



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, November 7, 2023

## MINUTES

### CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 3:59 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; District Clerk Shannon McCully; Plant/Facilities Manager Ryan Dempsey; Field Manager Mike Dempsey; Weiler Engineering Steve Suggs; Lead Plant Operator Jerry Baker; IT Consultant Dave Soper; IT Support Manny Santana

Appeared Virtually: Finance Manager Connie Fazio; Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond

### ANNUAL ELECTION OF BOARD OFFICERS

#### *Chairman*

Commissioner Heim nominated Nicholas Rodriguez for the office of Chairman. Commissioner Majeska nominated Timothy Maloney for the office of Chairman. Mr. Maloney declined the nomination. Nicholas Rodriguez was elected Chairman of Key Largo Wastewater Treatment District.

#### *Vice-Chairman*

Commissioner Heim nominated Timothy Maloney for the office of Vice-Chairman. Timothy Maloney was elected Vice-Chairman of Key Largo Wastewater Treatment District.

#### *Secretary/Treasurer*

*Commissioner Heim nominated herself for the office of Secretary/Treasurer. Commissioner Sue Heim was elected Secretary/Treasurer for Key Largo Wastewater Treatment District.*

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

#### *Approval of Agenda (D-1)*

Commissioner Majeska requested the addition of item Q-1 Pallets on the Admin Office  
Commissioner Heim requested the addition of item P-2 FKQWIP Update and item P-3 ENS/Website Changes

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

## **PUBLIC COMMENT (E)**

No Speakers.

## **APPROVAL OF MINUTES (F)**

*Minutes of October 17, 2023 (F-1)*

Commissioner Heim requested item O-2 be amended to “Commissioner Heim made a motion to adopt Resolution 16-2023”

Commissioner Heim requested item P-2 be amended to “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, 2024, and the January 16th Board Meeting was moved to January 23, 2024.”

**Motion: Commissioner Heim made a motion to approve the minutes of October 17, 2023, as amended. Commissioner Maloney seconded the motion. Motion passed without objection.**

## **GENERAL MANAGER (G)**

No report in agenda.

## **CUSTOMER SERVICE (H)**

No report in agenda.

## **IT (I)**

*ENS Disaster Recovery Agreement Renewal (I-1)*

Mr. Soper presented the Disaster Recovery Agreement Renewal for approval.

**Motion: Commissioner Maloney made a motion to approve the Disaster Recovery Agreement Renewal for 3 years. Commissioner Schwartz seconded the motion.**

### **Vote on Motion:**

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

*ENS Security Agreement Renewal (I-2)*

Mr. Soper presented the Security Agreement Renewal for approval.

**Motion: Commissioner Heim made a motion to approve item I-2. Commissioner Maloney seconded the motion.**

### **Vote on Motion:**

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

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

No report in agenda.

**FIELD (K)**

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

Mr. Dempsey presented the Field Report for September 2023.

**PLANT/FACILITIES (L)**

*Plant/Facilities Report - September 2023 (L-1)*

Mr. Dempsey presented the Plant/Facilities Report for September 2023.

*Forklift Purchase (L-2)*

Mr. Dempsey requested the approval for the purchase of a forklift.

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

**Vote on Motion:**

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

**CAPITAL PROJECTS (M)**

*KLWTD Keys Holding Lift Station Change Order #1 - Time Only Extension (M-1)*

Mr. Suggs presented Change Order #1 for the Keys Holding Lift Station project for approval.

**Motion:** **Commissioner Heim made a motion to approve Change Order #1. Commissioner Majeska seconded the motion.**

**Vote on Motion:**

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

**ENGINEERING (N)**

No Report in agenda.

**LEGAL REPORT (O)**

No report in agenda.

**COMMISSIONER ITEMS (P)**

*Customer Letter of Recognition (P-1)*

Chairman Rodriguez presented a letter of recognition from a KLWTD customer in appreciation for Commission Heim and Field Manager Mike Dempsey.

*FKQWIP Update (P-2)*

Commissioner Heim gave an update on the upcoming FQWIP meeting on November 29, 2023, and asked if any other Commissioners want to participate.

*ENS/Website Changes (P-3)*

Commissioner Heim asked the Board to support a request directing ENS look for alternatives for website document retention. The Board supported the request.

**ROUNDTABLE DISCUSSION (Q)**

*Pallett Issue (Q-1)*

Commissioner Majeska discussed the accumulation of construction material next to the Administration Office and requested it to be removed or obstructed from view.

*Florida Keys Day (Q-2)*

Mr. Rosasco informed the Board of the scheduled Florida Keys Day in Tallahassee for January 25, 2024, and invited the Commissioners to attend. This item will be discussed at the November 28, 2023 Board Meeting.

**ADJOURNMENT (R)**

The meeting was adjourned at 5:36 pm.

  
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Nicolas Rodriguez, Chairman  
\_\_\_\_\_  
Shannon McCully, Clerk

Seal \_\_\_\_\_





# MILITARY ORDER OF THE PURPLE HEART

CHARTERED BY CONGRESS

October 22, 2023  
PO Box 594  
Key Largo, FL 33037



Commissioner Sue Heim  
Key Largo Wastewater Treatment District  
10355 Overseas Highway  
Key Largo, FL 33037

Dear Commissioner Heim,

Words are insufficient in describing my sincerest appreciation for the extraordinary efforts you made on my behalf, in rapidly coordinating with your team, the need to repair a serious breach in my sewer connection, which was on the verge of collapsing.

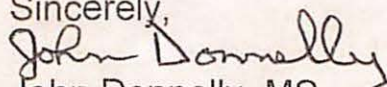
Your knowledge, reassurance and expeditious intervention prevented more damage and devastation from occurring. The patience, compassion and kindness that you showed towards me during this stressful time will never be forgotten.

Commissioners of your caliber are few and far between. Your expert leadership, integrity and masterful skill set, reflect the dedication and commitment of an extraordinary professional .

The patience, compassion and kindness that you showed towards me during our communiqué's, will never be forgotten. The distinguished skill set demonstrated, as the required coordination necessary to complete the repair, exhibits a brilliance and concern for the citizens that you serve.

Thanks so very much, for your kind guidance and direction throughout the entire repair process. It will never be forgotten.

Sincerely,

  
John Donnelly, MS

Cc: Chairman Nicolas Rodriguez