

Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:

March 4, 2025

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

Minutes of February 18, 2025

Summary:

Staff to present the minutes of February 18, 2025, for approval.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____

\$

1. Minutes

Administration: _____

Finance: _____

Funding Source:

District Counsel: _____

N/A

District Clerk: _____

Budgeted:

Engineering: _____

N/A

Approved By: _____

General Manager

Date: _____

02/27/2025



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, February 18, 2025

MINUTES

CALL TO ORDER (A)

Chairman Rodriguez called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE (B)

Commissioner Sue Heim led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Robert Majeska, Tim Maloney, and Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Lexi Connor; IT Support Manny Santana

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Support Randy Redmond

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (E-1)

Commissioner Heim requested the addition of item *P-1 Key Largo Fisheries Discussion*
Mr. Rosasco requested the addition of item *G-1 Plant Permit Update*
Mr. Rosasco requested the deletion of item *N-1 Vacuum Stations Odor Control Project Recommendation of Award*

Motion: Commissioner Maloney made a motion to approve the agenda as amended. Commissioner Majeska seconded the motion. Motion passed without objection.

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES (F)

Minutes of February 4, 2025 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of February 4, 2025. Commissioner Schwartz seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)*Plant Permit Update (G-1)*

Mr. Rosasco informed the Board our DEP permit for the Plant was finalized.

CUSTOMER SERVICE (H)*Customer Service Report – January 2025 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

IT (I)*IT Report – January 2025 (I-1)*

Mr. Redmon presented the IT monthly report.

BUDGET AND FINANCE (J)*Budget and Finance Report – January 2025 (J-1)*

Ms. Fazio present the Budget and Finance monthly report.

FIELD (K)*Field Report – January 2025 (K-1)*

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)*Capital Projects Report – January 2025 (M-1)*

Ms. Connor presented the Capital Projects monthly report.

ENGINEERING (N)*Vacuum Stations Odor Control Project Recommendation of Award (N-1)*

Deleted.

LEGAL REPORT (O)*Board Practices and Policies Manual – Resolution No. 02-2025 (O-1)*

Mr. Mulick recommended adoption of Resolution 02-2025

Motion: Commissioner Heim made a motion to adopt Resolution 02-2025.
Commissioner Schwartz seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Schwartz - Aye
Commissioner Maloney – Aye
Commissioner Majeska – Aye
Chairman Rodriguez – Aye

General Rules and Regulations – Resolution No. 03-2025 (O-2)

Mr. Mulick recommended adoption of Resolution 03-2025.

Motion: Commissioner Heim made a motion to adopt Resolution 03-2025 with
an effective date of March 1, 2025.
Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Heim – Aye
Commissioner Maloney – Aye
Commissioner Schwartz – Aye
Commissioner Majeska – Nay
Chairman Rodriguez – Aye

Adoption of Resolution No. 04-2025 Increasing Rates (O-3)
Mr. Mulick recommended adoption of Resolution 04-2025.

Motion: **Commissioner Maloney made a motion to adopt Resolution 04-2025 with an effective date of March 1, 2025.**
 Commissioner Heim seconded the motion.

Vote on Motion:

Commissioner Maloney – Aye
Commissioner Heim – Aye
Commissioner Schwartz – Aye
Commissioner Majeska – Nay
Chairman Rodriguez – Aye

South Cliff Estates SIC/ILA - Status Update (O-4)
Mr. Mulick updated the Board on the current status of the South Cliff Estates SIC and ILA.

COMMISSIONER ITEMS (P)

Key Largo Fisheries Discussion (P-1)

Commissioner Heim requested clarification on the current proceedings with Key Largo Fisheries.

ROUNDTABLE DISCUSSION (Q)

Commissioner Maloney told the Board KLWTD's Safety Committee Meeting will be Tuesday, February 25th.

ADJOURNMENT (R)

The meeting was adjourned at 5:34 p.m.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____

EXHIBIT A

Section 1. The KLWTD General Rules and Regulations are amended as follows: (all deleted text is lined through and additional text underlined)

Section 9.03 Fees and Charges for Wastewater Service.

- (a) Monthly Base Charge for Customers receiving water from FKAA:
 - i. For each Customer that is the sole FKAA Customer owning or occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is ~~\$27.13~~\$28.81 per Dwelling Unit or Equivalent Dwelling Unit reflected in the most recent assessment of the Tax Parcel.
 - ii. For each Customer that is one of several FKAA Customers occupying a Tax Parcel assessed by the District and connected to a collection system, transmission main, or other piping operated and maintained by the District, the Monthly Base Charge is ~~\$27.13~~\$28.81 multiplied by the number of Dwelling Units or Equivalent Dwelling Units attributed to that Customer.
 - iii. For each FKAA Customer owning or occupying a Tax Parcel that has not yet been assessed by the District, the District will calculate the number of Dwelling Units or Equivalent Dwelling Units attributable to the Tax Parcel and to the Customer in the manner provided in the District's most recent final Non-Ad Valorem Assessment Resolution, and will calculate the Customer's Monthly Base Charge on that basis until the District has assessed that Tax Parcel. After the District has assessed that Tax Parcel, the Monthly Base Charge for that Customer will be calculated in the manner provided in other paragraphs of this Section.
 - iv. In addition to the Monthly Base Charges provided herein, the District may impose BOD surcharges as provided in Section 9.04 below.
 - v. For FKAA meters coded as Fire or Irrigation Meters, there will be no Monthly Base Charge.
 - vi. The Monthly Base Charge for a Laundromat is ~~\$27.13~~\$28.81.
- (b) Monthly Volumetric Charge for Customers receiving water from FKAA:
 - i. For each FKAA Customer with a residential use meter, the Monthly Volumetric Charge is ~~\$4.26~~\$4.52 per 1,000 gallons of water billed, as reflected on the Customer's FKAA monthly statement. The maximum monthly volume for which the Monthly Volumetric Charge will be billed is 12,000 gallons per residential Dwelling Unit.

- ii. For each FKAA Customer with a non-residential use meter, the Monthly Volumetric Charge is ~~\$4.26~~\$4.52 per 1,000 gallons of water billed, as reflected on the Customer's FKAA monthly statement. There is no maximum monthly volume for which the Monthly Volumetric Charge will be billed on non-residential use meters.
 - iii. For water meters coded in FKAA records with a location class that indicates that the water be used solely for fire or irrigation, there will be no Monthly Volumetric Charges.
- (c) Direct billing (customers receiving bills directly from KLWTD)²⁹
- (i) Boating facilities pumpout systems connected to the District's wastewater system:
 - (1) the annual base charge is \$500 and shall be billed semiannually.
 - (2) the volumetric charge of ~~\$17.82~~\$18.92 per thousand gallons of wastewater discharged into the District's system shall be billed semiannually.