



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, October 3, 2023

## MINUTES

### CALL TO ORDER (A)

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

### PLEDGE OF ALLEGIANCE (B)

Commissioner Sue Heim led the Pledge of Allegiance.

### ROLL CALL (C)

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

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 Mike Dempsey; IT Support Manny Santana

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; Lead Plant Operator Jerry Baker

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

*Approval of Agenda (D-1)*

Mr. Rosasco requested the addition of Item *J-1 Mini Excavator Purchase*

**Motion:** Commissioner Schwartz made a motion to approve the agenda as amended. Commissioner Maloney seconded the motion. Motion passed without objection.

### PUBLIC COMMENT (E)

*Name and Address*  
Andrew Tobin, Key Largo

*Subject*  
Agenda Items: F-1, O-1, and,  
O-2

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

*Minutes of September 22, 2023 (F-1)*

*Commissioner Heim requested the minutes be amended to include Laydown E-1.*

**Motion:** Commissioner Heim made a motion to approve the minutes of September 22, 2023, as amended. Commissioner Schwartz seconded the motion. Motion passed without objection.

**GENERAL MANAGER (G)**

*District Holidays for 2024 (G-1)*

Mr. Rosasco presented the proposed District Holidays for 2024 for approval.

**Motion:** Commissioner Majeska made a motion to approve the 2024 Holiday Schedule for 12 Holidays, with Juneteenth added and GM Optional Day deleted. Commissioner Heim seconded the motion.

**Vote on Motion:**

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

**IT (H)**

No Report.

**BUDGET, FINANCE, & CUSTOMER SERVICE (I)**

No Report.

**FIELD (J)**

*Mini Excavator Purchase (J-1)*

Mr. Dempsey requested approval of the Vermeer Southeast Quote for the purchase of a Mini Excavator.

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

**Vote on Motion:**

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

**PLANT/FACILITIES (K)**

*Plant/Facilities Report - August 2023 (K-1)*

Mr. Dempsey presented the Plant/Facilities monthly report.

*Injection Well Pump #4 Repair (K-2)*

Mr. Dempsey requested approval of the Injection Well Pump Repair quote from Tom Evans International.

**Motion:** Commissioner Maloney made a motion to approve the request. Commissioner Heim seconded the motion.

**Vote on Motion:**

Commissioner Majeska – Aye  
Commissioner Heim – Aye  
Commissioner Maloney – Aye  
Commissioner Schwartz – Aye

**Chairman Rodriguez – Aye**

**CAPITAL PROJECTS (L)**

No Report.

**ENGINEERING (M)**

No Report.

**LEGAL REPORT (N)**

No Report.

**COMMISSIONER ITEMS (O)**

*Employee Handbook Updated to Include Workplace Violence - Draft (O-1)*

Commissioner Heim presented the updated Employee Handbook.

**Motion:**

**Commissioner Heim made a motion to approve Agenda Item O-1. Commissioner Maloney seconded the motion.**

**Vote on Motion:**

**Commissioner Majeska – Aye**

**Commissioner Heim – Aye**

**Commissioner Maloney – Aye**

**Commissioner Schwartz – Aye**

**Chairman Rodriguez – Aye**

*Board Policies & Practices Manual - Draft (O-2)*

Commissioner Heim presented the Board Policies and Practices Manual for review.

**ROUNDTABLE DISCUSSION (P)**

Commissioner Majeska requested that the Staff Meeting Agenda include a simplified summary of the District's finances from the Finance Department.

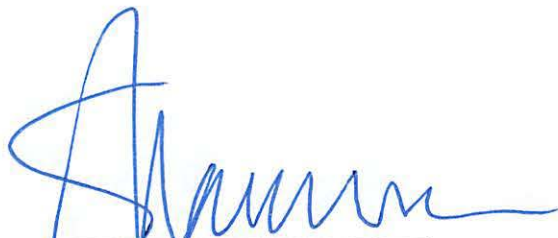
Commissioner Majeska requested that the Board review the 2023 Board Meeting Schedule at the 10/17/2023 meeting.

**ADJOURNMENT (Q)**

The meeting was adjourned at 5:30 pm.



Nicolas Rodriguez, Chairman



Shannon McCully, Clerk

