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.”

AGENDA

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:
David Asdourian  Chairman
Andrew Tobin    Vice Chairman
Susan Heim      Commissioner
Stephen Gibbs   Commissioner
Robert Majeska  Commissioner

DISTRICT STAFF:
Peter Rosasco  General Manager
Nick Mulick    General Counsel
Diane Bockelman District Clerk
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
1. Approval of Agenda

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
1. Minutes of May 1, 2018

G. GENERAL MANAGER’S REPORT
1. Emergency Response Plan Discussion
2. DEP Grant Update
3. Debt Reduction Discussion

H. BUDGET AND FINANCE REPORT
1. Fiscal Year 2019 Budget Calendar
2. FRS (Florida Retirement System) Program

I. ADMIN AND CUSTOMER SERVICE REPORT
1. Resolution Approving Parcel Reclassification and EDU Adjustment of 2 Thurman Street

RESOLUTION NO. 04-05-18
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT ("KLWTD") ADOPTING THE KLWTD STAFF’S RECOMMENDATION TO RECLASSIFY FROM RESIDENTIAL TAX PARCEL TO MIXED-USE TAX PARCEL THE PROPERTY LOCATED AT 2 THURMOND STREET, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00088160-000100; AND PROVIDING FOR AN EFFECTIVE DATE.

J. OPERATIONS REPORT
1. Motorola Radio Purchase

K. CONSTRUCTION REPORT

L. ENGINEER’S REPORT
1. Monroe Park Sewer Update
2. Capital Upgrades RFP Award

M. LEGAL REPORT

N. COMMISSIONER’S ITEMS
1. Low Income Loan Program (Commissioner Tobin)

O. ROUNDTABLE DISCUSSION
1. Unfinished Business

P. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
**Key Largo Wastewater Treatment District**  
**Board of Commissioners Meeting**  
**Agenda Item Summary**

**Meeting Date:** May 15, 2018  
**Agenda Item Number:** F-1

**Agenda Item Type:** Information / Presentation  
**Agenda Item Scope:** Review / Discussion  
**Recommended Action:** Action: Approval

**Department:** Legal  
**Sponsor:** Nicholas Mulick  

**Subject:** Minutes of May 1, 2018

**Summary of Discussion:**  
Staff to present the minutes of the previous board meeting to the Board for approval.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: ________</td>
<td>$</td>
<td>1. Minutes of May 1, 2018</td>
</tr>
<tr>
<td>Customer Service:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td>Budgeted: N/A</td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approved By:** ___________________________  
**Date:** 5-16-18  
**General Manager**
MINUTES

CALL TO ORDER (A)
Chairman Asdourian called the meeting to order at 4:00 PM.

PLEDGE OF ALLEGIANCE (B)
Mr. Dave Elias led the Pledge of Allegiance.

ROLL CALL (C)
Present were Chairman Asdourian and Commissioners Andrew Tobin, Susan Heim, Robert Majeska and Stephen Gibbs. Also present were General Manager Peter Rosasco, General Counsel Nicholas Mulick, District Clerk Diane Bockelman and other appropriate District Staff.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS (D)
- Commissioner Gibbs requested the addition to Roundtable Discussion a discussion on the establishment of a program to assist customers who do not have adequate financial resources to connect to the District’s collection system.
- Chairman Asdourian requested K-1 be moved up to immediately follow Item F-1.

Approval of Agenda (D-1)
Motion: Commissioner Heim made a motion to approve the agenda as amended and Commissioner Gibbs seconded the motion. The motion passed without objection.

PUBLIC COMMENT (E)
No speakers.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS (F)
Minutes of April 17, 2018 (F-1)

Motion: Commissioner Heim made a motion to approve the minutes of April 17, 2018 and Commissioner Gibbs seconded the motion. The motion passed without objection.

CONSTRUCTION REPORT (K)
Airvac Presentation (K-1)
Mr. David Elias, Southeast Regional Manager for Aqseptence Group, gave a presentation on the Airvac system and answered questions from the Board.
GENERAL MANAGER'S REPORT (G)
March 2018 Monthly Report (G-1)
Jered Primicerio, Plant Operations Manager, presented the wastewater treatment plant section. Mike Dempsey, Field Operations Manager, presented the field operations section. Ryan Dempsey, Maintenance Manager, presented the maintenance section. Ed Castle, District Engineer, presented the construction section. Diane Bockelman, Customer Service Manager, presented the administration and customer service section. Connie Fazio, Senior Finance Manager, presented the finance section.

BUDGET AND FINANCE REPORT (H)
KLWTD FY18 2nd Quarter Financial Reports (H-1)
Ms. Fazio and Mr. Rosasco presented the fiscal year 2018 financial reports.

ADMIN AND CUSTOMER SERVICE REPORT (I)
Code Compliance (I-1)
Ms. Bockelman presented the April 2018 list of parcels to be submitted to the Monroe County Code Compliance Department.

OPERATIONS REPORT (J)
No report.

CONSTRUCTION REPORT (K)
(Moved to immediately follow Section F.)

ENGINEER’S REPORT (L)
Capital Upgrades RFP Results (L-1)
Mr. Castle presented the average ranking score as determined by a KLWTD evaluation panel and respondent’s estimated cost for the Wastewater Treatment Plant Capital Upgrades project. He requested that the Board accept the ranking and allow him to negotiate with the highest-ranking respondent. Chairman Asdourian directed Mr. Castle to undertake negotiations with the highest ranking respondent and report back to the Board.

LEGAL REPORT (M)
No report.

COMMISSIONER’S ITEMS (N)
None.

ROUNDTABLE DISCUSSION (O)
Unfinished Business (O-1)
Commissioner Gibbs opened a discussion on the feasibility of using the $10,000.00 budget line item, Low Income Assistance, to assist low income homeowners who have not yet connected to the District’s collection system. Following Board discussion, Chairman Asdourian directed Mr. Rosasco to explore potential funding mechanisms and report back to the Board.
ADJOURNMENT (P)
The Meeting was adjourned at 5:58 PM.

_____________________________________    _____________________________________
David Asdourian, Chairman                      Diane Bockelman, Clerk

Seal
Meeting Date: May 15, 2018

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject: Emergency Response Plan Discussion

Summary of Discussion:
Mr. Rosasco to open a discussion on the District's emergency response plan.

Reviewed / Approved
Operations: ________
Customer Service: ________
Finance: ________
District Counsel: ________
District Clerk: ________
Engineering: ________

Financial Impact
Operations: $
Customer Service: 
Finance: Funding Source:
District Counsel: 
District Clerk: Budgeted:
Engineering: N/A

Attachments

Approved By: [Signature]
Date: 5-10-18

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

Meeting Date: May 15, 2018
Agenda Item Number: G-2

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: General Manager
Sponsor: Peter Rosasco

Subject: **DEP Grant Update**

Summary of Discussion:

Mr. Rosasco to provide an update on the Florida Department of Environmental Protection grant.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
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<td>Operations: ______</td>
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<tr>
<td>Customer Service: ___</td>
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<tr>
<td>Finance: ______</td>
<td>Funding Source:</td>
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<td>District Counsel: ___</td>
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</tr>
<tr>
<td>District Clerk: ___</td>
<td>Budgeted: N/A</td>
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<tr>
<td>Engineering: ______</td>
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</tr>
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</table>

Approved By: [Signature]
General Manager

Date: 5-10-18
### Key Largo Wastewater Treatment District

**Board of Commissioners Meeting**

**Agenda Item Summary**

**Meeting Date:** May 15, 2018

**Agenda Item Number:** G-3

**Department:** General Manager

**Sponsor:** Peter Rosasco

**Subject:** **Debt Reduction Discussion**

**Summary of Discussion:**

Mr. Rosasco to open a discussion on debt reduction.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Customer Service:</td>
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<td>Finance:</td>
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<td>District Counsel:</td>
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<tr>
<td>District Clerk:</td>
<td>Budgeted:</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineering:</td>
<td></td>
<td></td>
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</table>

**Approved By:**

[Signature]

**Date:** 5-10-18

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

Meeting Date: May 15, 2018
Agenda Item Number: H-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Sponsor:
Finance Peter Rosasco

Subject:
Fiscal Year 2019 Budget Calendar

Summary of Discussion:
The calendar for the presentation and approval of the FY19 budget and staffing plan will be discussed.

Reviewed / Approved
Operations: 
Administration: 
Finance: CF
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: 
Administration: 
Finance: $
District Counsel: 
District Clerk: 
Engineering: 
Budgeted: N/A
Funding Source: Memo from Finance Dept.

Approved By: General Manager
Date: 5-10-18
# K LWTD Fiscal Year 2019 Budget Planning Calendar

## 2018 Board Meetings with FY19 Budget Related Agenda Items

<table>
<thead>
<tr>
<th>Date</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday August 7</td>
<td>Presentation of KLWTD Preliminary Fiscal Year 2018/2019 Budget and Staffing Plan for discussion</td>
</tr>
<tr>
<td>Tuesday August 21</td>
<td>Presentation of KLWTD Proposed Fiscal Year 2018/2019 Budget and Budget Resolution for possible approval</td>
</tr>
</tbody>
</table>
| Tuesday September 4 | Alternate Date for Approval of KLWTD Fiscal Year 2018/2019 Budget and Resolution  
*must be approved by 9/30/18* |

*connecting is an improvement in environmental balance*
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: Agenda Item Number: H-2
May 15, 2018

Agenda Item Type: Agenda Item Scope: Recommended Action:
Information / Presentation Review / Discussion Discussion

Department: Sponsor:
Finance Peter Rosasco

Subject: **FRS (Florida Retirement System) Program**

Summary of Discussion:
The pension and investment options of the FRS program will be discussed.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>$</td>
<td>FRS vs. 457(b) comparison and information documents</td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP</td>
<td>Funding Source:</td>
<td></td>
</tr>
<tr>
<td>District Counsel:</td>
<td>Budgeted:</td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Engineering:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: [Signature] Date: 5-10-18

General Manager
### FRS vs. CDM 457(b) Comparison:

<table>
<thead>
<tr>
<th>FRS Membership Class</th>
<th>Required Employer Retirement Contribution Rate (regardless of plan employee chooses)</th>
<th>$ Amount Paid by KLWTD based on FY18 Payroll:</th>
<th>% Contributed by Employer (based on employee's wages)*</th>
<th>% of Employee's Wages Contributed by Employee</th>
<th>% Contributed by Employer (based on employee's wages)*</th>
<th>% of Employee's Wages Contributed by Employee</th>
<th>% Matched by Employer</th>
<th>% Paid by Employee</th>
<th>$ Amount Paid by KLWTD FY18 (Annualized, based on first 2 Qtrs of FY18)</th>
<th>% Matched by Employer</th>
<th>% Paid by Employee</th>
<th>$ Amount Paid by KLWTD for FY18:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular (All employees other than GM and Commissioners)</td>
<td>8.26%</td>
<td>$159,145.34</td>
<td>8.12%</td>
<td>3%</td>
<td>3.30%</td>
<td>3%</td>
<td>up to 6%</td>
<td>6% (for full match - optional)</td>
<td>$73,131.78</td>
<td>9%</td>
<td>6% (for full match - optional)</td>
<td>$156,968.46</td>
</tr>
<tr>
<td>Special Risk (N/A)</td>
<td>24.18%</td>
<td>$0.00</td>
<td>24.18%</td>
<td>3%</td>
<td>11.00%</td>
<td>3%</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.00</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elected (County/Local) 5 commissioners (Based on Budgeted FY18 Salary of $62,605)</td>
<td>48.70%</td>
<td>$30,488.64</td>
<td>48.74%</td>
<td>3%</td>
<td>8.35%</td>
<td>3%</td>
<td>up to 6%</td>
<td>6% (for full match - optional)</td>
<td>$1,648.56</td>
<td>9%</td>
<td>6% (for full match - optional)</td>
<td>$5,634.45</td>
</tr>
<tr>
<td>Senior Management (GM Only: $125,000 salary estimate, if paid through KLWTD payroll)</td>
<td>24.06%</td>
<td>$30,075.00</td>
<td>23.90%</td>
<td>3%</td>
<td>4.67%</td>
<td>3%</td>
<td>up to 6%</td>
<td>6% (for full match - optional)</td>
<td>$0.00</td>
<td>9%</td>
<td>6% (for full match - optional)</td>
<td>$11,250.00</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>$219,708.97</td>
<td>24.18%</td>
<td>3%</td>
<td>11.00%</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Note: The FRS % paid by employer and employee in the table above includes the cost to fund subsidy contributions for FRS insurance, FRS administration assessment and MyFRS Financial Guidance Program, approximately 1.72% administrative fee paid by employer.

All employees are considered FRS Membership Class "Regular" except General Manager (if paid through KLWTD payroll) is considered "Senior Management"; Commissioners are considered "Elected"

Upon FRS membership date, all employees become vested after 8 years with FRS for pension plan option; and after 1 year for investment plan.

All FRS policies are subject to change by the State of Florida Legislature, including the contribution requirements for employers and employees.

Employers must offer both FRS plan options (Pension and Investment) to employees. Employees and Commissioners are required to participate in FRS program, and contribute 3% (not greater or less than 3%) of gross wages.

**Option:** The District can continue to offer 457(b) plan option to current employees or option to switch to FRS plan. New employees would be required to enter FRS Plan. Current employees opting to stay in current 457(b) plan would not be able to enter FRS at a later time.
**FRS Pension Plan:** The benefit of this defined benefit plan is guaranteed (after 8 years of vesting) and is based on a formula using your salary, years of service, FRS membership class (regular) and age. When you retire, even if you no longer are employed by KLWTD, your benefit includes monthly payments for your lifetime, with the option to provide continuing payments to your qualified beneficiary after your death.

*Requires 8 years employment that begins upon date of KLWTD’S FRS plan activation for 100% vesting (0% vesting if less than 8 years of employment) i.e: if July 1, 2018 start date with FRS, that is the start date for 8 years vesting.

*Employee contribution requirement is 3% (not greater or less than 3%). KLWTD’s employer contribution requirement is 8.12% (less administrative costs paid to FRS)

*All employees are required to participate in either FRS investment or FRS pension plan

*There are no employee loan options with FRS as there are with the current 457(b) plan.

*Employees may make a one-time switch from Pension plan to the Investment plan, with certain exclusions and limitations. One exclusion: the prior investment contribution and associated earnings from the employer is forfeited if you change plans, only the employee contribution portion will be available.

*All FRS policies are subject to change, including the option to increase or decrease the amount that the employee and employer must pay into the plan, based on the Florida Legislature.

**FRS Investment Plan:** The benefit of this defined contribution plan is based on your account balance, which consists of your contributions, your employer's contributions, the performance of your investments, account fees and expenses. Upon retirement, your benefit is paid as a lump sum, rollover, annuity, a customized payment schedule, or any combination of these.

*Requires 1 year of employment that begins upon date of KLWTD’S FRS plan activation for 100% vesting.

*Employee contribution requirement is 3% (not greater or less than 3%). KLWTD's contribution requirement is 3.30% (less administrative costs paid to FRS) to employee's investment plan.

*All employees are required to participate in either FRS investment or FRS pension plan.

*There are no employee loan options with FRS as there are with the current 457(b) plan.

*Employees may make a one-time switch from Investment plan to the Pension plan, with certain exclusions and limitations. One exclusion: the prior investment contribution and associated earnings from the employer is forfeited if you change plans.

*All FRS policies are subject to change, including the option to increase or decrease the amount that the employee and employer must pay into the plan, based on the Florida Legislature.
From FL Dept of Management Services Division of Retirement:

Contribution Rates for 2018-2019
(Effective Date: 7/1/18)

<table>
<thead>
<tr>
<th>FRS Membership Class</th>
<th>Paid by FRS Employers</th>
<th></th>
<th></th>
<th></th>
<th>TOTAL ER (Employer) RATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blended Rate</td>
<td>UAL (Unfunded Actuarial Liability)</td>
<td>Admin/Education</td>
<td>HIS (Health Insurance Subsidy)</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>2.90%</td>
<td>3.50%</td>
<td>0.06%</td>
<td>1.66%</td>
<td>8.12%</td>
</tr>
<tr>
<td>Special Risk</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Elected (County/Local)</td>
<td>8.54%</td>
<td>38.48%</td>
<td>0.06%</td>
<td>1.66%</td>
<td>48.74%</td>
</tr>
<tr>
<td>Senior Management</td>
<td>4.29%</td>
<td>17.89%</td>
<td>0.06%</td>
<td>1.66%</td>
<td>23.90%</td>
</tr>
</tbody>
</table>

The UAL is an actuarial term that refers to the difference between the actuarial values of assets (AVA) and the actuarial accrued liabilities (AAL) of a plan, or the amount of retirement that is owed to an employee in future years that exceed current assets and their projected growth.

Health Insurance Subsidy: In Pension and Investment plan, when you retire, if you can prove you have health insurance elsewhere, FRS will pay you a monthly benefit based on years of creditable service. Must have 6 years of service minimum. Maximum benefit is $150 per month based on $5 per year of creditable service. Must have minimum of 6 years creditable service. But must reach normal retirement age of 65 years old.
### FRS PENSION PLAN FORMULA EXAMPLES USED TO DETERMINE MONTHLY PENSION PAYMENTS:

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Years of KLWTD Service (After start of FRS Membership in 2018)</th>
<th>Average Annual Wages of Highest 8 Years of Wages</th>
<th>Monthly Pension Amount Received after Retirement at Age 65</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8</td>
<td>$50,000.00</td>
<td>$533.33</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
<td>$75,000.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>C</td>
<td>8</td>
<td>$100,000.00</td>
<td>$1,066.67</td>
</tr>
<tr>
<td>D</td>
<td>15</td>
<td>$50,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>E</td>
<td>15</td>
<td>$75,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>F</td>
<td>15</td>
<td>$100,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>G</td>
<td>25</td>
<td>$50,000.00</td>
<td>$1,666.67</td>
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<td>H</td>
<td>25</td>
<td>$75,000.00</td>
<td>$2,500.00</td>
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<td>I</td>
<td>25</td>
<td>$100,000.00</td>
<td>$3,333.33</td>
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<tr>
<td>J</td>
<td>35</td>
<td>$50,000.00</td>
<td>$2,333.33</td>
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<tr>
<td>K</td>
<td>35</td>
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</tr>
<tr>
<td>L</td>
<td>35</td>
<td>$100,000.00</td>
<td>$4,666.67</td>
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Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: Agenda Item Number: I-1
May 15, 2018

Agenda Item Type: Agenda Item Scope: Recommended Action:
Resolution Review / Discussion Action: Approval

Department: Sponsor:
Legal Nicholas Mulick

Subject:
Resolution Approving Parcel Reclassification and EDU Adjustment of 2 Thurmond St

Summary of Discussion:
A resolution stating the Board's approval of the reclassification and EDU adjustment for the parcel located at 2 Thurmond Street.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<tr>
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<td>Funding Source:</td>
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</tr>
<tr>
<td>District Counsel:</td>
<td>Budgeted:</td>
<td></td>
</tr>
<tr>
<td>District Clerk:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Engineering:</td>
<td></td>
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</tbody>
</table>

Approved By: General Manager  Date: 5-10-18
RESOLUTION NO. 04-05-18

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT (“KLWTD”) ADOPTING THE KLWTD STAFF’S RECOMMENDATION TO RECLASSIFY FROM RESIDENTIAL TAX PARCEL TO MIXED-USE TAX PARCEL THE PROPERTY LOCATED AT 2 THURMOND STREET, KEY LARGO, FLORIDA, WITH PARCEL IDENTIFICATION NUMBER 00088160-000100; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Thurmond Street Partners, LLC, is the owner of the property located at 2 Thurmond Street, Key Largo, Florida, with Parcel Identification Number 00088160-000100, legally described in Exhibit “A” attached hereto and made a part hereof by reference (“the Subject Tax Parcel”); and

WHEREAS, the Subject Tax Parcel is currently classified as Residential Tax Parcel, pursuant to Article XIII entitled, Definitions and Construction of Terms of the Key Largo Wastewater Treatment District’s General Rules and Regulations (“KLWTD R&Rs”); and

WHEREAS, KLWTD staff has been informed that the Subject Tax Parcel is currently being used for both residential and commercial purposes; and

WHEREAS, the staff has recommended that the KLWTD Board of Commissioners (“the Board”) adopt a Resolution reclassifying the Subject Tax Parcel from Residential Tax Parcel to Mixed-use Tax Parcel to more accurately reflect its current use, pursuant to Article XIII of the KLWTD R&Rs; and

WHEREAS, the Board has considered the staff’s recommendation at a regular meeting of the Board held on April 17, 2018.

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

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

Section 2. Adoption of Recommendation. The Board finds that there is good and sufficient cause to adopt the staff’s recommendation to reclassify the subject property from Residential Tax Parcel to Mixed-use Tax Parcel so that the classification of the subject parcel more accurately reflects its current use.
Section 3. Reclassification. As of the effective date of this Resolution, the subject parcel shall be classified as a Mixed-use Tax Parcel, as defined in Article XIII of the District’s R&Rs.

Section 4. EDU Increase. The EDUs assigned to the subject parcel are hereby increased from 1.0 EDU to 11.3 EDUs.

Section 5. Effective Date. This Resolution shall be effective upon adoption by the Board.

Section 6. Implementation. The General Manager and/or his designees are authorized to take all actions necessary to implement the terms of this Resolution.

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:

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<tr>
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<th>AYE</th>
<th>NAY</th>
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<tbody>
<tr>
<td>Chairman Asdourian</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Gibbs</td>
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<td>Commissioner Heim</td>
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<td>Commissioner Majeska</td>
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<tr>
<td>Commissioner Tobin</td>
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The Chairman thereupon declared this Resolution duly passed and adopted the _____ day of May 2018.

KEY LARGO WASTEWATER TREATMENT DISTRICT

By: ____________________________
    David Asdourian, Chairman

ATTEST: Approved as to form and legal sufficiency:

______________________________
Diane Bockelman, Clerk

______________________________
Nicholas W. Mulick, General Counsel

SEAL
RESOLUTION NO. 04-05-18
RE NO. 00088160-000100
AK NO. 1097080

EXHIBIT “A”

PARCEL A:

Lots 17 through 29, inclusive, Block 2, EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, vacated by the Monroe County Board of County Commissioners’ Resolution No. 17-1968, dated February 27, 1968. Together with the East one-half of Bay View Boulevard adjacent to and parallel with Lots 20 through 29, Block 2, as shown on said Plat of EL DORADO HEIGHTS, said Bay View Boulevard vacated by the Monroe County Board of County Commissioners’ Resolution No. 87-1973, dated July 17, 1973. Said parcel being more particularly described by metes and bounds, as follows:

A parcel of land in Section 32, Township 61 South, Range 39 East on Key Largo, Monroe County, Florida, and being further described as portions of Lots 9, 11 and 15 of MODEL LAND COMPANY, according to the Plat thereof, as recorded in Plat Book 1, at Page 68, of the Public Records of Monroe County, Florida, as shown on the Plat of EL DORADO HEIGHTS, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida. Beginning at the intersection of the centerline of Bay View Boulevard with the Northwesterly right-of-way line of Florida Avenue, as shown on the Plat of EL DORADO HEIGHTS, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida; thence run North along said centerline for a distance of 588.35 feet to a point 25.00 feet West of the Northwest corner of Lot 29, Block 2, of said Plat of EL DORADO HEIGHTS; thence East, along a Westerly projection of the North line of said Lot 29, for a distance of 150.05 feet to the Northeast corner of said Lot 29, Block 2; thence South, along the Easterly line of Lots 21 through 29, Block 2, of said Plat of EL DORADO HEIGHTS for a distance of 440.32 feet to a point on the aforementioned Northwesterly right-of-way line of Florida Avenue; thence run Southwesterly along said Northwesterly right-of-way line of Florida Avenue, deflecting 45° 20' 11" to the right from the previous course, for a distance of 210.59 feet to the Point of Beginning of the parcel herein described.
TOGETHER WITH:

A parcel of land comprised of Lot 1 and part of Lot 2, Block 2, EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, and vacated by the Monroe County Board of County Commissioners' Resolution No. 17-1968 dated February 27, 1968, and part of a 20-foot wide alley, according to said Plat, and vacated by the Monroe County Board of County Commissioners' Resolution No. 28-1967, dated May 23, 1967, and part of the Easterly one-half of Bay View Boulevard, according to said Plat and vacated by the Monroe County Board of County Commissioners' Resolution No. 87-1973, dated July 17, 1973, said parcel being more particularly described, as follows:

Begin at the intersection of a Westerly prolongation of the Northerly line of Lot 29, Block 2, EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, and vacated by the Monroe County Board of County Commissioners' Resolution No. 17-1968, dated February 27, 1968, with the centerline of Bay View Boulevard according to said Plat, and vacated by the Monroe County Board of County Commissioners' Resolution No. 87-1973, dated July 17, 1973; from said Point of Beginning, thence Easterly, along said prolongation of and along the Northerly line of said Lot 29 for a distance of 150.00 feet to the Northeasterly corner of said Lot 29; thence Northwesterly on an angle of 79° 45' 50" to the right of the preceding course, a distance of 234.40 feet, more or less, to the shoreline of Florida Bay; thence meander said shoreline in a Southwesterly direction for a distance of 228.00 feet, more or less, to an intersection with the said centerline of the said vacated Bay View Boulevard; thence Southerly along said centerline for a distance of 62.00 feet, more or less, to the Point of Beginning.

PARCEL B:

Part of a 20-foot wide, vacated alley, part of Lot 2, and all of Lots 3 through 16, inclusive, Block 2, EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, and vacated by the Monroe County Board of County Commissioners' Resolution No. 17-1968, dated February 27, 1968, being more particularly described as follows:
Commence at the intersection of the centerline of Bay View Boulevard with the Northwesterly right-of-way line of Florida Avenue as shown on the Plat of EL DORADO HEIGHTS, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida; thence run Northeasterly along said right-of-way line for 212.16 feet, more or less, to the most Easterly corner of Lot 17, Block 2, of said Plat and the Point of Beginning of the following described parcel; from said Point of Beginning, thence deflect 45.00 feet to the left and run Northerly along the Westerly line of Lots 8 through 14, and of Lot 16, all in Block 2 of said Plat, for a distance of 440.00 feet, more or less, to the Northwest corner of Lot 8, Block 2 of said Plat; thence deflect 10° 14' 10" to the left and proceed Northwesterly for a distance of 234.40 feet, more or less, to the shoreline of Florida Bay; thence meander Northeasterly along said shoreline for 565.00 feet, more or less, to a point and a Northerly prolongation of the Westerly right-of-way line of Thurmond Street, according to said Plat; thence run South along said right-of-way line for distance of 673.00 feet, more or less, to an intersection with said Northwesterly right-of-way line of Florida Avenue, according to said Plat, for a distance of 169.70 feet, more or less, to the Point of Beginning.

SUPPLEMENTAL PROPERTY:

Lots 1 through 11, inclusive, Square 1, EL DORADO HEIGHTS, according to the Plat thereof, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, which property was returned to acreage by Resolution of the Board of County Commissioners of Monroe County, Florida, recorded in Official Records Book 409, at Page 427, of the Public Records of Monroe County, Florida.

AND

A parcel of submerged land in the Bay of Florida in Section 32, Township 61 South, Range 39 East, Key Largo, fronting Lots 1 and 2, Block 1, EL DORADO HEIGHTS, as recorded in Plat Book 1, at Page 203, of the Public Records of Monroe County, Florida, more particularly described, as follows:

From the Southwest corner of said Lot 1, Block 1 of EL DORADO HEIGHTS, run North along the West side of said Lot 1, a distance of 175.00 feet to the mean high tide line on the shore of the Bay of Florida and the Point of Beginning of the parcel hereinafter described; thence North 29° 00' 00" West, a distance of 200.00 feet; thence North 51° 26' 00" East, a distance of 22
148.70 feet; thence South 31° 10' 00" East, a distance of 215.00 feet, more
or less, to the said mean high tide line at the East line of Lot 2, said Block
1, EL DORADO HEIGHTS; thence Southwesterly meandering said mean high
tide line, a distance of 157.00 feet, more or less, to the Point of Beginning.

AND

That part of the closed street, Bay View Boulevard, lying West of the
centerline of Bay View Boulevard, and contiguous to the Eastern boundary
lines of Lots 2 through 12, inclusive, SQUARE 1, EL DORADO HEIGHTS,
according to the Plat thereof, as recorded in Plat Book 1, at Page 203; the
same being closed, vacated and abandoned by the Monroe County Board of
County Commissioners’ Resolution No. 87-1973, dated July 17, 1973, and
recorded on August 9, 1973, in Official Records Book 548, at Page 777, of
the Public Records of Monroe County, Florida.
Meeting Date: May 15, 2018

Agenda Item Number: J-1

Meeting Date: Agenda Item Scope: Recommended Action:

Item Number: Information / Presentation Review / Discussion Action: Approval

Department: Sponsor:

Operations Mike Dempsey

Subject:

**Motorola Radio Purchase**

Summary of Discussion:

Staff recommends authorization to purchase nineteen (19) APX 4000 Motorola handheld radios. KLWTD will be joining the Monroe County 800 MHz P25 Radio System resulting in a public safety benefit of interoperability.

<table>
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<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
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<tr>
<td>Operations:</td>
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<td>Engineering:</td>
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Approved By: ____________________________ Date: 5-10-18

General Manager
Bill-To: KEY LARGO WASTE WATER TREATMENT DISTRICT
98880 OVERSEAS HWY
KEY LARGO, FL 33037
United States

Ultimate Destination: KEY LARGO WASTE WATER TREATMENT DISTRICT
98880 OVERSEAS HWY
KEY LARGO, FL 33037
United States

Attention: Mike Dempsey
Email: mike.dempsey@klwtd.com
Phone: 305-451-4019

Sales Contact: Nick Cavallo
Email: nick.cavallo@suncomm.us
Phone: 305-295-4450

Request For Quote: KLWTD APX 4000 x 19
Contract Number: 13-109730
Freight terms: FOB Destination
Payment terms: Net 30 Due

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<th>Your price</th>
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Total Quote in USD $69,266.90

**NOTES**

1. This quote is for equipment only and does not include host system subscription fees or radio ID, alias, and talk-group coordination and assignment, which is to be negotiated through pending agreement between KLWTD and the host system administrator [MCSO Communications Director].

2. This quote does not include radio programming and optimization, which will be completed by the local Motorola Service Station. Once the pending agreement referred to in note 1 is completed, The MSS will create a device specific programming template that is optimized for the operational usage of the radio, as defined by KLWTD, and that is coordinated with and approved by the host system administrator. The MSS will separately invoice KLWTD for these services once they are completed, and can provide estimates upon request.

3. Training Services to include up to 2 hours of on-site direct instruction and demonstration to the staff of KLWTD, will be provided by the
MR/MSS at no additional charge, at the time of delivery.

4. Manufacturers' Warranties do not include pickup/delivery, Removal or re-installation, or service call labor.

5. Please be advised that a 2% surcharge will be added to all credit card payments.

PO Issued to Motorola Solutions Inc. must:
> Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
> Have a PO Number/Contract Number & Date
> Identify "Motorola Solutions Inc." as the Vendor
> Have Payment Terms or Contract Number
> Be issued in the Legal Entity's Name
> Include a Bill-To Address with a Contact Name and Phone Number
> Include a Ship-To Address with a Contact Name and Phone Number
> Include an Ultimate Address (only if different than the Ship-To)
> Be Greater than or Equal to the Value of the Order
> Be in a Non-Editable Format
> Identify Tax Exemption Status (where applicable)
> Include a Signature (as Required)
AGREEMENT
between
THE MONROE COUNTY SHERIFF’S OFFICE
and
KEY LARGO WASTEWATER TREATMENT DISTRICT
for
USE OF P25 RADIO SYSTEM

THIS AGREEMENT, made and entered into on the day and year last signed below, by the Monroe County Sheriff's Office, a subdivision of the State of Florida (“MCSO”), and Key Largo Wastewater Treatment District, an independent special taxing district (“KLWTD”), collectively (“the Parties”).

WITNESSETH:

WHEREAS, MCSO has purchased and is operating a radio system that is used by several local government and emergency services entities (“Shared Users”); and
WHEREAS, KLWTD provides wastewater services within the KLWTD District boundaries and service area in Monroe County, Florida; and
WHEREAS, the Parties have determined that allowing KLWTD access to MCSO’s radio system will result in a public safety benefit of interoperability.

NOW THEREFORE, in conjunction with the mutual covenants, promises and representations contained herein, the Parties agree as follows:

SECTION 1: PURPOSE AND DEFINITIONS

1.01 The purpose of this Agreement is to set forth the parameters under which MCSO will make access to its 800 MHz P25 radio system (“System”) available to KLWTD.

1.02 System: The 800 MHz P25 radio system, funded, purchased, installed, maintained and owned by MCSO. The System includes fixed transmitting and receiving equipment, T-1 telephone lines for communicating between sites, System control and management equipment, dispatch consoles, a controller located at the prime site, and other related equipment.
1.03 Shared User Equipment: Also known as “agency radios,” are KLWTD Shared User-owned 800 MHz P25 handheld and mobile radios and control stations that have the ability to be programmed and used on MCSO’s 800 MHz P25 radio system.

1.04 System Administrator: The person designated by MCSO to be responsible for administration of the System and serving as designated contact person pursuant to this Agreement.

1.05 Key Largo Wastewater Treatment District: The person designated by KLWTD as contact person pursuant to Subsection 3.02 of this Agreement.

SECTION 2: SYSTEM ADMINISTRATION AND USE PROCEDURES

2.01 MCSO shall administer shared use of the System.

2.02 The System Administrator will develop policies, procedures and standard operating procedures. KLWTD agrees to comply with any enforcement actions required by these policies and procedures for misuse or abuse of the System.

2.03 Maintenance costs as described in Section 6 will be reallocated on the first day of October after a new Shared User gains access to the System.

SECTION 3: SHARED USER EQUIPMENT AND RESPONSIBILITIES

3.01 All Shared User equipment will be 800 MHz P25 mobile, portable, and control station equipment programmed for use on the System. The equipment used shall be 800 MHz P25-compliant communication systems equipment, and approved by the System Administrator. KLWTD is required to keep their equipment and proper operating condition. KLWTD is solely responsible for maintenance of their radio equipment.

3.02 Within 15 days of the execution of this Agreement, KLWTD must designate a Representative who will serve as its single point of contact for matters relating to this Agreement.
3.03 Within 15 days of the execution of this Agreement, KLWTD must provide MCSO with a list of persons who are authorized to request programming changes to existing units and programming of new units. KLWTD will not program radios without approval of the System Administrator.

3.04 Written authorization from the System Administrator and KLWTD Representative is required for the MCSO Emergency Communications Division to program talk groups into Shared User radios. KLWTD may not request that other User’s talk groups be programmed into their radios without written authorization of other Shared User Representatives.

3.05 KLWTD will be required to program the Common Countywide Talk Groups that reside on the System for use by Shared Users or interagency communications into its radios. These calling talk groups, in addition to one operational talk group for the applicable discipline, shall be required as a minimum. Shared Users may include additional Common Talk Groups as necessary to meet their operational requirements. These talk groups shall be in addition to the mutual aid channels required by the Florida Regional Plan.

3.06 KLWTD is solely responsible for the performance and operation of Shared User equipment and any damages or liability resulting from the use thereof. Should MCSO identify malfunctioning Shared User equipment, MCSO will request the Shared User Representative to discontinue use of the specific device until repairs are completed. If the device is causing interference to the System, MCSO may disable the equipment from the System. In the case of lost or stolen equipment, KLWTD will immediately notify MCSO Emergency Communications in writing or via email authorizing MCSO to disable the equipment. KLWTD will provide the Radio ID number and the serial number of the radio. MCSO Emergency Communications will advise via email when the radio has been disabled. Disabled radios will be reactivated only upon written request from a KLWTD District Representative.

3.07 As of this time, the System does not support the use of roaming, private call, or telephone interconnect. In the future, MCSO may activate some or all of these features should the loading of the System allow. KLWTD may not program these features into their radios. If roaming, private call, or telephone interconnect are allowed on the System in the future, KLWTD may, at their own expense, reprogram Shared User radios. MCSO will provide an amendment to this Agreement defining the uses and required programming should these features become available on the System.
3.08 KLWTD is required to provide to MCSO an inventory of the radios on the MCSO System. KLWTD shall provide the following information to MCSO:

1. Radio manufacturer and model numbers
2. Radio serial numbers
3. Requested aliases to be programmed
4. List of any requested radio programming changes
5. Talk groups required
6. Common talk groups required
7. Other agency talk groups required

MCSO will compile this information and transmit to KLWTD a matrix of the approved talk groups, aliases, and radio ID numbers prior to radios being programmed into MCSO’s 800 MHz P25 radio system. KLWTD will be responsible for adhering to the talk group and radio ID allocations set up by MCSO.

3.09 Nothing in this Agreement shall represent a commitment by MCSO or be construed as intent by MCSO to fund any portion of KLWTD’s equipment.

SECTION 4: MCSO RESPONSIBILITIES

4.01 MCSO shall be responsible for operation of the System.

4.02 MCSO should be responsible for all permitting, licensing and fees associated with the operation of the System.

SECTION 5: ONE-TIME SYSTEM ACCESS CHARGE

5.01 Each subscriber unit added to MCSO System will be charged $50.00 at the time the unit is program for System access.

5.02 KLWTD will pay a fee of $25.00 per subscriber unit for any subsequent reprogramming of radio talk groups.

5.03 In the event of any termination of this Agreement, access and reprogramming charges will not be reimbursed.
SECTION 6: MAINTENANCE COSTS

6.01 MCSO relies upon the MCSO Emergency Communications Division to secure routine and preventative maintenance on the System. This maintenance includes troubleshooting and making all repairs on a 24/7/365 basis, as well as, performing preventative maintenance on the entire System, including, but not limited to, radio equipment, control, management, and alarm systems, towers and equipment shelters, backup power generators, and air-conditioners.

6.02 KLWTD shall pay maintenance costs one year in advance. The rate for 2017-2018 is $376.62 per unit. The annual cost of maintenance will be reviewed each year. Future maintenance costs may be adjusted for the following fiscal year. If future maintenance costs are adjusted, MCSO will send written notice to KLWTD in April before the next fiscal year. Maintenance costs will be shared on a pro rata basis based on the number of radios KLWTD and Shared Users are authorized to use on the System as of April 1 of each year.

SECTION 7: BILLING SCHEDULE

7.01 Access and reprogramming charges are due in full, regardless of the time of the year that the additional unit is added to the System or reprogrammed. These fees will not be prorated from the time of programming.

7.02 System Users will pay maintenance charges as described in Section 6. Maintenance charges are due each October 1, one year in advance.

7.03 Upon receipt of any invoice, KLWTD will immediately review it and report any discrepancies to MCSO within 10 days of receipt. Payment will be due to MCSO within 30 days of receipt of the invoice. Payments will be sent to:

Radio System Administrator  
Monroe County Sheriff's office  
5525 College Road  
Key West, FL 33040

Attn: 800 MHz P25 Interlocal Agreement
SECTION 8: ANNUAL BUDGET INFORMATION TO BE PROVIDED

MCSO may review and update the fees and charges as identified in Sections 5, 6 and 7 before April 1st of each year for the following fiscal year beginning October 1st. These revised fees and charges will be applicable for the upcoming fiscal year and will automatically become a part of this Agreement on October 1st of the applicable year.

SECTION 9: INDEMNIFICATION AND LIABILITY

9.01 MCSO makes no representations about the design or capabilities of the MCSO System. KLWTD has decided to enter into this Agreement and use MCSO’s System based on its review of the system design, system coverage, manufacturing and installation details contained in MCSO’s contract with Motorola and subsequent field measurements and testing data that may exist. MCSO makes no guarantee as to the continual, uninterrupted use of the radio communication system, or its fitness for the communication needs of KLWTD.

9.02 KLWTD agrees to hold harmless, indemnify and defend the Monroe County Sheriff’s Office, Sheriff Richard A. Ramsay, and his predecessors and successors in office, and each and every one of his or their deputies, employees, and attorneys from any and all loss, damage, claim or judgment arising out of this Agreement or KLWTD’s use of the System.

9.03 The terms and conditions of this Agreement incorporate all the rights, responsibilities and obligations of the Parties to each other.

SECTION 10: OWNERSHIP OF ASSETS

Shared User equipment will remain assets of KLWTD or Shared Users at all times. Any asset now owned by MCSO will remain MCSO’s despite KLWTD’s or Shared User’s financial contribution to their maintenance, renewal and replacement. Any asset later incorporated into the System will be owned by MCSO, regardless of cost reimbursement by KLWTD or Shared Users.

SECTION 11: TERM OF AGREEMENT

The initial term of this Agreement begins October 1, 2018 and ends September 30, 2019.
SECTION 12: TERMINATION

Either party can terminate this Agreement with or without cause upon 10 days’ written notice.

SECTION 13: APPLICABLE LAW

The laws of the State of Florida govern this Agreement.

SECTION 14: FILING

A copy of this Agreement may be filed with the Clerk of the Circuit Court in and for Monroe County, Florida.

SECTION 15: ENTIRE AGREEMENT

This Agreement and any Exhibits attached hereto and forming a part thereof as if fully set forth herein, constitutes all agreements, conditions and understandings between MCSO and KLWTD concerning the System. All representations, either oral or written, shall be deemed to be merged into this Agreement, except as herein otherwise provided. No subsequent alteration, waiver, change or addition to this Agreement shall be binding upon MCSO or KLWTD unless reduced to writing and signed by both parties.

SECTION 16: THIS AGREEMENT SUPERSEDES ALL PREVIOUS AGREEMENTS

Any prior agreements, whether oral or written, between KLWTD regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed this __________ day of May 2018.

MONROE COUNTY SHERIFF’S OFFICE

By: _______________________________  By: _______________________________
     Sheriff's Rep, Position             David Asdourian, Chairman

KEY LARGO WASTEWATER TREATMENT DISTRICT
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 15, 2018
Agenda Item Number: L-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Engineering
Sponsor: Ed Castle

Subject: Monroe Park Sewer Update

Summary of Discussion:

The Board requested that an update be provided on the status of FKAA's actions toward providing sewer service to the Monroe Park/Cross Key area.

The attached email from a FKAA representative and summary table produced by Weiler Engineering, based on information contained in the FKAA email, provide the information available at this time.

<table>
<thead>
<tr>
<th>Reviewed / Approved</th>
<th>Financial Impact</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations: _______</td>
<td>$ 0.00 Expense</td>
<td>1. Email from FKAA</td>
</tr>
<tr>
<td>Administration: _______</td>
<td>Funding Source: Grant(s)</td>
<td>2. Table summarizing available information</td>
</tr>
<tr>
<td>Finance: _______</td>
<td>Budgeted: No</td>
<td></td>
</tr>
<tr>
<td>District Counsel: _______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Clerk: _______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering: _______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: _______________________________ Date: 5-10-18

General Manager
Good Morning Ed,

Please see below responses.

Sincerely,

Joshua W. Peele
Engineering Projects Administrator
Florida Keys Aqueduct Authority
(305) 809-2739 fax
(305) 809-2636 office

Hi Joshua,

The KLWTD Board has asked for periodic updates on FKAA’s progress on the Monroe Park sewer system. The last time we talked, you said that the FKAA was modifying the demonstration grant language to include Monroe Park so that the funding could be used there. Peter Rosasco and Kirk Zelch also discussed the grant. Peter has asked me to get monthly updates. Can you help out with some info?

- Has the grant language been modified to include Monroe Park? If so, what date was the modification approved? Anticipated in Q2 Y18.
- Has a concept plan been selected? Sewer the entire site with a single WWTP, or individual on-site systems? If that has not been decided, can you estimate a date for decision? FKAA is reviewing
proposal for conceptual design and—if approved—anticipates
conceptual design completed early June 2018.

- Will FKAA design in-house or use a firm from your library? **We anticipate continuing via general services contract (aka library).**
  - Has design and permitting begun? **No.**
  - Do you have target dates for milestones? **Milestones will be developed as part of the conceptual design. Target date for construction completion is Q1 Y20.**

I realize a lot of this may still be undecided, but any information you can provide will be appreciated. If you have a project schedule, I would appreciate a copy.

Thanks.

Edward R. Castle, PE
Weiler Engineering Corporation
# Monroe Park Sewer Summary

**April 23, 2018**

<table>
<thead>
<tr>
<th>Activity Description per FKAA email</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FKAA to modify EPA Demonstration Grant to include Monroe Park</td>
<td>June 2018</td>
</tr>
<tr>
<td>Concept design proposal being reviewed now by FKAA. If accepted, concept design moves forward.</td>
<td>June 2018</td>
</tr>
<tr>
<td>After Concept Design, FKAA will engage an engineering firm from their library to do design and permitting. Design &amp; Permitting completion</td>
<td>?</td>
</tr>
<tr>
<td>Construction to begin</td>
<td>?</td>
</tr>
<tr>
<td>Completion of construction</td>
<td>March 2020</td>
</tr>
</tbody>
</table>
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: May 15, 2018
Agenda Item Number: I-2

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action: Approval

Department: Engineering
Sponsor: Ed Castle
Subject: Capital Upgrades RFP Award

Summary of Discussion:

A request for proposals was published for upgrades to the headworks, process water pumping station, SBR #3 bridge and filter booster pump system. Two proposals were received. Staff has negotiated a decreased price with the highest ranked respondent and is recommending award of the work to Reynolds of Florida, Inc. in the amount of $1,229,405.52.

Reviewed / Approved

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

Financial Impact

$ 1,229,405.52
Expense
Funding Source:
Loans / Other Debt
Budgeted:
Partially

Attachments

1. Memo from WEC recommending award to Reynolds
2. Score sheets from public meeting to rank respondents
3. Spreadsheet of budget and bid amounts

Approved By: [Signature]
General Manager

Date: 5-10-18
MEMORANDUM

To:       KLWTD Board
From:     Ed Castle, PE
Date:     May 7, 2018
Re:       KLWTD WWTP Capital Upgrades Project

Proposals for the above referenced project were received at the Key Largo Wastewater Treatment District Office until 2:00 P.M. on Tuesday, March 22, 2018, opened publicly, and read aloud at the Key Largo Wastewater Treatment District office in Key Largo, Florida. Two bids were received.

The District formed a panel to evaluate the responses to the Request for Proposals. The evaluation panel consisted of Jered Primicerio, Operations Manager for the District, Ryan Dempsey, Maintenance Manager for the District and Ed Castle, District Engineer. Copies of both proposal packages were given to the panel members along with evaluation score sheets. The evaluation meeting was held at 1:00 PM on Tuesday, April 10, 2018 at the District’s office. The evaluation panel determined that the proposals from both firms were materially in compliance with the requirements of the RFP and both firms were deemed to be responsive. A discussion of the merits of the proposals was held. Each member of the panel submitted their proposal evaluation forms to the District’s Contracts Manager who tallied the scores and calculated averages for each proposal. Copies of the proposals and score sheets have been included in the Board agenda package.
The table below presents the average evaluation scores and the proposed project cost for each respondent along with the Engineer’s opinion of probable cost.

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Cost</th>
<th>Average Score</th>
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</thead>
<tbody>
<tr>
<td>Reynolds Construction</td>
<td>$1,285,000</td>
<td>99</td>
</tr>
<tr>
<td>V Engineering &amp; Consulting</td>
<td>$1,500,000</td>
<td>53</td>
</tr>
<tr>
<td>Engineer’s Opinion of Probable Cost</td>
<td>$802,692</td>
<td>N/A</td>
</tr>
</tbody>
</table>

At the May 1, 2018 meeting, the Board authorized staff to enter into value engineering discussions with Reynolds Construction to attempt to lower the cost of the project. Reynolds Construction and staff agreed to the following adjustments in scope and price:

- Reynolds Construction will use the office at Vacuum Station E as a field office rather than setting up a work trailer. Credit of $3,000.
- Reynolds Construction will install only one new 14 hp booster pump instead of two. Full redundancy will still be met. Credit of $15,541.62
- KLIWTD staff will replace two broken valves rather than having Reynolds perform the work. Credit of $8,646.54.
- Savings of sales tax. Credit of $21,148.95
- Reduction in profit and overhead. Credit of $7,251.47

The total reduction in the Reynolds Construction cost for the project is $55,594.58 making the contract amount $1,229,405.42.

The work included in this project is critical to the continued operation of the District and the protection of its assets.

- Corrosion of conduit and concrete at the headworks must be curtailed to avoid equipment failure and potential structural damage.
- The process water pumping system is badly corroded and does not have sufficient capacity to simultaneously operate the necessary systems. The use of process water for seal water saves the District approximately $1,600 per month in potable water cost. The existing system also uses hydropneumatic pressure tanks, which
present a danger should they fail. The pressure tanks will be decommissioned
with the new system.

- The filter booster pumping system has had logic problems for some time. The
cause of the problems is uncertain, although physical damage of wiring is
suspected. The booster pump upgrades will remove two larger pumps and install
on additional smaller pump. New conduit and wiring will be run and a new
control logic program will be installed.

Staff recommends award of the Capital Upgrades project to Reynolds in the negotiated
amount of $1,229,405.42.
### Reynolds Ranking for Headworks Bypass Piping Proposal

<table>
<thead>
<tr>
<th>Section No.</th>
<th>Description</th>
<th>Max Points</th>
<th>Earned Points</th>
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<tr>
<td>1</td>
<td>Executive Summary</td>
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<td>2</td>
<td>Relevant Past Experience and References</td>
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<td>9</td>
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<tr>
<td>3</td>
<td>Project Methodology and Management Approach</td>
<td>10</td>
<td>9</td>
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<tr>
<td>4</td>
<td>Key Personnel Qualifications and Project Staffing</td>
<td>5</td>
<td>8</td>
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<tr>
<td>5</td>
<td>Litigation and Financial Information</td>
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<td>6</td>
<td>KLWTD Forms</td>
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<tr>
<td>Cost</td>
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<tr>
<td><strong>Reynolds Total</strong></td>
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<td><strong>98</strong></td>
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### V Engineering Ranking for Headworks Bypass Piping Proposal

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<td>Key Personnel Qualifications and Project Staffing</td>
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<td><strong>V Engineering Total</strong></td>
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Scoring by Ed Castle, Weiler Engineering 04/09/2018
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<td>Project Methodology and Management Approach</td>
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<td>Key Personnel Qualifications and Project Staffing</td>
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<td>KLWTD Forms</td>
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<td>Cost</td>
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Ryan Dempsey 4.10.18
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<td>2</td>
<td>Relevant Past Experience and References</td>
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<tr>
<td>Cost</td>
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<td>Reynolds Total</td>
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<td>2</td>
<td>Relevant Past Experience and References</td>
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<td>Project Methodology and Management Approach</td>
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<td>Key Personnel Qualifications and Project Staffing</td>
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<td>KLWTD Forms</td>
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<tr>
<td>Cost</td>
<td>$1,500,000</td>
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<td>52</td>
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<tr>
<td>V Engineering Total</td>
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<tr>
<td>Item No.</td>
<td>Description</td>
<td>FY18 Budget Amount</td>
<td>Reynolds Bid Amount</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------</td>
<td>--------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1</td>
<td>Headworks Bypass Piping</td>
<td>$376,510.00</td>
<td>$837,419.63</td>
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<tr>
<td>2</td>
<td>Process Water Pumping System</td>
<td>$144,538.00</td>
<td>$204,072.28</td>
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<tr>
<td>3</td>
<td>Bridge to SBR #3</td>
<td>$40,365.00</td>
<td>$52,621.56</td>
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<tr>
<td>4</td>
<td>Booster Pump Modifications</td>
<td>$98,118.00</td>
<td>$182,239.99</td>
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<tr>
<td>5</td>
<td>Replacement of 18&quot; Butterfly Valve and 6&quot; Gate Valve</td>
<td>$0.00</td>
<td>$8,646.54</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$659,531.00</strong></td>
<td><strong>$1,285,000.00</strong></td>
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**Credits from Reynolds**

<table>
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<tr>
<th>Item No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Use of Vacuum Station E as Office</td>
<td>-$3,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Delete one booster pump from project</td>
<td>-$15,547.62</td>
</tr>
<tr>
<td>3</td>
<td>Key Largo Staff install 18&quot; and 6&quot; valves</td>
<td>-$8,646.54</td>
</tr>
<tr>
<td>4</td>
<td>Tax Exemption</td>
<td>-$21,148.95</td>
</tr>
<tr>
<td>5</td>
<td>Reduction in Profit and Overhead</td>
<td>-$7,251.47</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits from Reynolds</strong></td>
<td><strong>-$55,594.58</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Revised Reynolds Project Cost</strong></td>
<td><strong>$1,229,405.42</strong></td>
</tr>
</tbody>
</table>

**Estimated Payments with credits**

| Estimated Payments with credits | $1,044,994.61 | $184,410.81 |

**Capital Budget Items Not Used in FY18**

- Vacuum Station Hydrogen Sulfide Monitoring (doing manually) $197,478.00
- Vacuum Station Fire Detection (Add suppression & move to FY19) $71,750.00
- Administration Building Emergency Generator (Use Field Ops Generator) $101,223.00

**Unused FY18 Capital Budget (may be more)** $370,451.00

**Total FY18 Capital Budget Available** $1,029,982.00
Meeting Date: May 15, 2018

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Commissioner's Item
Sponsor: Commissioner Tobin

Subject: Low Income Loan Program

Summary of Discussion:
Whether to implement a loan program for qualified low and very low income residents to hook up their lateral sewer connections.

Reviewed / Approved
Operations: 
Customer Service: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $ 
Customer Service: 
Finance: Funding Source: 
District Counsel: 
District Clerk: Budgeted: N/A 
Engineering: 

Attachments
1. Loan Program Email

Approved By: [Signature]
General Manager
Date: 5-10-18
All;

Further to our discussion about whether to loan money to qualified low income residents to pay for installing lateral hookups, I had a nice chat with Steve Williams, the County’s Code Enforcement Prosecutor, about the possibility of extending the program to residents that have heavy code enforcement fines. Since we would not want to loan money and get wiped out in a foreclosure action, I asked Steve if he would be willing to consider waiving the fine if the resident could prove a legitimate hardship.

Provided we can work out the details, Steve said he would be willing to bring it to the BOCC.

Diane, please put this on the agenda for discussion at the next meeting.

Regards,

Andrew Tobin, Commissioner