



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, July 2, 2024

## MINUTES

### **CALL TO ORDER (A)**

Chairman Nicolas Rodriguez called the meeting to order at 4:10 p.m.

### **PLEDGE OF ALLEGIANCE (B)**

Commissioner Tim Maloney 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; District Clerk Shannon McCully; Finance Manager Connie Fazio; Plant/Facilities Manager Ryan Dempsey; Field Operation Supervisor Manager Rudy Perez; Weiler Engineering Steve Suggs and Lexi Connor; Lead Plant Operator Jerry Baker; IT Support Manny Santana.

Appeared Virtually: General Counsel Nicholas Mulick; Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond.

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

*Approval of Agenda (D-1)*

Commissioner Heim requested that O-1 Resolution be amended to Resolution 08-2024  
Commissioner Heim requested the addition of item *P-1 Keys Holding Project LLC Update*  
Commissioner Majeska requested the addition of item *P-2 Review of all EDUs*  
Commissioner Heim requested the addition of *Q-1 General Rules Manual Revisions*  
Mr. Rosasco requested the deletion of item *I-1 GIS Utility Updates and Maintenance*

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

### **PUBLIC COMMENT (E)**

No speakers.

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

*Minutes of June 18, 2024 (F-1)*

**Motion:** Commissioner Majeska made a motion to approve the

minutes of June 18, 2024. 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)**

*GIS Utility Updates and Maintenance (I-1)*

Deleted.

**BUDGET AND FINANCE (J)**

No report in agenda.

**FIELD (K)**

No report in agenda.

**PLANT/FACILITIES (L)**

*Plant/Facilities Report – May 2024 (L-1)*

Mr. Dempsey presented the Plant/Facilities monthly report.

**CAPITAL PROJECTS (M)**

*VPS Mods CO #4 Stainless-steel Odor piping, Vac Trailer Electric, Alt. Valves (M-1)*

Mr. Suggs requested approval for Change Order #4.

**Motion:** Commissioner Heim made a motion to approve the request subject to correction of the language that Reynold's will provide piping and labor.  
Commissioner Maloney seconded the motion.

**Vote on Motion:**

Commissioner Heim – Aye

Commissioner Maloney – Aye

Commissioner Majeska – Aye

Chairman Rodriguez – Aye

*Filter Upgrades Changes Order #4 – Mod. Of 20" Pipe Routing & Walkway (M-2)*

Mr. Suggs requested approval of Change Order #4, either Option A or Option B.

**Motion:** Commissioner Maloney made a motion to approve Change Order #4 Option A. Commissioner Heim seconded the motion.

**Vote on Motion:**

Commissioner Maloney – Aye

Commissioner Heim – Aye

Commissioner Majeska – Aye

Chairman Rodriguez – Aye

*KLWTD Power Conditioning & Electrical Upgrades Project (M-3)*

Mr. Suggs requested approval to publish bid solicitation for KLWTD's Power Conditioning

Project.

**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**

#### **ENGINEERING (N)**

No report in agenda.

#### **LEGAL REPORT (O)**

*Conservation Parcel Waiver Request - (Reso. 08-2024) (O-1)*

Mr. Mulick requested adoption of Resolution 08-2024 waiving wastewater service for AK No. 1547263.

**Motion:** Commissioner Heim made a motion to adopt Resolution 08-2024.  
Commissioner Maloney seconded the motion.

**Vote on Motion:**

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

*Consideration of entering into a Mutual Assistance Agreement (O-2)*

Mr. Mulick presented a draft mutual assistance agreement with Ocean Reef Club and KLWTD.

#### **COMMISSIONER ITEMS (P)**

*Keys Holding Project LLC Update (P-1)*

Commissioner Heim requested an update on the Keys Holding LLC project from Engineering.

*Review of all EDUs (P-2)*

Commissioner Majeska discussed EDU's billed vs amount of effluent treated and inquired whether EDU's are correctly assigned. He requested this issue be brought back for further Board discussion following approval of the 24/25 Budget.

#### **ROUNDTABLE DISCUSSION (Q)**

*General Rules Manual Revisions (Q-1)*

Commissioner Heim informed the Board that the Board's General Rules revisions should be ready for Board review by the end of July, and placed on the August 6, 2024, Board agenda.

#### **ADJOURNMENT (R)**

The meeting was adjourned at 6:23 p.m.



Nicolas Rodriquez, Chairman



Shannon McCully, Clerk

