



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, August 4, 2020

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## MINUTES

### CALL TO ORDER (A)

Chairman Asdourian called the meeting to order at 4:00 PM.

### PLEDGE OF ALLEGIANCE (B)

Commissioner Tobin led the Pledge of Allegiance.

### ROLL CALL (C)

Present were: Chairman David Asdourian, Commissioners Nicolas Rodriguez, Robert Majeska, Andrew Tobin, Susan Heim; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; Clerk, Diane Bockelman; Department Manager, Connie Fazio; HR Coordinator, Laura Weinstock. Appeared virtually: Department Managers, Ryan Dempsey, Mike Dempsey, Jered Primicerio; District Engineer, Ed Castle; and Senior Support Analyst, Kevin Becerra.

### AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

#### *Approval of Agenda (D-1)*

- Commissioner Heim requested an addition of Item N-1, *Revisit an Old Subject*.
- Mr. Rosasco requested an addition of Item G-6, *ACOE Update*.

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

### PUBLIC COMMENT (E)

No speakers.

### APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)

#### *Minutes of June 21, 2020 (F-1)*

**Motion:** Commissioner Heim made a motion to approve the minutes of the June 21, 2020 meeting. Commissioner Majeska seconded the motion. The motion passed without objection.

## **GENERAL MANAGER'S REPORT (G)**

### *Managed IT Services RFP (G-1)*

Mr. Rosasco presented the four highest-rated proposals for the Managed IT Services Request for Proposal (RFP).

**Motion: Commissioner Majeska made a motion to enter into a contract with Essential Net Solutions for Managed IT Services. Commissioner Heim seconded the motion.**

### **Vote on Motion**

**Commissioner Majeska - Aye  
Commissioner Heim - Aye  
Commissioner Rodriguez - Aye  
Commissioner Tobin - Aye  
Chairman Asdourian - Aye  
Motion Passed: 5 to 0**

### *COVID-19 Testing Update (G-2)*

Mr. Rosasco presented findings from the COVID-19 wastewater testing.

### *Tropical Storm Isaias (G-3)*

Mr. Rosasco announced that preparing for Hurricane Isaias was a good drill for the District's Emergency Management team and that the team is prepared to respond to an actual emergency.

### *June 2020 Monthly Report (G-4)*

Mr. Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mr. Mike Dempsey, Field Operations Manager, presented the field operations section. Mr. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Mr. Castle presented the construction section. Mr. Becerra presented the IT section. Ms. Bockelman presented the administration and customer service section. Ms. Connie Fazio, Senior Finance Manager, presented the finance section.

### *August 18, 2020 Board Meeting (G-5)*

Mr. Rosasco announced that there were no time-sensitive items scheduled for the August 18, 2020 Board meeting. The Chairman directed staff to cancel the August 18, 2020 Board meeting.

### *ACOE Update (G-6)*

Mr. Rosasco reported that the District received \$1,245,000 in grant revenue from the Army Corps of Engineers (ACOE).

## **BUDGET AND FINANCE REPORT (H)**

### *Fiscal Year 2021 Preliminary Budget, Staffing Plan and Organizational Chart (H-1)*

Mr. Rosasco presented the preliminary 2021 organizational chart and staffing plan and Ms. Fazio presented the preliminary budget.

**ADMIN AND CUSTOMER SERVICE REPORT (I)**

*Port Largo Club Condominium Association, Inc., Monthly Base Charge EDU Adjustment and Refund (I-1)*

Ms. Bockelman presented a request from Port Largo Club Condominium Association, Inc. ("Port Largo Club") to reduce the EDU assignment for the monthly base charge from 31.0 EDU to 16.0 EDU, and to refund overpayments.

**Motion:** Commissioner Rodriguez made a motion to reduce the monthly base charge EDU assignment for Port Largo Club to 16.0 EDU. Commissioner Majeska seconded the motion.

**Vote on Motion**

Commissioner Rodriguez - Aye  
Commissioner Majeska - Aye  
Commissioner Tobin - Aye  
Commissioner Heim - Aye  
Chairman Asdourian - Aye  
Motion Passed: 5 to 0

**Motion:** Commissioner Rodriguez made a motion to refund \$18,380.49 reflecting overpayment of monthly base charges and underpayment of volumetric charges. Commissioner Majeska seconded the motion.

**Vote on Motion**

Commissioner Rodriguez - Aye  
Commissioner Majeska - Aye  
Commissioner Tobin - Aye  
Commissioner Heim - Nay  
Chairman Asdourian - Aye

**Motion Passed: 4 to 1**

**OPERATIONS REPORT (J)**

No report.

**CONSTRUCTION REPORT (K)**

No report.

**ENGINEER'S REPORT (L)**

No report.

**LEGAL REPORT (M)**

No report.

**COMMISSIONERS' ITEMS (N)**

*Revisit an Old Subject (N-1)*

Commissioner Heim said that the GoToMeeting meeting platform did not fix the Boardroom's audio problems and requested the situation be addressed again. Mr. Rosasco will look for alternatives and report back at a future meeting.

**ROUNDTABLE DISCUSSION (O)**

*Unfinished Business (O-1)*

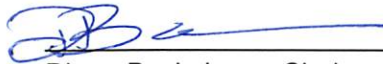
**ADJOURNMENT (P)**

The Meeting was adjourned at 5:51 PM.



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David Asdourian, Chairman



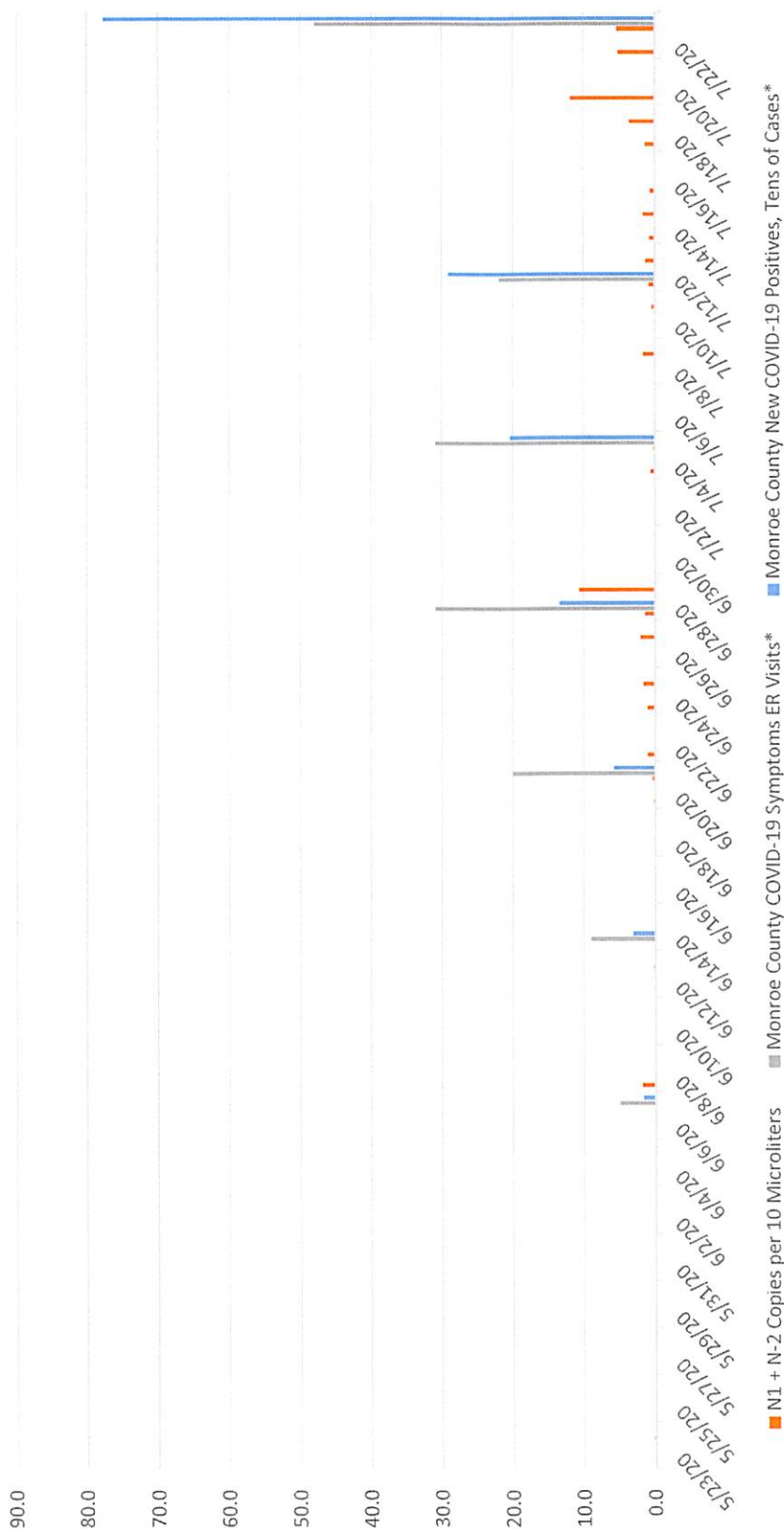
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Diane Bockelman, Clerk

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### KL WWTP COVID-19 RNA VS MONROE COUNTY COVID-19 STATISTICS



\*Data from Monroe County Health Department web site