

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

Meeting Date:
September 3, 2024

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nick Mulick

Subject:
Minutes of August 20, 2024

Summary:
Staff to present the minutes of August 20, 2024 for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Minutes
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

Approved By: _____
General Manager

Date: 8-29-24



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, August 20, 2024

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:01 p.m.

PLEDGE OF ALLEGIANCE (B)

Mr. Rudy Perez led the Pledge of Allegiance.

ROLL CALL (C)

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

Present Virtually: Commissioner Timothy Maloney

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

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

Guests (Appeared Virtually): Tom Jones and Michelle Wilson of Brown and Brown Insurance and Kevin Wilson, Assistant County Director

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Commissioner Heim requested items *O-2 ILA with Monroe County for Antenna at Rowell's Marina* and *O-3 ILA with Monroe County for South Cliff Holdings LLC SIC* be presented before item *G-2*.

Motion: Commissioner Heim 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 August 2, 2024 (F-1)

Motion: Commissioner Majeska made a motion to approve the minutes of August 2, 2024. Commissioner Schwartz seconded the motion.

Motion passed without objection.

GENERAL MANAGER (G)

Fiscal Year 2025 Proposed Insurance Renewal (G-1)

Mr. Tom Jones presented the proposed insurance renewal for 2025.

Motion: Commissioner Heim made a motion to accept item G-1 with the caveat that the financial impact of \$477,380.38 may be higher at a future date.
Commissioner Maloney seconded the motion.

Vote on Motion:

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

FY2025 Proposed Budget – Resolution 16-2024 (G-2)

Mr. Rosasco presented the final budget for FY2025 and requested adoption of Resolution 16-2024.

Motion: Commissioner Majeska made a motion to adopt Resolution 16-2024.
Commissioner Schwartz seconded the motion.

Vote on Motion:

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

CUSTOMER SERVICE (H)

Customer Service Report – July 2024 (H-1)

Ms. Fazio presented the Customer Service monthly report.

IT (I)

IT Report – July 2024 (I-1)

Mr. Santana presented the IT monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report – July 2024 (J-1)

Ms. Fazio presented the Budget and Finance monthly report.

FIELD (K)

Field Report – July 2024 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

Recommendation for Solar Upgrades (L-1)

Mr. Dempsey presented a proposal for Solar Upgrades.

Motion: Commissioner Heim made a motion to approve item L-1 at the stated financial impact. Commissioner Schwartz seconded the motion.

Vote on Motion:

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

Correction of Weiler Engineering Work Authorization 24-02 (L-2)

Mr. Castle presented a correction for Weiler Engineering Work Authorization 24-02.

Motion: Commissioner Majeska made a motion to approve item L-2.
Commissioner Heim seconded the motion.

Vote on Motion:

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

CAPITAL PROJECTS (M)

Capital Project Report – July 2024 (M-1)

Ms. Connor presented the Capital Projects monthly report.

VPS Mods CO#5 – Longer Cables Vac Trailer, Cable Extensions, & Wiring Pins (M-2)

Mr. Castle presented Change Order #5 to the Board.

Motion: Commissioner Majeska made a motion to approve Change Order #5.
Commissioner Heim seconded the motion.

Vote on Motion:

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

ENGINEERING (N)

No report in agenda.

LEGAL REPORT (O)

Assessment Exclusion – Resolution 17-2024 (O-1)

Mr. Mulick submitted Resolution 17-2024.

Motion: Commissioner Heim made a motion that we do not adopt Resolution 17-2024. Commissioner Maloney seconded the motion.

Vote on Motion:

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

ILA with Monroe County for Antenna at Rowell's Marina (O-2)

Mr. Mulick submitted an ILA with Monroe County for KLWTD's antenna at Rowell's park for approval.

Motion: **Commissioner Heim made a motion to approve agenda item O-2.**
 Commissioner Schwartz seconded the motion.

Vote on Motion:

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

ILA with Monroe County for South Cliff Holdings LLC SIC (O-3)

Mr. Mulick submitted an ILA with Monroe County for South Cliff Estates LLC SIC.

Motion: **Commissioner Majeska made a motion to approve the request.**
 Commissioner Schwartz seconded the motion.

Vote on Motion:

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

COMMISSIONER ITEMS (P)

No report in agenda.

ROUNDTABLE DISCUSSION (Q)

No report in agenda.

ADJOURNMENT (R)

The meeting was adjourned at 6:37 p.m.

Seal _____

The KLWTD preliminary FY25 budget was presented at the 8/6/24 board meeting:

Total Budget: \$27,770,213

The KLWTD PROPOSED FY25 budget will be presented at the 8/20/24 board meeting:

Total Budget: \$26,327,549

Changes from Preliminary FY25 to Proposed FY25 Budget:

1. Decreased non-dept expenditure: transfer to self-insurance from \$1,500,000 to \$50,000 (since we have fully funded insurance reserves to the maximum loss amount: \$5,100,000)
2. Legal Counsel: Increased by \$1,633 (adjustment to reconcile amounts to overall staff increase of 5.2%)
3. Finance Director: Increased by \$1,969 (adjustment to reconcile amounts to overall staff increase of 5.2%)
4. General Manager: Increased by \$2,581 (adjustment to reconcile amounts to overall staff increase of 5.2%)
5. Insurance Renewal: Decreased by \$350 (due to actual renewal received from carrier)
6. Facility Cleaning in Plant Dept: Increased by \$450
7. Facility Cleaning in Field Dept: Increased by \$1,100
8. Facility Cleaning in Facilities Dept: Increased by \$450

(Total of Changes #2 through #8 above: \$7,833)

The above changes adjusted the needed Cash On Hand from \$212,094 to a -\$1,230,570, indicating that the District doesn't need to use any cash on hand, and in fact, we have a surplus of \$1,230,570.