

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Meeting



Oct. 4, 2011

98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:02 PM. Present were Chairman Robert Majeska, Commissioners Andrew Tobin, Susie Hammaker, 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.

David Asdourian led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hammaker added a sticker update. Commissioner Tobin pulled the Sevilla assessment appeal from Bulk Items. Chairman Majeska added an item about public relations. Commissioner Brooks added an item on received postcard and employee job performance.

Motion: Commissioner Higgins 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 Brooks	X		
Commissioner Hammaker	X		
Commissioner Tobin	X		

Motion passed 5 to 0

PUBLIC COMMENT

The following persons addressed the Board:

Name:

Mark Mills Key Largo

Subject:

Relocation of connection box

BOARD-EMPLOYEE COMMUNICATIONS GUIDELINES

The Board discussed Board Employee communication guidelines.

Motion: Commissioner Hammaker made a motion to have Legal draft a policy to help the Board and staff communicate effectively, and avoid impropriety or the appearance of impropriety.

Motion died due to the lack of a second.

Motion: Commissioner Brooks made a motion to not do anything. Commissioner Tobin 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 3 to 2

BULK ITEMS

Minutes of Sept. 12, 2011

Minutes of Sept. 20, 2011

Motion: Commissioner Brooks made a motion to approve 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

Sevilla LLC Assessment Appeal

Motion: Commissioner Tobin made a motion to approve the Sevilla LLC Assessment Appeal contingent upon the review of water usage in one year. Commissioner Brooks 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

FINANCIAL REPORT

Cash, Revenues, and Expenditures

Motion: Commissioner Brooks made a motion to approve the Report of Cash, Revenues, and Expenditures contingent upon the availability of funds with the exception of the Manson invoice. Commissioner Tobin seconded the motion.

Commissioner Hammaker reported she did not call Mr. Manson. She also explained that she is voting no on the CRE because she would like the Manson invoice included.

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

Monroe County Grant Update
CFO Sal Zappulla reviewed his update.

COMMISSIONER’S ITEMS

Chairman Majeska requested that the District do more in public relations.

ENGINEER’S REPORT

Ed Castle, Weiler Engineering answered questions on his monthly report.

GENERAL MANAGER’S REPORT

Islamorada Update
Margaret Blank gave a verbal update pointing out there is still a lot of work to do.

Redland Change Order Lake Surprise, Metro Change Order #17 Overlay in JK3, Fountain Change Order #13 Reconcile

Margaret Blank introduced the Change Orders.

Motion: Commissioner Brooks made a motion to move the Redland Change Order Lake Surprise, Metro Change Order #17 Overlay in JK3, and Fountain Change Order #13 Reconcile. Commissioner Higgins 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

COMMISSIONER'S ROUND TABLE

Sticker Update

Jim Brush reported the stickers are in process.

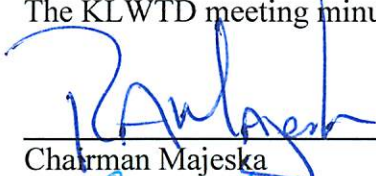
Post Card Reviews

Commissioner Brooks complemented Chairman Majeska's article in the FreePress. The Board complemented the staff on their service and salutes all staff members for their excellent performance. See Echibit "A".


ADJOURNMENT

The KLWTD Board adjourned the Board Meeting at 6:30 PM.

The KLWTD meeting minutes of Oct. 4, 2011 were approved on Oct. 18, 2011.



Chairman Majeska



Carol Walker, CMC District Clerk

EXHIBIT "A"



KEY LARGO WASTEWATER TREATMENT DISTRICT CUSTOMER SATISFACTION SURVEY

Please rate us on a scale of 1 to 5 (5 being the most satisfied)

- Ability to contact us
- Response time
- Professionalism/Courtesy
- Understanding of your issue
- Problem solved
- Other _____

100125 Dorr's Lane, Hwy, Key Largo, FL
Service Address (Optional)

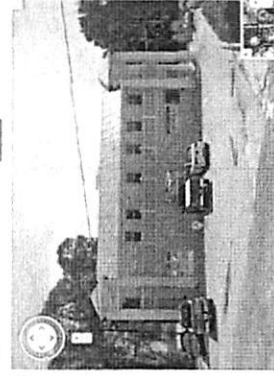
To All Staff Members

Since the originator of this card used X in lieu of numeric grading and not using the lowest number one can ascertain the originator is grading 5, highest degree of professionalism.

This card along with numerous others of similar high or highest grading is proof to the KLWTD board and the citizens of Key Largo that the KLWTD staff is providing excellent service to our constituents.

On my behalf and I believe as well the other members of the board we salute all staff members on their excellent performance.

Thanks loads
Commissioner Charles Brooks
KLWTD Board



location picture provided by CB

