

# MINUTES

## Key Largo Wastewater Treatment District (KLWTD) Meeting



August 16, 2011  
98880 OVERSEAS HWY, KEY LARGO, FL 33037

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

Margaret Blank led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Commissioner Hammaker added an item on a report by the lobbyist. Commissioner Brooks added a report on the Community Meeting by the Republican Party and the Sales Tax Issue. Commissioner Higgins added a discussion on a Disaster Seminar. Commissioner Tobin pulled the Minutes of August 2, 2011 from the Bulk Items. Chairman Majeska added a recap on the Budget Hearings. General Manager Margaret Blank removed the Sorensen Item for the agenda and added an update on Islamorada and the Mandalay Area. CFO Sal Zappulla added a revised Report of Cash, Revenues & Expenditures (adding US Foundry #7552 in the amount of \$19,354.50). Chairman Majeska added a verbal report from the District Engineer.

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

### Vote on Motion

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

**Motion passed 5 to 0**

### BULK ITEMS

*Minutes of Aug. 8, 2011*

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

**Vote on Motion**

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

**Motion passed 5 to 0**

*Minutes of August 2, 2011*

Commissioner Tobin stated that he thought that the Board had decided not to attach anything

**Motion: Commissioner Tobin made a motion to approve the Minutes of August 2, 2011 but without Attachment "A".. Commissioner Higgins seconded the motion.**

**Vote on Motion**

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

**Motion failed 2 to 3**

**Motion: Commissioner Brooks made a motion to approve the Minutes of August 2, 2011. Commissioner Hammaker seconded the motion.**

**Vote on Motion**

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

**Motion passes 3 to 2**

**FINANCIAL REPORT**

*Report of Cash, Revenues, and Expenditures*

**Motion: Commissioner Brooks made a motion to approve the revised Cash, Revenues, and Expenditures Report contingent upon the availability of funds. 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**

*Preliminary Capital Budget*

Sal Zappulla, CFO and Margaret Blank, General Manager reviewed the budget.

**COMMISSIONER'S ITEMS**

Commissioner Hammaker reported that Ms. Henderson could come to the October 10, 2011 meeting. Commissioner Tobin would like a written report (outline) from her before her visit. The Board directed Commissioner Hammaker to contract Ms. Henderson and give the Board a synopsis of her actions in the past and what she is planning on in the future.

Commissioner Brooks reported on the Community Meeting by the Upper Keys Republican Club and the Sales Tax Issue. The Board would like Sal Zappulla to draft a one page position paper explaining the \$20 million grant from a County Bond.

Chairman Majeska would like to see the complete budget packages with all staff benefits with performance pay.

**GENERAL MANAGER'S REPORT**

*Redland Change Order for Costal Waterways*

General Manager Margaret Blank explained the District is ready to put in the collection system at Costal Waterways.

**Motion: Commissioner Brooks made a motion to move to approve the Redland Change Order for Costal Waterways. 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**

*Metro Change Order for South Transmission Line*

**Motion:** Commissioner Brooks made a motion to approve the Metro Change Order for South Transmission Line. Commissioner Higgins seconded the motion.

**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 5 to 0**

*Metro Change Order for Miscellaneous Unforeseen Conflicts*

Margaret Blank explained the Work Authorization.

**Motion:** Commissioner Brooks made to approve the Metro Change Order for Miscellaneous Unforeseen Conflicts. Commissioner Hammaker seconded the motion.

**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 5 to 0**

*Bio-Rem Expansion*

General Manager Margaret Blank

**Motion:** Commissioner Hammaker made a motion to approve the purchase for Bio-Rem Expansion. Commissioner Brooks seconded the motion.

**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 5 to 0**

*Hurricane Preparedness Plan Report*

Commissioner Higgins informed the District that there will be a disaster training for wastewater in Marathon in October.

Jim Brush, Operations Manager, gave a report on what the District has been doing to prepare for a Hurricane.

*Islamorada Update*

Ms. Blank reported that she is expecting the Islamorada agreement any day. She will circulate it to the Board. The Board will decide if and when the agreement will be sent to Doug Manson.

Commissioner Hammaker requested that any change in the agreement be marked.

*Mandalay Area Update*

Margaret Blank explained that there is an area on US 1 that needs to be serviced. A buffer tank is also being put in the area.

**ENGINEER REPORT**

Ed Castle, Weiler Engineering gave a verbal report.

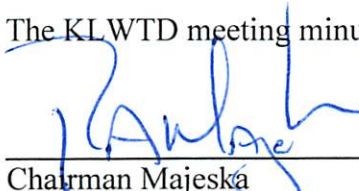
**COMMISSIONER'S ROUND TABLE**


The Board discussed the settlement for Island Dolphin Care.

**ADJOURNMENT**

The KLWTD Board adjourned the Board Meeting at 7:20 PM.

The KLWTD meeting minutes of Aug. 16, 2011 were approved on Sept. 6, 2011.

  
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Chairman Majeska

  
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Carol Walker, CMC District Clerk