

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

Meeting Date:  
May 6, 2025

Agenda Item Number: F-1

Action Required:  
Yes

Department:

Legal

Sponsor:

Nicholas W. Mulick, Esq.

Subject:

**Minutes of March 18, 2025**

Summary:

Staff to present the minutes of March 18, 2025, for approval.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Minutes

Approved By: \_\_\_\_\_

General Manager



Date: \_\_\_\_\_

05/01/2025



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, March 18, 2025

## MINUTES

### CALL TO ORDER (A)

Vice-Chair Timothy Maloney called the meeting to order at 4:03 p.m.

### PLEDGE OF ALLEGIANCE (B)

Mr. Peter Rosasco led the Pledge of Allegiance.

### ROLL CALL (C)

Present were: Vice Chairman Timothy Maloney; Commissioners Sue Heim and Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Steve Suggs and Lexi Connor; IT Support Manny Santana

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

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

*Approval of Agenda (E-1)*

Vice-Chairman Tim Maloney requested item *N-1* be presented before item *G-1*.

Mr. Rosasco requested the addition of items *G-1 Florida Keys Day Update*, *G-2 FKQWIP Update*, and *G-3 April 1, 2025, meeting discussion*.

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

### PUBLIC COMMENT (E)

*Name and Address:*

Andy Tobin, Key Largo

*Subject:*

Agenda Item O-1

Frank Pla, Key Largo

Agenda Item O-3

### APPROVAL OF MINUTES (F)

*Minutes of March 4, 2025 (F-1)*

**Motion:** Commissioner Schwartz made a motion to approve the minutes of March 4, 2025. Commissioner Heim seconded the motion. Motion passed without objection.

## **GENERAL MANAGER (G)**

### *Florida Keys Day Update (G-1)*

Mr. Rosasco discussed Florida Keys Day for 2025.

### *FKQWIP Update (G-2)*

Mr. Rosasco gave an update on FKQWIP after Florida Keys Day 2025.

### *April 1, 2025, meeting discussion (G-3)*

The GM will advise the April 1, 2025, meeting status by Friday March 21, 2025.

## **CUSTOMER SERVICE (H)**

### *Customer Service Report – February 2025 (H-1)*

Ms. Fazio presented the Customer Service monthly report.

## **IT (I)**

### *IT Report – February 2025 (I-1)*

Mr. Redmond presented the IT monthly report.

## **BUDGET AND FINANCE (J)**

### *Budget and Finance Report – February 2025 (J-1)*

Ms. Fazio presented the Budget and Finance monthly report.

## **FIELD (K)**

### *Field Report – February 2025 (K-1)*

Mr. Perez presented the Field monthly report.

### *ESRI Agreement Renewal (K-2)*

Mr. Perez requested approval of the 3-year ESRI Agreement Renewal

**Motion:**            **Commissioner Schwartz made a motion to approval item K-2.**  
                         **Commissioner Heim seconded the motion.**

### **Vote on Motion:**

**Commissioner Schwartz – Aye**

**Commissioner Heim - Aye**

**Vice Chairman Maloney – Aye**

## **PLANT/FACILITIES (L)**

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

Mr. Dempsey presented the Plant/Facilities monthly report.

### *Spare VFD for SBR Blowers Purchase (L-2)*

Mr. Dempsey requested approval of the purchase of a spare VFD for the SBR Blowers.

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

### **Vote on Motion:**

**Commissioner Heim – Aye**

**Commissioner Schwartz – Aye**

**Vice Chairman Maloney – Aye**

## **CAPITAL PROJECTS (M)**

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

Ms. Connor presented the Capital Projects monthly report.

## **ENGINEERING (N)**

*Vacuum Stations Odor Control Project Recommendation of Award (N-1)*

Mr. Suggs requested approval of Belle Construction Services, LLC, for the Vacuum Stations Odor Control Project.

**Motion:** Commissioner Heim made a motion to approve item N-1 as submitted.  
Commissioner Schwartz seconded the motion.

## **Vote on Motion:**

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

## **LEGAL REPORT (O)**

*Proposed Amendments to District General Rules and Regulations – 5:00 PM Public Hearing (O-1)*

*Proposed Amendments to District General Rules and Regulations (O-2)*

Tabled to a future Board meeting.

*South Cliff Estates SIC (O-3)*

Tabled to April 15, 2025, Board meeting.

## **COMMISSIONER ITEMS (P)**

Vice – Chairman Maloney commended Field Manager Rudy Perez for his outstanding work since taking on the Field Manager responsibility.

## **ROUNDTABLE DISCUSSION (Q)**

No report in agenda.

## **ADJOURNMENT (R)**

The meeting was adjourned at 6:08 p.m.

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Nicolas Rodriguez, Chairman

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Shannon McCully, Clerk

Seal \_\_\_\_\_

**KEY LARGO WASTEWATER TREATMENT DISTRICT  
TALLAHASSEE VISIT  
MARCH 12-14, 2025**

**MARCH 12, 2025**

Weather High 79 degrees, low 56 degrees

- 9:08 am      Arrival Time (pick up by Cynthia and Mackenna)
- 9:45 am      Hotel Check in Doubletree, 101 S Adams St, Tallahassee, FL 32301  
Reservation numbers: #85130581-4 rooms, 82497173-one room
- 11:00 am      Meeting with Gino Betta, Senate Staff Director of Environmental Budget  
Subcommittee
- 11:30 am      Lunch at Governors Club, balcony, 8 people
- 1:00 pm      Meeting with Appropriations Chair, Rep Lawrence McClure, Room 418 Cap
- 2:00 pm      Meeting with Bruce Topp, House Staff Director of Environmental Budget, 221  
The Capitol
- 6:00 pm      Welcome Back Reception at Charlie Park, 801 S Gadsden St, Tallahassee
- 7:30 pm      Dinner at the Edison-reservation for 8, 470 Suwannee St

**March 13, 2025**

Weather High 82 degrees, low 63 degrees

- 9:00 am-  
2:00 pm      Meet Participants at Capital- Advocacy Meetings, 116 Knott Building
- 10:00 am      Meeting with DEP, Deputy Secretary, Adam Blalock, 3900 Commonwealth Blvd.
- 11:00 am      Return to Advocacy meetings or long lunch :-)
- 11:15 am      Meeting with Rep Grow on HB 739, Standards for sanitary sewer lines, room  
1302 the Capitol
- 12:00 pm      Lunch at Harry's, 301 S Bronough St, Kleman Plaza
- 1:30 pm      Back to Advocacy Meetings
- 3:00 pm      Meeting with Kim Cramer, Governor's Office of Policy and Budget, Director  
Roberta Skinner, Nicolas Stinson  
Room 1801 Capitol
- 5:30 pm      Keys Day, Capital Courtyard
- 7:00 pm      Dinner Reservation Chuck's for 8 people, 224 E College Ave

**March 14, 2025**

Weather High 82 degrees, low 63 degrees

9:48 am Flight Departs

## ARTICLE XIII DISTRICT FEE SCHEDULE

### RULE

### FEE

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

- 9.03(a)(i) \$28.81 monthly base charge per dwelling unit or EDU reflected in the most recent assessment of the tax parcel through September 30, 2025; \$30.47 through September 30, 2026; \$32.14 commencing October 1, 2026.
- 9.03(a)(ii) \$28.81 monthly base charge per dwelling times # of dwellings or EDUs attributed to that customer through September 30, 2025; \$30.47 through September 30, 2026; \$32.14 commencing October 1, 2026.
- 9.03(a)(vi) \$28.81 monthly base charge through September 30, 2025; \$30.47 through September 30, 2026; \$32.14 commencing October 1, 2026.
- 9.03(a)(vii) \$46.88 monthly charge (Alternative charge billed by FKAA) through September 30, 2025; \$49.60 through September 30, 2026; \$52.33 commencing October 1, 2026.
- 9.03(b)(i) \$4.52 per 1,000 gallons through September 30, 2025; \$4.80 through September 30, 2026; \$5.07 commencing October 1, 2026.
- 9.03(b)(ii) \$4.52 per 1,000 gallons through September 30, 2025; \$4.80 through September 30, 2026; \$5.07 commencing October 1, 2026.

#### 9.07 Adjustment of Monthly Fees and Charges:

- 9.07(a)(ii) 2) \$4.52 per 1,000 gallons times # of gallons FKAA credited through September 30, 2025; \$4.80 through September 30, 2026; \$5.07 commencing October 1, 2026.

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

- 12.03(a) Annual Base Charge \$531.00 through September 30, 2025;  
\$561.80 through September 30, 2026;  
\$596.70 commencing October 1, 2026.
- Volumetric Charge per each 1,000 gallons \$18.92 through September 30, 2025;  
\$20.02 through September 30, 2026;  
\$21.12 commencing October 1, 2026.



**Rule #                      FEE****3.06 Tampering:**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 \$700.003.06(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 Fee:**9.01(b) **Multi-family** 5 hours ~~\$90.00~~ ~~\$50.00~~ per dwelling subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour over 5 hours.**Non-residential** 5 hours ~~\$90.00~~ ~~\$50.00~~ per EDU subject to ~~\$450.00~~ ~~\$250.00~~ minimum charge, and ~~\$210.00~~ ~~\$165.00~~ per each hour over 5 hours.**9.03 Fees and Charges for Wastewater Service:**

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

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

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

9.03(a)(vii) \$46.88 monthly charge (Alternative charge billed by FKAA)

9.03(b)(i) \$5.42 per 1,000 gallons.

9.03(b)(ii) \$5.42 per 1,000 gallons.

**9.06 Service Charges:**9.06 8:00am-4:00pm business days ~~\$40.00~~ ~~\$20.00~~4:00pm-8:00am or weekends or holidays ~~\$80.00~~ ~~\$60.00~~**9.07 Adjustment of Monthly Fees and Charges:**

9.07(a)(ii) 2) \$4.52 per 1,000 gallons times # of gallons FKAA credited.

**11.02 Direct Billing:**

11.02(c)(ii) Greater of \$4.00 or 10% of total delinquent outstanding balance.

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