



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, October 17, 2023

## MINUTES

### CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:01 PM.

### PLEDGE OF ALLEGIANCE (B)

Mr. Steve Suggs 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; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Jessica Huff; Project Administration and HR Coordinator Laura Weinstock (acting as District Clerk); Lead Plant Operator Jerry Baker; IT Support Manny Santana

Appeared Virtually: IT Consultant Randy Redmond

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

*Approval of Agenda (D-1)*

**Motion:** Commissioner Heim 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 Item: I-1

### APPROVAL OF MINUTES (F)

*Minutes of October 3, 2023 (F-1)*

**Motion:** Commissioner Maloney made a motion to approve the minutes of October 3, 2023. Commissioner Schwartz seconded the motion. Motion passed without objection.

## **GENERAL MANAGER (G)**

*November/December Holiday Board Meeting Schedule (G-1)*

Mr. Rosasco discussed the 2023 Board Meeting Schedule.

**Motion:** Commissioner Heim made a motion to move the November 21, 2023 Board Meeting to November 28, 2023. Commissioner Maloney seconded the motion.

**Motion:** Commissioner Majeska made a motion to move the December 5, 2023 Board Meeting to December 12, 2023. Commissioner Heim seconded the motion.

### **Vote on both Motions:**

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

## **CUSTOMER SERVICE (H)**

*Customer Service Report - September 2023 (H-1)*

Ms. Fazio presented the Customer Service Report for September 2023.

## **IT (I)**

*IT Report - September 2023 (I-1)*

Mr. Redmond presented the IT Report for September 2023.

*ENS Disaster Recovery Agreement Renewal (I-2)*

Withdrawn from agenda.

*ENS Security Agreement Renewal (I-3)*

Withdrawn from agenda.

## **BUDGET AND FINANCE (J)**

*Budget and Finance Report - September 2023 (J-1)*

Ms. Fazio presented the Budget and Finance Report for September 2023.

## **FIELD (K)**

*Field Report - September 2023 (K-1)*

Moved to November 7, 2023 meeting.

## **PLANT/FACILITIES (L)**

No Report in agenda.

## **CAPITAL PROJECTS (M)**

*Capital Projects Report - September 2023 (M-1)*

Mr. Suggs presented the Capital Projects Report for September 2023

*VPS Mods Change Order #2 (M-2)*

Mr. Suggs presented Change Order #2 for the Vac Station Modification project for approval.

**Motion:** Commissioner Majeska made a motion to approve Change Order #2 subject to General Counsel's revisions to the Contractor Affidavit. Commissioner Maloney seconded the motion.

**Vote on Motion:**

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

**ENGINEERING (N)**

No Report in agenda.

**LEGAL REPORT (O)**

*Employee Handbook Section 5.1 Holidays (O-1)*

Mr. Mulick presented the Employee Handbook Section 5.1 Holidays.

**Motion:** Chairman Rodriguez made a motion to approve Option 2 for the Employee Handbook Section 5.1 Holidays. Commissioner Heim seconded the motion.

**Vote on Motion:**

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

*Board Policies and Practices Manual Resolution 16-2023 (O-2)*

Mr. Mulick presented Resolution 16-2023 for approval.

**Motion:** Commissioner Heim made a motion to approve Resolution 16-2023. Commissioner Majeska seconded the motion.

**Vote on Motion:**

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

**COMMISSIONER ITEMS (P)**

*Reconsideration of District Holidays 2024 (P-1)*

Withdrawn from agenda.

*2024 Board Meeting Schedule (P-2)*

Commissioner Heim presented the 2024 Board Meeting Schedule for discussion, noting that the attached schedule only applied to 2024 Board Meetings, not District Holidays. The January 2, 2024 Board Meeting was moved to January 9, 2023 Board Meeting was moved to January 23, 2024.

**ROUNDTABLE DISCUSSION (Q)**

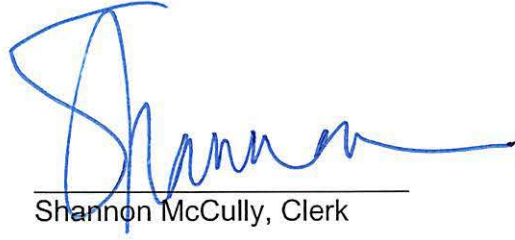
No Report.

**ADJOURNMENT (R)**

The meeting was adjourned at 5:50 pm.



Nicolas Rodriguez, Chairman



Shannon McCully, Clerk

