussion of the Weiler Invoices. Commissioner Tobin added another organizational chart. Exhibit "A". Commissioner Hammaker added a discussion on BCR. The Board decided to move the Weiler items before the General Manager items and put the Weiler items together and put the General Manager/Operations Manager's duties together with the Organizational Chart.

**Motion:** Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Higgins seconded the motion.

### Vote on Motion

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

**Motion passed 5 to 0**

### APPROVAL OF MINUTES

**Motion:** Commissioner Brooks made a motion to approve the minutes of February 1, 2011. Commissioner Higgins seconded the motion.

**Vote on Motion**

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

**Motion passed 5 to 0**

**WEILER ENGINEERING**

Ed Castle presented backup information on anticipated information needed to resolve the January 2011 invoice.

Jeff Weiler explained that there are two parts. Doing the field changes and then reviewing and doing the records drawings. There was a design and inspection component in the Plant work. Producing the record drawings was not included in the estimate of the work for the \$500,000.

Mr. Fishburn stated he thought that producing the record drawings was part of the estimate for the \$500,000.

**Motion: Commissioner Brooks made a motion to pay Weiler Engineering \$75,000 for services due. Commissioner Tobin seconded the motion.**

**Vote on Motion**

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

**Motion passed 5 to 0**

**WEILER CONSTRUCTION SERVICES**

Ed Castle explained that the construction synopsis is what they do in the Life of a Contract.

The Board requested a flow chart for the life of a contract. Commissioner Brooks would like the chart to see what the General Manager is doing in the life of the contract.

**ORGANIZATION CHARGE / GENERAL MANAGER & OPERATIONS MANAGER DUTIES**

Commissioner Tobin is concerned with how the Board stays involved. He presented an organizational chart. The Board needs to determine how management is going to be set up.

Commissioner Hammaker stated; "I would like to know where Commissioner Tobin's model comes from. First of all Commissioner Tobin has expertise as a land use attorney and I would like to hear your expertise as an organization development person. What organizations have you

created that are successful business today? Where have you gotten your model from? I have been doing research and there is not one organization in the Keys or the United States that has a management of a utility or this kind of organization by committee. Does anybody know of at least one? You have three department heads. I have found only one organization in this United States that is anything like this but it reports to one supervisor in a county in Texas. This Board has demonstrated the willingness to want to find all the answers within itself instead of looking for information on the outside. I have tried very hard to bring some information in from the outside. How many people here have children? When your children don't want to go to school and learn from other people or teachers do you say good that's ok you don't have to go to school. It is very important that we go to school and look how other utilities are doing things and see the reason why. This particular organizational chart is a recipe for disaster utter and complete disaster, of setting department heads one against the other to fight with each other and to quarrel and you would be the laughing stock of not only the County and the State but the United States, I'm sorry. I did present something that was not designed by me but it's a start, it does lay out our personnel. It is a model that is akin to various other organizations. Is it perfect? No, but you have forgotten all about customer service which is a huge element of a utility. There are various functions which are completely left out. I think we were remiss in not getting more outside advice and hearing why other utilities do what they do and try to learn from them instead of saying we have all the answers. I know I do not have all the answers. I think it would very foolhardy to go and leap into something and try to come up with the answer all on our own. Thank you for your attention."

The Board discussed running the District with three department heads.

Commissioner Tobin is looking for 1, Checks and Balances; 2, Accountability.

The Board requested the item to be brought back to the next transition meeting.

Commission Hammaker stated that she would like to bring in some outside speakers.

Commissioner Brooks said that he does not want any outside speakers. It is an internal thing.

Commissioner Tobin asked if the four of them agreed that Finance should be a separate department. The question is for the next meeting is there going to be a third wing and what should be under it.

Commissioner Hammaker stated "Let the record show that the four men have it all planned."

## **COMMISSIONER'S ROUNDTABLE FLORIDA KEYS DAYS**

**Motion:** Commissioner Tobin made a motion to send Commissioner Higgins to the Florida Keys Days and pay reasonable expenses. Commissioner Brooks seconded the motion.

### **Vote on Motion**

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

**Motion passed 5 to 0**

BCR ENVIROMENTAL

Margaret Blank explained this takes the sludge to Class A.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 6:20 PM.

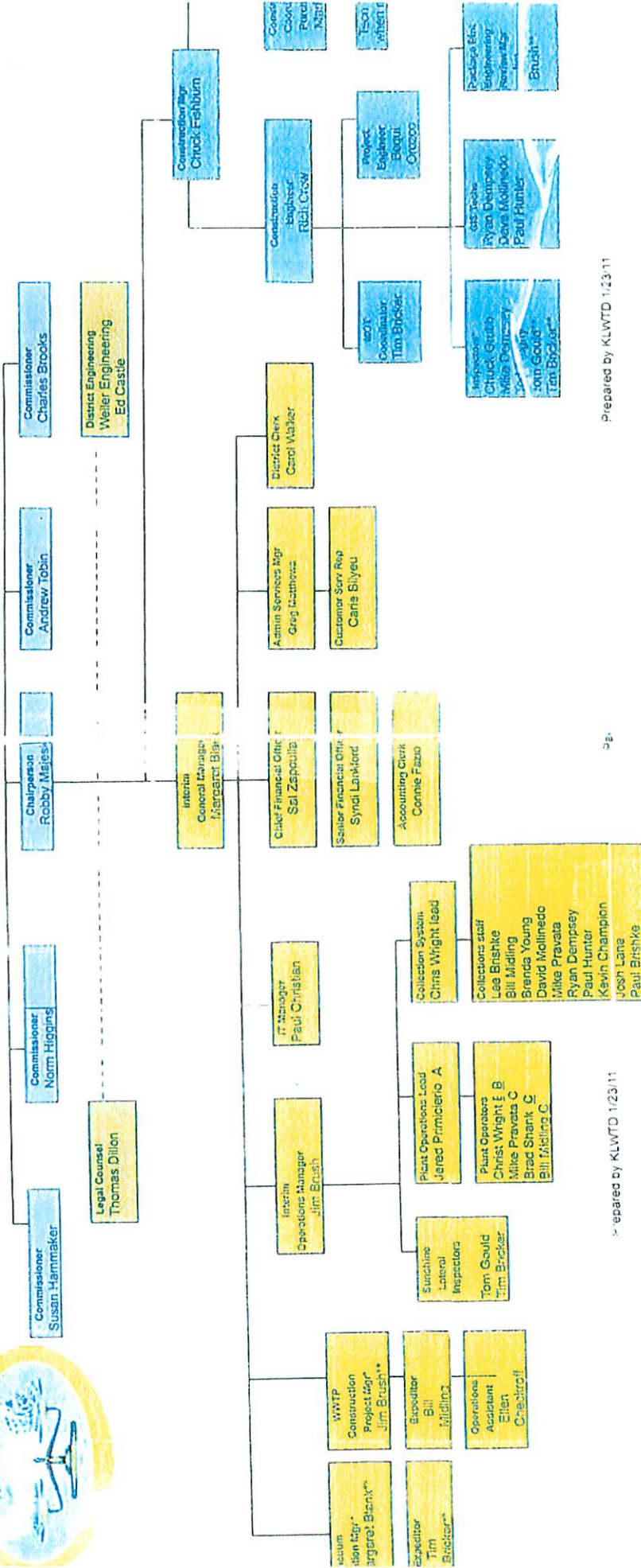
The KLWTD meeting minutes of Feb. 7, 2011 were approved on March 1, 2011.

  
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 Chairman Majeska

  
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 Carol Walker, CMC  
 District Clerk



# Key Largo Wastewater Treatment District



Prepared by KLWTD 1/23/11

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Prepared by KLWTD 1/23/11

- \* denotes indirect reports to Weiler Engineering
- \*\* denotes split reporting responsibility
- C underlining indicates that operator has passed the test and is accumulating training hours
- B has a C license and has passed the B test. Is now accumulating training hours