



May 13, 2026

Claire Jubb
Interim Utilities Director
Charlotte County Utilities
18500 Murdock Circle
Port Charlotte, Florida 33948

Re: AT RLI #26-384, Regulatory Compliance Services – Wastewater and Reclaimed Water
WO #08 (Contract No. 20250643)

Dear Ms. Jubb:

Kimley-Horn and Associates, Inc. (“ENGINEER”) is pleased to submit this letter agreement (the “Agreement”) to Charlotte County Utilities (“CCU” or “COUNTY”) for providing, Regulatory Compliance Services for Wastewater and Reclaimed Water (the “Project”).

PROJECT UNDERSTANDING AND BACKGROUND

The ENGINEER has been selected by CCU to prepare professional engineering services related to the regulatory compliance services for wastewater and reclaimed water under Contract 20250643, dated February 17, 2026.

On an annual basis, a professional engineering firm assists CCU with managing and maintaining the wastewater and reclaimed water regulatory compliance requirements for facilities and systems it owns and operates. The regulatory requirements include those established and enforced by the Florida Department of Environmental Protection (FDEP), and Southwest Florida Water Management District (SWFWMD).

SCOPE OF SERVICES

ENGINEER will provide the services specifically set forth below:

TASK 1.0 WASTEWATER REGULATORY COMPLIANCE AND PERMITTING PROJECT MANAGEMENT

- 1.1 ENGINEER will coordinate and meet with COUNTY project team for one (1) kick-off meeting to review scope and project schedule.
- 1.2 ENGINEER will coordinate and meet with COUNTY project team for up to ten (10) monthly progress meetings to review recent work complete and coordinate upcoming work.
- 1.3 ENGINEER will coordinate with COUNTY staff via email, phone calls, in-person and virtual meetings. The ENGINEER will provide up to twenty (20) hours of service for coordination with COUNTY staff regarding staff coordination.
- 1.4 ENGINEER will maintain and update monthly project schedules and status reports to be provided with monthly updates for the duration of the project schedule.

TASK 2.0 WASTEWATER REGULATORY COMPLIANCE ASSISTANCE

This task includes providing regulatory assistance to CCU for the following anticipated items:

- 2.1 Regulatory Compliance Assistance - The ENGINEER will assist CCU with Task specific duties/items associated to and part of the regulatory compliance and permitting activities. The ENGINEER will provide up to twenty (20) hours of technical assistance and coordination with FDEP and SWFWMD, regarding regulatory compliance of COUNTY water systems for tasks not specifically detailed in Tasks 2.2 through 2.5 and 3.1 through 3.2.
- 2.2 Collection System Action Plan (CSAP) Annual Report – The ENGINEER will develop a CSAP Annual Report for West County Service Area to meet the requirements of F.A.C. 62-600.705 as required by the West Port Water Reclamation Facility (WRF) Operating Permit. The ENGINEER will facilitate a kickoff meeting with CCU staff to identify data collection needs. CCU to provide requested data following kick-off meeting. The ENGINEER will develop and submit a draft CSAP Annual Report which will be submitted electronically to CCU as a PDF. Development of the CSAP Annual Report will include development of graphics, summary tables, and explanations for how the provided information satisfies the plan requirements. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will facilitate one (1) meeting to review the document and CCU comments. Following incorporation of comments, the ENGINEER will submit a finalized CSAP Annual Report will to CCU and FDEP before the regulatory deadline, June 30th.
- 2.3 Senate Bill (SB) 64 Annual Progress Report – In accordance with that SB 64, an Annual Progress Report is due November 1st of each year for National Pollutant Discharge Elimination System (NPDES) permits. The County is the owner of an NPDES permit at East Port WRF. The ENGINEER will assist with the preparation of the Annual Progress Report to meet the FDEP requirement. The ENGINEER will coordinate with County staff and prepare a draft SB 64 Annual Progress Report for East Port WRF. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. Following incorporation of comments, the ENGINEER will submit the SB 64 Annual Progress Report to FDEP. The ENGINEER will prepare and respond to one (1) response to requests for additional information for the Senate Bill 64 Annual Progress Report.
- 2.4 Burnt Store WRF Rapid Infiltration Basin (RIB) and Groundwater Monitoring Plan Assessment – In accordance with the FDEP Fourth Amended Consent Order, for Burnt Store Water Reclamation Facility (WRF) permit FL0040291-022-DW1, CCU is required to submit a technical evaluation of the groundwater monitoring data from the groundwater monitoring program required for the existing rapid infiltration basin (RIB) pursuant to the consent order.

The following specific services will be provided under this task:

- A. The ENGINEER will review publicly available files pertaining to the RIB groundwater monitoring plan, permitting, and function as necessary to perform the evaluation. CCU will share pertinent in-house files, including record drawings and previous reports, as available, with Kimley-Horn to aid in the evaluation. The ENGINEER will coordinate with CCU to compile information on the RIB operations, and groundwater monitoring plan implementation.
- B. The ENGINEER will conduct a site visit to the Burnt Store WRF RIB to assess the condition of the RIB and monitoring wells. The ENGINEER will assess whether the RIB appears to be functioning properly and whether the monitoring wells are sited appropriately per their designations under the groundwater monitoring plan (compliance, intermediate, background). The ENGINEER will assess the site for potential external factors that could influence the water quality measured in the monitoring wells.

C. The ENGINEER will evaluate the groundwater monitoring data, specifically the total dissolved solids (TDS) values in excess of 500 mg/L. The results of the assessment will be provided to CCU as a technical memorandum signed and sealed by a geologist and/or engineer licensed in the State of Florida appropriate for submittal to the FDEP by the Client. The technical memorandum will include recommendations for system modifications to resolve groundwater quality exceedances identified by FDEP if RIB operations or monitoring well locations are found to be a factor. The technical memorandum will be signed and sealed by a geologist and/or engineer licensed in the State of Florida appropriate for submittal to the FDEP by CCU. The technical memorandum will be provided to CCU in both digital and hard copy format (up to six (6) signed and sealed hard copy originals).

2.5 Environmental Resource Permit O&M Certification - The ENGINEER will complete Environmental Resource Permit (ERP) stormwater inspections and certifications for East Port Admin Ops Building FDEP Permit 08-286673-001 as required by permit conditions. Following the inspection the ENGINEER will provide a list of remedial actions to CCU with pictures, via email. CCU will provide records for completion of the remedial actions to the ENGINEER via email. The ENGINEER will provide review of compliance for the remedial action items and up to one (1) request for additional information to the CCU. Following approval of any remedial actions, the ENGINEER will prepare and submit the Certification of Operation and Maintenance Inspection to SWFWMD or FDEP, as applicable.

TASK 3.0 RECLAIMED WATER REGULATORY COMPLIANCE ASSISTANCE

This task includes providing regulatory assistance to CCU for the following anticipated items:

- 3.1 FDEP Annual Reuse Report - The ENGINEER will prepare the 2026 Annual Reuse Report (FDEP Form 62-610.300(3)(a)2) for Burnt Store WWTP and CCU Master Reuse System. The ENGINEER will coordinate with CCU Billing and Reclaimed staff to provide the flow data and property information that is required to complete the 2026 Annual Reuse Report. The ENGINEER will provide the report for CCU to review. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. Following incorporation of comments, the ENGINEER will submit a finalized Annual Billing Report to SWFWMD and CCU, in electronic format, by January 1, 2027.
- 3.2 Annual Reclaimed Water Supplier Report –The ENGINEER will review the FY2026 data provided by CCU during preparations of the Annual Reuse Report, request additional information if needed, and prepare one (1) draft DEP Form 62-610.300(3)(a)2 for CCU review. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will facilitate one (1) meeting to review the draft document and CCU comments. Following the meeting, and incorporation of CCU comments, the ENGINEER will prepare up to one (1) revised draft prior to finalizing and submitting DEP Form 62-610.300(3)(a)2 to SWFWMD by the April 1, 2027 deadline.

TASK 4.0 ROTUNDA WWTP OPERATING PERMIT RENEWAL

The COUNTY owns and operates the Rotunda Wastewater Treatment Plant (WWTP), a 2,000 MGD annual average daily flow (AADF) permitted capacity, membrane bioreactor (MBR) consisting of: a 231,000-gallon flow equalization tank, 169,000 gallons of activated sludge aeration, a 72,300-gallon anoxic zone, a 72,300-gallon swing zone, four filters, a 38,710-gallon chlorine contact tank, a 34,130-gallon chlorine contact tank, a 3.0 million gallon reclaimed water storage tank, a lined reject storage pond, and two 85,000-gallon sludge digesters. The FDEP permit for the facility (FLA014098) is set to expire on May 30, 2027.

In order to remain in compliance with FDEP, a permit renewal package must be submitted to FDEP a minimum of six (6) months before the permit's expiration date. The ENGINEER will prepare the permit renewal application package and supporting documents, as well as coordinate with FDEP throughout the permitting process. The Consultant will provide the services specially set forth below.

- 4.1 Data Collection – The ENGINEER will collect and review available operations and maintenance information, Discharge Monitoring Report data, and other applicable reports and planning documents. The ENGINEER will submit a formal data request list to CCU. The ENGINEER will perform one (1) site visit to confirm existing conditions and conduct informal interviews with the Rotunda WWTP operations staff. The COUNTY will make available existing drawings, reports, studies, technical analyses, operational information, and other documents relevant to the design.
- 4.2 The ENGINEER will attend a pre-application meeting with FDEP to ensure all required information is included in the application package.
- 4.3 The Consultant will prepare and submit a FDEP WWTF Domestic Wastewater Facility Permit Renewal Application. The following information is anticipated to be required with the submittal package:
 - A. Form 62-620.910 (1) "Wastewater Facility or Activity Permit Application - General Information - Form 1"
 - B. Form 62-620.910 (2) "Wastewater Permit Application Form 2A for Domestic Wastewater Facilities"
 - C. A Capacity Analysis Report
 - D. An Operation and Maintenance Performance Report update
 - E. Current flow meter calibration certifications (provided by the CCU)
 - F. Current Residuals Management Facilities (RMF) agreement (provided by CCU)
 - G. Current reuse agreements (as applicable (provided by CCU)
 - H. Current process flow diagram depicting sample and metering locations
 - I. Current site plan
 - J. Current Operating Protocol (provided by CCU)
 - K. Permit Application Fee (provided by CCU)
 - L. Collection System Action Plan (CMOM Program Documentation provided by CCU)
 - M. Power Outage Contingency Plan
- 4.4 The ENGINEER will provide a draft permit application package with supporting documents to CCU for review prior to submittal to the FDEP. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will facilitate a review meeting with CCU to address comments on the draft submittal. Following the meeting, the ENGINEER will incorporate CCU comments into a final permit renewal package to be submitted to FDEP. After the permit renewal application submittal to FDEP, the ENGINEER will respond to no more than two (2) reasonable requests for additional information (RAI). Additional RAI responses will be performed on an hourly labor fee plus expense basis in accordance with the then current rate

schedule.

TASK 5.0 WATER RECLAMATION FACILITIES REGULATORY INSPECTION AND AUDIT REPORT

- 5.1 The ENGINEER will review monthly discharge monitoring reports, records, and permits as provided by CCU for the Zemel Rd Leachate Facility, East Port Laboratory, Burnt Store WRF, Rotunda WWTP and West Port WRF.
- 5.2 The ENGINEER will interview senior operations personnel to discuss plant operations, recent and long-term problems, and the plant's regulatory history. The ENGINEER will describe in detail the auditing process that he/she will be performing at each plant. This task will also include up to four (4) other meetings with senior staff to discuss findings. It is assumed only one (1) meeting per facility will be needed.
- 5.3 Develop detailed audit inspection form of items to be evaluated for the facility and perform a detailed audit inspection of the facility. It is assumed that any process components or facilities shared by the co-located Burnt Store Water Reclamation Facility will be incorporated in the Burnt Store ROWTP facility audit, contracted under WO #09 Regulatory Compliance Services - Water scope of services.
- 5.4 The ENGINEER will perform site inspection of the Zemel Rd Leachate facility, East Port WRF, East Port Laboratory, Burnt Store WRF, Rotunda WWTP and West Port WRF based on operations meetings, interviews, and audit inspection form.
- 5.5 Based on the audit inspection, the ENGINEER will prepare the Annual Audit Report for CCU management review. The report will consist of a summary of facility inspection, identification of issues related to operation and maintenance and regulatory compliance, and recommendations to resolve issues focusing on maintaining regulatory compliance. A draft report will be provided for CCU review.
- 5.6 CCU will provide one (1) set of consolidated comments for the ENGINEER. The ENGINEER will coordinate one (1) one-hour review meeting to address comments and questions. Following incorporation of comments, the ENGINEER will submit a finalized report to CCU, in electronic format.
- 5.7 Upon completion of the audit report, the ENGINEER will prepare a recommendations matrix for each facility. The recommendations matrix will summarize operation, maintenance, and compliance needs of each facility included in the audit report.

TASK 6.0 WASTEWATER FACILITIES QUARTERLY REPORTS

- 6.1 ENGINEER will collect and review data as provided by CCU and available on FDEP's Oculus database. Each quarter, the ENGINEER will review any data concerns or issues with CCU through email correspondence.
- 6.2 ENGINEER will update the CCU compliance dashboard with quarterly performance data collected from CCU.
- 6.3 The ENGINEER will develop four (4) quarterly reports for the East Port WRF, Burnt Store WRF, Rotunda WWTP and West Port WRF. The reports will include a summary of the quarterly flow and water quality data reported in the discharge monitoring reports. The reports will also include a list of active permits, regulatory compliance items completed, pending, and future.
- 6.4 Draft quarterly reports will be submitted to CCU. Each quarter, the COUNTY will provide one

(1) set of consolidated comments to the ENGINEER. The ENGINEER will coordinate quarterly one-hour review meetings to address comments and questions. Following incorporation of comments, the ENGINEER will submit finalized versions of the quarterly reports to the FDEP and CCU before the second month following the completion of the quarter, except for the report for second quarter of 2026, which will be submitted within six (6) weeks following notice to proceed of this agreement. The ENGINEER will submit an electronic version of the final report to CCU.

- 6.5 The ENGINEER will maintain the compliance reporting dashboard for the WTP that contains the quarterly report data and historical data.

TASK 7.0 WASTEWATER CAPACITY VERIFICATION REPORT

- 7.1 The ENGINEER will develop the capacity verification report (CVR) comparing flow projections to firm operations and disposal capacity on a 10-year flow projection in accordance with Rule 17-600.405, F.A.C. Flow projections will be based on CCU provided planning documentation. The ENGINEER will coordinate with FDEP regulatory staff to confirm the CVR meets annual capacity analysis reporting requirements for West Port WRF, Burnt Store WRF, and Rotunda WWTP.
- 7.2 The ENGINEER will develop and submit a draft CVR to CCU as a PDF. Development of the CVR will include development of graphics, summary tables, and explanations for how the provided information satisfies the reporting requirements. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will facilitate one (1) meeting to review the document and CCU comments. The final CVR will be submitted to the CCU and FDEP as electronic submittals in PDF format.

TASK 8.0 WASTEWATER & RECLAIMED WATER AS-NEEDED ASSISTANCE

- 8.1 The ENGINEER will assist CCU with or will obtain a subconsultant for the following tasks as requested and as budget allows:
- A. Environmental Resource Permitting O&M Certifications.
 - B. Major and/or Minor Permit Modifications, Permit Renewals, and Capacity Analysis Reports.
 - C. Regulatory assistance with FDEP/SWFWMD/SFWMD and other regulatory agencies as requested.
 - D. Funding opportunities.
- 8.2 The ENGINEER will provide technical assistance to address any operational or maintenance issues regarding system pressure, system operation, instrumentation, programming, and other related matters to ensure the water system continuously meets all regulations and operational protocol.

Assumptions and Clarifications

1. The ENGINEER will not pay permit application fees. It is CCU's responsibility to issue a check for permit application fees.
2. All deliverables will be electronic unless otherwise stated.
3. If required, CCU will be responsible for performing or hiring a certified laboratory to perform all sampling and is responsible for the sampling and testing fees.

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Hydraulic modeling
- Topographic surveying
- Generation of new datasets not specified in this scope
- Publishing Public Notices
- Environmental assessments
- Public Outreach
- Any services nor explicitly stated above

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

Schedule

Consultant will begin services upon receipt of an official notice to proceed (NTP). The expected completion date for these services is March 31, 2027.

Fees and Expenses

The ENGINEER will perform the services in Tasks 1.0 – 7.0 for the total lump sum (LS) fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by CCU. Task 8.0 for a fee based on time and materials not to exceed (NTE) fee listed below.

| TASK | DESCRIPTION | FEE |
|-------------------------------------|---|-----------------------|
| 1 | PROJECT MANAGEMENT MEETINGS AND COORDINATION | \$14,580 (LS) |
| 2 | WASTEWATER REGULATORY COMPLIANCE ASSISTANCE | \$36,050 (LS) |
| 3 | RECLAIMED WATER REGULATORY COMPLIANCE ASSISTANCE | \$10,150 (LS) |
| 4 | ROTUNDA WWTP PERMIT RENEWAL | \$40,170 (LS) |
| 5 | WASTEWATER REGULATORY INSPECTION AND AUDIT REPORT | \$70,000 (LS) |
| 6 | WRF WASTEWATER QUARTERLY REPORTS | \$37,760 (LS) |
| 7 | CAPACITY VERIFICATION REPORT | \$29,510 (LS) |
| LUMP SUM FEES & EXPENSES | | \$238,210 (LS) |
| 8 | WASTEWATER & RECLAIMED WATER AS-NEEDED ASSISTANCE | \$11,790 (NTE)) |
| TOTAL FEES & EXPENSES | | \$250,000 |

Closure

In addition to the matters set forth herein, our work shall be subject to, and only to, the terms and conditions set forth in the Contract between the Charlotte County Utilities Department and The ENGINEER and Associates (Contract No. 20250643), dated February 17, 2026, which are incorporated by reference. As used in the Contract, the term "the ENGINEER" shall refer to Kimley-Horn and Associates, Inc., and the term "the County" shall refer to Charlotte County Utilities Department.

If you concur in all the foregoing and wish to direct us to proceed with the services, please issue a Work Order in accordance with the Contract.

We appreciate the opportunity to provide these services to you.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

B. Kelley Klepper, AICP

Vice President


