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. APPROVAL OF MINUTES

F. GENERAL MANAGER & OPERATIONS MANAGER DUTIES

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.

KLWTD Agenda
February 7, 2011
G. ORGANIZATIONAL CHART
H. WEILER ENGINEERING
I. WEILER CONSTRUCTION SERVICES
J. COMMISSIONERS ROUNDTABLE
K. ADJOURNMENT
TAB 1
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Feb. 7, 2011  Agenda Item No. £

[ ] PUBLIC HEARING  [ ] RESOLUTION

[ ] DISCUSSION  [ ] BID/RFP AWARD

[X] GENERAL APPROVAL OF ITEM  [ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Minutes of Feb. 1, 2011

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 2-3-11

Originating Department: District Clerk

Costs:

Funding Source:

Attachments: Minutes

Department Review:

District Clerk

[] District Counsel

[] General Manager

[ ] Finance

[] Engineering

[] Clerk

Advertised:

Date: ____________

Paper: ____________

[X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

February 1, 2011
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular Meeting at 4:00 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.

John Hammerstrom led the Pledge of Allegiance.

APPROVAL OF AGENDA
Chairman Majeska requested that items General Manager & Operations Manager Scope of Work and Organizational Chart to be moved to the Transition Meeting. Commissioner Tobin requested that the item Policy against assessment waivers be moved to after public comment. Commissioner Brooks requested that WWTP Change Order #6 be changed to discussion with possible action from action and Pollution Legal Liability be changed to discussion with possible action from action and Town Hall Meeting to action and Unique Properties to discussion only. The Board moved Basin JK 4 Redesign and Unique Properties to the front of the agenda.

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

Vote on Motion

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Motion passed 5 to 0

PUBLIC COMMENT
The following persons addressed the Commission:
Speaker; Richard Brandon, 94100 O/s Hwy
Speaker; John Hammerstrom, 115 Coastal Dr.
Speaker; Dave Boerner, 136 Plantation Dr

Subject; Unique Properties
Subject; Unique Properties
Subject; Placement of connection box
GENERAL MANAGER

Basin JK Redesign

General Manager Charles Fishburn gave a report on the redesign. He stated the cost would be $67,000 instead of $20,000.

Motion: Commissioner Brooks made a motion to table the item for two weeks while more information is gathered and the Board can see what kind of consensus staff comes to. Commissioner Tobin seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

LEGAL COUNSEL REPORT

Unique Properties

Mr. Dillon reviewed the report on Unique Properties and what can be done for them.

Motion: Commissioner Tobin made a motion to bring back Remote Properties and Gilberts/Anchorage to the next regular meeting for action and to notify owners of the meeting. Commissioner Brooks seconded the motion.

Vote on Motion

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

Motion passed 5 to 0

Motion: Commissioner Tobin made a motion to send a letter to Manatee Bay/Cross Key of notice of intent of a public hearing. Commissioner Hammaker seconded the motion.
Vote on Motion

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Motion passed 5 to 0

Staff was directed to bring back Unique properties within the area served or to be served by central sewers, extending from Tavernier Creek to approximately MM 106, Properties for which the District will not provide a gravity connection, but will provide a low pressure connection point, properties not abutting a public right of way, and nearby properties on CR905 to a public hearing on March 15 and to notify the property owners.

FINANCIAL REPORT

Pending Payments

Weiler Engineering invoices were pulled from the pending payments list.

An amended Pending Payments list was presented.

Motion: Commissioner Brooks made a motion to approve the Pending Payments of February 1, 2011 contingent upon the availability of funds and with the removal of the Weiler Invoices. Commissioner Hammaker seconded the motion.

Vote on Motion

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Motion passed 5 to 0

Motion: Commissioner Tobin made a motion to have staff bring back a written policy on paying for employee’s books and education. Commissioner Hammaker seconded the motion.

Vote on Motion

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Motion passed 5 to 0
GENERAL MANAGER'S REPORT

Pollution Legal Liability (Operations)
Debbie McAfee, of TR Jones, explained the policy.

Motion: Commissioner Higgins made a motion to approve the Pollution Legal Liability Policy with the $3 million limit for three years. Commissioner Hammaker seconded the motion.

Vote on Motion

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Motion passed 4 to 1

BULK ITEMS

Minutes of Jan. 10, 2011
Minutes of Jan. 18, 2011
Resolution 01-02-11
Assessment Appeal Schooner Seafood
Assessment Appeal Northstar Resort Property

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

Vote on Motion

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Motion passed 5 to 0

GENERAL MANAGER'S REPORT

WWTP Change Order #6

Commissioner Brooks stated that he is not happy with the way these change orders happen and the time frame the District had to get the change order before the Board. We are in a situation where we have to pay it because the work has been done. The work was authorized through staff although the Board did not approve it. It started at $200,000 and now it is $800,000 to finish the plant. He is going to vote yes but he wants a cap on the Change Order 7: Between Change Order 6 and Change Order 7 it is a million dollars. Todd Helt from Weiler Engineering stated that it looks like it will be around $837,000.
Commissioner Tobin stated that he supports Commission Brooks. Commissioner Hammaker concurs with Commissioner Brooks that the timing and the process is not up to par. She does see the rational for it though.

**Motion:** Commissioner Higgins made a motion to approve the WWTP Change Order #6. Commissioner Brooks seconded the motion.

**Vote on Motion**

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Motion passed 5 to 0

**Motion:** Commissioner Tobin made a motion to have District Counsel Thomas Dillon come back to the Board in 90 days with a report of whether or not it is appropriate for the District to take action against Arcadis. Commissioner Higgins seconded the motion.

**Vote on Motion**

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Motion passed 5 to 0

**Motion:** Commissioner Tobin made a motion to limit the General Manager's authority for approval to change orders to $10,000. Commissioner Higgins seconded the motion.

**Vote on Motion**

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Motion passed 3 to 2

*French Drains for Narragansett*

Mr. Fishburn explained the plan to restore the French drains on Narragansett.
Motion: Commissioner Brooks made a motion to approve the restoration of the French Drains on Narragansett. Commissioner Brooks seconded the motion.

Vote on Motion

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Motion passed 5 to 0

Town Hall Meeting

Motion: Commissioner Brooks made a motion to approve the next Town Hall Meeting/Workshop for March 5, 2011. Commissioner Hammaker seconded the motion.

Vote on Motion

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Motion passed 5 to 0

FKWQIP Presentation

Mr. Fishburn stated there will be a meeting Wednesday Feb. 2 in Marathon and he will be presenting updated information on the KLWTD Project.

COMMISSIONER’S ITEMS

FL Keys Days

Motion: Commissioner Tobin made a motion to approve a contribution of $500 to Leadership Monroe for FL Keys Days. Commissioner Higgins seconded the motion.

Vote on Motion

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Motion passed 5 to 0
STATUS REPORTS

Package Plant Status Report
Greg Mathews presented his report.

Customer Service Status Report
Synthia Lankford presented her report.

Tie In Status Report
Carol Walker presented her report.

Operations Status Report
Margaret Blank presented her report.

IT Status Report
Paul Christian gave a report. The Board directed Mr. Christian to bring back a job description with a salary range for an IT helper to the next meeting.

ENGINEER'S REPORT
Ed Castle presented his status report.

CFO Sal Zappulla was directed to look into the process of how invoices are put on Pending Payments and report back to the Board with any recommendations if required.

LEGAL COUNSEL REPORT

Lateral Policy
Motion: Commissioner Brooks made a motion to adopt the lateral policy. Commissioner Hammaker seconded the motion.

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Motion passed 4 to 1

Motion: Commissioner Tobin made a motion to amend the lateral policy to $35 a foot with a $250 minimum. Commissioner Higgins seconded the motion.

Vote on Motion

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KLWTD Board of Commissioners
Board Meeting
Feb. 1, 2011
Commissioner Hammaker | X |  
Motion failed 2 to 3

County Road Paving Response
District Counsel Thomas Dillon will present a report after getting a report from Weiler Engineering.

COMMISSIONER’S ROUNDTABLE
Commission Tobin would like Mr. Dillon to review the Paychex Handbook revision.

Chairman Majeska talked about the property owner that said he had a sink hole in front of his house. He also asked where Mr. Boerner’s property is located.

Commissioner Brooks would like to know why we cannot get Ms. Lankford a new desk.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting at 8:41 PM.

The KLWTD meeting minutes of Feb. 1, 2011 were approved on Feb. 7, 2011.

Chairman Majeska

Carol Walker, CMC
District Clerk
EXHIBIT "A"

Paying for education of staff - No district

Have any time period for staff to work for the district after the education was paid for by district?

Raj Thakur
**KEY LARGO WASTEWATER TREATMENT DISTRICT**

**Agenda Request Form**

**Meeting Date:** Feb. 7, 2011  
**Agenda Item No.: F**

- [ ] PUBLIC HEARING  
- [ ] RESOLUTION  
- [X] DISCUSSION  
- [ ] BID/RFP AWARD  
- [ ] GENERAL APPROVAL OF ITEM  
- [ ] CONSENT AGENDA

- [ ] Other:

**SUBJECT:** General Manager and Operations Manager Scopes of Work

**RECOMMENDED MOTION/ACTION:**

Approved by General Manager

Date:  

---

**Originating Department:** General Manager  
**Costs:** $  
**Funding Source:** Acct.

**Department Review:**  
- [ ] District Counsel  
- [X] General Manager  
- [ ] Finance

**Attachments:**

**Advertised:**  
- [ ] Engineering  
- [ ] Clerk  
- [X] Not Required

**Summary Explanation/Background:** The General Manager continues to perform all of his previous duties while involving the Operations Manager in more of his responsibilities.

---

**Resulting Board Action:**

- [ ] Approved  
- [ ] Tabled  
- [ ] Disapproved  
- [ ] Recommendation Revised
ATTACHMENT B
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYMENT CONTRACT
DISTRICT GENERAL MANAGER DUTIES

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

A. Executing Board’s direction in identifying, selecting and contracting with rate consultants, auditors, insurance consultants, lab service contractors, consulting engineers, hydro geologists, and other consultants and professionals required by the District.

B. Acting as custodian of the District’s books and records in accordance with Florida Statutes Section 189.9.

C. As directed by the District Board, serving as intergovernmental liaison between the District and local governments within which the District provides wastewater service, including, without limitation, coordination of service extensions with applicable comprehensive plans, communicating with public officials on all matters that pertain to the District, attending governing board and staff meetings to discuss District issues.

D. Providing the Board, or individual members thereof, upon request, with data or information concerning District construction and operations, and providing advice and recommendations to the Board.

E. Coordinating with District’s Chief Financial Officer, Engineer, and Counsel, staff, and supervising other District staff.

F. Negotiating leases, contracts, and other agreements, including consultant services, for the District, subject to Board approval.

G. Overseeing all governmental filings.

H. Monitoring the performance of all terms and conditions in all leases, contracts, and agreements, and notifying the Board of known violations thereof.

I. Monitoring the operations and billing functions of the District and ensuring compliance with the Board’s policy and direction.

J. Preparing annual reports.

K. Consulting with, and supervision of, contractors as reasonably required and necessary with regard to construction of capital projects.

L. In consultation with the District Engineer and District Counsel, as appropriate, issuing interpretations and clarifications of contract documents.

   a. Evaluating requests for substitutions or deviations therefrom.
b. Providing recommendations concerning requests for substitutions or deviations therefrom.
c. Preparing work orders.
d. Monitoring all required project records.
e. Reviewing applications for payment.
f. Conducting comprehensive inspections of construction projects.
g. Developing list of items needing completion or correction.

O. Negotiating contracts with engineers and other consultants regarding scope and cost of proposed contract change orders.

P. Providing proof of compliance with funding and grant requirements.

Q. Requesting advances and reimbursements consistent with funding and grant requirements.

R. Exercising due diligence with respect to construction management efforts consistent with governmental standards.
ATTACHMENT B
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYMENT CONTRACT
CONSTRUCTION AND OPERATIONS MANAGER DUTIES

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Project Design, Permitting, and Bidding
A. Evaluates and selects design engineers.
B. Collects and transmits necessary information and documents to design engineers.
C. Reviews construction plans, calculations and specifications prepared by design engineers.
D. Reviews contract documents prior to bid, and verifies that cost estimates and permits are complete prior to bidding or contraction.
E. Oversees the bidding process. Publishes bid documents, sees that legal ad is placed, appropriately responds to questions from bidders, sees that addenda are published and distributed. Arranges pre-bid meetings, prepares agenda and minutes.
F. Reviews and interprets contract documents; evaluates contract bid proposals; prepares and distributes bid tab.

Project Construction and Close-out
G. Review and interprets plans and specifications to insure contractor's strict compliance in the areas of materials and workmanship, change orders, and overall contract cost.
H. Supervises on-site inspections for contract, permit compliance.
I. Reviews contractor's shop drawings, samples and other submittals for compliance with contract documents.
J. Arranges preconstruction and progress meetings; prepares agenda and minutes; assigns tasks and coordinates activities as necessary.
K. Reviews and evaluates construction requests for contract modifications, change orders, and monthly payment applications.
L. Oversees collection and processing of GIS data collection and integration.

Operations
M. Supervises plant and collection system operations personnel.
N. Monitors plant and collection system performance.
O. Interfaces with regulatory agencies when necessary.

General
P. Prepares estimates/analysis of proposed projects; prepares or completes various forms, reports, correspondence, or other documents.
Q. Communicates technical information regarding engineering programs to public officials, agencies, and employees.
R. Communicates with contractors and various agencies directly affected by projects anticipated or underway; communicates with General Manager the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
S. Receives various forms, reports, correspondence, manuals, reference materials, or other documentation reviews, completes, processes, forwards, or retains as appropriate.
T. Operates ArcGIS to provide information for assessments, engineering, and general communications.
U. Prepares employee evaluations and contracts.

ADDITIONAL FUNCTIONS
Provide assistance to Financial Officer as needed.
ATTACHMENT B
KEY LARGO WASTEWATER TREATMENT DISTRICT
EMPLOYMENT CONTRACT
DISTRICT ENGINEER DUTIES

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

A. Reviews and interprets contract documents; evaluates contract bid proposals. Coordinates ongoing contracts on daily routine problems with ongoing contracts.

B. Reviews and interprets plans and specifications to ensure contractor’s strict compliance in the areas of materials and workmanship, change orders, and overall contract cost.

C. Performs on-site inspections for contract, permit compliance, and prepares a monthly summary for each project.

D. Investigates and negotiates change orders for ongoing contracts.

E. Reviews contract documents prior to bid, and verify cost estimates and permits are complete prior to bidding or contraction.

F. Reviews and evaluates construction requests for contract modifications, change orders, and monthly payment applications.

G. Reviews construction plans and specifications prepared by consulting engineers.

H. Prepares estimates/analysis of proposed projects; prepares or completes various forms, reports, correspondence, or other documents.

I. Communicates technical information regarding engineering programs to public officials, agencies, and employees.

J. Reviews contractor’s drawings and samples for compliance with contract documents.

K. Communicates with contractors and various agencies directly affected by projects anticipated or underway; communicates with General Manager the public, and other individuals as needed to coordinate work activities, review status or work, exchange information, or resolve problems.

L. Receives various forms, reports, correspondence, manuals, reference materials, or other documentation reviews, completes, processes, forwards, or retains as appropriate.

M. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes correction; utilizes work processing, spreadsheet, or other software programs.

ADDITIONAL FUNCTIONS

Provide assistance to Financial Officer as needed.
TAB 3
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Feb. 7, 2011
Agenda Item No. 0

[ ] PUBLIC HEARING
[X] DISCUSSION
[ ] GENERAL APPROVAL OF ITEM
[ ] Other:

SUBJECT: Organizational Chart

RECOMMENDED MOTION/ACTION:

Approved by General Manager
Date: 2-7-11

<table>
<thead>
<tr>
<th>Originating Department: Commissioner Tobin</th>
<th>Costs:</th>
<th>Attachments: Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] District Counsel</td>
<td>[ ] Engineering</td>
<td></td>
</tr>
<tr>
<td>[ ] General Manager</td>
<td>[ ] Clerk</td>
<td></td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Advertised: |
|            |
| Date:      |
| Paper:     |
| [X] Not Required |

Summary Explanation/Background: Commissioner Tobin will present a more complete proposal at the meeting.

Resulting Board Action:

[ ] Approved    [ ] Tabled    [ ] Disapproved    [ ] Recommendation Revised
TAB 4
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Feb. 7, 2011
Agenda Item No. 4

[ ] PUBLIC HEARING
[ ] RESOLUTION
[x] DISCUSSION
[ ] BID/RFP AWARD
[ ] GENERAL APPROVAL OF ITEM
[ ] CONSENT AGENDA
[ ] Other:

SUBJECT: Weiler Engineering status of Weiler Work Authorization

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager  
Date: 2-3-11

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Costs: $4,200,000</th>
<th>Attachments: Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weiler Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Review:</th>
<th>Engineering</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] District Counsel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[X] General Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Finance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advertised:
Date: 
Paper:  
[X] Not Required

Summary Explanation/Background: Weiler has provided the following summary of their current work authorizations with the District. Weiler has also compared their fees to other Engineering firms used by the District.

Resulting Board Action:
☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
MEMORANDUM

To: Chuck Fishburn
From: Ed Castle, PE
Date: January 31, 2011
Re: Status of Work Authorizations

A summary of the financial status recent Work Authorizations issued to WEC is provided below as requested.

<table>
<thead>
<tr>
<th>FY</th>
<th>WA #</th>
<th>Description</th>
<th>Authorized Amount</th>
<th>Amount Billed</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>06-02</td>
<td>Construction Administration</td>
<td>$1,440,000.00</td>
<td>$1,342,298.76</td>
<td>$97,701.24</td>
</tr>
<tr>
<td>2010</td>
<td>06-03</td>
<td>General Consulting</td>
<td>$60,000.00</td>
<td>$46,306.43</td>
<td>$13,693.57</td>
</tr>
<tr>
<td>2010</td>
<td>08-01</td>
<td>GPS/GIS/CMMS</td>
<td>$132,017.00</td>
<td>$93,808.75</td>
<td>$38,208.25</td>
</tr>
<tr>
<td>2010</td>
<td>08-02</td>
<td>Basin I, J and K Design</td>
<td>$1,823,026.00</td>
<td>$1,722,840.16</td>
<td>$100,185.84</td>
</tr>
<tr>
<td>2010</td>
<td>09-01</td>
<td>Basin A Redline Recovery</td>
<td>$20,000.00</td>
<td>$15,757.50</td>
<td>$4,242.50</td>
</tr>
<tr>
<td>2010</td>
<td>09-02</td>
<td>Seven Acres</td>
<td>$15,751.00</td>
<td>$14,175.00</td>
<td>$1,576.00</td>
</tr>
<tr>
<td>2010</td>
<td>10-01</td>
<td>Sunset Acres</td>
<td>$18,700.00</td>
<td>$18,700.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Balance Remaining at Close $255,607.40

<table>
<thead>
<tr>
<th>FY</th>
<th>WA #</th>
<th>Description</th>
<th>Authorized Amount</th>
<th>Amount Billed</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>06-02</td>
<td>Construction Administration</td>
<td>$500,000.00</td>
<td>$349,842.46</td>
<td>$150,157.54</td>
</tr>
<tr>
<td>2011</td>
<td>06-03</td>
<td>General Consulting</td>
<td>$60,000.00</td>
<td>$6,841.25</td>
<td>$53,158.75</td>
</tr>
<tr>
<td>2011</td>
<td>08-01</td>
<td>GPS/GIS/CMMS</td>
<td>$132,017.00</td>
<td>$24,831.25</td>
<td>$107,185.75</td>
</tr>
<tr>
<td>2011</td>
<td>10-02</td>
<td>Paradise Point</td>
<td>$21,465.00</td>
<td>$350.00</td>
<td>$21,115.00</td>
</tr>
<tr>
<td>2011</td>
<td>10-03</td>
<td>Shallow Backup Well Design</td>
<td>$13,480.00</td>
<td>$0.00</td>
<td>$13,480.00</td>
</tr>
</tbody>
</table>

Balance Remaining At End of January $345,097.04

Projects to Date Totals $4,236,456.00 $3,635,751.56 $600,704.44
MEMORANDUM

To: Chuck Fishburn
From: Ed Castle, PE
Date: February 3, 2011
Re: Consultant Fee Comparison

The following is a summary of the fee schedules for the various consulting engineers used by the District. Note that the rates were for the firms other than Weiler Engineering were taken from pay applications. Information for all titles were not available for all firms.

<table>
<thead>
<tr>
<th>Engineering Fee Schedule</th>
<th>WEC</th>
<th>ECKLER</th>
<th>CPH</th>
<th>MCCAIN</th>
<th>ARCADIS</th>
<th>Wade Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$165.00</td>
<td>$204.00</td>
<td>$150.00</td>
<td>$130.00</td>
<td>$191.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>P.E.</td>
<td>$140.00</td>
<td>$204.00</td>
<td>$140.00</td>
<td>$120.00</td>
<td>$170.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>Structural Manager</td>
<td>$140.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mining Specialist PhD</td>
<td>$140.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>$125.00</td>
<td>$204.00</td>
<td>$140.00</td>
<td>$110.00</td>
<td></td>
<td>$185.00</td>
</tr>
<tr>
<td>Registered E.I.</td>
<td>$115.00</td>
<td>$103.50</td>
<td>$125.00</td>
<td>$70.00</td>
<td>$122.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Plans Examiner</td>
<td>$115.00</td>
<td>$93.00</td>
<td></td>
<td></td>
<td></td>
<td>$160.00</td>
</tr>
<tr>
<td>Code Inspector</td>
<td>$115.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Engineering Designer</td>
<td>$95.00</td>
<td>$93.00</td>
<td>$95.00</td>
<td>$80.00</td>
<td>$101.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>$110.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Designer</td>
<td>$85.00</td>
<td>$93.00</td>
<td>$95.00</td>
<td></td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Structural Technician</td>
<td>$75.00</td>
<td></td>
<td></td>
<td>$95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>$80.00</td>
<td>$75.00</td>
<td>$95.00</td>
<td>$70.00</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Field Technician</td>
<td>$75.00</td>
<td>$75.00</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$65.00</td>
<td>$45.00</td>
<td>$53.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

The following table presents the fee schedule for other charges. The information for all categories was not available for all firms. It should be noted that the Weiler Engineering fee schedule states that travel within the county is at no charge. However, we are not charging the District for any travel expenses.
<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>WEC</th>
<th>ECKLER</th>
<th>CPH</th>
<th>MCCAIN</th>
<th>ARCADIS</th>
<th>Wade Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Time</td>
<td>No Charge</td>
<td>Hourly</td>
<td>Hourly</td>
<td>No Charge</td>
<td>Hourly</td>
<td>Hourly</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>No Charge</td>
<td></td>
<td>No Charge</td>
<td>Cost</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>No Charge</td>
<td></td>
<td>No Charge</td>
<td>Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals or Per Diem</td>
<td>No Charge</td>
<td></td>
<td>No Charge</td>
<td>Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; X 36&quot; plan sheets</td>
<td>$2.80</td>
<td>$0.50</td>
<td>$0.96</td>
<td>$0.50</td>
<td></td>
<td>$1.40</td>
</tr>
<tr>
<td>11&quot; X 17&quot; copies</td>
<td>No Charge</td>
<td>$0.25</td>
<td>$0.24</td>
<td>$0.50</td>
<td></td>
<td>$0.15</td>
</tr>
<tr>
<td>8.5&quot; X 11&quot; copies</td>
<td>No Charge</td>
<td>$0.10</td>
<td>$0.05</td>
<td>$0.10</td>
<td></td>
<td>$0.05</td>
</tr>
<tr>
<td>Excess Professional Liability Insurance</td>
<td>No Charge</td>
<td>$1,515/yr</td>
<td>No Charge</td>
<td>$15,000/yr</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Attend Board meetings</td>
<td>No Charge</td>
<td>Don't</td>
<td>Don't</td>
<td>Don't</td>
<td>Don't</td>
<td>Don't</td>
</tr>
</tbody>
</table>
KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Feb. 7, 2011

[ ] PUBLIC HEARING

[ ] RESOLUTION

[x] DISCUSSION

[ ] BID/RFP AWARD

[ ] GENERAL APPROVAL OF ITEM

[ ] CONSENT AGENDA

[ ] Other:

SUBJECT: Weiler Construction Services

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 2-3-11

Originating Department: Weiler Engineering

Costs: $500,000

Funding Source:

Attachments: Memo

Department Review:

[ ] District Counsel

[ ] General Manager

[ ] Finance

[ ] Engineering

[ ] Clerk

Advertised:

Date: 

Paper:

[X] Not Required

Summary Explanation/Background: Weiler Engineering has outlined the details of their construction services to the District.

Resulting Board Action:

☑ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised
MEMORANDUM

To: Chuck Fishburn
From: Ed Castle, PE
Date: January 31, 2011
Re: Construction Synopsis

The following are routine activities that take place in the administration of the District's collection system construction projects.

- Notice to Proceed - issued after execution of contract and receipt of bonds and insurance – District Staff
- Submittal Review – Shop drawings, CPM schedule, schedule of values, pre-construction video, MOT plans – WEC
- Daily Inspections – Routine inspections, daily reports, documentation of pay quantities, verification of proper materials and workmanship – District Staff (working under WEC Engineer’s responsible charge) with periodic inspection by WEC staff
- Daily GPS Field Work – Daily GPS shots and photographs – District Staff
- Weekly Pay Quantities Summary – District Staff
- MOT and Sediment Control – Daily by District staff, but follow-up by WEC RPRs.
- Construction Progress Meetings – Held monthly with each contractor – District Staff and WEC
- Monthly Progress Payments – Verify quantities claimed, reconcile daily and weekly tallies, check for correctness – WEC
- Work Directives and Change Orders – When the need arises, the contractor is directed to perform work that is either outside the planned scope or exceeds the estimated quantities – District Staff and WEC.
- Redline Review – In conjunction with progress payments, the redline record drawings are reviewed and spot verification is performed – WEC
- Final Walkthrough and Punch List – When the contractor deems that Substantial Completion has been achieved, a final walkthrough is performed and a list of deficiencies and omissions is prepared – District Staff and WEC
- Retainage Reduction – When the contract reaches 50% completion, the retainage is reduced from 10% to 5% and the appropriate adjustment is made on the subsequent application for progress payment – Reviewed and approved by WEC
• Substantial Completion – Certification of Substantial Completion is filled out and executed by all parties. We have been doing this by phases – Prepared by WEC
• Final Completion – Also performed in phases, Final Completion is achieved when all the Final Punch List items have been adequately addressed and acceptable redline record drawings are provided. Certification of Final Completion must be executed by all parties – WEC
• Final Payment and Release of Retainage – A balancing change order is prepared so that the final contract amount equals the final amount paid. Typically some quantities are increased and some are decreased. Consent of Surety and Final Releases of Lien are provided to the District – Balancing change order prepared by WEC, final pay application approved by WEC. Consent of Surety and Final Releases of Lien verified by District Staff.
• Preparation of Record Drawings – The information from the redline record drawings provided by the contractor is verified using field measurements and checking against GPS data points. The Record Drawings are then produced, showing the actual “as-built” locations, elevations, pipe sizes and lengths, etc. and are certified, signed and sealed – WEC

The WWTP and vacuum station projects are more technically complex than the collection system projects. The construction contract administration is similar, but there tends to be more changes, requests for information and more sophisticated testing and inspection. District staff provide daily inspections and administrative services on these projects but WEC’s staff is more heavily involved, producing work directives, change orders, responses to RFIs and performing specialized inspections and witnessing of testing for structural, civil and electrical disciplines. WEC also acts in lieu of the County Building Department to ensure code compliance and perform relevant inspections.