



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, March 2, 2021

MINUTES

CALL TO ORDER (A)

Chairman Rodriguez called the meeting to order at 4:02 PM.

PLEDGE OF ALLEGIANCE (B)

Ms. Diane Bockelman led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez, Commissioners Kay Cullen, David Thompson, and Susan Heim; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; Clerk, Diane Bockelman; and Department Manager, Connie Fazio. Appeared virtually: Department Managers Ryan Dempsey, Mike Dempsey, and Jered Primicerio; District Engineer, Ed Castle; HR Coordinator, Laura Weinstock; and Senior Support Analyst, Kevin Becerra. Commissioner Andrew Tobin joined the meeting virtually at 4:15 PM during Item G-1.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

- Mr. Rosasco requested Item N-1, *Plan Review Fee for Islamorada Wastewater Projects*, be changed to Item G-2.
- Mr. Castle requested deletion of Item L-2, *Proposed Additional Scope for Vacuum Sewer Improvements ITB*.

Motion: Commissioner Heim made a motion to approve the agenda as amended. Commissioner Thompson seconded the motion. Commissioner Tobin was absent. The motion passed without objection.

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)

Minutes of February 16, 2021 (F-1)

Motion: Commissioner Cullen made a motion to approve the minutes of the February 16, 2021 meeting. Commissioner Heim seconded the motion. Commissioner Tobin was absent. The motion passed without objection.

GENERAL MANAGER’S REPORT (G)

January 2021 Monthly Report (G-1)

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 and announced that the FKAA Wastewater Revenue Statistics for January 2021 is \$657,931.40.

Plan Review Fee for Islamorada Wastewater Projects (G-2)

Mr. Rosasco reported that Section 8(d) of the Interlocal Agreement between Islamorada, Village of Islands and the District states that “The District reserves the right to inspect the Customer’s System at no cost to the Customer...”. Mr. Castle will continue to review Florida Department of Environmental Protection permit applications as they require signature from the District. There are only a few of these projects remaining in Islamorada.

BUDGET AND FINANCE REPORT (H)

No report.

ADMIN AND CUSTOMER SERVICE REPORT (I)

BSA Software Update (I-1)

Ms. Bockelman gave a presentation of the BS&A Utility Billing module.

OPERATIONS REPORT (J)

No report.

CONSTRUCTION REPORT (K)

No report.

ENGINEER’S REPORT (L)

Fire Alarm Communications Update (L-1)

Mr. Castle announced that the Fire Safety project will proceed with eight Fire Alarm Control Panels, as designed. Information about the installation of an additional microphone for the Mass Communications System will be brought back at the next board meeting.

Vacuum Sewer Infrastructure Improvements Project Bidding Schedule (L-3)

Mr. Castle presented the final Vacuum Sewer Infrastructure Improvements Project bidding schedule. The correct schedule ends with bids due on April 1, 2021.

Coating of Concrete Structures at WWTP (L-4)

Mr. Castle announced that some of the concrete structures at the wastewater treatment plant need to be recoated with a protective layer. The item will be brought back at the next board meeting.

LEGAL REPORT (M)

No report.

COMMISSIONERS' ITEMS (N)

No report.

ROUNDTABLE DISCUSSION (O)

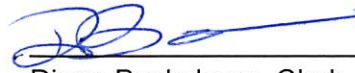
Unfinished Business (O-1)

ADJOURNMENT (P)

The Meeting was adjourned at 5:35 PM.



Nicolas Rodriguez, Chairman



Diane Bockelman, Clerk

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