



May 13, 2026

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

Re: AT RLI#26-388, Regulatory Compliance Services – Water
WO #09 (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 Water (the “Project”).

PROJECT UNDERSTANDING AND BACKGROUND

The ENGINEER has been selected by CCU to provide professional engineering services related to the Regulatory Compliance Services for Water under Contract 20250643.

On an annual basis, the Water Regulatory Compliance requirements for facilities and systems owned and operated by the Charlotte County Utilities are managed and maintained by a professional engineering firm. The regulatory requirements include those established and enforced by the Florida Department of Environmental Protection (FDEP), Southwest Florida Water Management District (SWFWMD), and South Florida Water Management District (SFWMD).

SCOPE OF SERVICES

ENGINEER will provide the services specifically set forth below:

TASK 1.0 WATER 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 WATER 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, SFWMD, and SWFWMD, regarding regulatory compliance of COUNTY water systems for tasks not specifically detailed in Tasks 2.2 through 2.4.

- 2.2 Annual Billing Report – The ENGINEER will prepare one (1) Annual Billing Report for each potable water system (PWS); Burnt Store PWS and West/Central County PWS. CCU will provide the data required to complete the Annual Billing Reports. The ENGINEER will submit the draft Annual Billing Report to CCU for 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.
- 2.3 Environmental Resource Permit O&M Certification - The ENGINEER will complete the ERP stormwater inspections as required for the following ERP permits:
- Gulf Cove Booster Station (SWFWMD Permit 46033250.000)
 - Burnt Store Reverse Osmosis Water Treatment Plant (ROWTP, FDEP Permit 08-0177761-005)
- Following each 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.
- 2.4 Per- and Polyfluoroalkyl Substances (PFAS) Initial Monitoring Compliance Assistance – The ENGINEER will coordinate with CCU staff for review of initial monitoring requirements of 40 CFR 141.902(b)(1). ENGINEER will track monitoring results and prepare compliance documentation and submit to FDEP by April 26, 2027. ENGINEER will not perform sampling collection or third-party lab coordination.

TASK 3.0 WATER TREATMENT PLANT REGULATORY INSPECTION AND AUDIT REPORT

- 3.1 The ENGINEER will review monthly operating reports, records, and permits as provided by CCU or collected from FDEP Oculus Database for the Burnt Store ROWTP.
- 3.2 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.
- 3.3 The ENGINEER will 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.
- 3.4 The ENGINEER will perform one (1) site inspection of the Burnt Store ROWTP facility based on operations meetings, interviews, and audit inspection form.
- 3.5 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.

- 3.6 CCU will provide one (1) set of consolidated comments to 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.
- 3.7 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 4.0 BURNT STORE ROWTP WATER QUARTERLY REPORTS

- 4.1 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.
- 4.2 ENGINEER will update the CCU compliance dashboard with quarterly performance data collected from CCU.
- 4.3 The ENGINEER will develop four (4) quarterly reports for the Burnt Store ROWTP and IW-1. The reports will include a summary of the quarterly flow and water quality data reported in the Monthly Operating Reports. The reports will also include a list of active permits, regulatory compliance items completed, pending, and future.
- 4.4 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.
- 4.5 The ENGINEER will maintain the compliance reporting dashboard for the WTP that contains the quarterly report data and historical data.

TASK 5.0 LEAD AND COPPER RULE IMPROVEMENTS – REGULATORY COMPLIANCE ASSISTANCE

This task includes providing regulatory assistance to CCU for the following anticipated items for Lead and Copper Rule Improvement (LCRI) regulatory assistance:

- 5.1 Updated Baseline Inventory and Connector Inventory:
 - A. Data Collection – The ENGINEER will coordinate with CCU to request as-built data. CCU will provide electronic copies of the required data, based on an agreed upon schedule, including, but not limited to:
 - As-built plans
 - Charlotte County ordinances and codes
 - Building and construction permits/applications
 - Geospatial Information System (GIS) files
 - Historic plumbing codes

- Historic work orders of records of repairs/replacements
- B. The ENGINEER will perform up to eighty (80) hours of data review provided by the COUNTY that is publicly available to identify service line inventory attributes (specifically, connector material and original install material of galvanized requiring replacement service lines).
- C. The ENGINEER will prepare a Data Review Log that details the data reviewed and information discovered from review of each data piece. A draft Data Review Log will be sent to the COUNTY for evaluation, and after their feedback, a finalized version will be delivered.
- D. The ENGINEER will assist the COUNTY with developing an updated Lead Service Line Inventory (LSLI) with connector inventory and updated service line material. The updated LSLI will be provided to the COUNTY in excel format, in compliance with EPA template.

5.2 Develop GIS Dashboard

- A. The ENGINEER will utilize the updated Baseline Inventory to develop an Esri GIS dashboard, containing updated GIS maps and datasets. The Baseline Inventory will incorporate the service line inventory attributes for service lines directly connected to water meters. Attributes will include, as applicable, service line size, material, and connector material. The ENGINEER will coordinate with the COUNTY to utilize CityWorks GIS data layers for integration into the GIS map and dashboard. The COUNTY will provide the ENGINEER with the necessary access to the GIS portal to support integration of updated and existing GIS data. Final GIS datasets will be delivered to the COUNTY in shapefile or geodatabase (GDB) format.
- B. The ENGINEER will submit a draft Preliminary Baseline Inventory and associated GIS shapefiles/GDB for COUNTY review. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will coordinate and facilitate one (1) one-hour review meeting to address comments and questions. Following incorporation of comments, the ENGINEER will submit finalized versions of all deliverables to the COUNTY.

5.3 LCRI Compliance Sampling Plan Updates

- A. ENGINEER will coordinate with CCU to develop an updated sampling plan for Charlotte County Distribution service area (SWFWMD WUP 7104) based on LCRI requirements.
- B. The ENGINEER will identify possible sampling locations and provide a technical memorandum describing the requirements and a list of recommended sampling locations. CCU will coordinate with customers for participation in the tap sampling and confirm sampling sites identified.
- C. The ENGINEER will review and use one (1) list of CCU confirmed customer sampling sites to prepare a draft FDEP submittal for an updated sampling plan according to DEP Form 62-555.900(12). The draft FDEP submittal will be provided to the COUNTY for review. The COUNTY will provide one (1) set of consolidated comments to the ENGINEER. The ENGINEER will coordinate one (1) one-hour review meeting to address comments and questions. The ENGINEER will provide up to two (2) revisions to the submittal.
- D. Following incorporation of comments and approval from CCU, the ENGINEER will submit finalized versions of the submittal package to FDEP and CCU. The ENGINEER will provide formal response to one (1) request for additional information from FDEP, if applicable.

5.4 LCRI Public Notification Assistance – The ENGINEER will provide review of COUNTY prepared public notifications Service Line Disturbance and Consumer Confidence Report throughout the contract period (ending February 28, 2027). The ENGINEER will also provide recipient address lists at least fourteen (14) days before compliance deadlines for:

- Lead and copper tap sampling
- Service line material required notifications

TASK 6.0 WATER SYSTEM AS NEEDED ASSISTANCE

6.1 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.

6.2 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. 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 not 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 – 5.0 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by CCU. Task 6.0 for a fee based on time and materials not to exceed (NTE) fee listed below.

TASK	DESCRIPTION	FEE
1	WATER REGULATORY COMPLIANCE AND PERMITTING PROJECT MANAGEMENT	\$15,790
2	WATER REGULATORY COMPLIANCE ASSISTANCE	\$50,540
3	BURNT STORE REGULATORY INSPECTION AND AUDIT REPORT	\$20,030
4	BURNT STORE ROWTP WATER QUARTERLY REPORTS	\$24,500
5	LEAD AND COPPER RULE IMPROVEMENT ASSISTANCE	\$91,660
LUMP SUM FEE SUBTOTAL		\$202,520
6	WATER SYSTEM AS NEEDED ASSISTANCE (NTE)	\$27,480
HOURLY NOT TO EXCEED FEE		\$27,480
TOTAL FEES & EXPENSES		\$230,000

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 Kimley-Horn and Associates (Contract No. 20250643), dated February 17, 2026, which are incorporated by reference. As used in the Contract, the term "the Kimley-Horn" 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


