

# 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 4<sup>th</sup> and 5<sup>th</sup> (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 Rodriquez, 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 30<sup>th</sup> 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 30<sup>th</sup> 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.