

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

Meeting Date:

January 20, 2026

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

**Minutes of December 16, 2025**

Summary:

Staff to present the minutes of December 16, 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: 01/14/2026



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, December 16, 2025

## MINUTES

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

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

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

Commissioner Philip Schwartz led the Pledge of Allegiance.

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

Present were: Chairman Nicolas Rodriguez; Commissioners Timothy Maloney, Philip Schwartz, and Robert Majeska

Present Virtually (voting): Commissioner Sue Heim

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Connie Fazio; Project Administration and HR Coordinator Laura Weinstock; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; WWTP Lead Operator Adam Baptiste; Weiler Engineering Steve Suggs; IT Support Manual Santana

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

*Approval of Agenda (D-1)*

**Motion:** Commissioner Maloney made a motion to approve the Agenda. Commissioner Schwartz seconded the motion. Motion passed without objection.

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

No speakers.

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

*Minutes of November 18, 2025 (F-1)*

**Motion:** Commissioner Majeska made a motion to approve the Minutes of November 4, 2025. Commissioner Maloney Seconded the motion. Motion passed without objection.

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

*Florida Keys Day (G-1)*

Mr. Rosasco discussed Florida Keys Day Sponsorship for 2026 recommending the Senator Level for \$3,000.

**Motion:** Commissioner Majeska made a motion to approve the Senator Level Sponsorship for \$3,000. Commissioner Schwartz seconded the motion.

**Vote on Motion:**

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

*Employee Recognitions (G-2)*

Ms. Weinstock presented Employee Recognitions for June 2025 through December 2025.

*Resiliency Grant Program Awards (G-3)*

Mr. Rosasco discussed the Resiliency Grant Program Awards and KLWTD's ranking for funding.

**IT (H)**

No report in agenda.

**CUSTOMER SERVICE (I)**

*Customer Service Report – November 2025 (I-1)*

Ms. Fazio presented the Customer Service monthly report.

**BUDGET AND FINANCE (J)**

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

Ms. Fazio presented the Budget and Finance monthly report.

*4<sup>th</sup> Quarter Fiscal Year 2025 Financial Reports (J-2)*

Ms. Fazio presented the 2025 4<sup>th</sup> Quarter Financial Reports.

**FIELD (K)**

*Field Report – November 2025 (K-1)*

Mr. Perez presented the Field monthly report.

**PLANT/FACILITIES (L)**

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

Mr. Dempsey presented the Plant/Facilities monthly report.

*Admin. Vehicle Purchase (L-2)*

Mr. Dempsey requested approval for the purchase of a new vehicle for KLWTD's admin. Office.

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

**Vote on Motion:**

**Commissioner Majeska – Aye**  
**Commissioner Maloney – Aye**  
**Commissioner Schwartz – Aye**  
**Commissioner Heim – Nay**

**Chairman Rodriguez – Aye**

**CAPITAL PROJECTS (M)**

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

Mr. Suggs presented the Capital Projects monthly report.

**ENGINEERING (N)**

No report in agenda.

**LEGAL (O)**

*Approval of Settlement Agreement between KLWTD & MJ Wood (O-1)*

Mr. Mulick presented the settlement agreement between KLWTD and MJ Wood for approval.

**Motion: Commissioner Heim made a motion to approve O-1.  
Commissioner Maloney seconded the motion.**

**Vote on Motion:**

**Commissioner Heim – Aye**

**Commissioner Maloney – Aye**

**Commissioner Majeska – Aye**

**Commissioner Schwartz – Aye**

**Chairman Rodriguez – Aye**

**COMMISSIONER ITEMS (P)**

No report in agenda.

**ROUNDTABLE DISCUSSION (Q)**

No report.

**ADJOURNMENT (R)**

The meeting was adjourned at 6:12 p.m.

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Nicolas Rodriguez, Chairman

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Shannon McCully, Clerk

Seal \_\_\_\_\_

**Peter Rosasco**

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Laydown December 16, 2025  
Agenda Item G-3

**From:** Steve Suggs <ssuggs@weilerengineering.org>  
**Sent:** Monday, December 15, 2025 2:11 PM  
**To:** Peter Rosasco; Cynthia Henderson  
**Cc:** Connie Fazio (connie.fazio@klwtd.com); Richard Lindsay; Colton Montgomery  
**Subject:** Re: [EXT] RE: Funding of 50% match  
**Attachments:** Supporting Report - KLWTD Hardening & Mitigation Initiative.pdf

[Report This Email](#)

Peter,

I just reviewed the reports, to clarify on the two grant applications:

1. EQ Tank: We specifically listed that this project was being funded by other grant sources and put the snippet below in the application so there should be no issue on the EQ tank using stewardship as the match.

## Availability of Matching Funds

The District has committed a 50% local match for financial support toward this project, as documented in **Attachment J: Letters of Financial Support**. KLWTD's match funding is provided through the District's capital improvement reserve that comes from user rates and utility revenue. The requested Resilient Florida grant funding will close the remaining budget gap needed to fully implement the project's construction phase and allow KLWTD to begin hardening these vulnerable facilities in accordance with statewide resilience priorities.

Collectively, these funding sources represent a well-leveraged and strategically aligned investment in climate adaptation and infrastructure resilience for one of Florida's most flood-exposed regions.

## Previous State Commitment and Involvement

The District has committed local financial support toward this project, as documented in the attached Letter of Financial Support. To date, the project has received \$4,570,813.25 in state funding through the FDEP under Agreement No. LPA0425 (**Attachment I: FDEP SWQR Grant Agreement LPA**) awarded across multiple fiscal years via General Appropriations Act line items. These funds are currently supporting preconstruction activities, including design, permitting, project management, and initial procurement efforts related to the headworks replacement and EQ tank installation.

*Table 4: Existing LPA Agreement Funding*

Award #s or Line Item Appropriations	Amount per Source(s)
Keys, GAA LI 1669, FY 22-23, GR	\$ 1,048,961.11
Keys, GAA LI 1709, FY 23-24, GR	\$ 2,323,171.42
Keys, GAA LI 1736, FY 25-26, GR	\$1,198,680.72
<b>Total Amount of Funding</b>	<b>\$4,570,813.25</b>

- In addition to this state funding, KLWTD has contributed a local match of \$133,186.75, further demonstrating the District's financial commitment to advancing this critical infrastructure
- a.

2. Hardening & Mitigation Initiative: **(SEE ATTACHED REPORT)** This project consist of several projects all thrown together. They are
  - a. Hardening:
    - i. Pipeline Replacement
    - ii. Vacuum tank replacement
    - iii. Floodproofing of Critical buildings
  - b. Mitigation:
    - i. Electrical system hardening
    - ii. Vacuum Station Power Conditioning

3.

For the Hardening and Mitigation Initiative, we took all the capital projects we thought could potentially work and put them into a larger "initiative" program to better sell the idea. I have attached the report we did for it so you can see. For funding we say local match out of R&R but also have a section that says we are applying for other grants to be used towards it but that none are currently awarded. **Please note that MOST of these projects in this "initiative" would have come from R&R 100% but because we are doing mitigating aspects, it qualified for the grant.**

Let me know if you have questions or need help with an agenda item.

Best Regards,

**Steve Suggs P.E.**

**Director of Utilities Engineering**

Weiler Engineering an APEX Company

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Laydown December 16, 2025  
Agenda Item G-3

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**From:** Steve Suggs <[ssuggs@weilerengineering.org](mailto:ssuggs@weilerengineering.org)>

**Sent:** Monday, December 15, 2025 1:46 PM

**To:** Peter Rosasco <[Peter@keyscpa.com](mailto:Peter@keyscpa.com)>; Cynthia Henderson <[cyhenderson@me.com](mailto:cyhenderson@me.com)>

**Cc:** Connie Fazio ([connie.fazio@klwtd.com](mailto:connie.fazio@klwtd.com)) <[connie.fazio@klwtd.com](mailto:connie.fazio@klwtd.com)>; Richard Lindsay <[rlindsay@weilerengineering.org](mailto:rlindsay@weilerengineering.org)>; Colton Montgomery <[cmontgomery@weilerengineering.org](mailto:cmontgomery@weilerengineering.org)>

**Subject:** Re: [EXT] RE: Funding of 50% match

We did not specify the source of the match. Based on certain projects, R&R is very appropriate but other sources such as grants are anticipated.

You can use stewardship as the match which we are doing in Marathon. You just need to ask for approval from resilient FL if you use grant to match grant. I believe it says this in the document that has the project listed. It is a foot note. I'll send it when I find it. However, Marathon is matching with stewardship on Sombrero blvd I believe.

**Steve Suggs P.E.**

**Director of Utilities Engineering**

(941) 323-1787

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