



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, June 3, 2025

## MINUTES

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

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

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

Ms. Connie Fazio led the Pledge of Allegiance.

### **ROLL CALL (C)**

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

Present Virtually (non-voting): Commissioner 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; Project Administration and HR Coordinator Laura Weinstock; Weiler Engineering Lexi Connor; IT Support Manny Santana

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

*Approval of Agenda (E-1)*

Chairman Rodriguez requested the addition of item *P-4 Big Kahuna*

**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 May 20, 2025 (F-1)*

**Motion:** Commissioner Heim made a motion to approve the Minutes of May 20, 2025. Commissioner Majeska seconded the motion. Motion passed without objection.

### **GENERAL MANAGER (G)**

*Employee Recognitions (G-1)*

Ms. Weinstock presented employee recognitions from January 2025 to March 2025

### **CUSTOMER SERVICE (H)**

*Customer Service Report – April 2025 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

**IT (I)**

*IT Report – April 2025 (I-1)*

Mr. Santana presented the IT monthly report

**BUDGET AND FINANCE (J)**

No report in agenda.

**FIELD (K)**

No report in agenda.

**PLANT/FACILITIES (L)**

*Plant/Facilities Report – April 2025 (L-1)*

Ms. Dempsey presented the Plant/Facilities monthly report.

**CAPITAL PROJECTS (M)**

*Capital Projects Report – April 2025 (M-1)*

Ms. Connor presented the Capital Projects monthly report.

**ENGINEERING (N)**

No report in agenda.

**LEGAL REPORT (O)**

No report in agenda.

**COMMISSIONER ITEMS (P)**

*Rules and Regulations Update (P-1) (Laydown)*

Chairman Rodriguez requested an update on the Rules and Regulations amendments.

P-1 will be brought back to Board 6/17/2025.

P-1 laydown discussion 1: Rules 9.07(a)(ii) FKAA Leak Abatement program, amend 2 yr to 1 yr.

P-1 laydown discussion 2: new District Fee Schedule – Rule 3.08 remains, Rules 3.06, 9.01, and 9.06 not subject to Raftelis rate increases.

*SIC Payment Plan – Future Discussions (P-2) (Laydown)*

Chairman Rodriguez requested a discussion of future SIC Payment Plans.

P-2 will be brought back to Board 6/17/2025.

P-2 laydown discussion: Rules 10.01(c) System Impact Charges (SIC) payable in full or create payment plan options.

*Solar Update (P-3)*

Chairman Rodriguez requested an update on KLWTD's Solar Project.

*Good Health Fundraising Contest (P-4) (Laydown)*

Chairman Rodriguez announced he is representing KLWTD in the Good Health Clinic's fundraising contest and invited the Board and staff to participate in fundraising.

**ROUNDTABLE DISCUSSION (Q)**

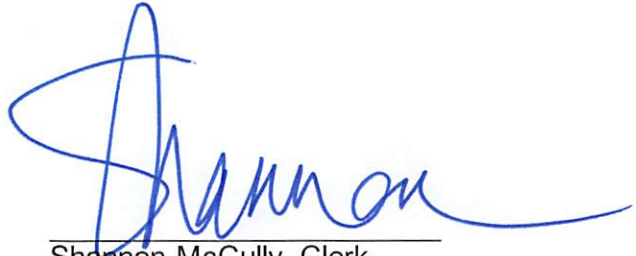
No report in agenda.

**ADJOURNMENT (R)**

The meeting was adjourned at 5:50 p.m.



Nicolas Rodriguez, Chairman



Shannon McCully, Clerk



(b) Review of Monthly Base Charge Procedure: <sup>42</sup> ~~Procedure for District Review~~

(i) Request for Review.

- 1) The District may initiate a review of the EDUs assigned to a tax parcel.
- 2) The owner of a tax parcel may request that the District review a tax parcel's EDU assignment used to calculate the monthly base charge by submitting an application provided by the District Clerk. The application must include:
  - a) a concise statement of the facts supporting the request for review and, if applicable, a statement of all disputed issues of material fact.
  - b) such other information the applicant believes to be material to the request.
  - c) Description of the relief the applicant is seeking.

(ii) Filing Application.

- 1) The application must be submitted to the District Clerk using US Postal service, or other third party service, facsimile, electronic mail (email), or in person to the District office.
- 2) Upon receipt at the District, the application shall be promptly time/date stamped received by the District Clerk.

(iii) Staff Review

- 1) The District may conduct one (1) or more informal discussions with the applicant and may request additional information and documentation.
- 2) An application is not considered complete until all additional information and documentation have been received and deemed sufficient.
- 3) District staff shall review, and if appropriate, recalculate the EDU's for the parcel using the methodology in Section 10.02(a)-(i) (Calculation of EDUs for Improved Nonresidential or Mixed Use tax Parcels.)
- 4) Staff shall endeavor to complete its review within fifteen (15) days of receipt of a complete application.
- 5) Upon completion of its review, staff shall prepare and submit a recommendation to the Board.
- 6) The District Clerk shall transmit, by US Postal Service and email, a copy of staff's recommendation to the applicant.
- 7) Within fifteen (15) days after receipt of the staff's recommendation, if the applicant disagrees with staff's recommendation, the applicant may request the Board hold a public hearing on the request.
- 8) The District Clerk shall place the request and staff recommendation on the Board's regular meeting agenda not less than thirty (30) days after staff issues its recommendation.

(c) Board Consideration.

- (i) The Board may accept, reject or modify the staff recommendation or, if the Board concludes that there are issues of material fact, the Board may schedule a public hearing.
- (ii) The Board's decision shall be the District's final action on the request.

(d) Monthly Volumetric Charge per 1000 Gallons (FKAA bill).

---

<sup>42</sup> Section 9.07(b) amended by Res #? to rewrite and completely replace rule 9.07(b).



(i) Except under one of the circumstances below and at the direction of the Board, there shall be no adjustment of a Monthly Volumetric Charge.

- 1) The customer provides proof of and FKAA confirms an error in the meter reading.
- 2) The customer has properly filed for and successfully obtained a credit from FKAA under the FKAA Leak Abatement Program. The adjustment of wastewater charges shall be calculated based upon the volumetric rate applicable at the time of the leak multiplied by the number of gallons that the FKAA has credited pursuant to its Leak Abatement Program.

**9.07(b) COMPLETELY DELETED AND REPLACED BY NEW 9.07(b) above..**

*9.07 (b) Procedure for District Review:*

~~(9.07)(b)(i) A customer may request adjustment of monthly charges at any time within sixty (60) days after the date of a bill for wastewater service. The District shall not be obligated to make any adjustment of monthly charges unless a written request is received within sixty (60) days of the bill date, unless otherwise addressed in the provisions of this Section. The District may initiate a review and possible adjustment of monthly charges at any time.~~

~~(9.07)(b)(ii) .. A customer request for review must contain:~~

~~(9.07)(b)(ii) 1) A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate.~~

~~(9.07)(b)(ii) 2) The rules, statutes, and other legal authority that the owner contends form the basis for relief.~~

~~(9.07)(b)(ii) 3) A demand for the relief the customer believes is appropriate; and~~

~~(9.07)(b)(ii) 4) Such other information which the owner believes to be material to the request for review.~~

~~(9.07)(b)(iii) . The request for review must be delivered to the District Customer Service Department where upon receipt, it shall be appropriately logged and time stamped. Acceptable methods of delivery includes US Postal service or other third party delivery service, facsimile, electronic mail (email) or in person.~~

~~(9.07)(b)(iv) The District shall review the customer request using the following process:~~

~~(9.07)(b)(iv) 1) District staff will exercise due diligence to undertake review of a customer request promptly. If practicable, District staff will issue a recommendation decision to the Board within fifteen (15) business days after receipt of a completed customer request for review.~~

~~(9.07)(b)(iv) 2) . At any time prior to or during staff review, the District may conduct one or more informal discussions with the owner, and may request additional information and documentation. A request is not considered complete until after all additionally requested documentation has been submitted to the District.~~

~~(9.07)(b)(iv) 3) The assessment coordinator will review the EDU assignment of the customer's account, using the methodology provided in the most recent non-ad-valorem assessment resolution under which the District assessed the tax parcel. If the customer's account is one of two or more accounts for service on a single tax parcel, and the assessment coordinator finds that there is sufficient evidence to change the EDU assignment for the requested account, the assessment coordinator will also review the EDU assignment for the entire parcel and all other customer accounts for service on the tax parcel.~~



Article XIII. District Fee Schedule <sup>63</sup>

**EFFECTIVE 3/1/2025 through 9/30/2025**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: (((NOT INCLUDED IN STUDY)))**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence \$700.00

3.06(e) 3<sup>rd</sup> Repeat Occurrence \$1,000.00

**3.08 Customer's Duty to Maintain: FLAT FEE – NOT IN STUDY – DELETE FROM SCHEDULE?? – IT'S A LI,IT – NOT A FEE OR RATE))**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: (((NOT INCLUDED INSTUDY)))**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Rates for Wastewater Service:**

9.03(a)(i) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$28.81~~ ~~\$27.13~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$28.81~~ ~~\$27.13~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change !!**)

9.03(b)(i) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.52~~ ~~\$4.26~~ per 1,000 gallons.

**9.06 Service Charges: ((NOT INCLUDED IN STUDY))**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually) ((NOT INCLUDED IN STUDY – BUT DID GET INCREASED)))**

12.03(a) Annual Base Charge ~~\$531.00~~ ~~\$500.00~~

Volumetric Charge per each 1,000 gallons ~~\$18.92~~ ~~\$17.82~~

<sup>63</sup> Article XIII added by Res#?

**EFFECTIVE 10/1/2025 through 9/30/2026**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence ~~\$700.00~~

3.06(e) 3<sup>rd</sup> Repeat Occurrence ~~\$1,000.00~~

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) ~~\$30.60~~ ~~\$28.81~~ monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) ~~\$30.60~~ ~~\$28.81~~ monthly base charge.

9.03(a)(vii) ~~\$44.14~~ monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes?? !!**)

9.03(b)(i) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

9.03(b)(ii) ~~\$4.80~~ ~~\$4.52~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$583.92~~ ~~\$531.00~~

Volumetric Charge per each 1,000 gallons ~~\$20.09~~ ~~\$18.92~~



**EFFECTIVE 10/1/2026 through 9/30/2027**

**Rule # FEE / CHARGE / RATE**

**3.06 Tampering: CHANGE FOR NEW %?**

3.06(e) Investigation: ~~\$150.00~~ ~~\$75.00~~

3.06.(e) Charge ~~\$300.00~~ ~~\$150.00~~

3.06(e) 1<sup>st</sup> Repeat Occurrence ~~\$450.00~~ ~~\$300.00~~

3.06(e) 2<sup>nd</sup> Repeat Occurrence ~~\$700.00~~

3.06(e) 3<sup>rd</sup> Repeat Occurrence ~~\$1,000.00~~

**3.08 Customer's Duty to Maintain:**

3.08(d) Fine not to exceed \$1,000.00.

**9.01 Plan Review: CHANGE FOR NEW %?**

9.01(b)(i) **Multi-family connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling unit subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour or portion thereof over 5 hours.

9.01(b)(ii) **Non-residential connection** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour of portion thereof over 5 hours.

**9.03 Fees and Charges for Wastewater Service:**

9.03(a)(i) ~~\$32.49~~ ~~\$30.60~~ monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel.

9.03(a)(ii) xxx ~~\$32.49~~ ~~\$30.60~~ -monthly base charge per dwelling times # of dwellings or EDU's attributed to that customer.

9.03(a)(vi) xxx ~~\$32.49~~ ~~\$30.60~~ monthly base charge.

9.03(a)(vii) \$44.14 monthly charge (Alternative charge billed by FKAA-**NOT SUBJECT TO 3/1/2025 Rate change – what about future rate changes !!**)

9.03(b)(i) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

9.03(b)(ii) ~~\$5.10~~ ~~\$4.80~~ per 1,000 gallons.

**9.06 Service Charges: CHANGE FOR NEW %?**

9.06(a) ~~\$150.00~~ per service call.

**12.03 Vessel Sanitary Wastewater Fees and Charges (billed semi-annually)**

12.03(a) Annual Base Charge ~~\$598.89~~ ~~\$583.92~~

Volumetric Charge per each 1,000 gallons ~~\$21.34~~ ~~\$20.09~~



**Article X. System Impact Charges (SIC) and System Development Assessment Charges (SDC) and System Impact Charges (SIC)** <sup>43</sup>

(A.) System Impact Charge (SIC) The System Impact Charge ("SIC") is a charge to new customers and to existing customers who modify, add, or construct facilities that impose a potential increased demand on the District's wastewater facilities.

Section 10.01 ~~System Development Charge (SDC) and~~ System Impact Charge (SIC)

- (a) The SIC is in addition to any amount that may be expended by the customer ~~owner/customer~~ for system improvements and other fees required by the District.
- (b) The SIC includes the calculations listed in Section 10.02 plus any additional direct or indirect fees incurred by the District to extend service to the tax parcel.
- (c) The SIC is due and payable ~~in full at the time of imposition by the Board.~~
  - 1) In full at the time of imposition by the Board.
  - 2) In accordance with a payment plan imposed by the Board.
  - 3) ???
- (d) For the purpose of calculating the SIC, the wastewater treatment plant capacity fee, force main pipe capacity fee, and connection fee published in the latest final assessment resolution before the effective date of the applicable charge shall be used.
- (e) The SIC is dependent upon the EDU assignment as calculated in Section 10.02 and the tax parcel's classification as follows:
  - (i) **Residential Tax Parcels.** For residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per dwelling unit, plus
    - 2) A force main pipe capacity fee per dwelling unit, plus
    - 3) A connection fee for connection to the wastewater system.
  - (ii) **Non-Residential Tax Parcels.** For non-residential wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus
    - 3) A fee per connection or actual cost of connection, whichever is greater, for connection to the wastewater system.
  - (iii) **Laundromats.** For purposes of calculating EDU ~~SDC's~~, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
  - (iv) **Mixed-Use Tax Parcels.** For mixed-use wastewater service, the EDU ~~SDC~~ is the sum of:
    - 1) A wastewater treatment plant capacity fee per EDU, plus
    - 2) A force main pipe capacity fee per EDU, plus

<sup>43</sup> Article X amended by Res #? to convert all future system impacts to SIC calculations, delete SDC calculations, delete subsections 10.01(b)(v)4, 10.01(b)(vi) & (vii), 10.01(c), 10.01(d), and supersedes Resolution 21-08-14. added by Resolution 21-08-14 on August 19, 2014.

# Do you have what it takes to be THE NEXT BIG KAHUNA?



**2025** **Your Name Here!**

**2024** **Mary Houston**  
Houston Insurance Agency

**2023** **Emily Strain & Heather Paboty**  
Coldwell Banker Schmitt

**2022** **Yvette Doherty**  
Coldwell Banker Schmitt

**2021** **Derek Papp, MD**  
Mariners Hospital

**2019** **Tom Morrison**  
Doc on The Rock

**2018** **Jason Richards**  
Coldwell Banker  
Schmitt

**2017** **Retz Reeves**  
Islamorada Investments

**2016** **Nelson Sanchez**  
Monroe County Sheriff

**2015** **Rob Stober, Esq.**  
Hershoff, Lupino & Yagel

**2013** **Vicki Walker**  
Centennial Bank

**2012** **Captain Skip Bradeen**  
Blue Chip Too Charters

**2011** **Rick Freeburg**  
Mariners Hospital

## **YOU HAVE BEEN NOMINATED** as one of the select few to participate in Good Health Clinic's **BIG KAHUNA FUNDRAISING CONTEST!**

### **The Kahuna Purpose**

Use your personal and professional contacts to promote awareness and support for Good Health Clinic - the **ONLY** free clinic providing comprehensive medical care to uninsured, financially struggling Keys residents.

### **The Need**

Good Health Clinic is an independent, community-funded 501(c)(3) nonprofit, and the support we receive is vital to helping us change and save the lives of our uninsured friends and neighbors in the Florida Keys.

### **The Celebration**

Enjoy an evening of fun where we reveal the winner of the Big Kahuna Contest and celebrate all your hard work!

For questions or to confirm your acceptance, contact:

Kate Banick, 305-619-0154  
kate@thegoodhealthclinic.org or  
Brittany Parker, 330-414-9610  
brittany@thegoodhealthclinic.org



**Good Health Clinic**