

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

Meeting Date:
March 17, 2026

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nick Mulick

Subject:
Minutes of February 17, 2026

Summary:
Staff will present the minutes of February 17, 2026, 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: _____  _____ Date: 3-12-26

General Manager



Key Largo Wastewater Treatment District
103355 Overseas Hwy, Key Largo, FL
Tuesday, February 17, 2026

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:00 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, Sue Heim, Philip Schwartz, and Robert Majeska

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; WWTP Lead Operator Adam Baptiste; Weiler Engineering Steve Suggs and Richard Lindsay; IT Support Manual Santana

Guest (Appeared Virtually): Cynthia Henderson, Cynergy Consulting

Present Virtually: Project Administration and HR Coordinator Laura Weinstock

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Mr. Rosasco requested the addition of item *G-1 Florida Keys Day Stewardship Update* and to change *G-1 FKWQIP Meeting Update* to *G-2 FKWQIP Meeting, G-2 March 3, 2026, Meeting Update – Discussion* to *G-3 March 3, 2026, Meeting - Discussion*

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 February 3, 2026 (F-1)

Motion: Commissioner Majeska made a motion to approve the Minutes of February 3, 2026. Commissioner Maloney seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

Florida Keys Day Stewardship Update (G-1) (Laydown)

Mr. Rosasco and Ms. Henderson discussed Florida Key Day and gave an update on Stewardship Funding.

FKWQIP Meeting Update (G-2)

Mr. Rosasco discussed the FKWQIP Meeting that took place on February 12, 2026.

March 3, 2026, Meeting – Discussion (G-3)

Mr. Rosasco discussed the March 3, 2026, Board Meeting and recommended canceling.

Motion: Commissioner Heim made a motion to cancel the March 3, 2026, Board Meeting. Commissioner Majeska seconded the motion.

Vote on Motion:

Commissioner Heim – Aye

Commissioner Majeska – Aye

Commissioner Schwartz – Aye

Commissioner Maloney – Aye

Chairman Rodriguez – Aye

IT (H)

No report in agenda.

CUSTOMER SERVICE (I)

Customer Service Report – January 2026 (I-1)

Ms. Fazio presented the Customer Service monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report – January 2026

Ms. Fazio presented the Budget and Finance monthly report.

FIELD (K)

Field Report – January 2026 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

No report in agenda.

CAPITAL PROJECTS (M)

Capital Projects Report – January 2026 (M-1)

Mr. Suggs presented the Capital Projects monthly report.

ENGINEERING (N)

No report in agenda.

LEGAL (O)

No report in agenda.

COMMISSIONER ITEMS (P)

No report in agenda.

ROUNDTABLE DISCUSSION (Q)

No report.

ADJOURNMENT (R)

The meeting was adjourned at 5:51 p.m.

Nicolas Rodriquez, Chairman

Shannon McCully, Clerk

Seal_____

Key Largo Wastewater Treatment District – Keys Days Schedule (February 4th – 5th)

Wednesday, February 4th, 2026

High 61 degrees, Low 46 degrees, 75% Precipitation

9:15 AM	KLWTD Folks arrive	Tallahassee International Airport
10:00 AM	Check into hotel	Double Tree, 101 S Adams St
11:45 AM	Lunch	Governor's Club Dining Room
2:00 PM	Kim Cramer, OPB	1801 Capitol
3:30 PM	Michael Goldstein (Brodeur)	416 Senate Office Building
4:00 PM	Senator Lori Berman	228 Senate Office Building
4:15 PM	Rep. Mooney Floor Recognition	5 th Floor House Gallery
5:00 PM	Dinner	Savour, 115 E Park Ave
6:15 PM	Welcome Reception TBD*	AC Hotel, 801 S. Gadsden St
12:40 PM	Lissie (Botana)	303 House office Building

Thursday, February 5th, 2026

High 52 degrees, Low 36 degrees, Precipitation 0%

8:30 AM	Meet for Briefing	10 th Floor Cafe, Capitol
9:00 AM	Sean Perez, House APR	221 Capitol
9:30 AM	Keys Day Executive Meetings	116 Knott Building
12:00 AM	Lunch	Hayward House, 228 S Adams St
2 PM	Grants Meeting	DEP, 3900 Commonwealth Blvd
3 PM	Permitting Meeting	DEP, 3900 Commonwealth Blvd
4:30 PM	Gino Betta, Tim Sadberry APR	201 Capitol
5:00 PM	Florida Keys Day Reception	22 nd Floor, Capitol
7:00 PM	Dinner	Chuck's Fish, 224 E College Ave

Staff (member) = Aide meeting, aide's name (Rep/Senator)

APR = Appropriations Staff

TBD* = Up to you!

2026 Schedule Draft

Wednesday, February 4

House Floor Session - Recognition of Florida Keys Day by Rep. Mooney

🕒 4:30 – 5:00 PM

📍 House West Gallery, 5th Floor The Capitol

Welcome Reception hosted by Sen. Rodriguez and Rep. Mooney

🕒 5:30 – 7:30 PM

📍 Charlie Park

AC Hotel Tallahassee Universities at the Capitol

801 S. Gadsden Street, Tallahassee

Thursday, February 5

Welcome Breakfast in Rep. Mooney's Office

🕒 8:30 – 9:00 AM

📍 334 The Capitol

Transit to 116 Knott Building (bridge on 2nd floor, The Capitol)

🕒 9:00 – 9:30 AM

Florida Restaurant & Lodging Association President/CEO Carol Dover

🕒 9:30 – 10:00 AM

📍 116 Knott Building

*Carol also serves on the Visit Florida Board of Directors, chairing their Public Affairs Committee

Office of Insurance Regulation Commissioner Michael Yaworksy

🕒 10:00 – 10:30 AM

📍 116 Knott Building

Citizens Property Insurance Legislative & Cabinet Affairs Director

Michael Wickersheim

🕒 10:30 – 11:00 AM

📍 116 Knott Building

**Department of Commerce Secretary Alex Kelly and Director of
Legislative & Cabinet Affairs Stephen Marante**

🕒 11:00 – 11:30 AM

📍 116 Knott Building

**Department of Transportation Chief Engineer of Operations Rudy
Powell**

🕒 11:30 – 12:00 PM

📍 116 Knott Building

Lunch

🕒 12:00 – 1:30 PM (on your own)

**Audience with House Speaker Daniel Perez and Speaker Designate
Sam Garrison (group photo)**

🕒 1:30 – 1:45 PM

📍 House Chamber, The Capitol

Transit to 116 Knott Building (bridge on 2nd floor, The Capitol)

🕒 1:45 – 2:00 PM

**Fish and Wildlife Conservation Commission Lieutenant Colonel Bill
Holcomb**

🕒 2:00 – 2:30 PM

📍 116 Knott Building

Legislator Meeting - pending committee agendas

🕒 2:30 – 2:45 PM

📍 116 Knott Building

Chief of Staff and Office Director

Chief Financial Officer Blaise Ingolia

🕒 3:00 – 3:30 PM

📍 116 Knott Building

Legislator Meeting - pending committee agendas

🕒 3:30 – 3:45 PM

📍 116 Knott Building

Florida Keys Day Seafood Celebration & Happy Hour

🕒 5:00 – 7:00 PM

📍 22nd Floor, The Capitol

Free and open to the public

2026 Event Sponsors



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KLWTD Shallow Well Discharge Data from 2013-2026

The two shallow backup disposal wells, IW-2 and IW-3, at the KLWTD Wastewater Treatment Plant were permitted and installed in 2013. These wells are utilized only when the primary deep injection well (IW-1) is temporarily out of service. The only planned and actual use of IW-2 and IW-3 to date has been during the Mechanical Integrity Testing (MIT) of IW-1, which is required once per IW-1 operating permit cycle.

There have been no unplanned outages or operational events requiring the use of the shallow wells. IW-1 has not been taken out of service for any reason other than MIT. Since installation and permitting of IW-2 and IW-3, MIT has occurred twice, first in December 2018, and again in March and April of 2023. The shallow wells have not been utilized outside of these two MIT events.

The table below summarizes the dates, duration, and total volumes discharged to IW-2 and IW-3 during MIT activities.

Date	Flow, MG	Hours of Use
December 5, 2018	1.780	24
December 6, 2018	0.062	1
December 10, 2018	1.178	15.75
December 11, 2018	1.422	24
December 12, 2018	1.583	24
December 13, 2018	1.506	24
December 14, 2018	0.505	8
March 28, 2023	0.933	10
March 29, 2023	1.963	24
March 30, 2023	2.089	24
March 31, 2023	1.963	24
April 1, 2023	2.000	24
April 2, 2023	2.080	24
April 3, 2023	0.305	8
Totals	19.369	258.750

Over the period from 2013 through 2026, the KLWTD WWTP has been permitted for 2.3 MGD through 2015, and 3.45 MGD following a permit modification in 2016. During this same period, a cumulative total of 19.369 million gallons was discharged to IW-2 and IW-3 over 258.75 hours (approximately 11 days) of operation since installation in 2013. This volume represents approximately 0.13% of the cumulative permitted treatment capacity of the facility over that timeframe and reflects rare, short-duration, and planned use of the shallow backup disposal wells.

KLWTD FY26-FY30 Capital Projects Budget

FY26

Project	FY26 Capital Cost	FY26 Engineering Cost	FY26 Total Project Cost	FY26 Stewardship Allocation	FY26 ACOE Allocation	FY26 Resilience Grant Allocation	FY26 R&R Allocation
Odor Control at Vac Sations	\$2,400,000.00	\$160,000.00	\$2,560,000.00	\$1,400,905.00	\$0.00	\$0.00	\$0.00
Filtration Upgrades	\$0.00	\$50,000.00	\$50,000.00	?	\$0.00	\$0.00	\$0.00
Collection System Monitoring	\$650,000.00	\$30,000.00	\$680,000.00	\$1,080,497.96	?	\$0.00	\$0.00
Power Conditioning and Elec Upgrades WWTP	\$1,216,000.00	\$100,000.00	\$1,316,000.00	\$1,904,208.23	\$0.00	\$0.00	\$0.00
EQ Tank, Headworks & Screening	\$3,943,738.33	\$349,188.33	\$4,292,926.67	\$1,523,604.67	\$0.00	\$2,182,426.67	\$0.00
Ventilation Upgrades at VPSS			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operations Bldg Blower Upgrades			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Service Connection Revisions	\$75,000.00	\$20,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Vac Station Electrical Upgrades, Power Cond & Lightning	\$1,250,000.00	\$187,500.00	\$1,437,500.00	\$0.00	\$0.00	\$997,349.25	\$0.00
Replacement of Vacuum Pit Collars	\$20,000		\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Collection System SLR Elevation Phase 1 projects**			?	?	?	?	?
Vacuum Station Sewage Tanks Upgrades	\$4,125,000.00	\$200,000.00	\$4,325,000.00	\$0.00	\$0.00	\$997,349.25	\$0.00
Pipe Restoration WWTP	\$1,745,000.00	\$261,750.00	\$2,006,750.00	?	\$0.00	\$1,994,698.50	\$12,051.50
Sludge Conditioning Upgrades (membrane thickening)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Potable Reuse & Pharmaceuticals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Flood Midigation at Vac Stations	\$394,455.00	\$39,445.50	\$433,900.50	\$0.00	\$0.00	\$1,994,698.50	\$0.00
Capital Projects, Budgets & Grants		\$35,000.00	\$35,000.00	?	?	?	\$0.00
KLWTD Colleciton System Action Plan		\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Islamorada Colleciton System Action Plan***		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R&R Estimates from KLWTD R&R schedule (WWTP & Field)			\$1,662,600.00	\$0.00	?	?	\$0.00
General Future Capital Projecsts, dependent on grant funding.			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$15,819,193.33	\$2,282,883.83	\$18,102,077.17	\$5,909,215.85	\$0.00	\$8,166,522.17	\$32,051.50

* to be billed to Islamorada?

** Eligible for Resilient Florida grants, need to apply.

*** KL as Permittee is required by FDEP to make sure this gets done. The satute recommends that enforcement be required by local gov't ordinance. Islamorada to pay?

KLWTD FY26-FY30 Capital Projects Budget

FY27

Project	FY27 Capital Cost	FY27 Engineering Cost	FY27 Total Project Cost	FY27 Stewardship Allocation	FY27 ACOE Allocation	FY27 Resilience Grant Allocation	FY27 R&R Allocation
Odor Control at Vac Sations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Filtration Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Collection System Monitoring	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Power Conditioning and Elec Upgrades WWTP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQ Tank, Headworks & Screening	\$3,943,738.33	\$358,521.67	\$4,302,260.00	\$1,523,604.67	\$0.00	\$2,182,426.67	?
Ventilation Upgrades at VPSS	\$400,000.00	\$41,125.00	\$441,125.00	?	?	?	?
Operations Bldg Blower Upgrades				?	?	?	?
Service Connection Revisions				?	?	?	?
Vac Station Electrical Upgrades, Power Cond & Lightning	\$1,250,000.00	\$187,500.00	\$1,437,500.00	\$0.00	\$0.00	\$997,349.25	?
Replacement of Vacuum Pit Collars				?	?	?	?
Collection System SLR Elevation Phase 1 projects**	\$1,887,611.58	\$188,761.16	\$2,076,372.74	\$0.00	\$0.00	?	?
Vacuum Station Sewage Tanks Upgrades	\$4,125,000.00	\$200,000.00	\$4,325,000.00	?	?	\$997,349.25	?
Pipe Restoration WWTP				?	?	?	?
Sludge Conditioning Upgrades (membrane thickening)	\$476,437.50	\$105,875.00	\$582,312.50	?	?	?	?
Direct Potable Reuse & Pharmaceuticals				?	?	?	?
Flood Midigation at Vac Stations				?	?	?	?
Capital Projects, Budgets & Grants	\$1,712,719.13	\$190,302.13	\$1,903,021.25	?	?	?	?
KLWTD Colleciton System Action Plan				?	?	?	?
Islamorada Colleciton System Action Plan***				?	?	?	?
R&R Estimates from KLWTD R&R schedule (WWTP & Field)			\$1,662,600.00	?	?	?	?
General Future Capital Projecsts, dependent on grant funding.			\$0.00	\$0.00	\$0.00		
TOTALS	\$13,795,506.54	\$1,272,084.95	\$15,067,591.49	\$1,523,604.67	\$0.00	\$4,177,125.17	\$0.00

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KLWTD FY26-FY30 Capital Projects Budget

		FY28			
Project	FY28 Total Project Cost	FY28 Stewardship Allocation	FY28 ACOE Allocation	FY28 Resilience Grant Allocation	FY28 R&R Allocation
Odor Control at Vac Stations					
Filtration Upgrades					
Collection System Monitoring					
Power Conditioning and Elec Upgrades WWTP					
EQ Tank, Headworks & Screening	\$4,302,260.00	\$1,523,604.67	\$0.00	\$2,182,426.67	?
Ventilation Upgrades at VPSs					
Operations Bldg Blower Upgrades					
Service Connection Revisions					
Vac Station Electrical Upgrades, Power Cond & Lightning					
Replacement of Vacuum Pit Collars					
Collection System SLR Elevation Phase 1 projects**	\$2,076,372.74				
Vacuum Station Sewage Tanks Upgrades					
Pipe Restoration WWTP					
Sludge Conditioning Upgrades (membrane thickening)	\$2,682,392.14				
Direct Potable Reuse & Pharmaceuticals					
Flood Midigation at Vac Stations					
Capital Projects, Budgets & Grants	\$1,903,021.25				
KLWTD Colleciton System Action Plan					
Islamorada Colleciton System Action Plan***					
R&R Estimates from KLWTD R&R schedule (WWTP & Field)	\$1,662,600.00				
General Future Capital Projecsts, dependent on grant funding.	\$4,500,000.00	\$2,500,000.00	\$2,000,000.00		
TOTALS	\$17,126,646.14	\$4,023,604.67	\$2,000,000.00	\$2,182,426.67	\$0.00

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KLWTD FY26-FY30 Capital Projects Budget

		FY29				
Project	FY29 Total Project Cost	FY29 Stewardship Allocation	FY29 ACOE Allocation	FY29 Resilience Grant Allocation	FY269 R&R Allocation	
Odor Control at Vac Stations						
Filtration Upgrades						
Collection System Monitoring						
Power Conditioning and Elec Upgrades WWTP						
EQ Tank, Headworks & Screening						
Ventilation Upgrades at VPSS						
Operations Bldg Blower Upgrades						
Service Connection Revisions						
Vac Station Electrical Upgrades, Power Cond & Lightning						
Replacement of Vacuum Pit Collars						
Collection System SLR Elevation Phase 1 projects**	\$2,076,372.74					
Vacuum Station Sewage Tanks Upgrades						
Pipe Restoration WWTP						
Sludge Conditioning Upgrades (membrane thickening)	\$2,682,392.14					
Direct Potable Reuse & Pharmaceuticals						
Flood Midigation at Vac Stations						
Capital Projects, Budgets & Grants	\$1,903,021.25					
KLWTD Colleciton System Action Plan						
Islamorada Colleciton System Action Plan***						
R&R Estimates from KLWTD R&R schedule (WWTP & Field)	\$1,662,600.00					
General Future Capital Projecsts, dependent on grant funding.	\$4,500,000.00	\$2,500,000.00	\$2,000,000.00			
TOTALS	\$12,824,386.14	\$2,500,000.00	\$2,000,000.00	\$0.00	\$0.00	

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KLWTD FY26-FY30 Capital Projects Budget

FY30

Project	FY30 Total Project Cost	FY30 Stewardship Allocation	FY30 ACOE Allocation	FY30 Resilience Grant Allocation	FY30 R&R Allocation
Odor Control at Vac Sations					
Filtration Upgrades					
Collection System Monitoring					
Power Conditioning and Elec Upgrades WWTP					
EQ Tank, Headworks & Screening					
Ventilation Upgrades at VPSs					
Operations Bldg Blower Upgrades					
Service Connection Revisions					
Vac Station Electrical Upgrades, Power Cond & Lightning					
Replacement of Vacuum Pit Collars					
Collection System SLR Elevation Phase 1 projects**	\$2,076,372.74				
Vacuum Station Sewage Tanks Upgrades					
Pipe Restoration WWTP					
Sludge Conditioning Upgrades (membrane thickening)					
Direct Potable Reuse & Pharmaceuticals					
Flood Midigation at Vac Stations					
Capital Projects, Budgets & Grants	\$1,903,021.25				
KLWTD Colleciton System Action Plan					
Islamorada Colleciton System Action Plan***					
R&R Estimates from KLWTD R&R schedule (WWTP & Field)	\$1,662,600.00				
General Future Capital Projecsts, dependent on grant funding.	\$4,500,000.00	\$2,500,000.00	\$2,000,000.00		
TOTALS	\$10,141,993.99	\$2,500,000.00	\$2,000,000.00	\$0.00	\$0.00

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KLWTD FY26-FY30 Capital Projects Budget

Operating Budgets Notes	FY26	FY27	FY28	FY28	FY29	FY30
Operating costs for Collection System Action Plan Implementation	\$303,300.00	\$303,300.00	\$303,300.00	\$303,300.00	\$303,300.00	\$303,300.00
WWTP perming renewal (included permit fees)	\$35,000.00					
Deep Injection Well permit renewal (includes permit fees)				\$35,000.00		
Deep Injection well MJT				\$150,000.00		
PV System O&M Annual Contract WWTP + 25% for materials	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
PV System O&M Annual Contract Vac Stations + 25% for materials	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
PV System O&M Admin Bldg + 25% for materials	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Add capital costs if doing CSAP in-house