



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, January 23, 2024

## MINUTES

### CALL TO ORDER (A)

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

### PLEDGE OF ALLEGIANCE (B)

Mr. David Ritz 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; Weiler Engineering Ed Castle, Steve Suggs, and Jessica Huff; IT Support Manny Santana

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Consultants David Soper and Randy Redmond; Lead Plant Operator Jerry Baker

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

*Approval of Agenda (D-1)*

Mr. Mulick requested the addition of item *O-2 MJ Wood Update*

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

### PUBLIC COMMENT (E)

*Name and Address*

David Ritz, Key Largo

*Subject*

Spoke against removing the 12,000 Gallon Cap.

### APPROVAL OF MINUTES (F)

*Minutes of January 9, 2024 (F-1)*

**Motion:** Commissioner Heim made a motion to approve the minutes of January 9, 2024. Commissioner Maloney seconded the motion. Motion passed without objection.

### GENERAL MANAGER (G)

*FY23 Financial Audit Schedule (G-1)*

Mr. Rosasco presented the Financial Audit Schedule for 2023. The Board appointed Commissioner Schwartz to meet with the auditor.

*Florida Keys Day Flyer (G-2)*

Mr. Rosasco presented the Florida Keys Day flyer for 2024.

**CUSTOMER SERVICE (H)**

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

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

**IT (I)**

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

Mr. Redmon presented the IT Report for December 2023.

*ADA Website PDF Remediation for KLWTD (I-2)*

Mr. Soper presented ADA Website PDF Remediation options.

**Motion: Commissioner Majeska made a motion to approve the Link2City and 1 year document retention option. Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

**BUDGET AND FINANCE (J)**

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

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

**FIELD (K)**

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

Mr. Dempsey presented the Field Report for December 2023.

**PLANT/FACILITIES (L)**

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

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

**CAPITAL PROJECTS (M)**

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

Ms. Huff presented the Capital Projects Report for December 2023.

*KLWTD Keys Holding Lift Station Change Order #2 - Time Only Extension (M-2)*

Mr. Suggs presented Change Order #2 for the Keys Holding Lift Station Project for approval.

**Motion: Commissioner Maloney made a motion to approve Change Order #2. Commissioner Heim seconded the motion.**

**Vote on Motion:**

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

*KLWTD Collection System Monitoring Change Order #3 (M-3)*

Mr. Suggs presented Change Order #3 for the Collection System Monitoring Project for

approval.

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

**Vote on Motion:**

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

*KLWTD Collection System Monitoring Change Order #4 (M-4)*

Mr. Suggs presented Change Order #4 for the Collection System Monitoring Project for approval.

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

**Vote on Motion:**

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

**ENGINEERING (N)**

No Report in agenda.

**LEGAL REPORT (O)**

*South Cliff Holdings LLC - 95295 Overseas Hwy (Reso. 01-2024) (O-1)*

Mr. Mulick presented Resolution 01-2024.

**Motion: Commissioner Heim made a motion to adopt Resolution 01-2024. Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

*MJ Wood Update (O-2)*

Mr. Mulick updated the Board on the status of the MJ Wood matter.

**COMMISSIONER ITEMS (P)**

No report in agenda.

**ROUNDTABLE DISCUSSION (Q)**

No report in agenda.

**ADJOURNMENT (R)**

The meeting was adjourned at 6:07 pm.



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Nicolas Rodriguez, Chairman



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Shannon McCully, Clerk

