



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 4th 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)*4th 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 250th 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 2nd and July 6th 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



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.

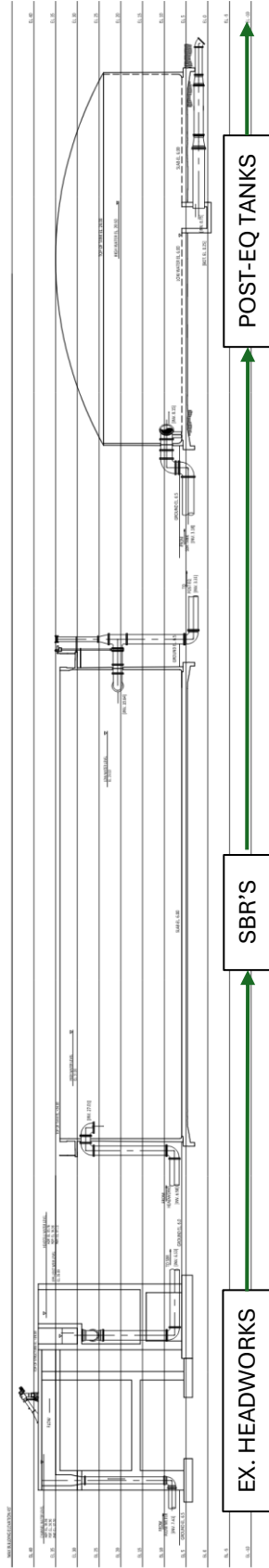
Based on the current design status and coordination efforts completed to date, Apex anticipates maintaining the overall project schedule. The following milestones are currently projected:



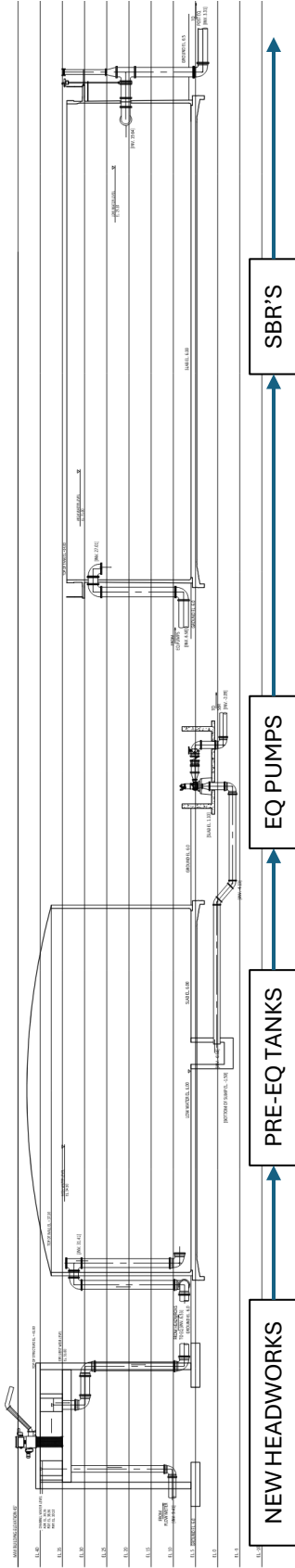
Milestone	Target Date
Completion of 90% Design	July 2026
Final Design / Bid Documents	August 2026
Bidding and Procurement	September – October 2026
Construction Start	January 2027
Estimated Construction Completion	January 2029

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.

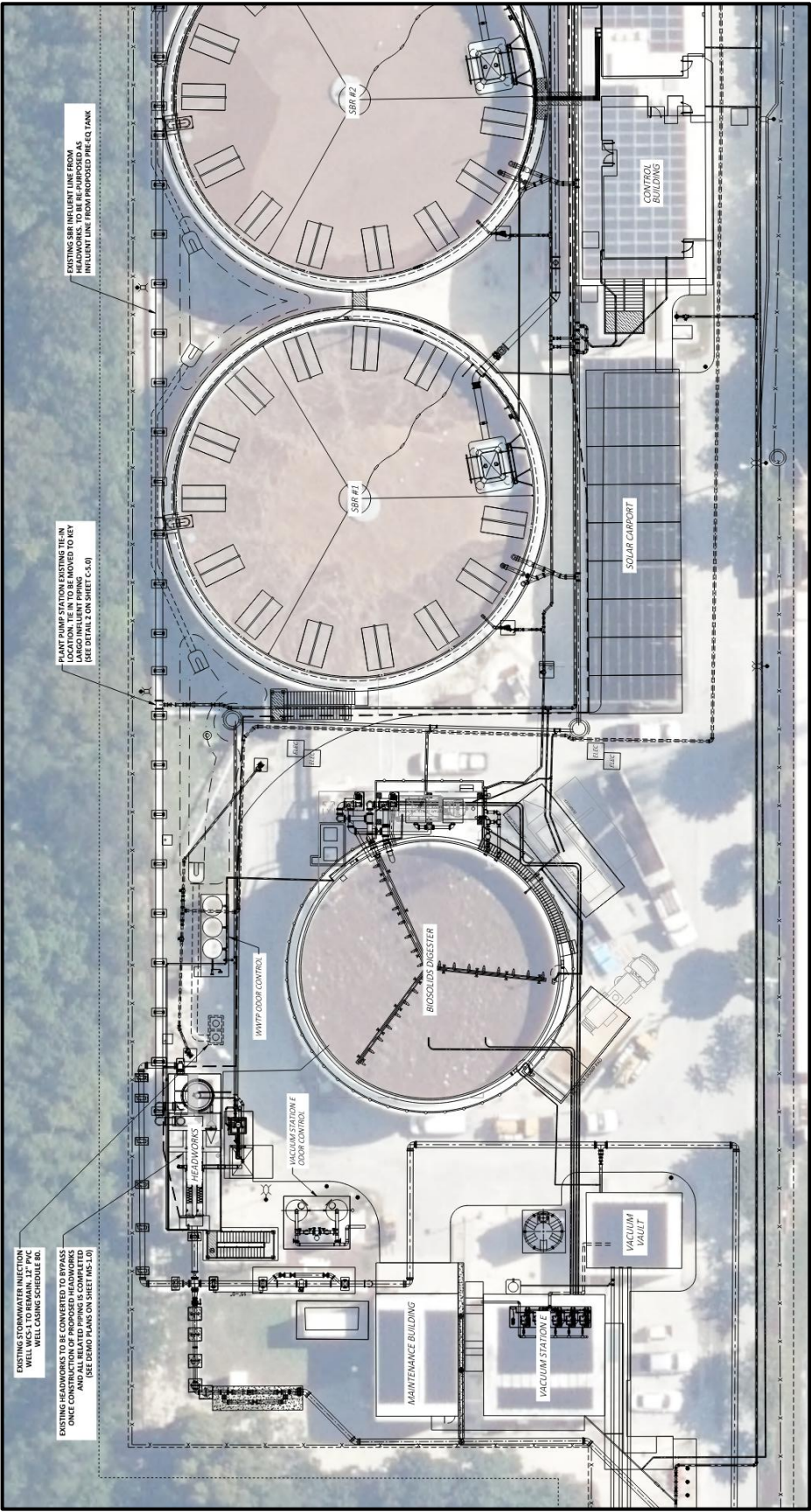
Enclosures: KLWTD EQ TANKS AND HEADWORKS PROGRESS EXHIBITS



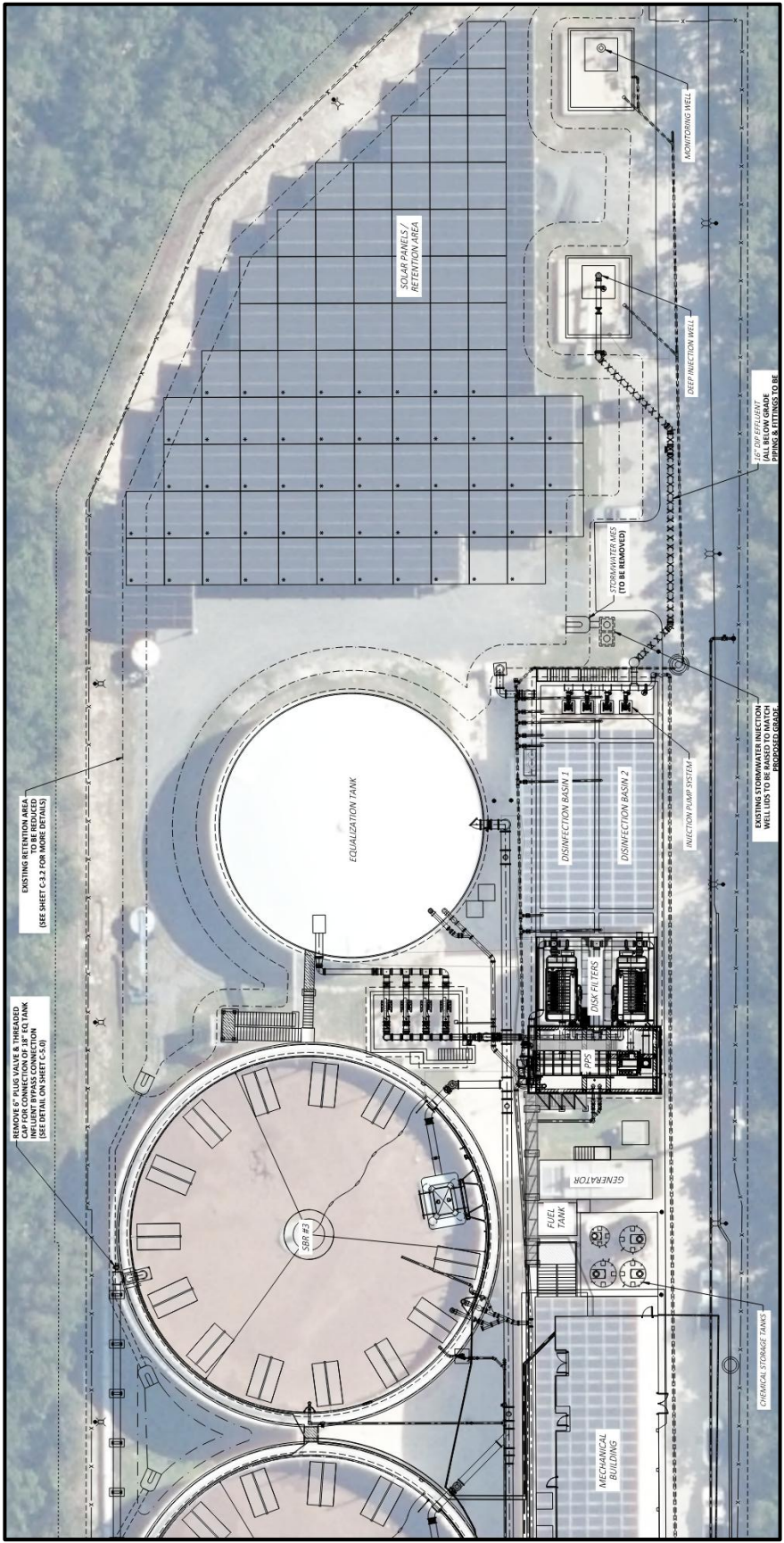
EXISTING HYDRAULIC PROFILE OF SYSTEM
SCALE: NTS



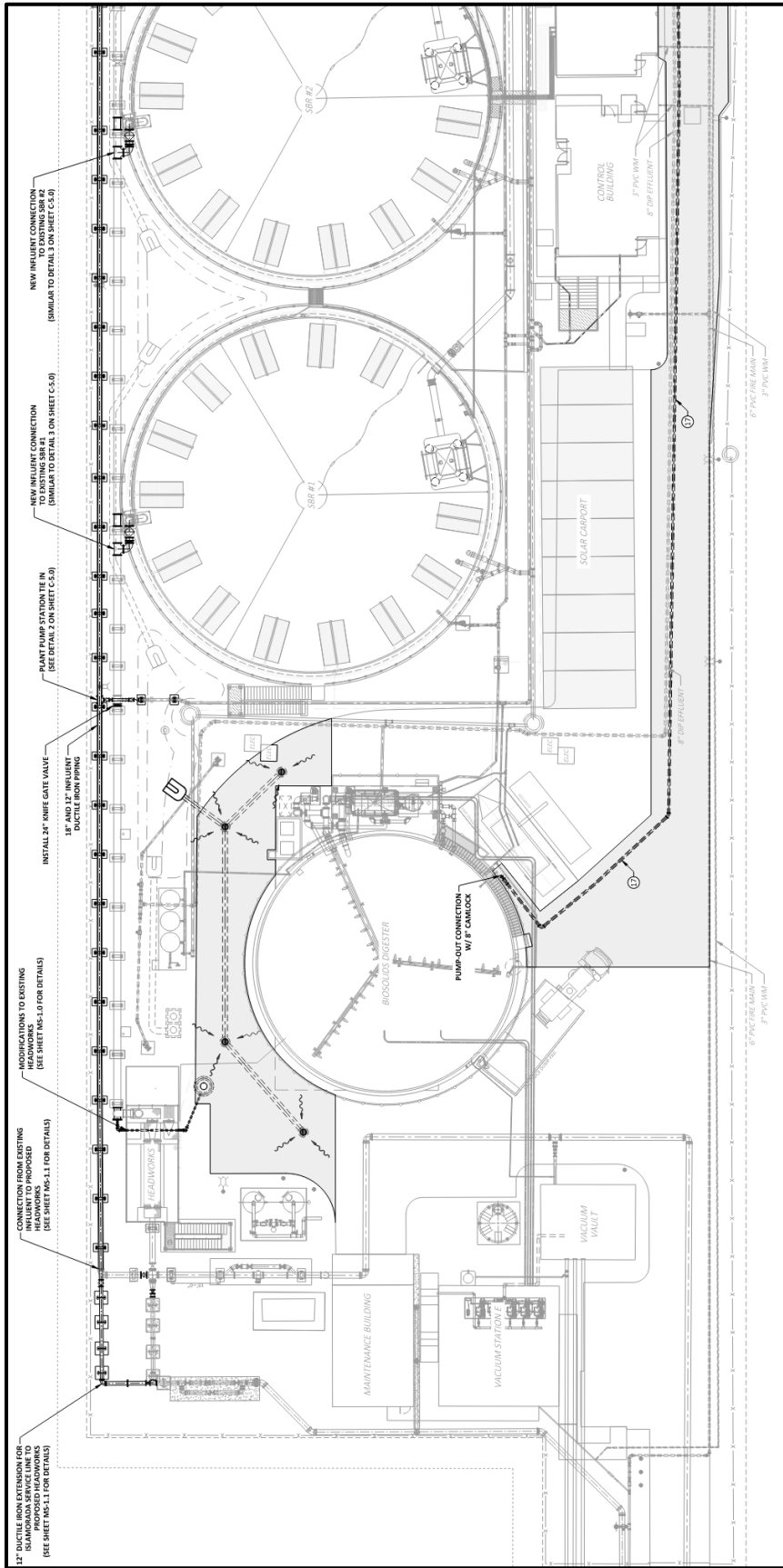
PROPOSED HYDRAULIC PROFILE OF SYSTEM
SCALE: NTS



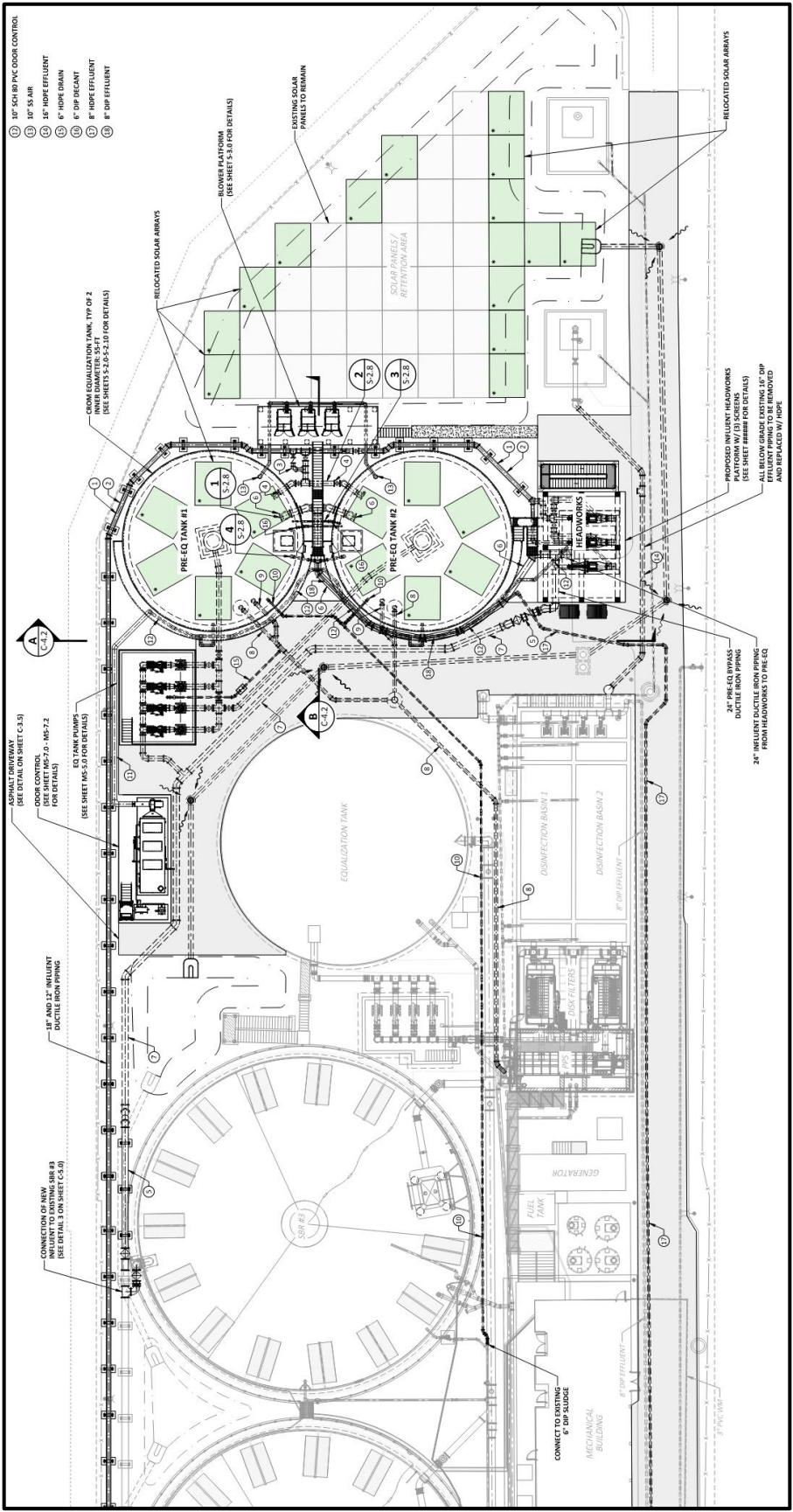
EXISTING SITE PLAN 1 OF 2



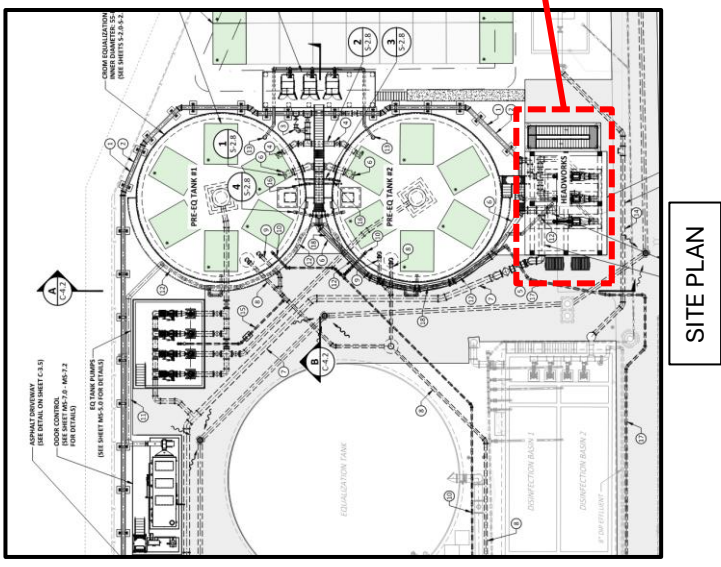
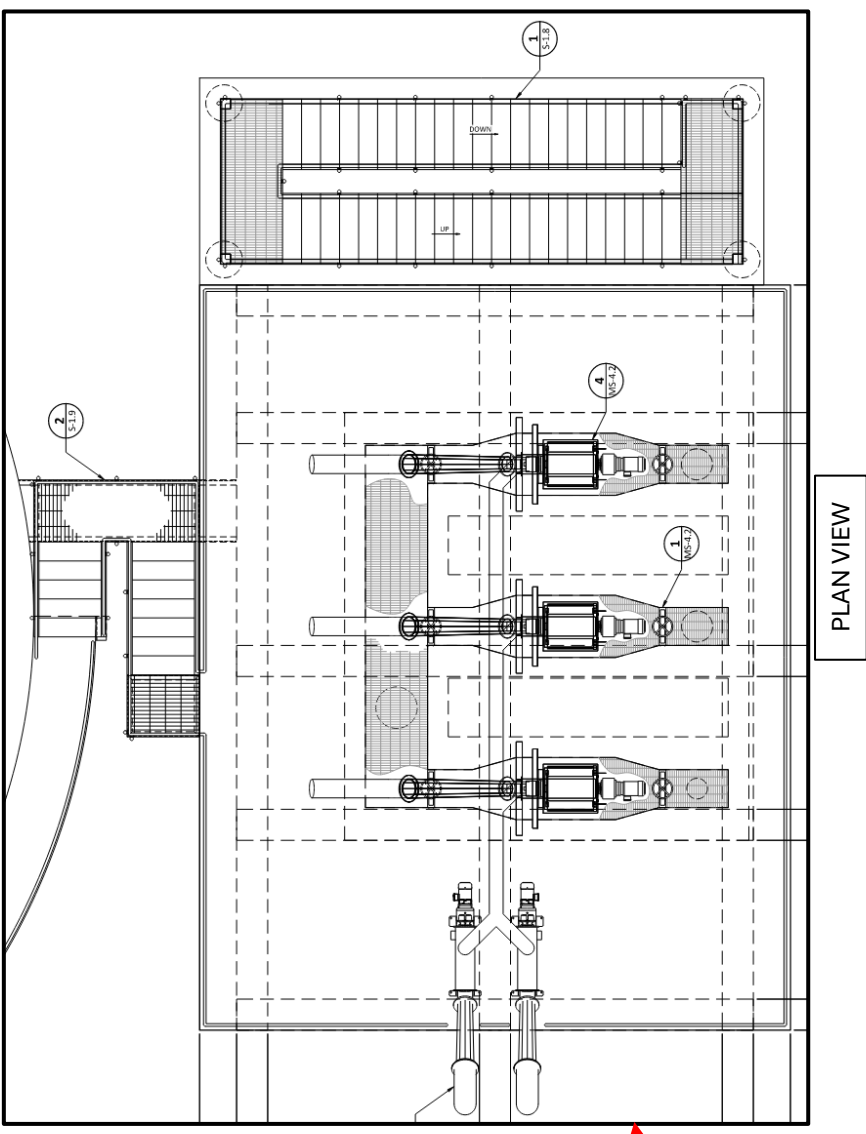
EXISTING SITE PLAN 2 OF 2



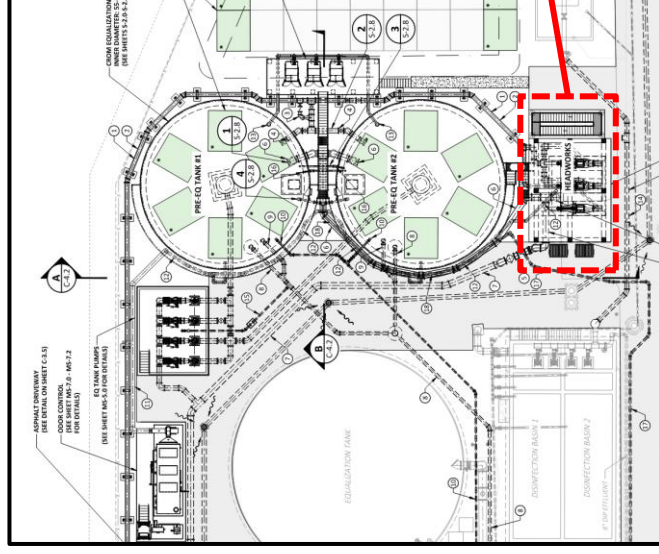
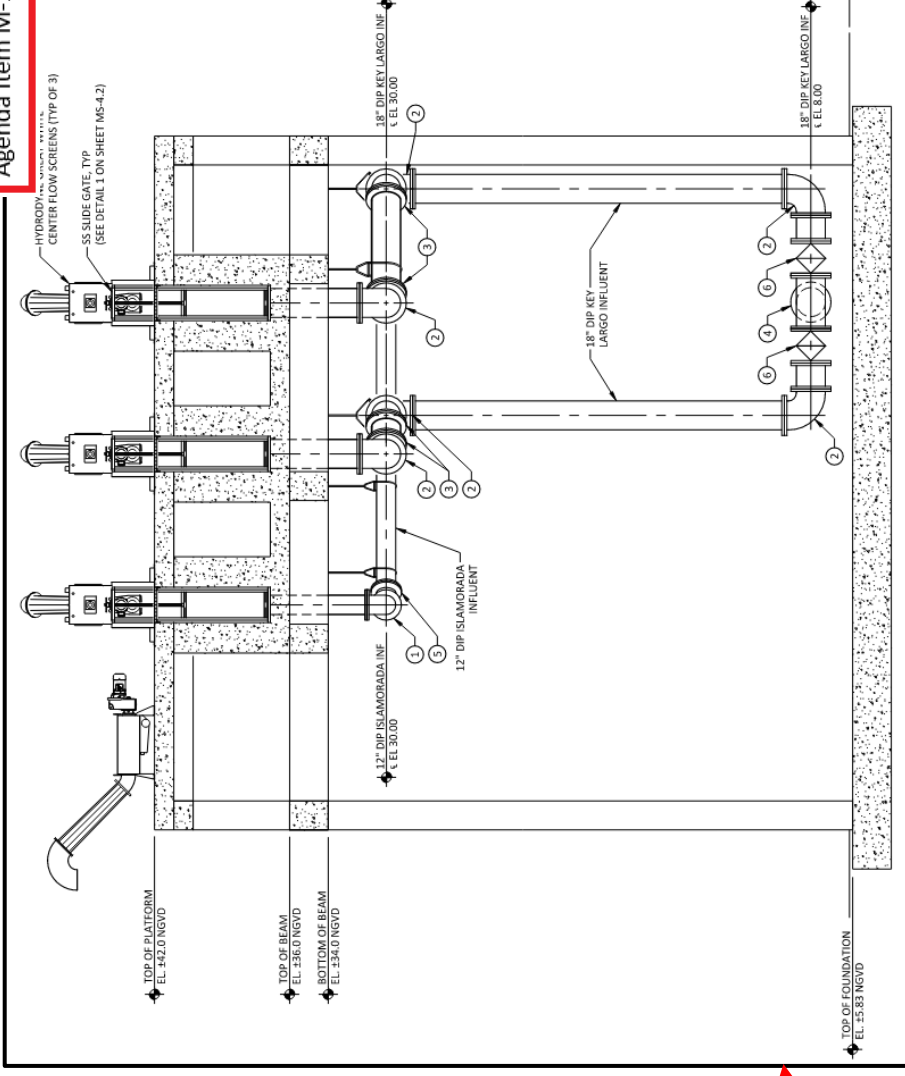
PROPOSED SITE PLAN 1 OF 2



PROPOSED SITE PLAN 2 OF 2



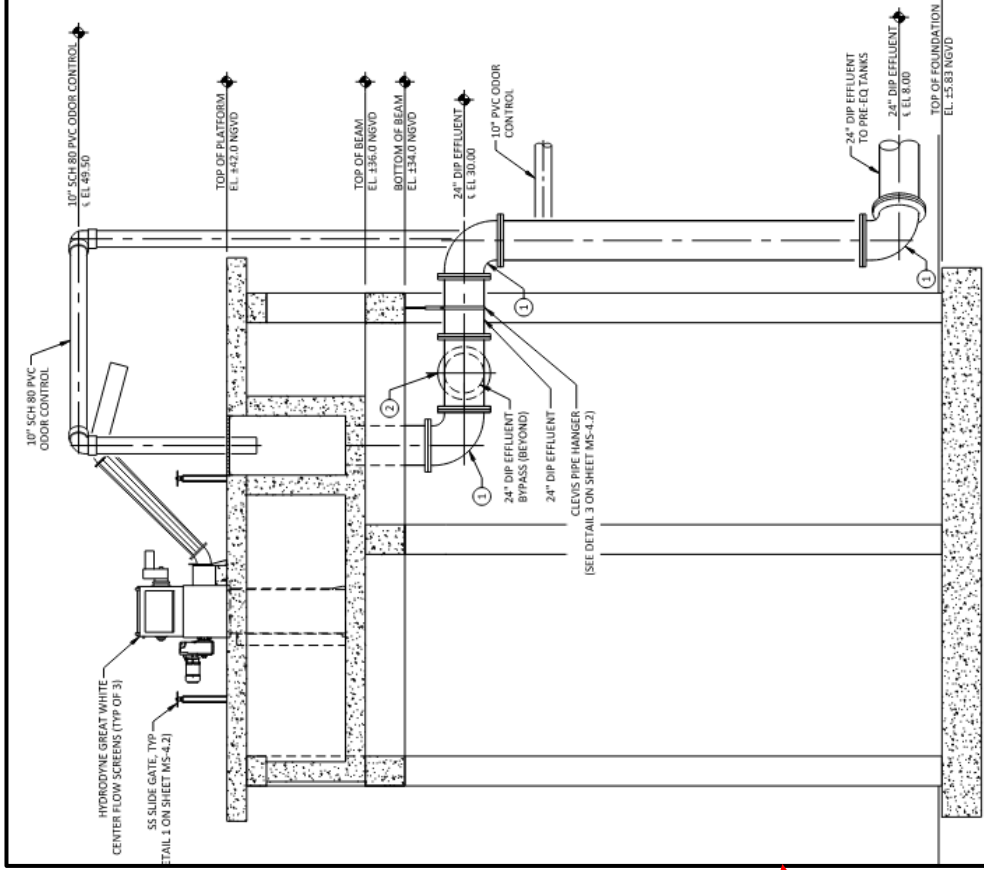
PROPOSED HEADWORKS – PLAN VIEW



SITE PLAN

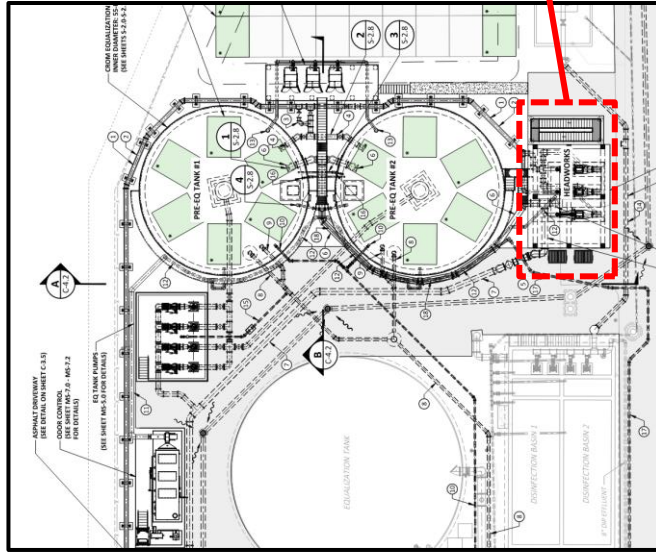
M SECTION - INFLUENT PIPING
MS-3.0 SCALE: 1/4"=1'-0"

PROPOSED HEADWORKS - SECTIONS

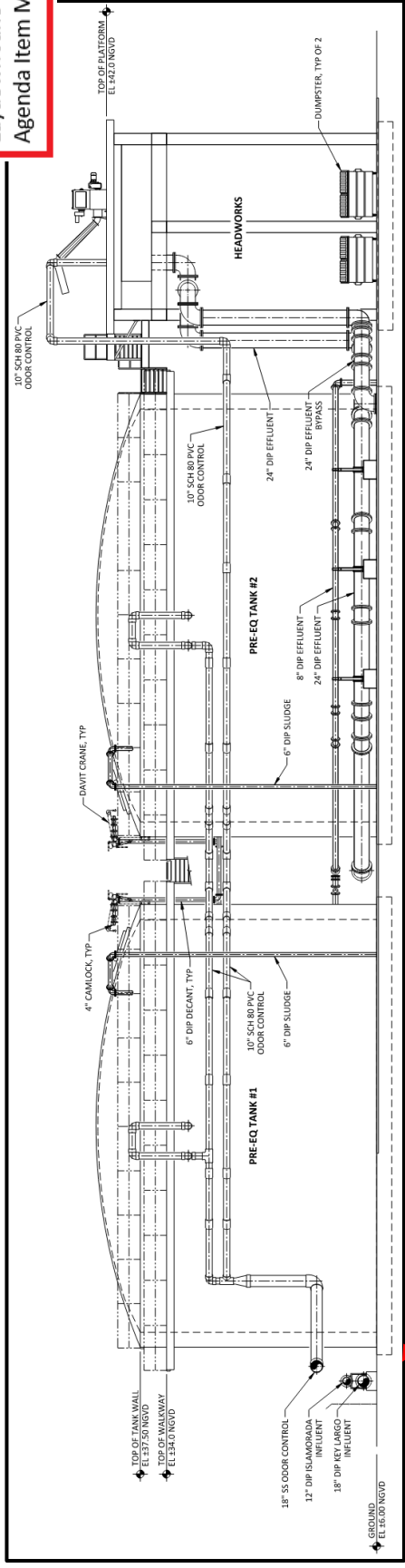


0 SECTION - EFFLUENT PIPING
MS-3.3 SCALE: 1/4"=1'-0"

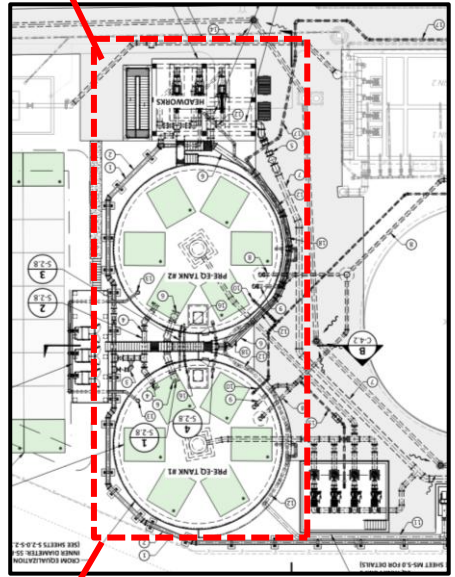
PROPOSED HEADWORKS - SECTIONS



SITE PLAN

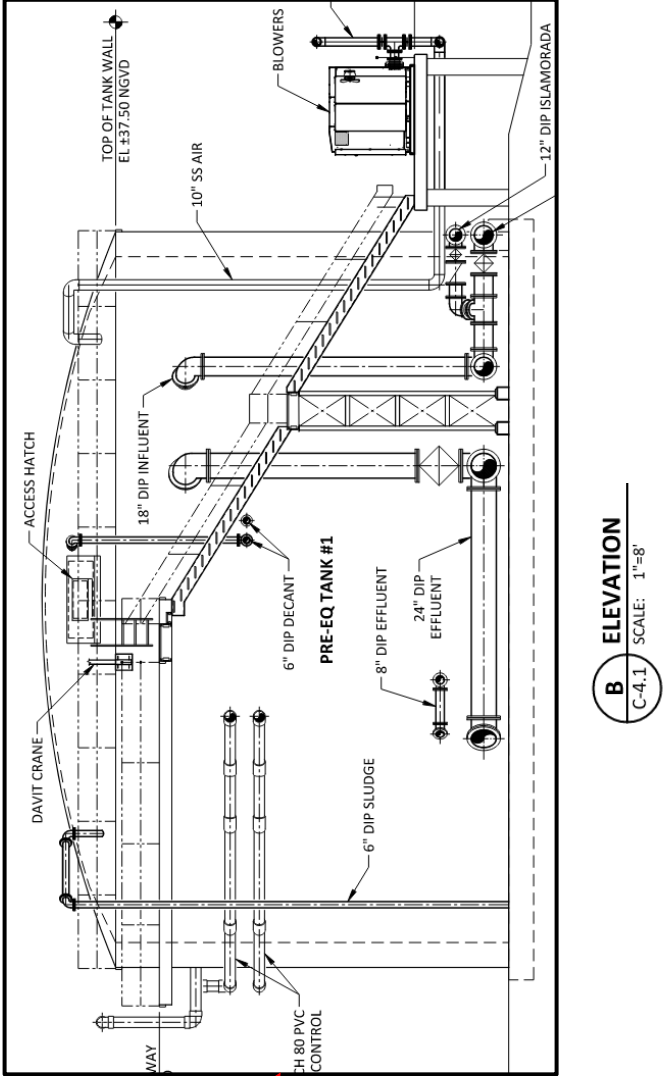
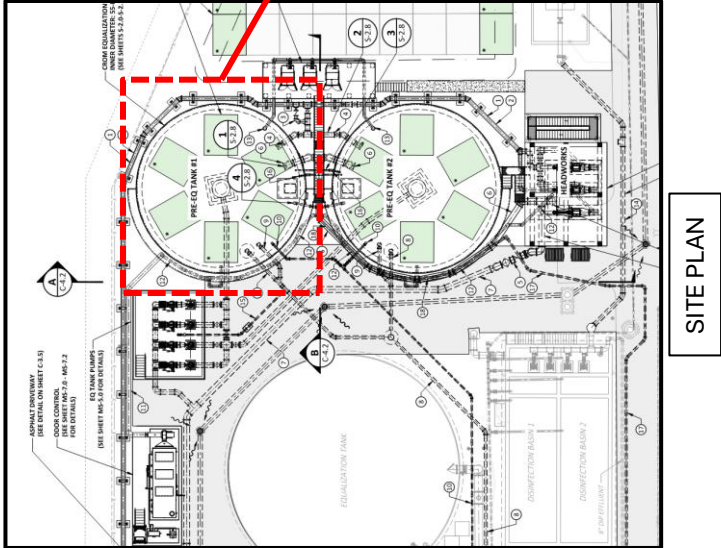


A ELEVATION
C-4.1 SCALE: 1"=8'



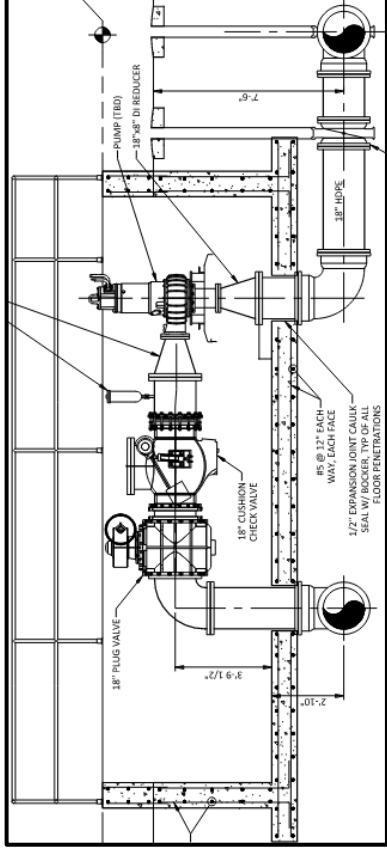
SITE PLAN

PROPOSED EQ TANKS & HEADWORKS - ELEVATION



PROPOSED EQ TANKS - ELEVATION

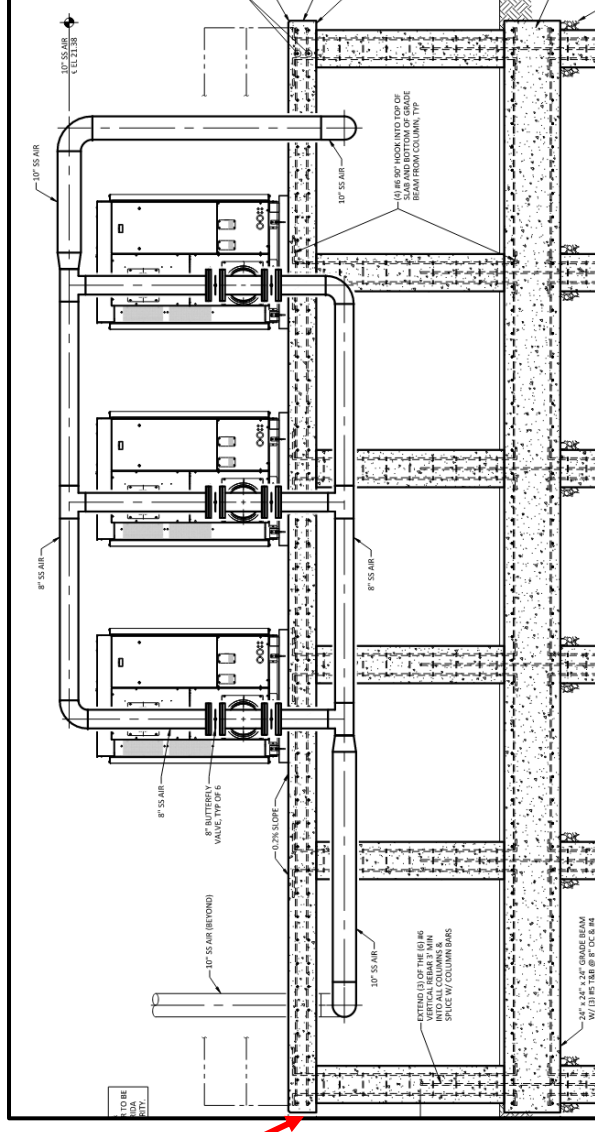
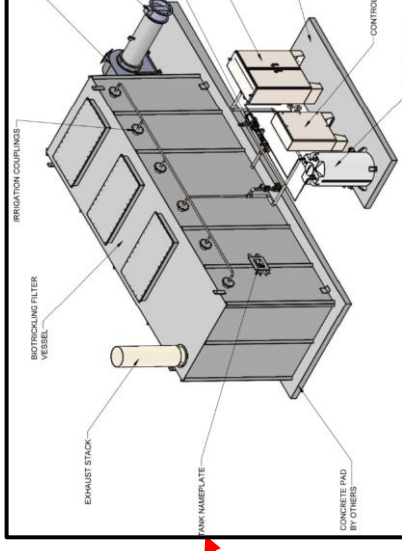
PUMP SYSTEM - PLAN



A SECTION
SCALE: 3/8"=1'-0"

PROPOSED PUMP STATION





A SECTION
S-3.0 SCALE: 3/8"=1'-0"

PROPOSED ODOR CONTROL & BLOWER PLATFORM

