

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

Meeting Date:

July 21, 2026

Agenda Item Number: F-1

Action Required:

Yes

Department:

Legal

Sponsor:

Nick Mulick

Subject:

**Minutes of June 16, 2026**

Summary:

Staff to present the minutes of June 16, 2026, for approval.

## Reviewed / Approved

Operations: \_\_\_\_\_

Administration: \_\_\_\_\_

Finance: \_\_\_\_\_

District Counsel: \_\_\_\_\_

District Clerk: \_\_\_\_\_

Engineering: \_\_\_\_\_

## Financial Impact

\$

Funding Source:

N/A

Budgeted:

N/A

## Attachments

1. Minutes

Approved By: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

7-16-26



Key Largo Wastewater Treatment District  
103355 Overseas Hwy, Key Largo, FL  
Tuesday, June 16, 2026

## MINUTES

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

Chairman Nicolas Rodriguez called the meeting to order at 4:00 p.m.

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

Ms. Jennifer Dempsey led the Pledge of Allegiance.

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

Present were: Chairman Nicolas Rodriguez; Commissioners Robert Majeska and Matthew Hardee

Appeared Virtually (non-voting): Commissioner Philip Schwartz

Also present: General Manager Peter Rosasco; General Counsel Nicholas Mulick; District Clerk Shannon McCully; Finance Manager Jennifer Dempsey; Customer Service Manager Alex Irizarry; Field Manager Rudy Perez; Plant/Facilities Manager Ryan Dempsey; WWTP Lead Operator Adam Baptiste; Apex Engineering Steve Suggs and Rob Mathers; IT Support Manny Santana

Appeared Virtually: HR and Project Administration Manager Laura Weinstock;

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

*Approval of Agenda (D-1)*

Chairman Rodriguez requested the addition of item *P-1 4<sup>th</sup> of July State Holiday*

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

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

No Speakers.

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

*Minutes of June 2, 2026 (G-1)*

**Motion:** Commissioner Majeska made a motion to approve the Minutes of June 2, 2026. Commissioner Hardee seconded the motion. Motion passed without objection.

**GENERAL MANAGER (G)***Stewardship Update (G-1)*

Mr. Rosasco gave an update on Stewardship Funding.

**IT (H)**

No report in agenda.

**CUSTOMER SERVICE (I)***Customer Service Report – May 2026 (I-1)*

Mr. Irizarry presented the Customer Service monthly report.

*2026 Wastewater Assessment Planning Calendar (I-2)*

Mr. Irizarry presented the Wastewater Assessment Calendar for 2026.

**BUDGET AND FINANCE (J)***Budget and Finance Report – May 2026 (J-1)*

Ms. Dempsey presented the Budget and Finance monthly report.

**FIELD (K)***Field Report – May 2026 (K-1)*

Mr. Perez presented the Field monthly report.

**PLANT/FACILITIES (L)**

No report in agenda.

**CAPITAL PROJECTS (M)***Capital Projects Report – May 2026 (M-1)*

Mr. Mather presented the Capital Projects monthly report.

**ENGINEERING (N)**

No report in agenda.

**LEGAL (O)**

No report in agenda.

**COMMISSIONER ITEMS (P)***4<sup>th</sup> of July State Holiday (P-1)*

Chairman Rodriguez informed the Board that Governor DeSantis announced he was giving state employees an additional two days off to celebrate America's 250<sup>th</sup> Birthday. Chairman Rodriguez recommended that the Board grant the same two days off to KLWTD employees.

**Motion:**           **Commissioner Hardee made a motion to include July 2<sup>nd</sup> and July 6<sup>th</sup> as additional District Holiday Days for 2026.**  
                          **Commissioner Majeska seconded the motion.**

**Vote on Motion:**

**Commissioner Hardee – Aye**  
**Commissioner Majeska – Aye**  
**Chairman Rodriguez – Aye**

**ROUNDTABLE DISCUSSION (Q)**

Chairman Rodriguez discussed canceling the July 7, 2026, Board of Commissioner's meeting.

**Motion:**        **Commissioner Majeska made a motion to cancel the July 7, 2026, Board of Commissioners meeting.**  
                     **Commissioner Hardee seconded the motion.**

**Vote on Motion:**

**Commissioner Majeska – Aye**  
**Commissioner Hardee – Aye**  
**Chairman Rodriguez – Aye**

**ADJOURNMENT (R)**

The meeting was adjourned at 5:40 p.m.

\_\_\_\_\_  
Nicolas Rodriguez, Chairman

\_\_\_\_\_  
Shannon McCully, Clerk

Seal \_\_\_\_\_



## Memorandum

Date: June 15, 2026  
To: Peter Rosasco, General Manager  
From: Robert Mather, P.E.  
Regarding: KLWTD EQ Tanks and Headworks Project Progress Update

Apex continues to advance the design of the KLWTD Equalization Tanks and Headworks Project, which includes construction of two 500,000-gallon equalization tanks, a new influent headworks screening facility, associated pumping systems, piping modifications, electrical improvements, odor control systems, blower room modifications, and integration with the existing wastewater treatment plant.

The current design configuration reflects the District's decision to proceed with a two-tank equalization system utilizing circular reinforced concrete tanks. The revised 60% design plans were distributed to KLWTD, the Village of Islamorada, and Wade Trim for review in April 2026. Apex subsequently met with KLWTD staff on April 21, 2026 to discuss design development, operational considerations, maintenance preferences, and constructability concerns. Following completion of the review period, Wade Trim provided written comments and plan markups on May 26, 2026 and participated in a design review workshop on June 10, 2026 with representatives from KLWTD, Apex, Wade Trim, and the Village of Islamorada in attendance.

The design review process was productive and focused primarily on constructability, operational flexibility, maintainability, and opportunities for value engineering. No significant technical deficiencies or major design concerns were identified during the review process. During the review meeting, Wade Trim provided several conceptual recommendations regarding headworks layout, screenings handling, piping arrangements, and constructability. Apex agreed to evaluate these recommendations during development of the 90% plans. Both review teams agreed that the project is progressing in the right direction and that future reviews should focus primarily on detailed design coordination, P&ID development, and final constructability review rather than major process changes.

Current design activities include completion of the structural, electrical, instrumentation, and P&ID components of the project, coordination with equipment manufacturers, incorporation of review comments, and continued coordination with FDEP regarding the wastewater treatment plant permit modification. Geotechnical recommendations have also been incorporated into the foundation design process. The project team is also finalizing the stormwater model for the site to account for the proposed improvements and evaluate impacts to the stormwater retention. A path forward has been identified, and the team is advancing towards preparation and submittal of a permit modification to the existing Environmental Resource Permit (ERP) with FDEP.

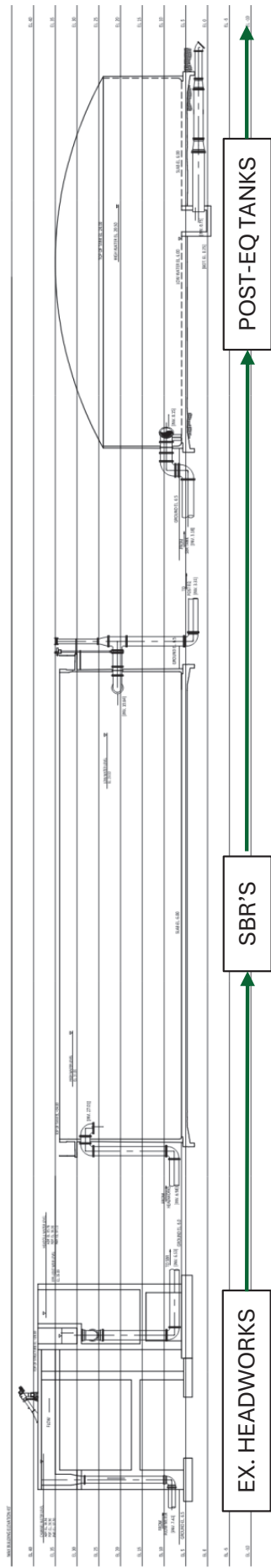
Based on the current design status and coordination efforts completed to date, Apex anticipates maintaining the overall project schedule. The following milestones are currently projected:



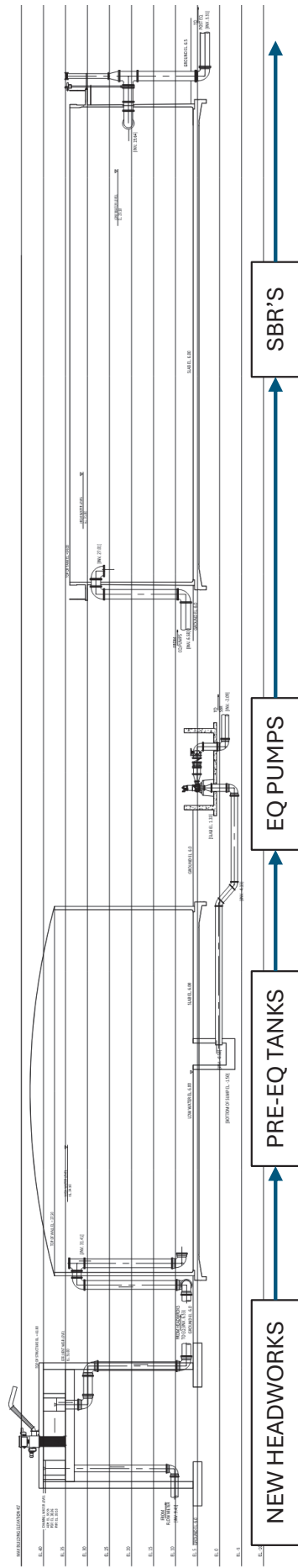
| Milestone                         | Target Date              |
|-----------------------------------|--------------------------|
| Completion of 90% Design          | July 2026                |
| Final Design / Bid Documents      | August 2026              |
| Bidding and Procurement           | September – October 2026 |
| Construction Start                | January 2027             |
| Estimated Construction Completion | January 2029             |

The exhibits attached to this memorandum are intended to provide a high-level visual overview of the proposed improvements and design development completed to date. The exhibits illustrate key project components including the proposed equalization tanks, headworks facility, hydraulic profile, odor control systems, blower platform modifications, pump station improvements, and associated site improvements. Additional design details will continue to be developed and refined through completion of the 90% and final design phases.

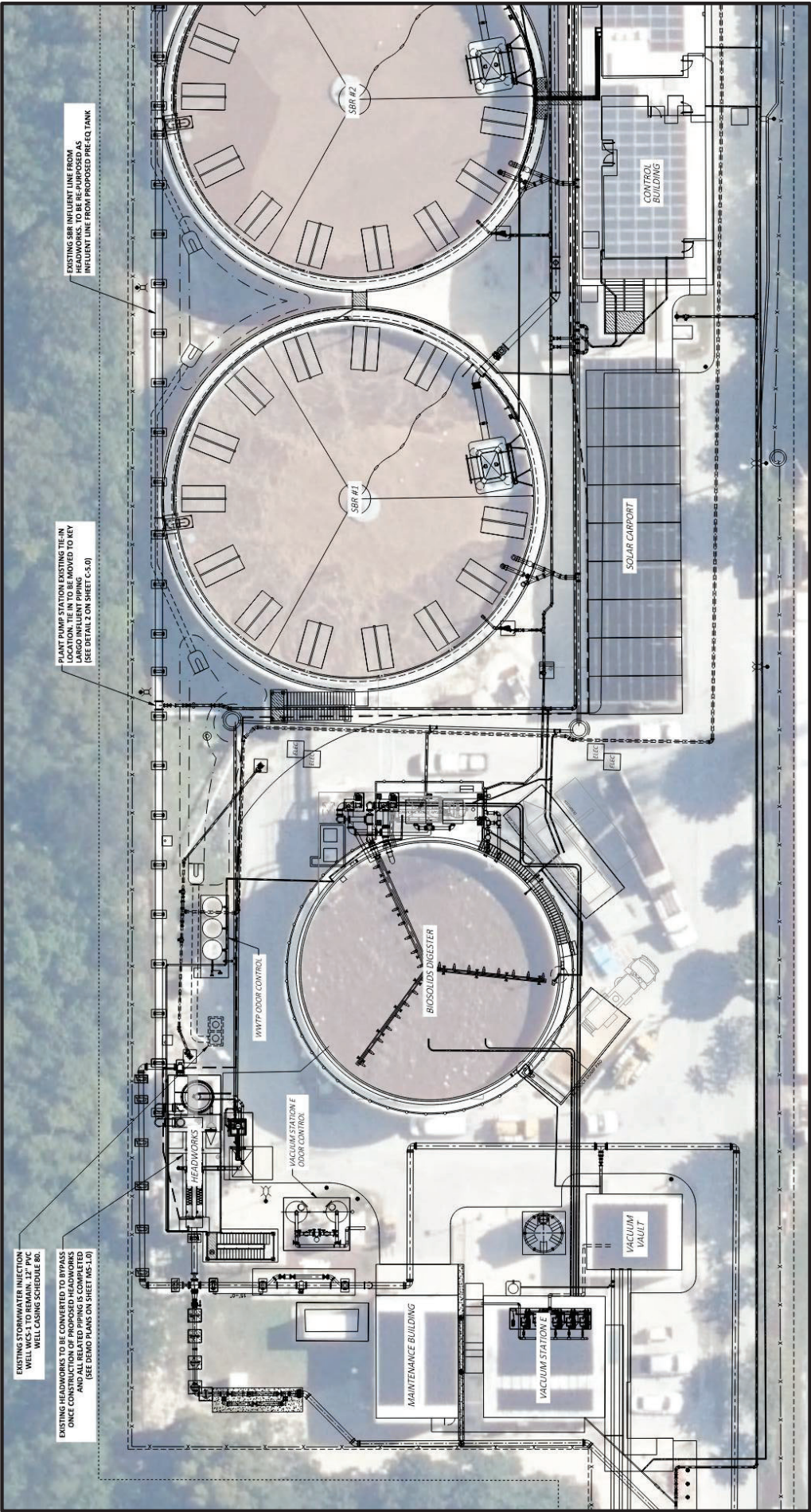
Enclosures: KLWTD EQ TANKS AND HEADWORKS PROGRESS EXHIBITS



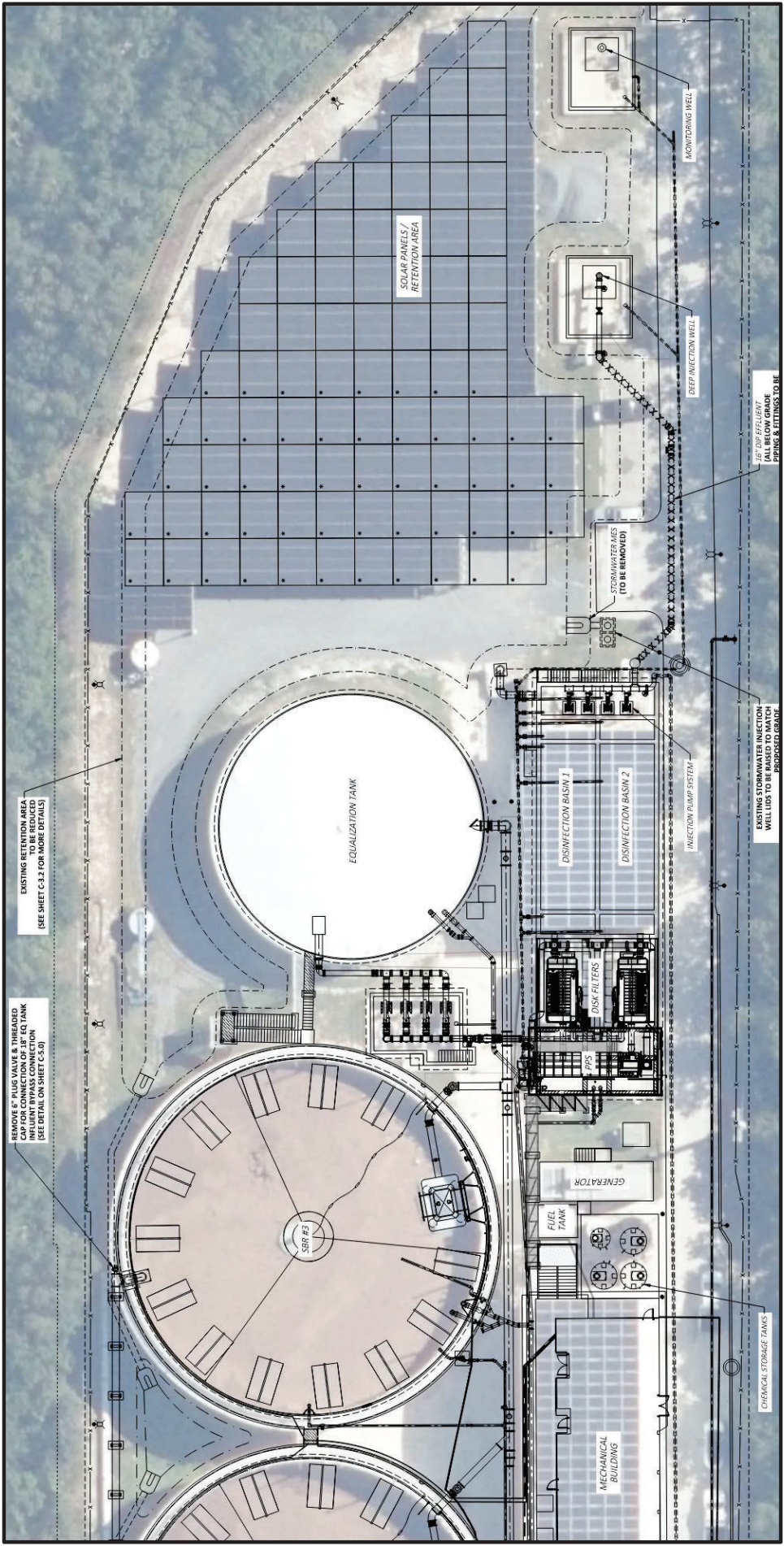
EXISTING HYDRAULIC PROFILE OF SYSTEM  
SCALE: NTS



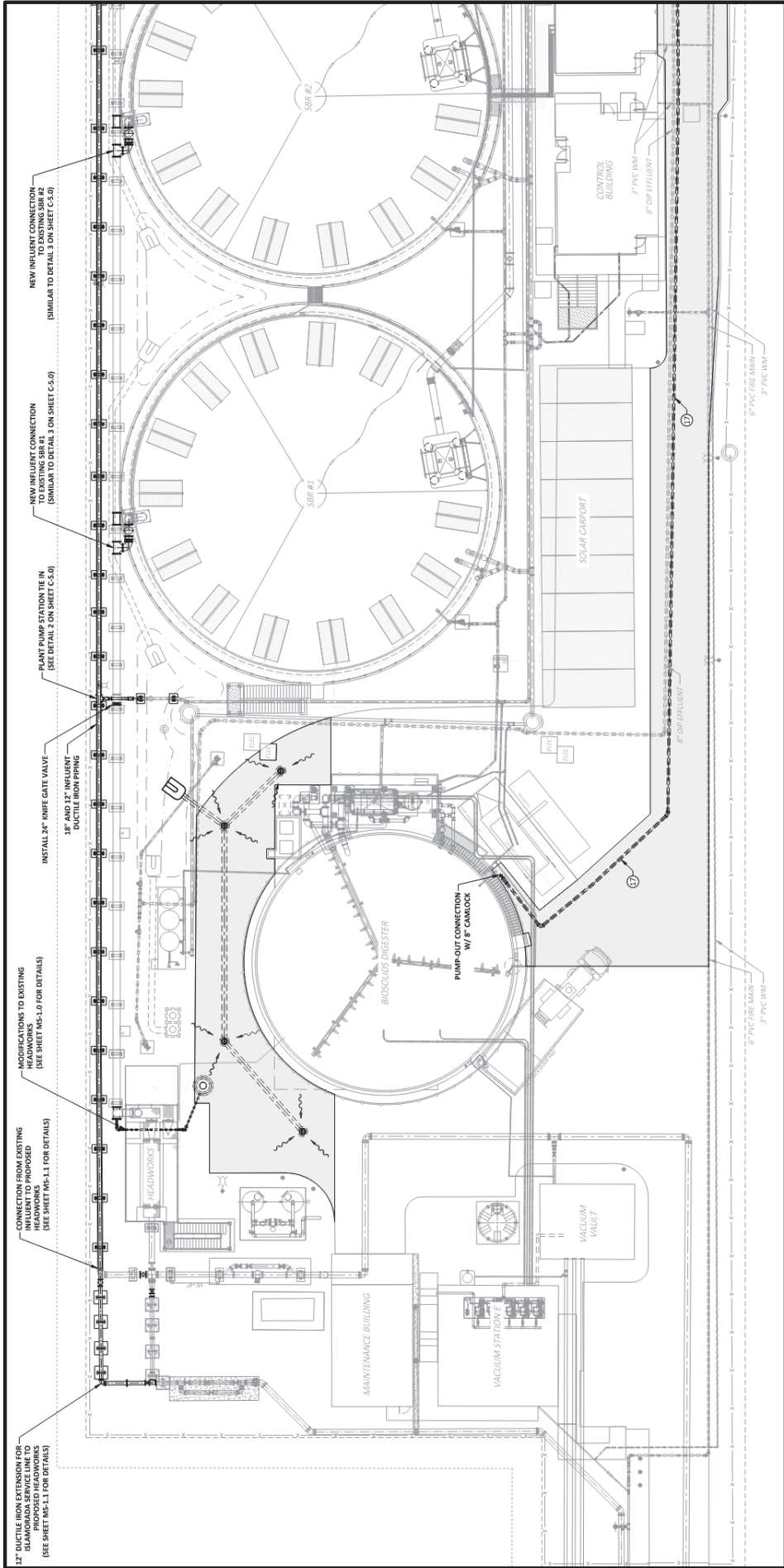
PROPOSED HYDRAULIC PROFILE OF SYSTEM  
SCALE: NTS



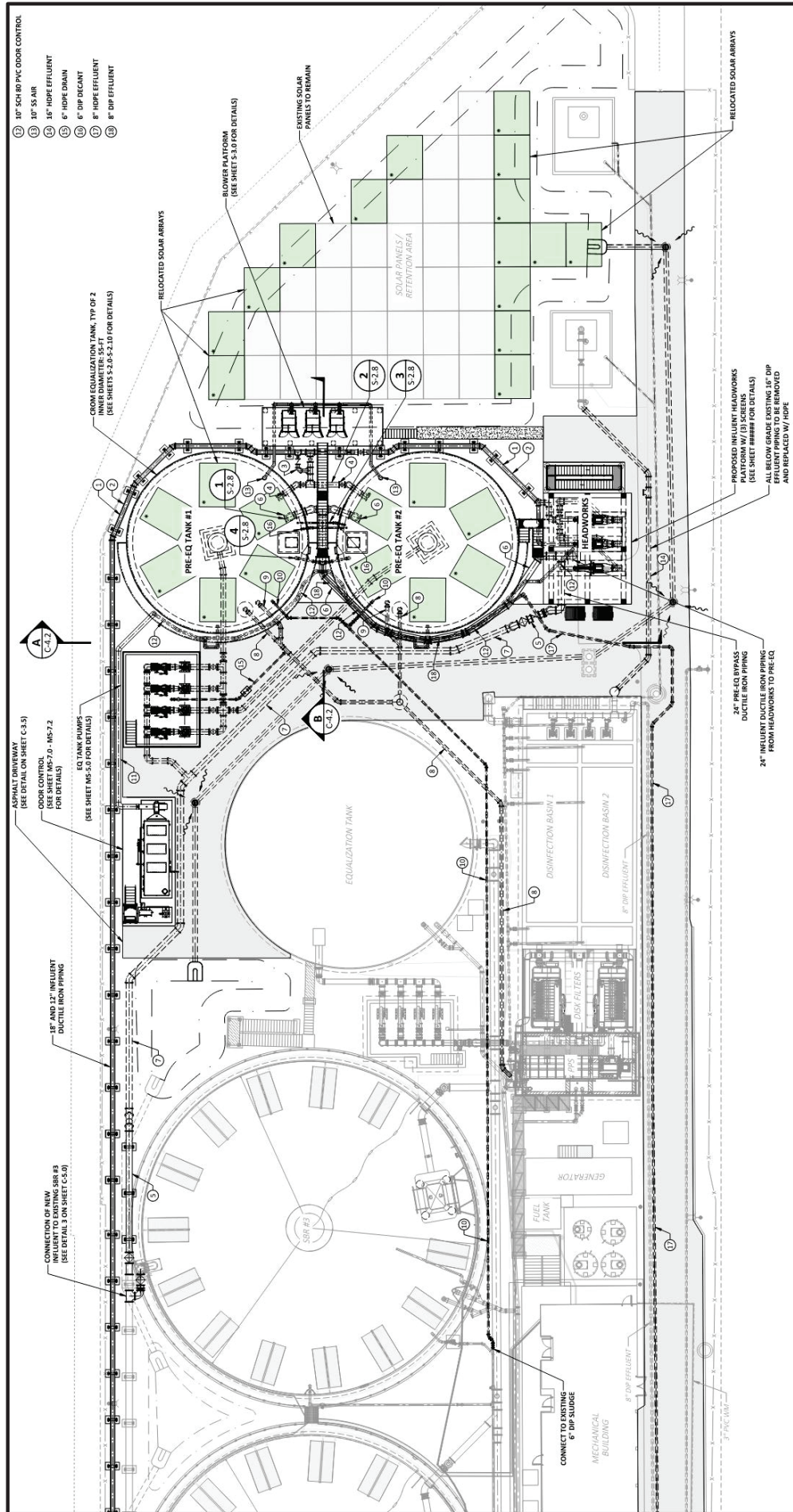
EXISTING SITE PLAN 1 OF 2



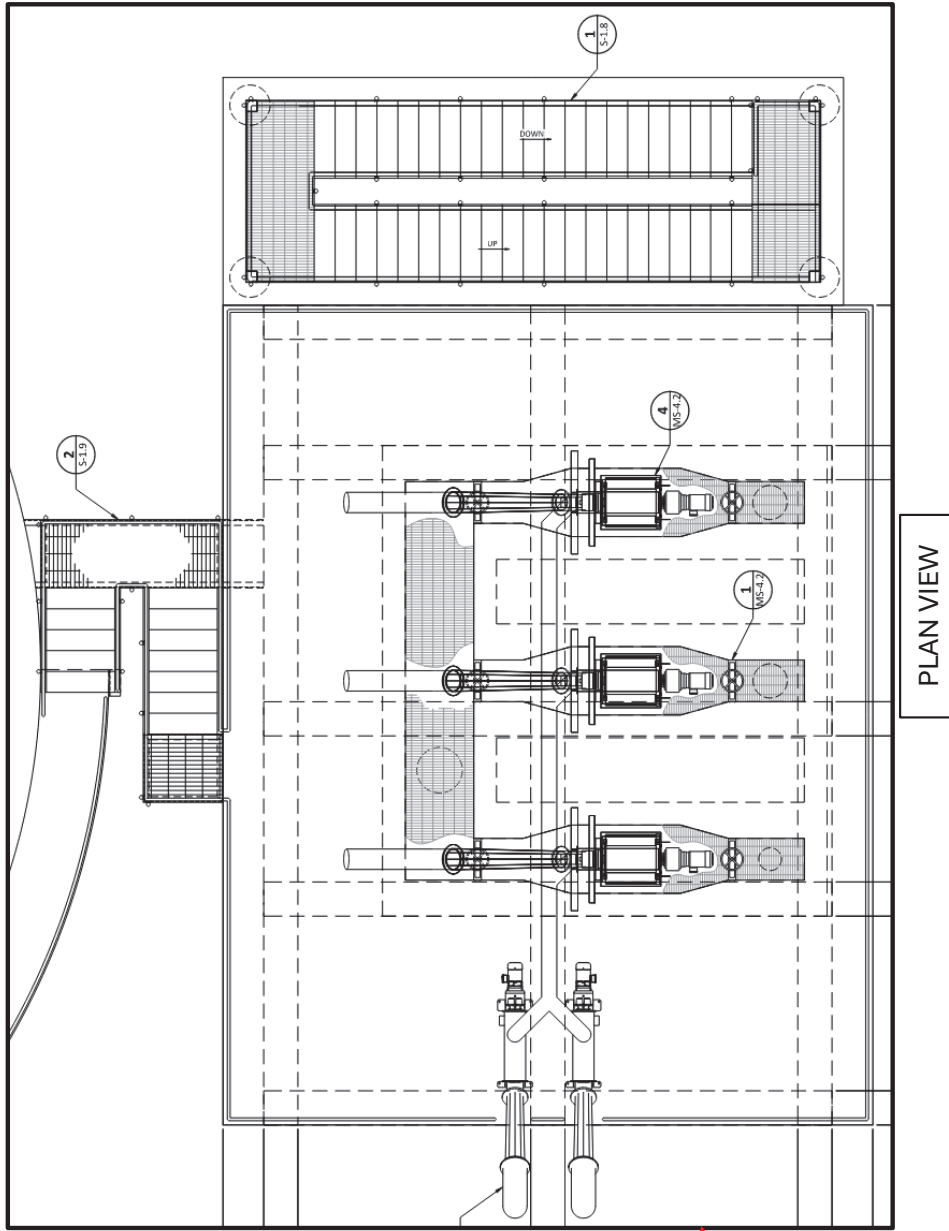
EXISTING SITE PLAN 2 OF 2



PROPOSED SITE PLAN 1 OF 2

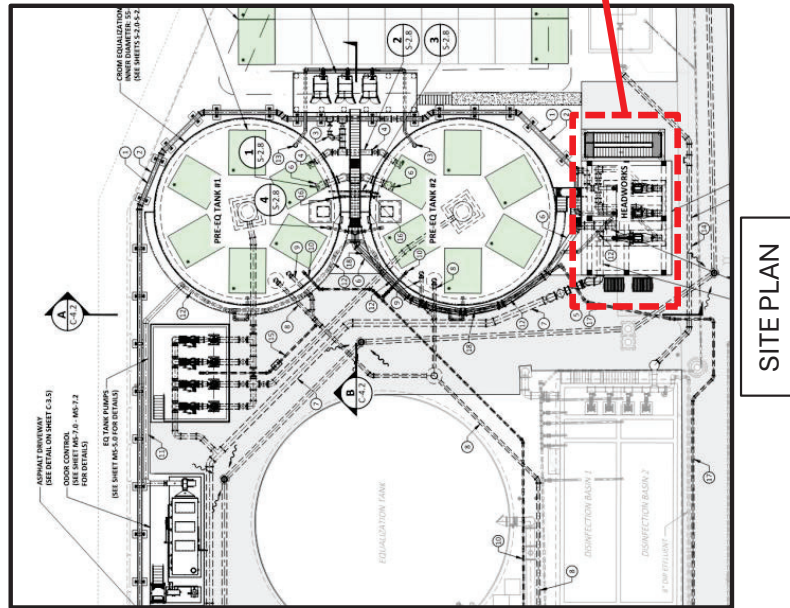


PROPOSED SITE PLAN 2 OF 2

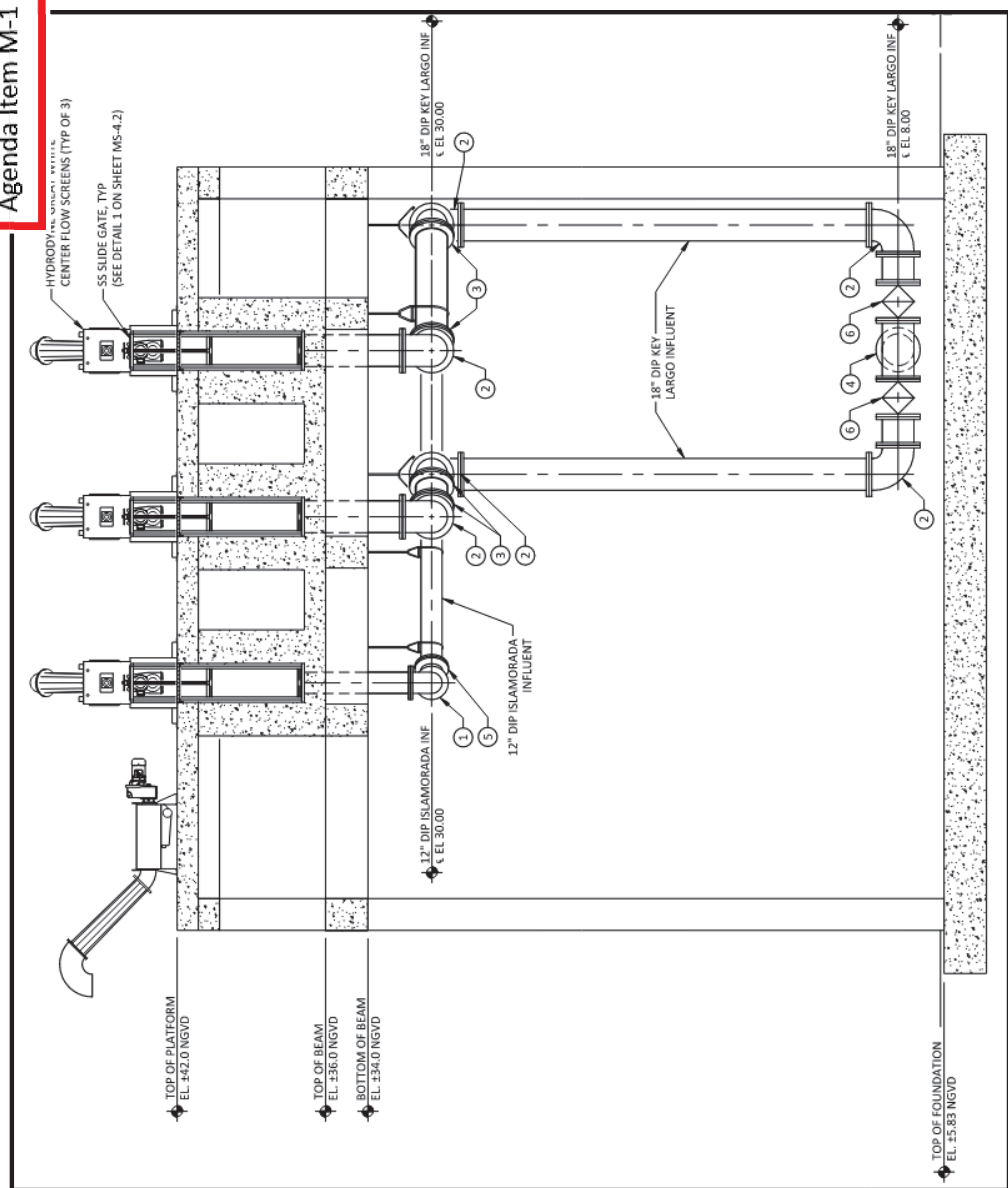


PLAN VIEW

PROPOSED HEADWORKS – PLAN VIEW



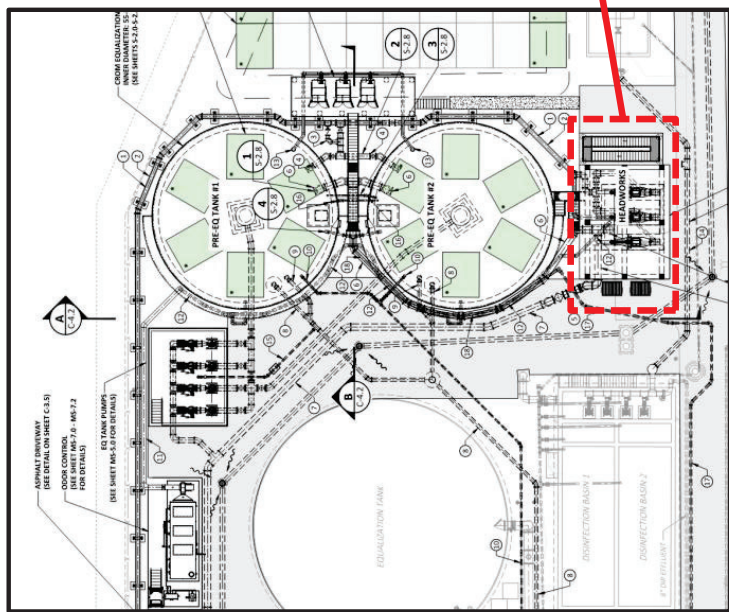
SITE PLAN



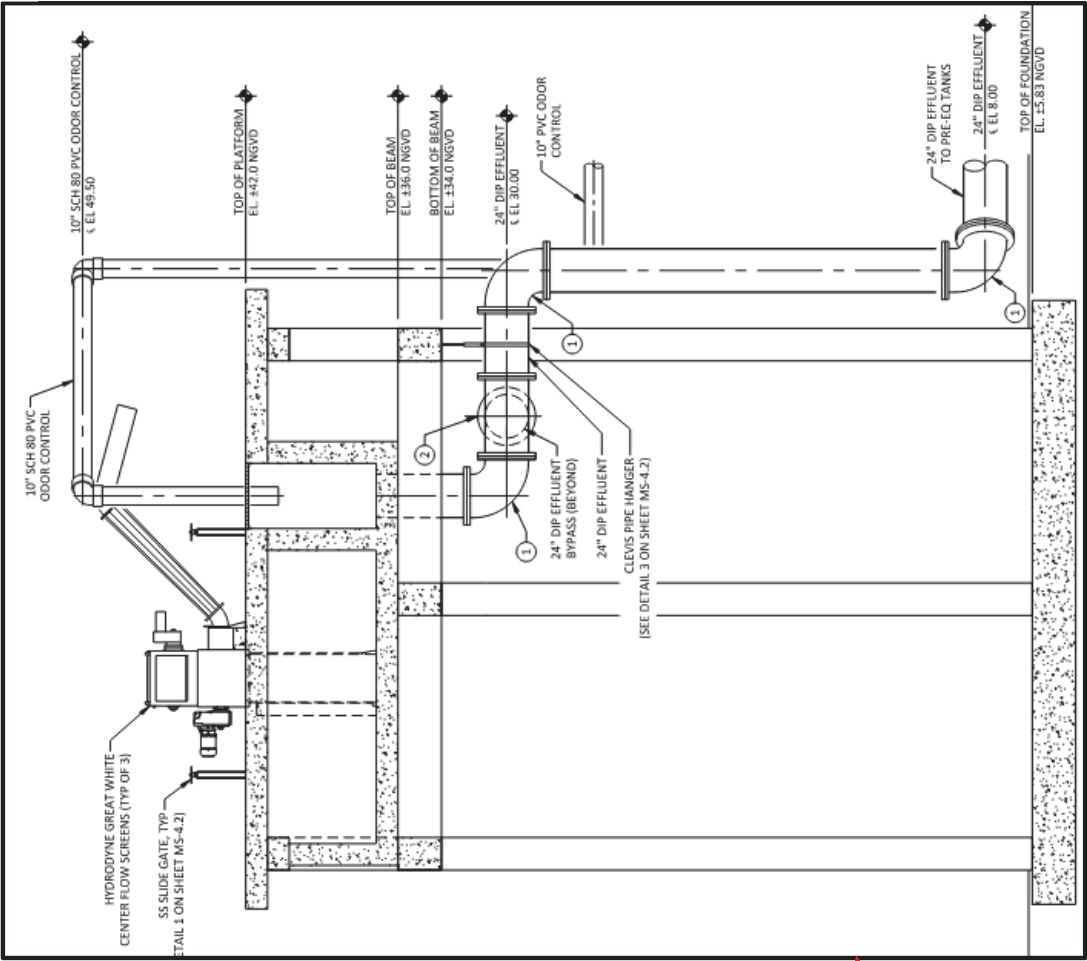
### SECTION - INFLUENT PIPING

SCALE: 1/4"=1'-0"

## PROPOSED HEADWORKS - SECTIONS

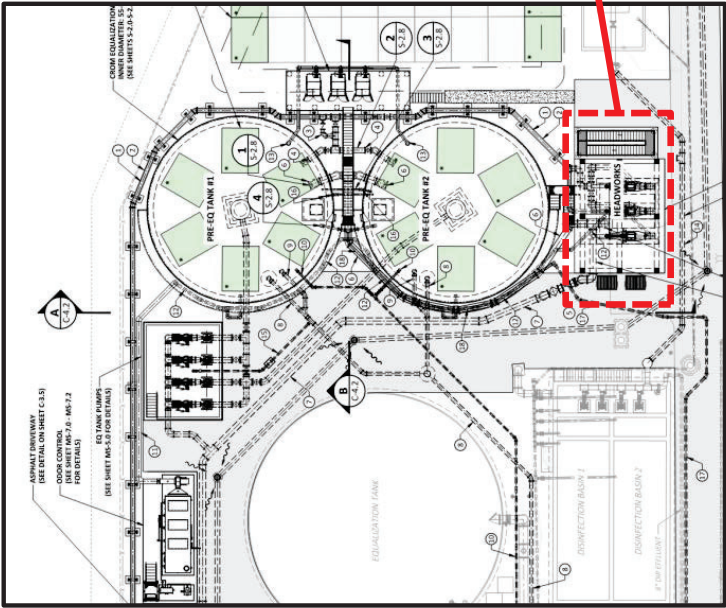


## SITE PLAN

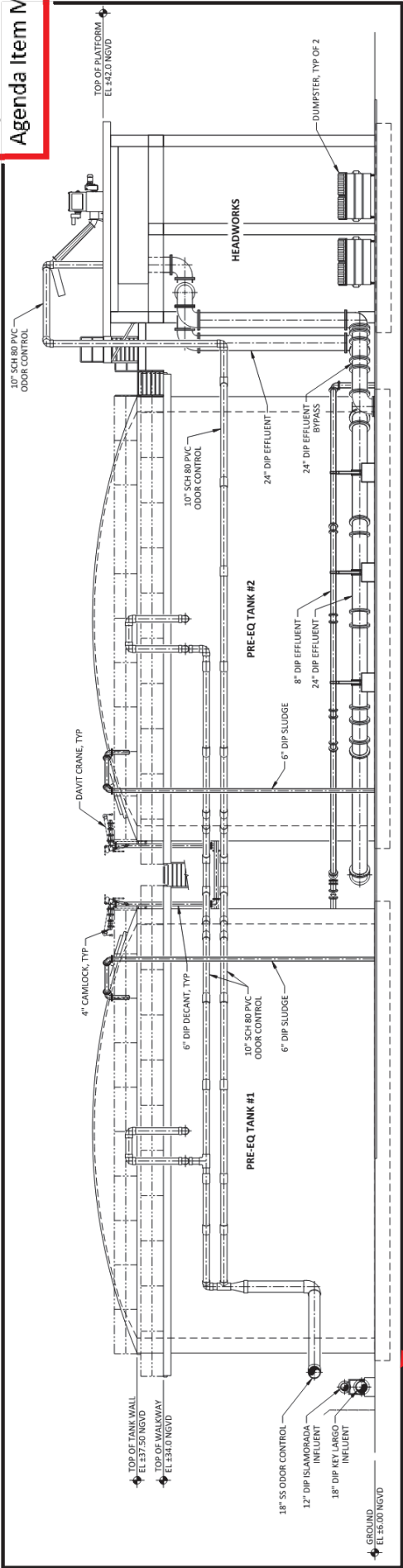


**SECTION - EFFLUENT PIPING**  
MS-3.3 SCALE: 1/4"=1'-0"

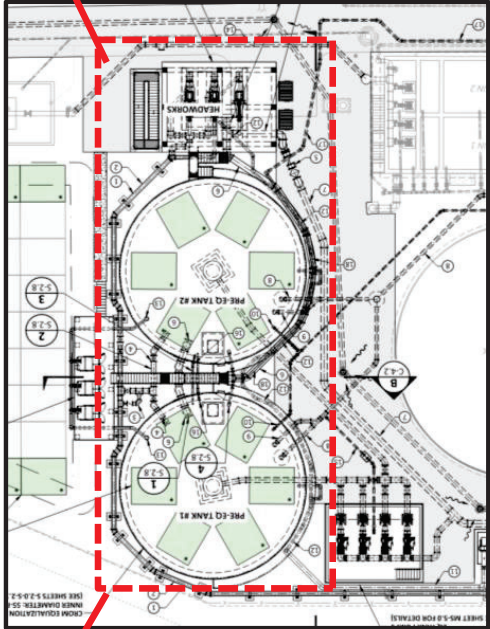
PROPOSED HEADWORKS - SECTIONS



SITE PLAN

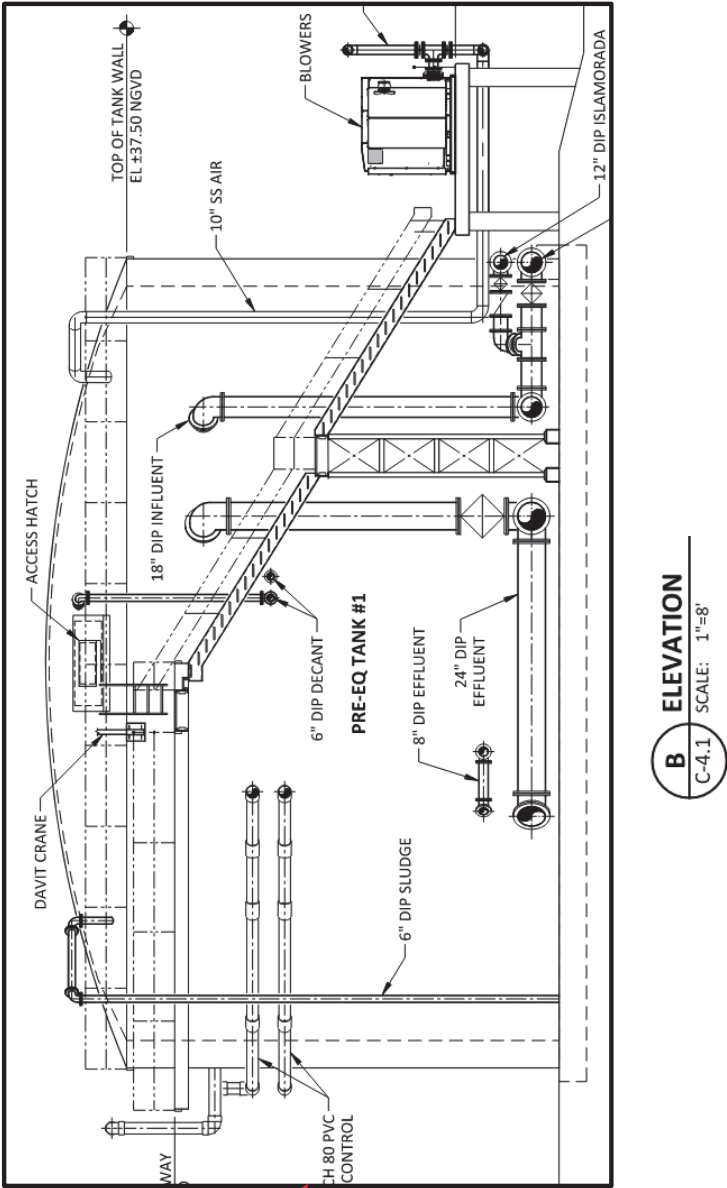
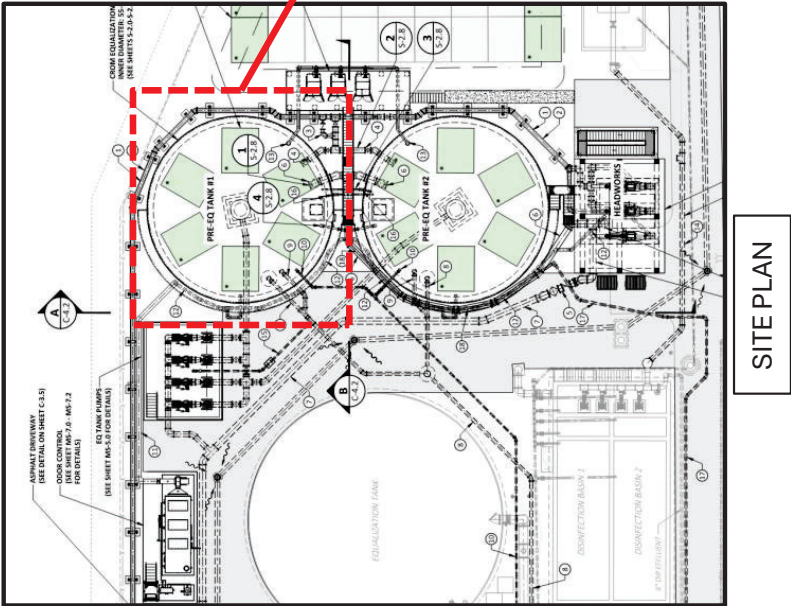


**A ELEVATION**  
C-4.1 SCALE: 1"=8'

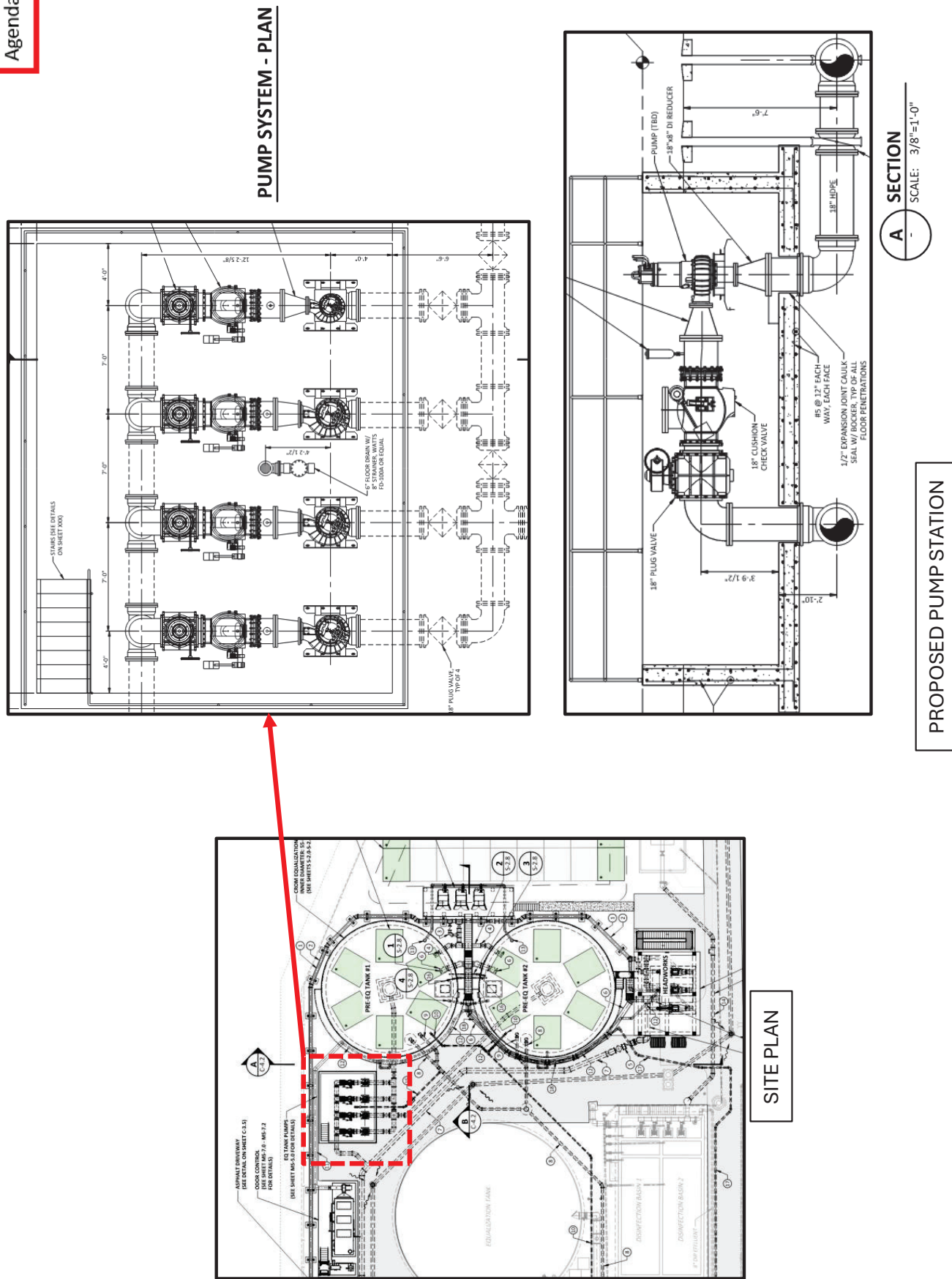


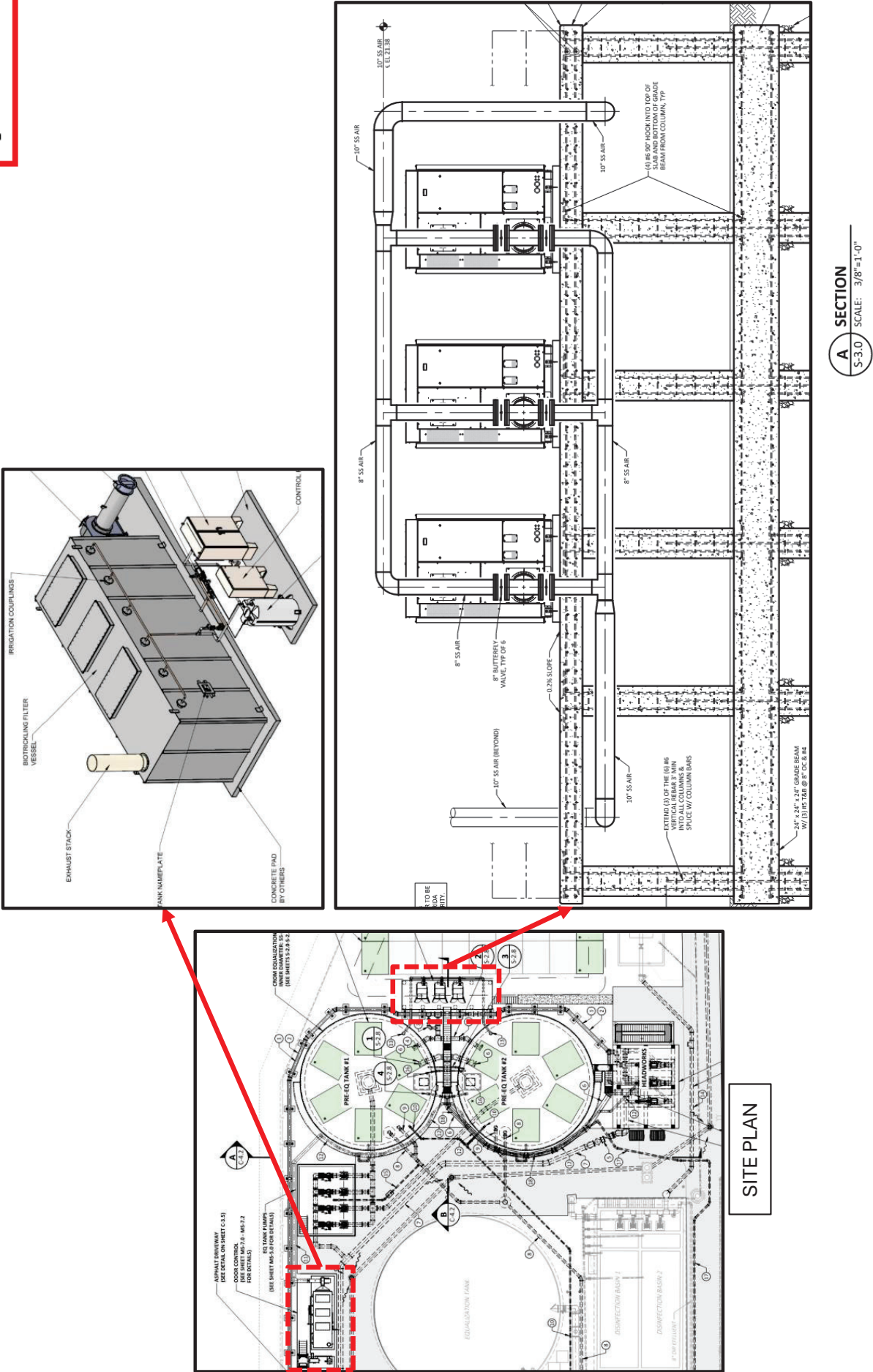
**SITE PLAN**

**PROPOSED EQ TANKS & HEADWORKS - ELEVATION**



PROPOSED EQ TANKS - ELEVATION





PROPOSED ODOR CONTROL & BLOWER PLATFORM

KLWTD EQ TANKS & HEADWORKS PROJECT PROGRESS UPDATE