

# 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

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## 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.

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## 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.

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## EDUCATION

### **Florida International University, 2015**

Juris Doctorate

### **University of Central Florida, 2012**

B.A. in Political Science

## CONTACT

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(305) 896-9915

Key Largo, Florida

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## 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.

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## 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.

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## Bar Associations

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

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## Professional Experience

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### **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.

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**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.

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## Education

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**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)

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## Skills

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

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## Software Skills

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

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## Additional Work History

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### **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.