

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



May 9, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

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

Charles Fishburn led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hammaker requested that an item on Procurement Policy be added. Margaret Blank requested the purchase of Plant Pumps for Upgrade be added. Charles Fishburn requested that removal of Office Trailers at plant be added.

Motion: Commissioner Brooks made a motion to approve the agenda as amended. Commissioner Tobin 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 Commissioner:

Speaker: Sue Heim Key Largo

Item: Potential Leadership

Speaker: Martin Waits

Item: Cross Training (Exhibit "A")

Transition Timeline

Margaret Blank presented her memo for a timeline with Charles Fishburn working part time as an advisor.

Commissioner Brooks stated that he was very disappointed with Margaret’s proposal to have Charles Fishburn stay on for the next few months as an advisor.

Motion: Commissioner Tobin made a motion to approve the staff recommendation to have Mr. Fishburn serve as an advisor for the next few months on an open ended contract at \$5,000 a month serving at least 20 hours a week. Commissioner Majeska 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 failed 2 to 3

Hydrogen Sulfide Datalogger

Margaret Blank explained that the District will be using a Datalogger free for a week.

Plant Pumps for Upgrade

Ms. Blank explained the need for the upgrade.

Motion: Commissioner Brooks made a motion to approve the purchase of two pumps for the plant pump station in the amount of \$25,332.48. Commissioner Majeska 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

Office Trailers at Plant

Charles Fishburn asked the Board if they would consider giving Pennekamp one of the office trailers. The Board informed him they may have buyers for the trailers.

Appointment of General Manager

Motion: Commissioner Brooks made a motion to promote Margaret Blank PE to the position of General Manager of the Key Largo Wastewater Treatment District effective June 1, 2011. This promotion will have a probationary period of six months beginning June 1, 2011 thru November 30, 2011.

During the month of November 2011 the District Board will evaluate the General Manager's performance. Based on successful performance goals Margaret Blank may be granted a one-year contract as GM of KLWTD.

Performance goals will be established jointly by Margaret Blank PE and the KLWTD Board of Directors. These performance goals will be codified and monitored periodically.

Margaret's previous position as Operations Manager will be filled by another individual relieving Margaret of operational duties so Margaret may concentrate on the overall District responsibilities. This shifting of personnel is designed to provide efficient and smooth progress in streamlining KLWTD operations.

Because of time constraints regarding placing this motion on the May 9 meeting, the pertaining duties and responsibilities of this position will be subject to eventually reviewing General Manager's duties and responsibilities by the District Board at the nearest board meeting *May 17, 2011) or a date determined by the District. (Contract Development).

Commissioner Tobin 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 4 to 1

Communications with Media & Public Policy 3.0

District Counsel Thomas Dillon explained that he has taken the various handbooks that the District has and combined them into one book. He will be adding the policy on using the house at the White Rhino into the policies and will present the book for action at the next meeting.

Discussion on Personnel Manual Update

Commissioner Tobin explained the need for cross training in the District.

Commissioner Brooks stated that the managers should be responsible for cross training in their departments and that it should be in the Employee Policy Handbook.

Potential KLWTD Leadership

Commissioner Hammaker explained that there are many qualified persons in the District that could take a leadership role.

Mark Weis, Jim Brush, Billie Jo Umans, Paul Christian, and Mike Dempsey spoke to the Board.

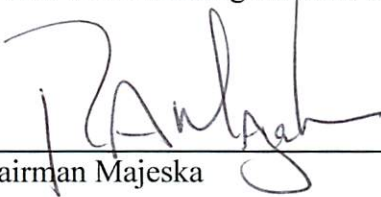
Semi-Monthly Payroll

CFO Sal Zappulla explained that in August the District is planning on paying twice a month instead of once a month. The Board directed Mr. Zappulla to bring back a report on the present system, using Paychex, and doing payroll in house.

ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 7:10 PM.

The KLWTD meeting minutes of May 9, 2011 were approved on May 17, 2011.



Chairman Majeska



Carol Walker, CMC
District Clerk