



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, August 20, 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 Sue Heim, Robert Majeska, and Philip Schwartz

Present Virtually: Commissioner Timothy Maloney

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 Rudy Perez; Weiler Engineering Ed Castle and Lexi Connor; IT Support Manny Santana.

Appeared Virtually: Project Administration and HR Coordinator Laura Weinstock; IT Consultant Randy Redmond

Guests (Appeared Virtually): Tom Jones and Michelle Wilson of Brown and Brown Insurance and Kevin Wilson, Assistant County Director

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

*Approval of Agenda (D-1)*

Commissioner Heim requested items *O-2 ILA with Monroe County for Antenna at Rowell's Marina* and *O-3 ILA with Monroe County for South Cliff Holdings LLC SIC* be presented before item *G-2*.

**Motion:** Commissioner Heim 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 August 2, 2024 (F-1)*

**Motion:** Commissioner Majeska made a motion to approve the minutes of August 2, 2024. Commissioner Schwartz seconded the motion.

**Motion passed without objection.**

**GENERAL MANAGER (G)**

*Fiscal Year 2025 Proposed Insurance Renewal (G-1)*

Mr. Tom Jones presented the proposed insurance renewal for 2025.

**Motion:** Commissioner Heim made a motion to accept item G-1 with the caveat that the financial impact of \$477,380.38 may be higher at a future date.  
Commissioner Maloney seconded the motion.

**Vote on Motion:**

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

*FY2025 Proposed Budget – Resolution 16-2024 (G-2)*

Mr. Rosasco presented the final budget for FY2025 and requested adoption of Resolution 16-2024.

**Motion:** Commissioner Majeska made a motion to adopt Resolution 16-2024.  
Commissioner Schwartz seconded the motion.

**Vote on Motion:**

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

**CUSTOMER SERVICE (H)**

*Customer Service Report – July 2024 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

**IT (I)**

*IT Report – July 2024 (I-1)*

Mr. Santana presented the IT monthly report.

**BUDGET AND FINANCE (J)**

*Budget and Finance Report – July 2024 (J-1)*

Ms. Fazio presented the Budget and Finance monthly report.

**FIELD (K)**

*Field Report – July 2024 (K-1)*

Mr. Perez presented the Field monthly report.

**PLANT/FACILITIES (L)**

*Recommendation for Solar Upgrades (L-1)*

Mr. Dempsey presented a proposal for Solar Upgrades.

**Motion:** Commissioner Heim made a motion to approve item L-1 at the stated financial impact. Commissioner Schwartz seconded the motion.

**Vote on Motion:**

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

*Correction of Weiler Engineering Work Authorization 24-02 (L-2)*  
Mr. Castle presented a correction for Weiler Engineering Work Authorization 24-02.

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

**Vote on Motion:**

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

**CAPITAL PROJECTS (M)**  
*Capital Project Report – July 2024 (M-1)*  
Ms. Connor presented the Capital Projects monthly report.

*VPS Mods CO#5 – Longer Cables Vac Trailer, Cable Extensions, & Wiring Pins (M-2)*  
Mr. Castle presented Change Order #5 to the Board.

**Motion:** Commissioner Majeska made a motion to approve Change Order #5.  
Commissioner Heim seconded the motion.

**Vote on Motion:**

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

**ENGINEERING (N)**  
No report in agenda.

**LEGAL REPORT (O)**  
*Assessment Exclusion – Resolution 17-2024 (O-1)*  
Mr. Mulick submitted Resolution 17-2024.

**Motion:** Commissioner Heim made a motion that we do not adopt Resolution 17-2024. Commissioner Maloney seconded the motion.

**Vote on Motion:**

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

*ILA with Monroe County for Antenna at Rowell's Marina (O-2)*

Mr. Mulick submitted an ILA with Monroe County for KLWTD's antenna at Rowell's park for approval.

**Motion: Commissioner Heim made a motion to approve agenda item O-2.  
Commissioner Schwartz seconded the motion.**

**Vote on Motion:**

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

*ILA with Monroe County for South Cliff Holdings LLC SIC (O-3)*

Mr. Mulick submitted an ILA with Monroe County for South Cliff Estates LLC SIC.

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

**Vote on Motion:**

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

**COMMISSIONER ITEMS (P)**

No report in agenda.

**ROUNDTABLE DISCUSSION (Q)**


No report in agenda.

**ADJOURNMENT (R)**

The meeting was adjourned at 6:37 p.m.



Nicolas Rodriguez, Chairman



Shannon McCully, Clerk



The KLWTD preliminary FY25 budget was presented at the 8/6/24 board meeting:

**Total Budget: \$27,770,213**

The KLWTD PROPOSED FY25 budget will be presented at the 8/20/24 board meeting:

**Total Budget: \$26,327,549**

**Changes from Preliminary FY25 to Proposed FY25 Budget:**

1. Decreased non-dept expenditure: transfer to self-insurance from \$1,500,000 to \$50,000 (since we have fully funded insurance reserves to the maximum loss amount: \$5,100,000)
2. Legal Counsel: Increased by \$1,633 (adjustment to reconcile amounts to overall staff increase of 5.2%)
3. Finance Director: Increased by \$1,969 (adjustment to reconcile amounts to overall staff increase of 5.2%)
4. General Manager: Increased by \$2,581 (adjustment to reconcile amounts to overall staff increase of 5.2%)
5. Insurance Renewal: Decreased by \$350 (due to actual renewal received from carrier)
6. Facility Cleaning in Plant Dept: Increased by \$450
7. Facility Cleaning in Field Dept: Increased by \$1,100
8. Facility Cleaning in Facilities Dept: Increased by \$450

(Total of Changes #2 through #8 above: \$7,833)

The above changes adjusted the needed Cash On Hand from \$212,094 to a -\$1,230,570, indicating that the District doesn't need to use any cash on hand, and in fact, we have a surplus of \$1,230,570.