



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, August 17, 2021

MINUTES

CALL TO ORDER (A)

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

PLEDGE OF ALLEGIANCE (B)

Commissioner Heim led the Pledge of Allegiance.

ROLL CALL (C)

Present were: Chairman Nicolas Rodriguez, Commissioners Timothy Maloney, Kay Cullen, and Susan Heim; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; District Clerk, Diane Bockelman; Department Managers, Connie Fazio, and Ryan Dempsey; and Project Administration & HR Coordinator, Laura Weinstock. Appeared virtually: Commissioner Andrew Tobin, Department Manager, Mike Dempsey; District Engineer, Ed Castle; and IT Support Management, David Soper.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

- Commissioner Heim requested the addition of Item O-1, *Agenda Form Procedure*.

Motion: Commissioner Cullen made a motion to approve the agenda as amended. Commissioner Maloney seconded the motion. Commissioner Tobin was not present. The motion passed without objection.

PUBLIC COMMENT (E)

No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)

Minutes of August 3, 2021 (F-1)

Motion: Commissioner Cullen made a motion to approve the minutes of the August 3, 2021 meeting. Commissioner Maloney seconded the motion. Commissioner Tobin was not present. The motion passed without objection.

GENERAL MANAGER'S REPORT (G)

No report.

BUDGET AND FINANCE REPORT (H)

Budget and Finance Report - July 2021 (H-1)

Ms. Fazio, Senior Finance Manager, presented the July 2021 budget and finance report and announced that two of the District's \$10,000,000 loans were paid in full before the October 2027 maturity date.

Proposed Fiscal Year 2022 Budget, Staffing & Payroll Plan, and Org. Chart (Resolution 16-2021) (H-2)
Changes made to the proposed fiscal year 2022 budget were presented.

Motion: Commissioner Cullen made a motion to adopt Resolution 16-2021. Commissioner Heim seconded the motion.

Vote on Motion:

Commissioner Cullen - Aye
Commissioner Heim - Aye
Commissioner Maloney - Aye
Commissioner Tobin - Aye
Chairman Rodriguez - Aye
Motion Passed: 5 to 0

Health Insurance Renewal for Fiscal Year 2022 (H-3)
Ms. Weinstock presented health insurance renewal options.

Motion: Commissioner Heim made a motion to approve Item H-3. Commissioner Cullen seconded the motion.

Vote on Motion:

Commissioner Heim - Aye
Commissioner Cullen - Aye
Commissioner Tobin - Aye
Commissioner Maloney - Aye
Chairman Rodriguez - Aye
Motion Passed: 5 to 0

IT Report (I)

IT Report – July 2021 (I-1)

Mr. Soper presented the July 2021 IT report.

ADMIN AND CUSTOMER SERVICE REPORT (J)

Customer Service Report - July 2021 (J-1)

Ms. Bockelman presented the July 2021 customer service report.

Billing and Assessment EDU Increase - AK# 1609226 (Reso. 17-2021) (J-2)

Ms. Bockelman presented a resolution to increase the EDU assignment of AK# 1609226, located at 98480 Overseas Highway, to 9.0 EDUs.

Motion: Commissioner Heim made a motion to adopt Resolution 17-2021. Commissioner Cullen seconded the motion.

Vote on Motion:

Commissioner Heim - Aye
Commissioner Cullen - Aye
Commissioner Maloney - Aye
Commissioner Tobin - Aye
Chairman Rodriguez - Aye
Motion Passed: 5 to 0

OPERATIONS REPORT (K)

July 2021 Operations Report (K-1)

Mr. Ryan Dempsey, Maintenance Manager, presented the plant operations report. Mr. Mike Dempsey, Field Operations Manager, presented the field operations report. Mr. Ryan Dempsey presented the maintenance report.

CONSTRUCTION REPORT (L)

Construction Report – July 2021 (L-1)

Mr. Castle presented the construction projects report for the period between July 24, 2021 and August 11, 2021.

ENGINEER’S REPORT (M)

Carport Solar Options

Mr. Castle presented a memo with three options to address issues with the carport solar structure that was designed to be located at the wastewater treatment plant.

EXTENSION 6:00 PM

Motion: Commissioner Cullen made a motion to extend the meeting. The motion passed without objection.

Motion: Commissioner Heim made a motion to approve Option 1, install at wastewater treatment plant with revised foundation plans. Commissioner Cullen seconded the motion.

Vote on Motion:

Commissioner Heim - Aye
Commissioner Cullen - Aye
Commissioner Maloney - Aye
Commissioner Tobin - Abstain
Chairman Rodriguez - Aye
Motion Passed: 4 to 0

LEGAL REPORT (N)

Revision of Procurement Policy - Small Purchases Section (N-1)

Mr. Mulick presented proposed revisions to the District’s Procurement Policy, Sections 2-206.01 through 2-206.03. The Chairman requested that staff bring the item back at a later date.

COMMISSIONERS' ITEMS (O)

Agenda Form Procedure (Commissioner Heim) (O-1)

Commissioner Heim opened a discussion about discontinuing the use of recommended actions for agenda items. The item will be brought back at the next meeting.

ROUNDTABLE DISCUSSION (P)

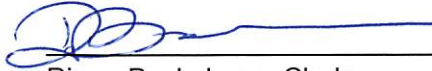
Unfinished Business (P-1)

ADJOURNMENT (Q)

The Meeting was adjourned at 6:37 PM.



Nicolas Rodriguez, Chairman



Diane Bockelman, Clerk

Seal

