

Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:
July 2, 2024

Agenda Item Number: F-1

Action Required:
Yes

Department:
Legal

Sponsor:
Nick Mulick

Subject:
Minutes of June 18, 2024

Summary:
Staff to present the minutes of June 18, 2024 board meeting for approval.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Minutes

Approved By:  Date: 6/27/2024
General Manager



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, June 18, 2024

MINUTES

CALL TO ORDER (A)

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

PLEDGE OF ALLEGIANCE (B)

Mr. Rudy Perez led the Pledge of Allegiance.

ROLL CALL (C)

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

Present Virtually: Commissioner Philip Schwartz (non-voting)

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; Field Supervisor Rudy Perez; Weiler Engineering Steve Suggs and Lexi Connor; IT Support Manny Santana and Randy Redmond.

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 *G-2 Key Largo Fisheries*
Commissioner Majeska requested the addition of item *O-1 Financial Form Requirement*

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

Roger Cabrera, Key Largo

Subject

Requested payment of plumbing bill

APPROVAL OF MINUTES (F)

Minutes of May 21, 2024 (F-1)

Motion: Commissioner Maloney made a motion to approve the minutes of May 21, 2024. Commissioner Heim seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

Islamorada NPK Update (G-1)

Mr. Rosasco discussed his meeting with The Village of Islamorada staff and KLWTD staff regarding the North Plantation Key Booster Pump Station Project.

Key Largo Fisheries (G-2)

Mr. Rosasco informed the Board that Key Largo Fisheries planned to appear before the Board on July 2, 2024.

CUSTOMER SERVICE (H)

Customer Service Report – May 2024 (H-1)

Ms. Fazio presented the Customer Service monthly report.

IT (I)

IT Report – May 2024 (I-1)

Mr. Redmon presented the IT monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report – May 2024 (J-1)

Ms. Fazio presented the Budget and Finance monthly report.

FIELD (K)

Field Report – May 2024 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

Vacuum Pump Soft Starter Purchase (L-1)

Mr. Dempsey requested approval for the vacuum pump soft starter proposal from Rexel.

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 Majeska – Aye
Chairman Rodriguez – Aye**

CAPITAL PROJECTS (M)

Capital Projects Report – May 2024 (M-1)

Mr. Suggs presented the Capital Projects monthly report.

FDEP Sea Level Rise Resilience Program (M-2)

Mr. Suggs requested approval to research the program including KLWTD’s eligibility and apply for the FDEP Sea Level Rise Resilience Program.

Motion: **Commissioner Maloney made a motion to move forward to apply for the
grant. Commissioner Majeska seconded the motion.**

Vote on Motion:

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

ENGINEERING (N)

Grinder Pump Lateral Kit Upgrades Recommendation of Award (N-1)

Mr. Suggs requested approval for the recommendation of award for the Grinder Pump Lateral Kit Upgrade project to Page Excavating.

Motion: **Commissioner Maloney made a motion to approve the request subject to Page Excavating providing proper insurance. Commissioner Majeska seconded the motion.**

Vote on Motion:

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

LEGAL REPORT (O)

Financial Form (O-1)

Mr. Majeska requested clarification on the required Financial Disclosure Form F1 vs F6.

COMMISSIONER ITEMS (P)

No report in agenda.

ROUNDTABLE DISCUSSION (Q)

Commissioner Heim withdrew her IT request submitted at the May 21, 2024, Board meeting.

ADJOURNMENT (R)

The meeting was adjourned at 6:14 p.m.

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____