Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, November 15, 2022

MINUTES

CALL TO ORDER (A)
Chairman Nicolas Rodriguez 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 Nicolas Rodriguez; Commissioners, Andy Tobin, Tim Maloney, Susan Heim, and Kay Cullen.

Also present; General Manager, Peter Rosasco; General Counsel, Nicholas Mulick; Project Administration & HR Coordinator, Laura Weinstock; Plant/Facilities Manager, Ryan Dempsey; Field Manager, Mike Dempsey; District Engineer, Steve Suggs; IT Support, Manny Santana; Lead Plant Operator, Jerry Baker.

Appeared virtually: Finance Manager, Connie Fazio; Customer Account Specialist, Alex Irizarry; IT Consultants, Dave Soper, and Randy Redmond.

Guest: FLOVAC Director of Operations, Michael Pringle

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
Approval of Agenda (D-1)

Commissioner Tobin requested the addition of P-1 *Commissioner Tobin's Announcement.* Chairman Rodriguez requested the addition of P-2 *KLWTD Board Meeting.*

Motion: **Commissioner Cullen made a motion to approve the agenda. Commissioner Heim seconded the motion. Motion passed without objection.**

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of November 1, 2022 (F-1)

Motion: **Commissioner Maloney made a motion to approve the minutes of the November 1, 2022 meeting. Commissioner Cullen seconded the motion. Motion passed without objection.**

GENERAL MANAGER (G)
2023 Board Meeting Schedule (G-1)
Mr. Rosasco presented the proposed 2023 KLWTD Board of Commissioners meeting schedule.

Motion: **Commissioner Cullen made a motion to approve the proposed meeting schedule.**
Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Tobin – Nay
Commissioner Maloney –Aye
Commissioner Cullen – Aye
Commissioner Heim – Nay
Chairman Rodriguez – Aye

December 20th Board Meeting (G-2)
Mr. Rosasco recommended canceling the December 20th meeting.

Motion: **Commissioner Cullen made a motion to approve the recommendation.**
Commissioner Maloney seconded the motion.

Vote on Motion:

Commissioner Tobin – Nay
Commissioner Maloney –Aye
Commissioner Cullen – Aye
Commissioner Heim – Aye
Chairman Rodriguez – Aye

CUSTOMER SERVICE (H)
Customer Service Report - October 2022 (H-1) (Laydown Attached)
Mr. Irizarry presented the Customer Service Report for October 2022 and informed the Board of a letter sent by KLWTD to all licensed plumbers in our area informing them that they must notify the District before performing work on District-owned equipment.

IT (I)
IT Report - October 2022 (I-1)
Mr. Soper presented the IT Report for October 2022.

BUDGET AND FINANCE (J)
Budget and Finance Report - October 2022 (J-1)
Ms. Fazio presented the Budget and Finance Report for October 2022.

FIELD (K)
Field Report - October 2022 (K-1)
Mr. M. Dempsey presented the Field Report for October 2022.

PLANT/FACILITIES (L)
No Report.

CAPITAL PROJECTS (M)
Capital Projects Report - October 2022 (M-1)
Mr. Suggs presented the Capital Projects Report for October 2022.

ENGINEERING (N)
FLOVAC Update (N-1)
Mr. Pringle gave a presentation on the FLOVAC project's progress.

LEGAL REPORT (O)
Conservation Parcel Waiver Request (Reso. 19-2022)
Mr. Mulick submitted a request for waiver of ad valorem assessment for AK No's. 1644021, 1644030, 1644048, 1644056, 1644102, 1644111, 1644129, and 1644137; Resolution 19-2022.

Motion: **Commissioner Heim made a motion to adopt Resolution 19-2022. Commissioner Tobin seconded the motion.**

Vote on Motion:

Commissioner Tobin – Nay
Commissioner Maloney –Aye
Commissioner Cullen – Aye
Commissioner Heim – Aye
Chairman Rodriguez – Aye

COMMISSIONER ITEMS (P)
Commissioner Tobin's Announcement (P-1)
Commissioner Tobin commented on the recent election and his experiences as the longest-serving member of the Board.

KLWTD Board Meeting (P-2)
Chairman Rodriguez presented a copy of the first KLWTD Board Meeting Agenda.

ROUNDTABLE DISCUSSION (Q)
No Report.

ADJOURNMENT (R)
The meeting was adjourned at 6:14 pm.

Nicolas Rodriquez, Chairman

Shannon McCully, Clerk

Key Largo Wastewater Treatment District Seal

Seal

Laydown November 15, 2022
Customer Service Item H-1

Key Largo Wastewater Treatment District
103355 Overseas Highway, Key Largo, FL 33037
Phone (305) 451-4019 • www.klwtd.com

November ___, 2022

[Plumbing Company Name]
[Plumbing Company Address]

RE: Wastewater Related Calls in Key Largo

Dear [Plumbing Companies Name],

The Key Largo Wastewater Treatment District is reminding plumbing companies to please advise your customers in Key Largo, with wastewater related calls, to contact KLWTD before you begin work that would result in the customer receiving a bill. **If the problem is the District's responsibility it will be handled by KLWTD with no charge to the customer.**

KLWTD system technicians are available 24-hours a day by calling 305-451-4019. Customers should press 1 if they're experiencing a sewer emergency.

We appreciate your support. Please contact me at (305) 451-4019 ext. 209 or Alexis.irizarry@klwtd.com should you have any questions.

Sincerely,

Alexis Irizarry
Customer Account Specialist