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

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

Robert Majeska Chair  
Andrew Tobin Vice Chair  
Susan Hammaker Secretary-Treasurer  
Norman Higgins Commissioner  
Charles Brooks Commissioner  
Margaret Blank General Manager  
Thomas Dillon District Counsel  
Carol Walker 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.  

KLWTD Agenda  
July 11, 2011
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.

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

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
   All Commissioner's items are from Commissioner Hammaker

I. LEGAL COUNSEL REPORT TAB 4
10. Sunshine Law Requirements

J. GENERAL MANAGER'S REPORT TAB 5
11. Inter-Local with FKAA
12. Cityworks Upgrade
13. Arcadis Work Authorization No. 3 Amendment No. 1

K. COMMISSIONERS ROUNDTABLE

L. ADJOURNMENT
### SCHEDULE 1 - FEE PROPOSAL

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

* 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

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Unit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mileage</strong></td>
<td>$0.48</td>
</tr>
<tr>
<td><strong>Per Diem</strong> - for all meals and incidentals associated with overnight stays</td>
<td>$31.00</td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td>actual reasonable costs approved by the District</td>
</tr>
</tbody>
</table>

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