

**KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS
BOARD MEETING/TRANSITION MEETING AGENDA**



**August 2, 2011 4:00 PM
98880 Overseas Hwy
Key Largo, FL 33037**

**Robert Majeska
Andrew Tobin
Susan Hammaker
Norman Higgins
Charles Brooks**

**Chair
Vice Chair
Secretary-Treasurer
Commissioner
Commissioner**

.....
**Margaret Blank
Thomas Dillon
Carol Walker**

**General Manager
District Counsel
District Clerk**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.

- A. CALL TO ORDER - PLEASE MUTE CELL PHONES**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES**
- E. PUBLIC COMMENT**
Individual comments have a 3 minute limit; Organizations have a 5 minute limit.

General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before the item. Speaker cards must be turned in before the meeting starts.

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|-----------|--|--------|--------------|
| F. | BULK ITEMS | Action | TAB 1 |
| 1. | Minutes of July 19, 2011 | | |
| G. | FINANCIAL REPORT | | TAB 2 |
| 2. | Report of Cash, Revenues & Expenditures | Action | |
| 3. | Clean Water State Revolving Fund Loan #464030 | Action | |
| 4. | Automatic Debit Authorization | Action | |
| H. | COMMISSIONER'S ITEMS | | TAB 3 |
| 5. | Certificate of Appreciation and Gift certificate for Carol Walker | | |
| 6. | Up to date Performance Evaluations and up to date contracts all Employees/staff before next budget is approved | | |
| 7. | Air Vent Stickers Update | | |
| 8. | Removal of Syndi Trakul's voice phone answering | | |
| | <i>All Commissioner's items are from Commissioner Hammaker</i> | | |
| I. | LEGAL COUNSEL REPORT | | TAB 4 |
| 9. | Employee Handbook "Gift Policy" | | |
| 10. | Sunshine Law Requirements | | |
| J. | GENERAL MANAGER'S REPORT | | TAB 5 |
| 11. | Inter-Local with FCAA | | |
| 12. | Cityworks Upgrade | | |
| 13. | Arcadis Work Authorization No. 3 Amendment No. 1 | | |
| K. | COMMISSIONERS ROUNDTABLE | | |
| L. | ADJOURNMENT | | |

SCHEDULE 1 - FEE PROPOSAL

		Construction Duration (days)	Total Hours	Labor Cost	Expense Cost*	TOTAL
Task 5	Additional Services					
5a	Site inspections and Start-Up Assistance		36.5	\$ 6,531	\$ 395	\$ 6,926
5b	Design		8	\$ 1,004	\$ 0	\$ 1,004
5c	As-Built Record Drawings		28.5	\$ 3,405	\$ 100	\$ 3,505
	TOTALS		73	\$10,940	\$ 495	\$11,435

* Expenses include but are not limited to local accommodation, per diem, travel and local mileage, office expenses and field equipment.

SCHEDULE 2 - LABOR AND EXPENSE RATES

Labor	Hourly Rate
Project Director – responsible for Quality Control Reviews, scope definition and proposal negotiations	\$190.55
Principal Hydrogeologist – Professional responsible in charge for the oversight of planning, design and construction of projects and staff supervision	\$175.10
Senior Engineer – professional responsible for design, plan preparation, specifications and permitting	\$128.75
Engineer / Hydrogeologist / Scientist (Technical Specialist)	\$ 95.79
Senior Field Representative (Professional)	\$ 95.79
Administrative Support	\$ 56.65

Expense	Unit Rate
Mileage	\$0.48
Per Diem - for all meals and incidentals associated with overnight stays	\$31.00
Accommodation	actual reasonable costs approved by the District

Rates are subject to adjustment for work performed after December 31, 2011.