



Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Tuesday, April 7, 2026
4:00 PM

AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

Meeting link for computer, tablet, or
smartphone.

**[www.gotomeet.me/KLWTDclerkboard-
meeting](http://www.gotomeet.me/KLWTDclerkboard-meeting)**

**(Toll Free): 1 877 309 2073
(646) 749-3129**

Access Code: 578-583-005

BOARD MEMBERS:

Nicolas Rodriguez	Chairman
Timothy Maloney	Vice Chairman
Robert Majeska	Commissioner
Philip Schwartz	Commissioner

DISTRICT STAFF:

Peter Rosasco	General Manager
Nicholas Mulick	General Counsel
Shannon McCully	Clerk

MISSION STATEMENT:

"The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service."

Please mute cell phones.

A. CALL TO ORDER	
B. PLEDGE OF ALLEGIANCE	
C. ROLL CALL	
D. AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS	
E. PUBLIC COMMENT	
F. APPROVAL OF MINUTES OF PREVIOUS MEETING	
1. Minutes of March 17, 2026	4
G. GENERAL MANAGER	
1. Board of Commissioners Seat Vacancy	12
2. Florida Keys Day – Rep. Mooney Letter	19
H. ELECTION OF BOARD OFFICERS	
I. IT	
J. CUSTOMER SERVICE	
K. BUDGET AND FINANCE	
L. FIELD	
M. PLANT/FACILITIES	
1. Plant/Facilities Report – February 2026	21
N. CAPITAL PROJECTS	

O. ENGINEERING

1. Monroe County Winston Waterways Improvements - Conflict Cost Estimate 30

P. LEGAL

1. KLWTD Investment Policy – Resolution 03-2026 33

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO
WASTEWATER TREATMENT DISTRICT ADOPTING THE INVESTMENT POLICY
APPROVED BY THE BOARD OF COMMISSIONERS ON MARCH 17, 2026; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Q. COMMISSIONER'S ITEMS

R. ROUNDTABLE

S. ADJOURNMENT

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

Meeting Date:
April 7, 2026

Agenda Item Number: F-1

Action Required:
Yes

Department: Legal
Sponsor: Nicholas Mulick

Subject:
Minutes of March 17, 2026

Summary:
Staff to present the minutes of March 17, 2026, for approval.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Minutes

Approved By: 
General Manager

Date: 04/02/2026



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

MINUTES

CALL TO ORDER (A)

Chairman Nicolas Rodriguez called the meeting to order at 4:05 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

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 and Rob Mathers; IT Support Manual Santana

Guest: Family of Jerry Baker

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)

Approval of Agenda (D-1)

Chairman Rodriguez requested item *G-2 Jerry Baker Memorial* be presented before item *G-1 Army Corps of Engineers FKWQIP Update*

Motion: Commissioner Majeska made a motion to approve the Agenda as amended. Commissioner Maloney seconded the motion. Motion passed without objection.

PUBLIC COMMENT (E)

Name and Address:

Danny Powers, Key Largo
Jose Peixoto, Key Largo

Subject:

Board Seat Vacancy
Board Seat Vacancy

APPROVAL OF MINUTES (F)

Minutes of February 17, 2026 (F-1)

Motion: Commissioner Majeska made a motion to approve the Minutes of February 17, 2026. Commissioner Schwartz seconded the motion. Motion passed without objection.

GENERAL MANAGER (G)

Army Corps of Engineers FKWQIP Update (G-1)

Mr. Rosasco gave an update on FKWQIP.

Jerry Baker Memorial (G-2)

Chairman Rodriguez presented the Jerry Baker memorial plaque that will be hung at the KLWTD Plant.

KLWTD Staffing Update (Laydown) (G-3)

Mr. Rosasco announced Finance Manager Connie Fazio's retirement and discussed future staffing changes in the KLWTD administration office.

IT (H)

No report in agenda.

CUSTOMER SERVICE (I)

Customer Service Report – February 2026 (I-1)

Ms. Fazio presented the Customer Service monthly report.

BUDGET AND FINANCE (J)

Budget and Finance Report – February 2026

Ms. Fazio presented the Budget and Finance monthly report.

KLWTD Investment Policy (J-2)

Mr. Rosasco presented KLWTD's Investment Policy for approval.

Motion: Commissioner Maloney made a motion to adopt KLWTD's Investment Policy. Commissioner Schwartz seconded the motion.

Vote on Motion:

Commissioner Maloney – Aye

Commissioner Schwartz – Aye

Commissioner Majeska – Aye

Chairman Rodriguez – Aye

FIELD (K)

Field Report – February 2026 (K-1)

Mr. Perez presented the Field monthly report.

PLANT/FACILITIES (L)

Plant/Facilities Report – January 2026 (L-1_

Mr. Dempsey presented the Plant/Facilities monthly report.

Replacement Field Truck (L-2)

Mr. Dempsey requested approval to purchase a new truck for the Field Department.

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
Chairman Rodriguez – Aye**

CAPITAL PROJECTS (M)

Capital Projects Report – February 2026 (M-1)

Mr. Mathers presented the Capital Projects monthly report.

KLWTD Vacuum Stations Odor Control – Time-Only Change Order (M-2)

Mr. Suggs presented Change Order #2 for KLWTD’s Vacuum Station Odor Control project for approval.

Motion: **Commissioner Majeska made a motion to approve Change Order #2.
Commissioner Maloney seconded the motion.**

Vote on Motion:

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

Monroe County SLR – Twin Lakes Stormwater Conflicts with KLWTD Utilities (M-3)

Mr. Suggs gave a report on recent conflicts with KLWTD utilities and Monroe County Twin Lakes Stormwater Drainage project and requested direction on how to proceed. The Board requested Mr. Suggs prepare a plan with cost analysis.

ENGINEERING (N)

No report in agenda.

LEGAL (O)

Conservation Parcel Waiver Request – Resolution 02-2026 (O-1)

Mr. Mulick presented Resolution 02-2026.

Motion: **Commissioner Schwartz made a motion to adopt Resolution 02-2026.
Commissioner Maloney seconded the motion.**

Vote on Motion:

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

Board Vacancy Procedure (O-2) (Laydown)

Mr. Mulick discussed KLWTD's procedure for filling the current vacant Board seat.

COMMISSIONER ITEMS (P)

Summary of FKNS WQPP Steering Committee Meetings March 4th and 5th (P-1)

Commissioner Schwartz gave a report on the FKNS WQPP Committee Meeting in Marathon.

ROUNDTABLE DISCUSSION (Q)

No report.

ADJOURNMENT (R)

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

Nicolas Rodriguez, Chairman

Shannon McCully, Clerk

Seal _____

February 24, 2026

To: KLWTD General Manager Peter Rosasco and HR Manager Laura Weinstock:

Please consider this letter my official notice of retirement from full time employment at Key Largo Wastewater Treatment District, effective May 7, 2026. Wednesday May 6, 2026 will be my last official day in the office.

However, during the remainder of Fiscal Year 2026, I am willing and available to work 8-10 hours per week remotely during the Finance Department/Customer Service Dept. transition.

I've given a lot of thought to the transition, as I have been at KLWTD for more than 15 years, and want to make the changes in the departments as smooth as possible for the KLWTD staff. I plan on sharing my knowledge, information and tasks with KLWTD staff during the next few months while I am in-person at the office.

I have enjoyed my time of employment at KLWTD and greatly appreciate the support I have received from KLWTD management and the opportunity to finish my career with a well-respected utility and to be able to work with a wonderful group of people.

Sincerely,


Connie Fazio

MEMORANDUM

DATE: March 16, 2026
TO: Peter Rosasco, General Manager
CC: Shannon McCully
FROM: Nicholas W. Mulick, Esq., General Counsel
RE: Requirements for Filling a Vacancy on KLWTD Board of Commissioners

You have asked me to outline the procedures for filling a vacancy on the KLWTD Board of Commissioners.

Although, as a Special District, KLWTD is regulated by Florida Statutes, Chapter 168, it provides no guidance on the process for filling a Board vacancy. The Board Charter (“Charter”), however, does address Board vacancies in general. Section 5(6) of the Charter states, in pertinent part, that:

“If any vacancy occurs in a seat occupied by a governing Board member, the remaining members of the governing body shall, within 60 days after the vacancy occurs, appoint an eligible person to fill the vacant seat.”

Since Commissioner Heim resigned effective February 20, 2026, the Board must appoint her replacement by April 21, 2026. The Charter does not prescribe a procedure for making the appointment.

For example, the Charter does not specify how and when public notice of the vacancy must be given. Historically, the District has published twice weekly in local newspapers notice of a vacancy including instructions for applying for the position. The notice is also placed on the District’s website.

The vote to fill the vacancy takes place at a public meeting of the Board. Candidates are permitted to address the Board to discuss their qualifications. The chair then solicits nominations from the Board and once nominations are closed, a vote is taken. The candidate receiving the majority of the votes cast will be declared the winner. If necessary, the Board must continue to vote until a candidate receives a majority of the votes cast. The Board may not vote by secret ballot.

The Charter states that if a vacancy “occurs before the 30th day immediately before the first day set by law for qualifying for election to a special district office,” the appointee must run for election at the next general election.

According to the Monroe County Supervisor of Elections’ website, the 30th day before the first day of qualifying (June 8, 2026) is May 9, 2026. Since Commissioner Heim’s resignation was effective February 20, 2026, the appointee to fill her position will serve until the first meeting of the Board after the general election, unless the appointee runs for and is elected for a regular four-year term.

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

Meeting Date:
April 7, 2026

Agenda Item Number: G-1

Action Required:
Yes

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
Board of Commissioners Seat Vacancy

Summary:
The Board will discuss applicants to fill the vacant Board of Commissioner's seat.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. John Brook Resume
2. Matthew Hardee Resume
3. Anna Moon Resume

Approved By: 
General Manager

Date: 04/02/2026

John E. Brooke, CHA

133 3rd Lane | Key Largo, FL 33037 | Brookesea@Comcast.net | 305.632.7068

Objective:

Results-oriented hotel executive with a proven track record in P&L management, strategic planning, and team leadership, seeking a challenging leadership position to leverage expertise in optimizing operational efficiency and driving revenue growth.

Education: *Cornell University School of Hotel Administration, BS - January 1991*

Professional Highlights:

- P&L responsibility for a \$100 million portfolio, achieving consistent annual revenue growth.
- Successful management of 9 PIPs valued at over \$34 million across multiple brands and states.
- 20+ years of demonstrated ability in building high-performing teams and fostering a dynamic business culture.
- Proven competency in aligning and motivating sales and management teams to drive revenue growth.
- An intimate operator and investor with a deep understanding of hotel operations, acquisition, and development.
- Impeccable reputation for creating trust-based relationships, adding long-term shareholder value.
- Guest Lecturer at Robert Morris University.
- Executive Committee Board Member – Illinois Hotel & Lodging Association (June '17-Nov. '19).
- Co-author of "Planning and Managing Capital Expenditures – CapEx 2007."

Skills:

- Strategic Planning
- Team Leadership
- Financial Analysis
- Project Management
- Strong Excel User
- Revenue Management
- Negotiation
- Crisis Management
- Relationship Building

Professional Experience:

The College of the Florida Keys Oct. 2022 – Present

Manager, Facilities and Security Operations

- Building Manager of CFK's Upper Keys Center.
- Manager of finances for both the UKC and Key West facilities department
- Management of Security and Custodial staff at UKC.

Small Business Administration June 2020 – June 2022

EIDL Large Loan Officer

- Under writing and analyzing large loans for the SBA Office of Disaster Assistance during Covid-19 - analyze property operating performance through review of operating statements, rent rolls and leases
- Review and provide recommendations for credit analysis, debt service coverage and future modeling of cash flows.
- Member of the Congressional Response Team

Janko Hospitality, Chicago, IL June 2012 – November 2019

President/Chief Operating Officer

- Responsibilities included the oversight and management of the management company, development of budgets and business plans and overseeing capital expenditures for the hotels.
- Over half of our portfolio ranked in top 10% of their brand for 2019, 3 of the 12 ranked in the top 20.
- First year increased operating revenues 6.5% and net operating income of the portfolio 8.2%. Second year operating revenues increased 7.3% and NOI 6.7%. Management Company revenues increased 10.2% and NOI increased 128%.

- Successfully switched the property accounting to the Uniform System of Accounts for Hotels. New Chart of Account developed in 2014 and the migration to M3 Acknowledge Accounting Software.
- From 2014 through 2019 we managed six PIP's (\$8,000,000 total) and opened 6 hotels.
- In 2017 Janko Hosp. was approved as a Hyatt, Marriott and Hilton Full-Service Operator and taking over the management of the 424 room Marriott Chicago/Naperville hotel.
- Assisted Ownership in the developed of 8 hotels (3 Hyatt House, 3 Hyatt Place, 1 Hilton Tapestry, 1 Holiday Inn Express) properties over the last two years.
- Revamped the revenue management strategy for the company that resulted in an average RevPAR Index improvement of 14% for 2018.

Superhost Hospitality Nov. 2010 – June 2011

Vice President of Operations

- Responsibilities included the development of budgets and business plans, overseeing capital expenditures, assisting the ownership in negotiations with their bank and looking for new development and third-party management opportunities.
- Updated the accounting system for the hotel company to the Uniform System of Accounts for Hotels, trained and re-trained staff members in the finer details of service and worked with the franchisor in the development project for ownership.
- The position transitioned into working daily with the general contractor, engineers, and architects on the development of the Homewood Suites by Hilton on behalf of the owners to be able to get the project open on time and on budget.

Rosbottom Interests Oct. 2008 – Nov. 2009

Vice President of Asset Management/Hospitality Operations

- Hired to take over the day-to-day oversight of the principal's three hotel assets, hotel management company and to work on the development of new hotel deals.
- Responsibilities included the development of budgets and business plans, overseeing capital expenditures and looking for new development opportunities.
- During this difficult economic time, a successful 13-week crisis management plan was implemented, thus putting the hotels on a foothold of managing to liquidity.
- F&B profits were 12% in the first year of internal operations; successful in obtaining a new lease on the restaurant with a culinary school.

The Gencom Group, Miami, FL Feb. 2005 – Sept. 2008

Vice President – Asset Management

- Hired to oversee the purchase of six Summerfield Suites by Wyndham hotels and assisted in the disposition of the hotels and the brand in January 2006 to Hyatt Hotels Corp.
- Responsibilities included the development of budgets and business plans, overseeing capital expenditures, providing updates to Wall St. Partners and looking for new development opportunities.
- The entire portfolio that I managed consisted of twenty-one hotels across the country and two in the Bahamas. The portfolio was split between nine full-service hotels and twelve limited feature hotels.
- Developed plans to raise the RevPAR in the portfolio 12% through a re-deployment of the portfolio's customer base and pricing strategy.
- Asset Manager in charge of nine different renovation projects during 2007-2008 with budgets more than \$34,000,000.

Matthew K. Hardee, Esq.

Attorney

OBJECTIVE

To become more engaged with the community which has shaped me as a person since childhood. Growing up locally, followed by eight (8) years practicing law, gives me a unique mixture of local knowledge, advanced education, and legal experience which will provide great benefit to our Wastewater Treatment District.

EXPERIENCE

ATTORNEY AT HUTCHISON & TUBIANA, PLLC

103401 Overseas Hwy, Key Largo, Florida 33037

March 2018 – Present

- Lead counsel in complex litigation involving construction defects, real property disputes, and high-value infrastructure-related claims.
- Extensive experience analyzing contracts, liability exposure, and regulatory frameworks affecting development and public systems.
- Conducted dozens of bench trials, 50+ mediations, and hundreds of evidentiary hearings, sharpening decision-making under pressure.
- Regularly advise on risk allocation, compliance issues, and long-term financial implications of disputes.

LAW CLERK

Summer 2013, 2014, & 2015

While on summer break from law school courses, I was employed by Roper & Roper, P.A. in Orlando, Florida, where I assisted with defending Section 1983 actions brought against various counties, municipalities, and school districts by individuals claiming civil rights violations.

EDUCATION

Florida International University, 2015

Juris Doctorate

University of Central Florida, 2012

B.A. in Political Science

CONTACT

Mhardee305@gmail.com

(305) 896-9915

Key Largo, Florida

ABOUT ME

I was born and raised in the Upper Keys before obtaining my undergraduate degree in Orlando, Florida. I then went on to obtain my law degree in Miami, Florida, before returning to practice in Key Largo. I have worked with David Hutchison, Esq. since March of 2018. We litigate several areas of law, including but not limited to real property, criminal, family, land use, and construction.

RELEVANT SKILLS


- * Regulatory and statutory interpretation
- * Infrastructure and construction dispute analysis
- * Familiarity with local development patterns and environmental considerations in the Keys
- * Long-term resident with vested interest in community sustainability

Anna M. Moon

Tax Attorney

I am an Estate Planning and Tax Attorney who has only lived in Key Largo for two years. I am eager to be involved in the local community and give back to those around me. While my expertise is tax law, I am passionate about civic involvement, environmental protection, and safe living conditions for all residents and visitors of my home, Key Largo, Florida.

anna47mae@yahoo.com 

(615) 428-7123 

linkedin.com/in/annamoon21 

Key Largo, Florida 

References upon request.

Bar Associations

- Member in good standing of the State Bar of Florida.
- Member in good standing of the State Bar of Tennessee.

Professional Experience

Associate Tax Attorney

Catarineau & Catarineau, Tavernier, FL
Joe Catarineau, PA, Tavernier, FL

November 2025 - Present

- Proficient in creating estate plans with clients and in drafting and executing estate planning documents.
- Resourceful tax strategist for tax planning.
- Expert in tax return preparation for a variety of federal and state tax returns.
- Skilled in communication and correspondence with IRS agents and representatives.
- Excellent written and verbal communication with clients, their family members, and the general public.

Tax Senior Associate

LBMC, PC, Brentwood, TN

July 2025 - October 2025

- Prepared and reviewed complex federal and state income tax returns primarily for businesses.
- Prepared tax provisions, estimates and tax planning for tax return preparation and client planning.
- Researched and analyzed complex tax issues relating to business, state and local, and foreign tax returns.
- Analyzed IRS notices, drafted responses, and corresponded with IRS representatives and agents.
- Developed and conducted in-house training as well as trains and supervises staff.
- Was a legal and tax resource for staff, managers, and partners.

Tax Staff Associate

LBMC, PC, Brentwood, TN

February 2022 – July 2025

- Prepared federal and state income tax returns for businesses, real estate, exempt organizations, trusts, and individuals.
- Analyzed financial data and supporting documents to prepare accurate tax returns.
- Maintained accurate records and documentation of client accounts and tax returns.
- Researched tax issues and analyzed tax regulations.
- Prepared research memoranda, written correspondence, and other documents submitted to the IRS.
- Proficient in tax preparation and supporting software, and in Microsoft Suite.

Education

LL.M. in Taxation

University of Florida Levin College of Law - Gainesville, FL

Graduated: May 2020

- LL.M. GPA 3.48
- Relevant Coursework Completed: Corporate Taxation I & II, Partnership Taxation, Taxation of Gratuitous Transfers, Income Taxation of Estates & Trusts, Estate Planning, State & Local Taxation, Taxation of Property Transfers, Civil Tax Procedure, Tax Policy.

J.D.

Lincoln Memorial University Duncan School of Law - Knoxville, TN

Graduated: May 2019

- J.D. GPA 3.18
- Dean's List (Spring 2017 & Spring 2019)
- CALI Award in Estate Planning and Drafting (Spring 2019)

Bachelor of Arts: Foreign Languages & Literatures

Middle Tennessee State University - Murfreesboro, TN

Graduated: May 2011

- B.A. GPA 3.46
- Dean's List (Fall 2007, Fall 2009, Spring 2010 & Spring 2011)

Skills

- | | | |
|------------------------------------|-------------------|--------------------|
| • Analytical | • Time Management | • Adaptable |
| • Organized | • Team Player | • Customer Service |
| • Written and verbal communication | • Self-motivated | • Problem Solving |

Software Skills

- Microsoft Suite
- Excel
- Adobe Acrobat
- LexusNexus
- WestLaw
- CaseWare
- CCH Access & ProSystems fx
- CorpTax
- OneSource
- SurePrep
- CS UltraTax
- CS Professional Suite
- Checkpoint
- GoFileRoom
- Bloomberg BNA

Additional Work History

Legal Extern

Rutherford County District Attorney, Murfreesboro, TN

Summer 2017

Scanned, converted, and organized records into electronic format for evidence and trial purposes. Attended depositions, trial meetings, court proceedings, and prepared summaries on cases. Performed legal and general research, drafted memoranda, and correspondence.

Certified Pharmacy Technician

Walmart Inc., Murfreesboro, TN

2010-2019

Answered incoming phone calls and addressed questions from customers and healthcare providers. Completed paperwork, entered medical and billing information. Consulted with insurance company representatives to complete claims processing, resolve concerns and reconcile payments. Communicated directly with doctors' offices via telephone, fax, and email.

Customer Sales Associate

Walmart Inc., Murfreesboro, TN

2007-2010

Rotated merchandise according to supervisor direction, maintaining fresh and attractive sales floor displays. Provided optimal customer engagement, resulting in increased sales conversions. Maintained specialized knowledge of departmental merchandise to support customer questions and inform buying decisions.

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

Meeting Date:
April 7, 2026

Agenda Item Number: G-2

Action Required:
No

Department:
General Manager

Sponsor:
Peter Rosasco

Subject:
Florida Keys Day - Rep. Mooney Letter

Summary:
Mr. Rosasco will present a letter from Rep. Jim Mooney to the Board.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Letter from Rep. Jim Mooney

Approved By:  Date: 04/02/2026
General Manager



March 10, 2026

KLWTD
Attn: Connie Fazio
103355 Overseas Hwy
Key Largo, FL 33037

Dear Connie,

I would like to take this opportunity to express my sincere appreciation for your sponsorship of Florida Keys Day 2026. With over 80 participants traveling from the Keys to Tallahassee, our delegation engaged in valuable and productive meetings with state leaders. Hundreds turned out for the Seafood Celebration and Happy Hour on the 22nd floor of the Capitol, including legislators and their staff. This year's event was both meaningful and memorable—bringing the warmth and spirit of the Florida Keys to an unusually cold day in Tallahassee. Your continued commitment to this important occasion plays a vital role in strengthening awareness of the Florida Keys and the significant contributions our island chain makes to the state.

Thank you once again for your generous sponsorship. I truly hope you will join us again for another successful and engaging Florida Keys Day in 2027.

Warm Regards,

A handwritten signature in black ink that reads 'James v. Mooney'.

Jim Mooney
State Representative
District 120

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

Meeting Date:
April 7, 2026

Agenda Item Number: M-1

Action Required:
No

Department: Plant/Facilities Sponsor: Ryan Dempsey

Subject:
Plant/Facilities Report - February 2026

Summary:
Mr. Dempsey will present the Plant/Facilities monthly report.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Monthly Report

Approved By:  Date: 04/02/2026
General Manager

Wastewater Treatment Plant Operations

The wastewater treatment plant processed an average of 2.02 million gallons of influent per day (MGD). The Treatment Plant remains in compliance with the Florida Department of Environmental Protection (FDEP) guidelines.

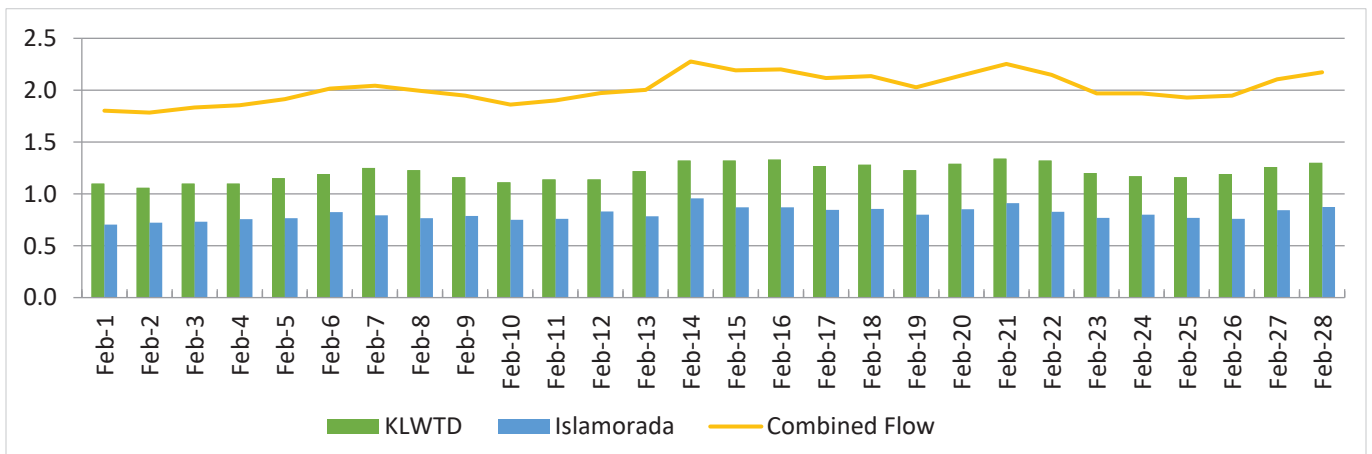
Effluent Quality Reports (mg/L)

Determines the quality of discharge from the wastewater treatment plant.

Effluent Quality Report	February 2026 Plant Performance	12 Month Average Plant Performance	Effluent Limits
CBOD5 (Carbonaceous Biochemical Oxygen Demand)	2	2.2	5
TSS (Total Suspended Solids)	.6	1.1	5
TN (Total Nitrogen)	5	3.6	Report only
TP (Total Phosphorous)	.4	.7	Report only

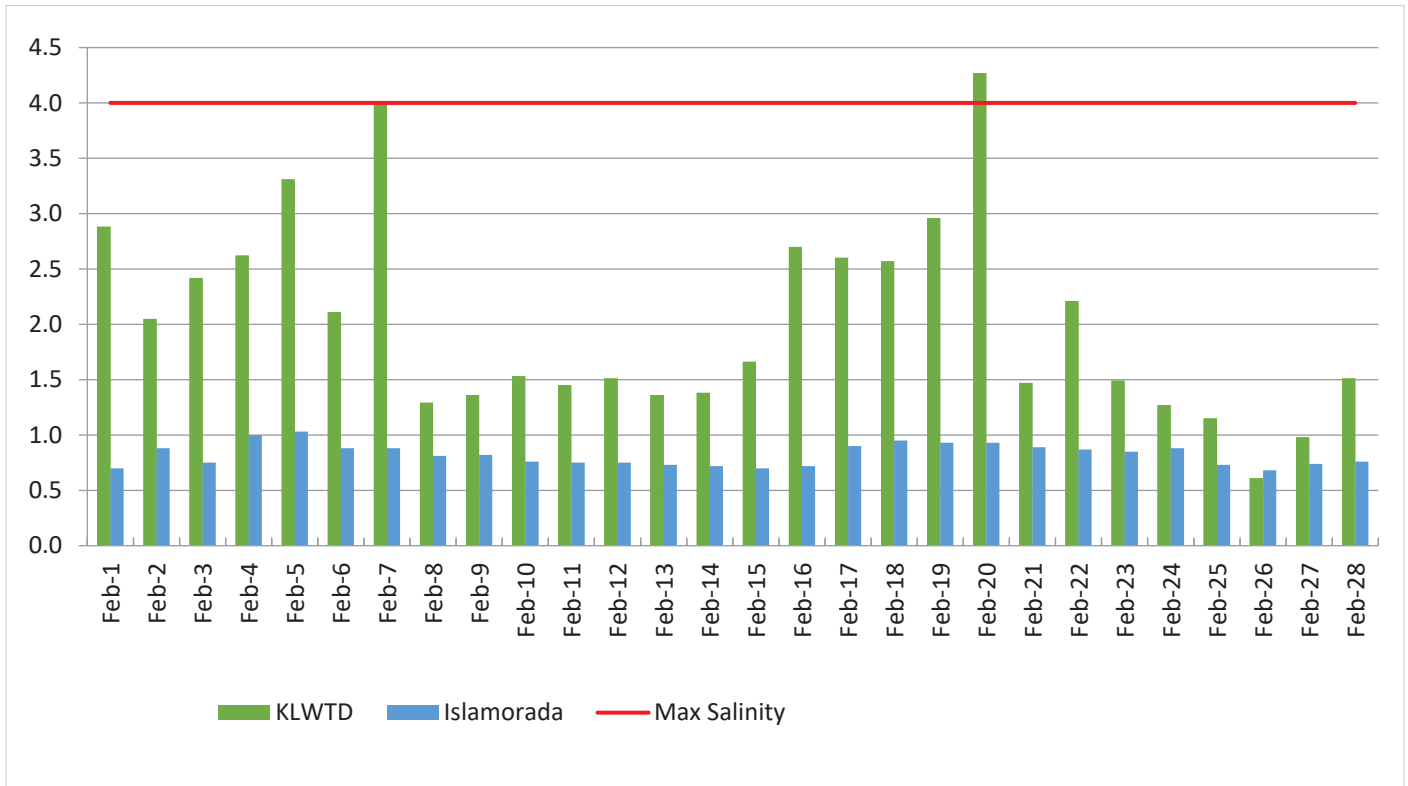
Daily Flow (MGD)

The total flow of influent through the wastewater treatment plant each day.



Daily Peak Salinity (PPT)

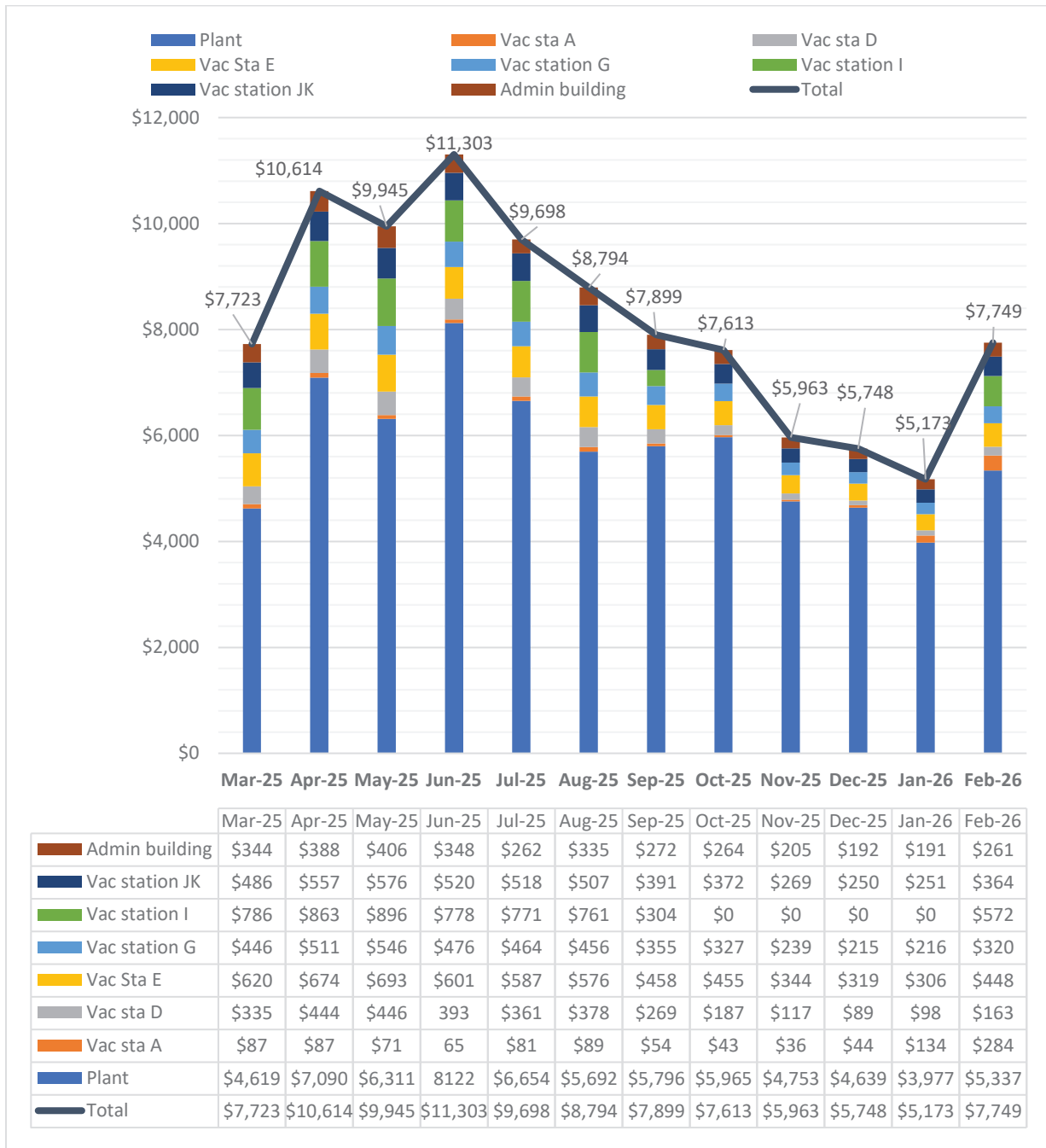
The daily peak salinity for the current month.



Islamorada

Average Daily Flow: .806 MGD
 Highest Daily Flow: .957 MGD
 Monthly Peak Salinity: 1.0 PPT
 Days over 4.0 PPT Salinity: 0
 3-month average of Islamorada flow capacity (1.104 MGD): 69%

Solar Production Report

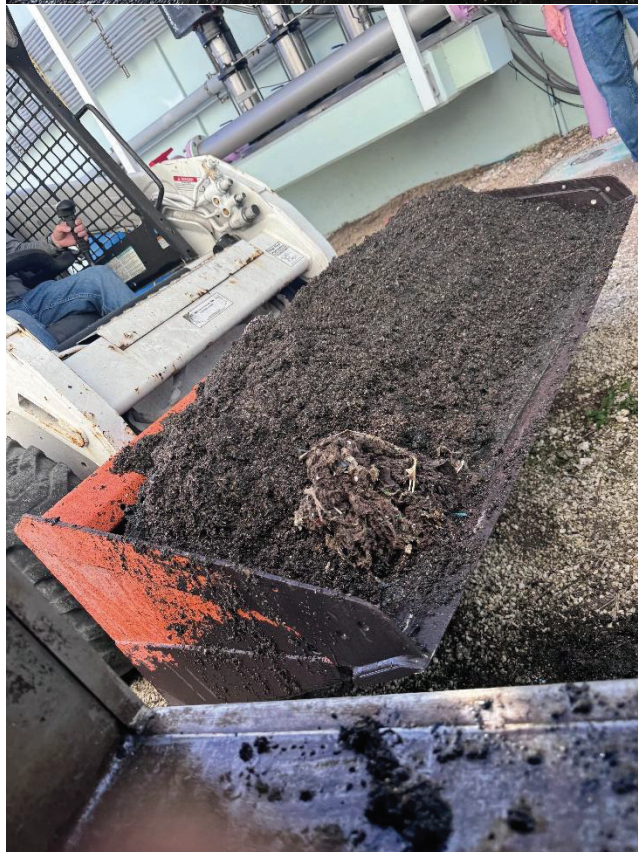


12 month production estimate for all sites: \$98,222

Post Equalization Basin cleaning and inspection







Facilities staff industrial-ASME B31.3 Bonder qualification training/test





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

Meeting Date:
April 7, 2026

Agenda Item Number: O-1

Action Required:
No

Department:
Engineering

Sponsor:
Steve Suggs

Subject:
Monroe County Winston Waterways Improvements - Conflict Cost Estimate

Summary of Discussion:

A memo will be presented outlining Apex Opinion of Probable Cost associated with Monroe County's Winston Waterways Stormwater Improvements Project.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$ 5,014,348.13
Expense
Funding Source:
N/A
Budgeted:
Partially

1. Opinion of Probable Cost -
KLWTD Utility Conflict Resolutions
Memo

Approved By: 
General Manager

Date: 04/02/2026

MEMORANDUM

To: KLWTD Board of Commissioners

From: Richard Lindsay

Date: April 1, 2026

RE: Preliminary Opinion of Probable Cost – KLWTD Utility Conflict Resolutions Associated with Winston Waterways Stormwater Improvements

This memorandum is provided to present a preliminary opinion of probable cost for anticipated Key Largo Wastewater Treatment District (KLWTD) utility conflict resolution work associated with Monroe County’s proposed Winston Waterways Stormwater Improvements project. The attached cost estimate is based on review of the most recent 90% design submission prepared by HDR and WSP, together with KLWTD record information currently available to Apex.

ENGINEER'S OPINION OF PROBABLE COST (OPC) - Winston Waterways Conflict Resolution				
Conflict Resolution	Quantity	Units	Unit Cost	Total Cost
Vacuum Main Reroute				
Mobilization (5%)	1	LS	\$ 177,450.00	\$ 177,450.00
Bonds & Ins (2.5%)	1	LS	\$ 88,725.00	\$ 88,725.00
Subtotal:				\$ 266,175.00
Vacuum Main Reroute				
Tamarind Rd.	1900	LF	\$ 250.00	\$ 475,000.00
La Paloma Rd.	2700	LF	\$ 250.00	\$ 675,000.00
Valencia Rd	320	LF	\$ 250.00	\$ 80,000.00
Blue Heron Ln.	1	LS	\$ 18,000.00	\$ 18,000.00
2nd Ln.	200	LF	\$ 250.00	\$ 50,000.00
3rd Ln.	200	LF	\$ 250.00	\$ 50,000.00
4th Ln.	200	LF	\$ 250.00	\$ 50,000.00
5th Ln.	1	LS	\$ 12,000.00	\$ 12,000.00
6th Ln.	1	LS	\$ 12,000.00	\$ 12,000.00
7th Ln.	1	LS	\$ 12,000.00	\$ 12,000.00
Cardinal Ln.	1	LS	\$ 12,000.00	\$ 12,000.00
Reconnection of Service Laterals	100	EA	\$ 2,500.00	\$ 250,000.00
Subtotal:				\$ 1,696,000.00
New Vacuum Pit Install	64	EA	\$ 20,000.00	\$ 1,280,000.00
Vacuum Pit Adjustments				
Pit Adjustment	24	EA	\$ 12,000.00	\$ 288,000.00
Rim Adjustment	2	EA	\$ 4,000.00	\$ 8,000.00
Subtotal:				\$ 11,384.62
Cleanout Adjustment	12	EA	\$ 6,000.00	\$ 72,000.00
Concrete Encasement	9	EA	\$ 4,000.00	\$ 36,000.00
Restoration (5% Construction)	1	LS	\$ 169,000.00	\$ 169,000.00
Construction Subtotal:				\$ 3,815,175.00
CEI (7.5% of Construction) Subtotal:				\$ 286,138.13
Estimated Design (Based on Current Progress) Subtotal:				\$ 150,000.00
Project Total Cost:				\$ 4,251,313.13
Contingency (20% of Construction)				\$ 763,035.00
Project Total Cost with Contingency:				\$ 5,014,348.13

The purpose of this estimate is to provide the Board with a planning-level understanding of the potential magnitude of work and associated cost exposure resulting from conflicts identified between the proposed stormwater improvements and existing KLWTD infrastructure. The estimate includes anticipated vacuum main reroutes, new vacuum pit installations, vacuum pit adjustments, cleanout adjustments, and localized concrete encasement where necessary to maintain separation and protect existing facilities.

This estimate has been developed using KLWTD record drawings, available as-built information, and the utility conflict information presently reflected in the 90% plans. As such, the estimate should be understood as preliminary in nature. Ongoing coordination between KLWTD, Apex, HDR, and WSP continues to identify and refine conflict locations, particularly as additional information becomes available regarding private property drainage connections and more precise field understanding of KLWTD utility locations. For that reason, many individual line-item quantities remain subject to change as design advances and conflict resolutions are further developed.

The attached estimate also includes a 20% contingency. This contingency is intended to account for additional conflicts and adjustments that may be confirmed during field verification and construction, including discrepancies between record information and actual installed utility conditions. Given the nature of the project and the density of existing facilities within the corridor, some variation in final quantities and means of resolution should be anticipated.

In several cases, proposed resolutions may require coordination with individual property owners. This is particularly true where cleanout adjustments, vacuum pit relocations, or service modifications affect private-side piping or require work near or within private property access areas. Accordingly, final implementation of certain conflict resolutions may depend not only on engineering refinement, but also on property owner coordination and approval.

It should also be noted that HDR and WSP have been cooperative throughout the recent coordination process and have demonstrated a willingness to adjust elements of the proposed stormwater design, where feasible, in order to avoid conflicts with KLWTD infrastructure or to assist in facilitating utility relocation efforts. That ongoing coordination remains important and may reduce the extent of some currently anticipated relocations as design progresses.

Based on the current review of the 90% submittal, on-going coordination efforts, and available KLWTD records, the attached preliminary opinion of probable cost indicates an estimated total project cost, inclusive of construction, engineering, CEI, and contingency, of **\$5,014,348.13**. This estimate is intended for budgeting and planning purposes only and should be expected to evolve as additional design coordination, field verification, and conflict resolution analysis are completed.

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

Meeting Date:
April 7, 2026

Agenda Item Number: P-1

Action Required:
Yes

Department: Legal
Sponsor: Nicholas Mulick

Subject:
KLWTD Investment Policy - Resolution 03-2026

Summary:
Mr. Mulick will present Resolution 03-2026 adopting KLWTD's Investment Policy. The Draft Policy was approved at that March 17, 2026, meeting.

Reviewed / Approved

Financial Impact

Attachments


Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$

Funding Source:
N/A

Budgeted:
N/A

1. Resolution 03-2026
2. KLWTD Investment Policy

Approved By: 
General Manager

Date: 04/02/2026

RESOLUTION NO. 03-2026

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ADOPTING THE INVESTMENT POLICY APPROVED BY THE BOARD OF COMMISSIONERS ON MARCH 17, 2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 4 (2) of the Key Largo Wastewater Treatment District (“the District”) Charter authorizes the Board of Commissioners (“the Board”) to adopt rules, regulations, policies, and procedures as necessary for the effective exercise of its powers; and

WHEREAS, the Board has been advised by its financial auditor to adopt a formal policy governing the investment of the District’s public funds; and

WHEREAS, the Board considers it of utmost importance to implement an investment policy that places the highest priority on the safety, liquidity, and investment income of public funds under its management; and

WHEREAS, at its regular public meeting held on March 17, 2026, the Board approved for adoption an investment policy that establishes objectives and standards of performance, defines authorized investments, and imposes limits on the composition and diversity of the District’s investment portfolio.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

Section 1. RECITALS. The above recitals are true and correct and incorporated into this Resolution by reference.

Section 2. ADOPTION OF INVESTMENT POLICY. The Board hereby adopts the District’s Investment Policy in the form and substance of Exhibit A to this Resolution.

Section 3. EFFECTIVE DATE. The District’s Investment Policy, as adopted herein, shall become effective immediately.

Section 4. AUTHORIZATION OF DISTRICT OFFICIALS. The General Manager and/or his designees and General Counsel are authorized to take all actions necessary to implement the terms and conditions of this Resolution.

RESOLVED AND ADOPTED THIS 7TH DAY OF APRIL 2026.

The foregoing RESOLUTION was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and, being put to a vote, the result was as follows:

	AYE	NAY
Chairman Rodriguez	_____	_____
Commissioner Maloney	_____	_____
Commissioner Schwartz	_____	_____
Commissioner Majeska	_____	_____
Vacant	_____	_____

The Chairman thereupon declared this Resolution duly passed and adopted the 7th day of April 2026.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: _____
Nicolas Rodriguez, Chairman

ATTEST:

Approved as to form and legal sufficiency:

Shannon McCully, Clerk

Nicholas W. Mulick, General Counsel

SEAL

**INVESTMENT POLICY
KEY LARGO WASTEWATER TREATMENT DISTRICT**

DRAFT

I. PURPOSE

The purpose of this statement is to set forth the policy and objectives governing the investment management of the Key Largo Wastewater Treatment District's public funds that are in excess of the amounts needed to meet current expenses. This investment policy places the highest priority on the safety and liquidity of funds.

II. SCOPE

This investment policy applies to all the investment activity of the District, except for its employees' 457(b) retirement funds, which are organized and administered separately, or for funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds.

Funds included:

- ◆ Enterprise Fund

III. OBJECTIVES

The primary objectives, in priority of order, of investment activities shall be safety of principal, liquidity of funds, and maximizing investment income.

A. Safety

Safety of principal is the foremost objective of investment activities. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. All other investment objectives are secondary to the safety of principal. The objective will be to mitigate credit risk and interest rate risk.

1. **Credit risk.** Credit risk, the risk of loss due to the failure of the security issuer or backer, will be minimized by:
 - a. limiting investments to the safest types of securities,
 - b. pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business,
 - c. diversifying the investment portfolio so that potential losses on individual securities will not place an undue financial burden on the District, and
 - d. monitoring all of the District's investments to anticipate and respond appropriately to changing market conditions.

- 2. Interest Rate Risk.** The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
- a. structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
 - b. investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools unless it is anticipated that long-term securities can be held to maturity without jeopardizing the liquidity requirements.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that the securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Portions of the portfolio may be placed in interest-bearing checking/savings accounts with qualified public depositories, Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency, or local government investment pools which offer same-day or next-day liquidity for short-term funds.

C. Investment Income

Without compromising safety and liquidity, the highest possible total return should be obtained on the District's funds. Income will include interest/dividends received as well as any realized or unrealized gains and losses of principal of the underlying security.

IV. PERFORMANCE MEASUREMENTS

The investment income objective is to regularly exceed the average rate of return on three month U. S. Treasury Bills, or the average rate on Federal Funds, whichever is higher. These indices are considered benchmarks for risk-free investment transactions and therefore comprise a minimum standard for the portfolio's rate of return. The investment program may seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.

V. PRUDENCE AND ETHICAL STANDARDS

A. Prudence

The standard of prudence to be used shall be the "prudent person rule", which states that:

Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence,

discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for the investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

The Finance Director, or other persons performing the investment functions, acting in accordance with written policies and procedures, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported immediately and that appropriate action is taken to control adverse developments.

B. Ethical Standards

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

VI. AUTHORIZED INVESTMENTS

The District may invest and reinvest pursuant to Florida State Statute 218.415, in accordance within the objectives stated in subsection III, in the following:

- ◆ Interest-bearing checking or savings accounts in qualified public depositories as defined in Florida State Statute 280.02
- ◆ Interest-bearing time deposits in qualified public depositories as defined in Florida State Statute 280.02.
- ◆ The Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in Florida State Statute 163.01.
- ◆ Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- ◆ Direct obligations of the United States Treasury.
- ◆ Federal agencies and instrumentalities.
- ◆ Securities of, or interest in, any open-end or closed-end management-type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. sections 80a-1 et seq., as amended from time to time, provided that the portfolio of such investment company or investment trust is limited to obligations of the United States Government or any agency or instrumentality thereof and to repurchase agreements fully collateralized by such United States Government obligations, and provided

that such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian.

- ◆ Other investments authorized by law or by ordinance by the District.

VII. MATURITY AND LIQUIDITY REQUIREMENTS

The District investment portfolio shall be structured to provide sufficient liquidity to pay obligations as they come due. Furthermore, to the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than three years from the date of purchase.

VIII. PORTFOLIO COMPOSITION

1. The following are the limits for investments and limits on security issues and maturities in the portfolio. The Finance Director has the option to further restrict investment in selected instruments, to conform to the present market conditions.

<u>Authorized Investments</u>	<u>Maturity Range</u>	<u>Maximum %</u>
Interest-bearing checking or savings accounts	N/A	100%
Interest-bearing time deposits	3 years	50%
The Local Government Surplus Funds Trust Fund /intergovernmental investment pool	N/A	80%
Securities and Exchange Commission registered money market funds	N/A	50%
Direct obligations of the United States Treasury	5 years	80%
Federal agencies and instrumentalities	5 years	80%
Open-end or closed-end management-type investments/trusts	5 years	10%
Repurchase agreements fully collateralized with securities authorized by this policy	3 years	50%

IX. RISK AND DIVERSIFICATION

Assets held shall be diversified to control the risk of loss resulting from the over concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which these instruments are bought and sold. Diversification strategies shall be reviewed and revised periodically as deemed necessary by the Finance Director.

X. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security brokers/dealers selected by creditworthiness.

XI. THIRD-PARTY CUSTODIAL AGREEMENTS

All securities purchased by the District shall be properly designated as an asset of the District and shall be held in safekeeping with a third-party custodial institution. The third-party custodian will be required to designate all securities held as assets of the District. No withdrawal of securities, in whole or in part, shall be made from safekeeping, except by the Finance Director, or his/her respective designees. Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.

XII. BID REQUIREMENT

An appropriate maturity date will be determined for each investment based on cash-flow needs and market conditions. Based on these considerations, the Finance Director will analyze and select one or more optimal types of investments and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the bid deemed to best meet the investment objectives specified in subsection III must be selected.

XIII. INTERNAL CONTROLS

The Finance Director shall establish a system of internal controls designed to prevent losses of funds, which might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District. Such internal controls shall be in writing and made a part of the District's operating procedures and shall be reviewed by independent auditors during the course of periodic financial audits as may be required of the District.

XIV. CONTINUING EDUCATION

The Finance Director shall complete eight (8) hours of continuing education annually in subjects or courses related to investment practices and products.

XV. INVESTMENT REPORTING

The Finance Director shall prepare a semi-annual investment report, which shall include securities in the portfolio by class and type, book value, income earned, and market value as of the report date. The report will be provided to the legislative and governing body of the District. The report shall be available to the public.

XVI. SECURITIES; DISPOSITION

A. Every security purchased on behalf of the District must be properly earmarked and:

1. If registered with the issuer or its agents, must be immediately placed for safekeeping in a location that protects the District's interest in the security;
2. If in book entry form, must be held for the credit of the governing body by a depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Florida Statute Section 658.12, or by a national association organized and existing under the laws of the United States which is authorized to accept and exercise trusts and which is doing business in the State of Florida, and must be kept in the depository in an account separate and apart from the assets of the financial institution; or
3. If physically issued to the holder but not registered with the issuer or its agents, must be immediately placed for safekeeping in a secured vault.

B. The District may also receive bank trust receipts in return for investment of surplus funds in securities. Any trust receipts received must enumerate the various securities held, together with the specific number of each security held. The actual securities on which the trust receipts are issued may be held by any bank depository chartered by the Federal Government, the State of Florida, or any other state as defined in Florida State Statute 658.12, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida.

XVII. SALE OF SECURITIES

When invested funds are needed in whole or in part for the purposes originally intended or for more optimal investments, the Finance Director may sell such investments at the then-prevailing market price and place the proceeds into the proper account or fund.

XIX. POLICY CONSIDERATIONS

1. Exemptions

Any investment held prior to the adoption of this policy that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis. The KLWTD Board of Commissioners must approve any changes, as well as the individual(s) charged with maintaining internal controls.

XX. Delegation of Authority

The Finance Director is responsible for investment decisions and activities. The District may retain a Registered Investment Advisory Firm to assist in the investment management process. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established hereunder.

Authorized signatories are the Finance Director and the Chairman of the Board of Commissioners. These individuals are also authorized to initiate wire transfers for the District.