

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

Meeting Date:  
August 5, 2025

Agenda Item Number: F-1

Action Required:  
Yes

Department:  
Legal

Sponsor:  
Nick Mulick

Subject:  
**Minutes of July 15, 2025**

Summary:  
Staff to present the minutes of July 15, 2025, for approval.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$	1. Minutes
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	N/A	
District Clerk: _____	Budgeted:	
Engineering: _____	N/A	

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

General Manager

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

7-31-25



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, July 15, 2025

## MINUTES

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

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

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

Mr. Peter Rosasco led the Pledge of Allegiance.

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

Present were: Chairman Nicolas Rodriguez; Commissioners Sue Heim, Timothy Maloney, 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; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; Weiler Engineering Lexi Conner; Project Administration and HR Coordinator Laura Weinstock; IT Support Manny Santana

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

*Approval of Agenda (D-1)*

Commissioner Heim requested item O-6 be presented before item O-1 and requested item O-5 be presented after item O-6.

**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 July 1, 2025 (F-1)*

**Motion:** Commissioner Maloney made a motion to approve the Minutes of June 3, 2025. Commissioner Majeska seconded the motion. Motion passed without objection.

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

*Staffing Plan Summary and Org. Chart for FY26 (G-1) (Laydown)*

Ms. Weinstock presented the Staffing Plan and Staff Organization Chart for the 2026 fiscal year.

### **IT (H)**

No report in agenda.

**CUSTOMER SERVICE (I)**

No report in agenda.

**BUDGET AND FINANCE (J)**

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

Ms. Fazio presented the Budget and Finance monthly report.

**FIELD (K)**

No report in agenda.

**PLANT/FACILITIES (L)**

No report in agenda.

**CAPITAL PROJECTS (M)**

No report in agenda.

**ENGINEERING (N)**

No report in agenda.

**LEGAL REPORT (O)**

*Amendment of 2007 Assessment Roll (Reso. 10-2025) (O-1)*

Mr. Mulick presented Resolution 10-2025.

**Motion:**            **Commissioner Heim made a motion to adopt Resolution 10-2025.  
Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

*Amendment of 2008 Assessment Roll (Reso. 11-2025) (O-2)*

Mr. Mulick presented Resolution 11-2025.

**Motion:**            **Commissioner Maloney made a motion to adopt Resolution 11-2025.  
Commissioner Majeska seconded the motion.**

**Vote on Motion:**

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

*Amendment of 2009 Assessment Roll (Reso. 12-2025) (O-3)*

Mr. Mulick presented Resolution 12-2025.

**Motion:**            **Commissioner Heim made a motion to adopt Resolution 12-2025.  
Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

*2025 Assessment Roll (Reso. 13-2025) (O-4)*  
Mr. Mulick presented Resolution 13-2025.

**Motion: Commissioner Heim made a motion to adopt Resolution 13-2025.  
Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

*Extension of Wastewater Funding Agreement (O-5)*  
Mr. Mulick presented the Second Amendment to the Wastewater Funding Interlocal Agreement (ILA) for approval.

**Motion: Commissioner Majeska made a motion to authorize the Chairman to  
execute the ILA amendment. Commissioner Maloney seconded the motion.**

**Vote on Motion:**

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

*General Rules and Regulations Manual – July 2025 (O-6) (Laydown ERRATA SHEET)*  
Mr. Mulick presented the new version of the KLWTD General Rules and Regulations and Resolution 14-2025.

**Motion: Commissioner Maloney made a motion to adopt Resolution 14-2025.  
Commissioner Majeska seconded the motion.**

**Vote on Motion:**

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

**COMMISSIONER ITEMS (P)**  
No report in agenda.

**ROUNDTABLE DISCUSSION (Q)**

Commissioner Heim informed the Board that KLWTD Field and Plant personnel will be practicing emergency procedures at KL Elem School in conjunction with the County's Radiological exercise June 17, 2025.

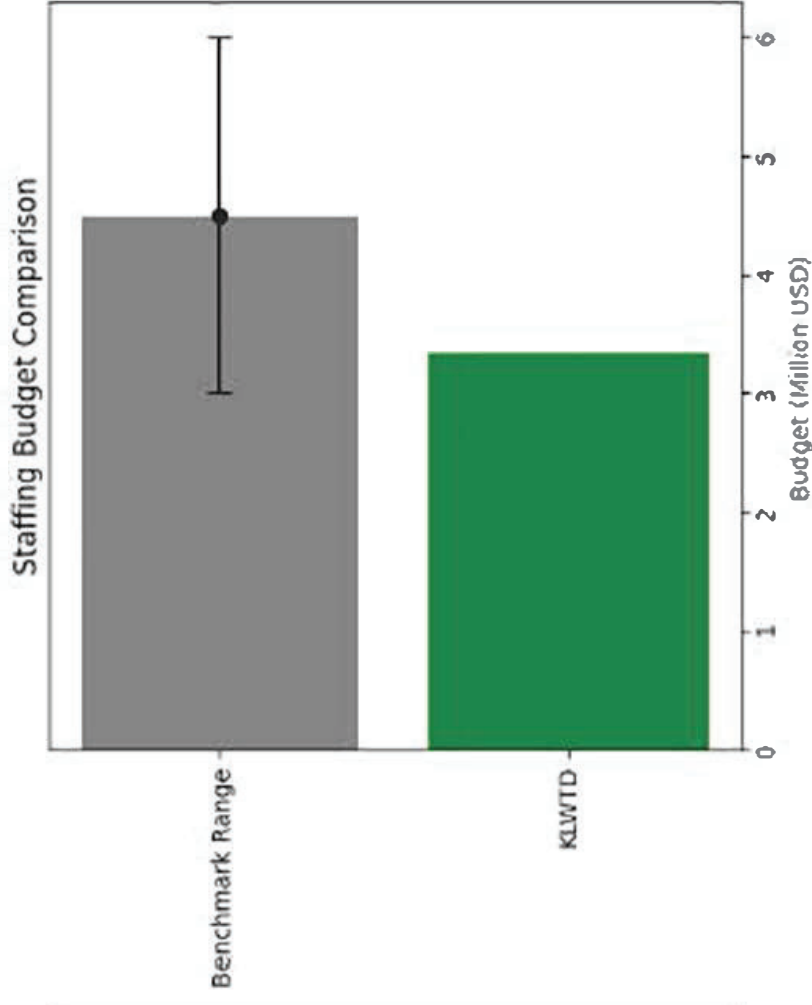
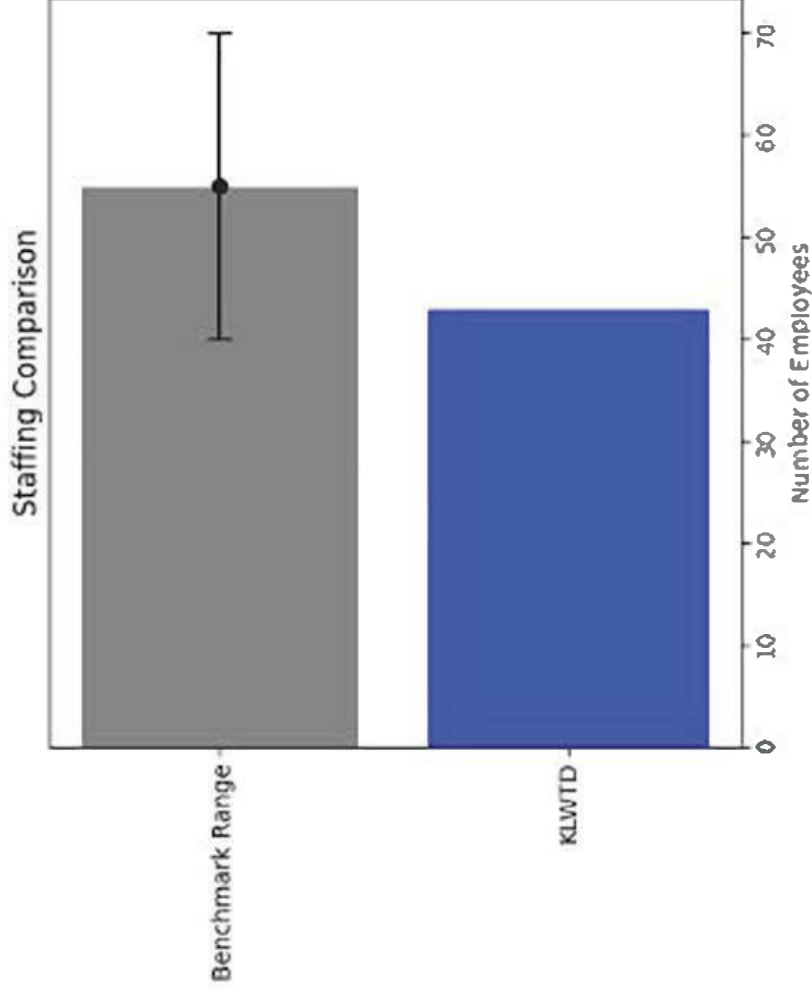
**ADJOURNMENT (R)**

The meeting was adjourned at 5:35 p.m.

\_\_\_\_\_  
Nicolas Rodriquez, Chairman

\_\_\_\_\_  
Shannon McCully, Clerk

Seal \_\_\_\_\_



## Key Takeaways:

- Staffing: KLWTD employs 43 staff, which is at the lower end of the benchmark range (40–70 employees).
- Staffing Budget: KLWTD's budget of \$3.35 million is also on the lower end of the typical range (\$3M–\$6M), indicating efficient personnel spending.

This suggests that KLWTD operates with a lean and cost-effective workforce while staying within industry norms.

KEY LARGO WASTEWATER TREATMENT DISTRICT  
GENERAL RULES AND REGULATIONS

ERRATA SHEET

The following pages and section numbers reflect typographical and/or scrivener's revisions to Key Largo Wastewater Treatment District General Rules and Regulations adopted on July 15, 2025:

1. Page 3, Section 1.12(a) – delete second sentence (redundant with (b)).
2. Page 14, Sections 7(e)(i), (ii), and (iii) – delete hyphen.
3. Page 15, Section 8.02(a)(iv) – substitute second “shall” for “will.”
4. Page 17, Section 8.05 d)(iii) – delete apostrophe between “EDU” and “s.”
5. Page 18, Section 8.05(b)(iii) 7) – add “that” between “request” and “the.”
6. Page 21, Section 9.02(a) – delete underlining of “FKAA.”
7. Page 21, Section 9.02(a)(i) – delete comma after “may.”
8. Page 21, Section 9.02(b) – add “monthly readings” after “adjusted.”
9. Page 22, Section 9.04(c)(i) – substitute first “shall” for “will.”
10. Page 24, Section 9.08(a) – substitute “adjusted” for “adjustment.”
11. Pages 29, 30 and 31, Article XII – revise District Fee Schedule to reflect new section numbers.