

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



April 19, 2011  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:03 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.

Steve Gibbs led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The last page of the April 5, 2011 minutes had an addition made to the first paragraph. See Exhibit "A".

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

### Vote on Motion

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

**Motion passed 5 to 0**

### PUBLIC COMMENT

The following persons addressed the Board:

Speaker: Richard Barreto, Tavernier

Subject: Cost of connection to force main.

### BULK ITEMS

*Minutes of April 5, & April 11, 2011*

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

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

**COMMISSIONER’S ITEMS**

*General Manager’s Contract*

Commissioner Hammaker presented the current employee’s resumes.

The Board discussed various directions in which the Board could go to set up the District as a Utility.

This item will be brought back on May 3, 2011.

**FINANCIAL REPORT**

*Pending Payments*

CFO Zappulla presented the Pending Payments list.

**Motion:** Commissioner Brooks made a motion to approve the pending payments contingent upon the availability of funds. Commissioner Hammaker seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

*Purchase Card Policy*

CFO Sal Zappulla gave an update on the Purchase Card Policy.

**TECH REPORT**

*Security*

Paul Christian explained the new security locks.

**Motion:** Commissioner Brooks made a motion to move the Security Item off of Discussion and onto Action and to approve the purchase and installation of the new locks in the amount of \$35,840.00. Commissioner Hammaker seconded the motion.

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

**OPERATIONS REPORT**

*Force Main /Gravity Connections*

Margaret Blank reported that the District will be having a meeting with the local Engineers and the FDEP on Thursday to discuss requirements to connect to the force main.

**ENGINEERING REPORT**

Ed Castle from Weiler Engineering gave a verbal report.

**GENERAL MANAGER'S REPORT**

*Pilot Wastewater Treatment Plant Disposal*

**Motion:** **Commissioner Hammaker made a motion to approve the contract with Fountain Engineering to remove the Package Plant from the plant site. Commissioner Tobin seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

*Ocean Cay Collection System*

**Motion:** **Commissioner Tobin made a motion to approve a Vacuum Collection System with a \$5,200 assessment for Ocean Cay. Commissioner Higgins seconded the motion.**

**Vote on Motion**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Commissioner Higgins</b>	<b>X</b>		
<b>Chairman 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**

*Islamorada Inter-Local*

The Board discussed the Finance Director's role in the negotiations with Islamorada.

**Motion: Commissioner Tobin made a motion to authorize the Chief Financial Officer to work with the General Manager only in terms of negotiating with Islamorada. Commissioner Hammaker seconded the motion.**

Commissioner Brooks stated that he does not want the Finance Officer to be in a political position. This would force him into a political position. The District had that before and he does not want to step back into that. He is totally opposed to it.

**Vote on Motion**

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

**Motion passed 4 to 1**

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 7:05 PM.

The KLWTD meeting minutes of April 19, 2011 were approved on May 3, 2011.

  
\_\_\_\_\_  
Chairman Majeska


  
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Carol Walker, CMC  
District Clerk

EXHIBIT "A"

Commissioner Brooks stated that he is totally against negotiations with Islamorada. He also is against any staff member participating in Islamorada negotiations because a staff member, most particularly a CFO, the employee in the political arena, and that is not fair to the employee or beneficial to the District.

This item will be on the April 19 meeting.

*New Utility Truck*

Mr. Fishburn explained the need for a third utility truck.

**Motion: Commissioner Brooks made a motion to approve the purchase of a Utility Truck. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion passed 4 to 0**

**COMMISSIONER'S ROUNDTABLE**

N/A

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 8:05 PM.

The KLWTD meeting minutes of April 5, 2011 were approved on April 11, 2011.

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Chairman Majeska

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Carol Walker, CMC  
District Clerk