

# FLORIDA RURAL WATER ASSOCIATION

2970 Wellington Circle • Tallahassee, FL 32309-7813  
(850) 668-2746

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EMAIL  
[frwa@frwa.net](mailto:frwa@frwa.net)

WEBSITE  
[www.frwa.net](http://www.frwa.net)

July 26, 2023

Mr. Matthew Perry  
City of Bonifay  
611 E Bay Ave  
Bonifay, FL 32425  
Phone: 850.790.5970  
Email: [Matthew.Perry@cityofbonifay.com](mailto:Matthew.Perry@cityofbonifay.com)

**RE: Water & Wastewater Impact Fee Study Offer**  
**City of Bonifay, Holmes Co., PWS: 1300083, Fac. ID: FL0027731**

Dear Mr. Perry:

Florida Rural Water Association is pleased to offer the City of Bonifay a Water & Wastewater Impact Fee Study as a membership benefit. The Water & Wastewater Impact Fee Study will include a review of water and wastewater expenses, revenues, asset values, as well as future expenditures and will provide recommendations regarding Impact Fees.

The value of the impact fee we are offering is generally accepted to be between \$35,000 and \$45,000 if the City of Bonifay were to use a consultant. Since we provide this service as a membership benefit, we ask you provide a \$5,750 contribution to FRWA in aid of engineering assistance and ask you to collect, organize and summarize your utility's data, see attached list. Please provide \$3,450 upfront and the remainder will be invoiced as the project proceeds. *If you had not been a FRWA member we would have asked for a \$7,500 contribution.*

Once the data has been collected it will be my pleasure to sit down with you, review each item, and assist you as necessary in summarizing / compiling the necessary information. Please provide ALL information listed below and respond to each item – should there be data that is not readily available, please make a note so that we may discuss the subject, and possibly provide an informed estimate the answer. The Impact Fee Study will be only as accurate as the information provided.

When the Impact Fee Study is completed, we would recommend a Board Workshop be scheduled to discuss the Impact Fee Study and Fiduciary Responsibilities and Issues – please allow at least 60-minutes for this activity (90-minutes if this is a difficult issue). Our portion is normally about 30-minutes with the remainder for questions and answers.

**FRWA will defend against Rate and Fee Study Challenges.** We also will provide technical support (at cost) during any court challenge defense including being expert witnesses. FRWA personnel have extensive experience in conducting rate studies and financial planning for hundreds of water utilities across the state.

As a result of this experience, we are very familiar with local, regional and statewide issues and challenges that utilities face and we are able to provide our members with a variety of solutions for fiscal planning and pricing needs. Our experience allows us to see utility issues from different perspectives and to ensure value-added solutions.

1. FRWA rate and fee studies have never had a legal challenge!
2. FRWA rate and fee studies are performed using a sound rational and methodical procedures based on actual financial cost records provided by the utility.
3. FRWA rate and fee studies are performed using tested utility industry standards – American Water Works Association Manuals of Practice M1 - Water Rates, M26 - Water Rates & Related Charges, M34 - Alternative Rates, M35 - Revenue Requirements, Water Rates, Fees and the Legal Environment, US EPA Guidance Manuals, etc.
4. FRWA rate and fee studies are performed using a strong legal footing under Florida Statutes and case law.

**PROJECT AUTHORIZATION.** Before we begin work you must be a FRWA Member, Sign the Attached Agreement, and provide the Upfront Contribution.

1. **Sign the Attached Agreement.** Please sign the FRWA Engineering Assistance Agreement below for a **\$5,750** contribution to FRWA in aid of engineering assistance and return it to FRWA.
  - Once we have the signed agreement we will send an invoice with a link to pay the \$3,450 upfront contribution on-line (or you can mail a check for that amount).
    - The remainder to be invoiced *as work progresses*.

**REQUIRED INFORMATION TO START WORK.** In order to commence with your project we must have the following information.

1. **Current Water and Sewer Rates, Impact, and Other Fees.** Please send your current fee schedule including connection, turn-offs, turn-ons, late fees, etc.
2. **Water and Wastewater System Maps.** Please provide login credentials for Diamond Maps. We will use the Diamond Maps as prepared by the SRF/FRWA Asset Management Group to identify basic water and wastewater system assets.
3. **Water and Wastewater Asset Management Plans.** Please a copy of your most recent Water and Wastewater Asset Management Plans.
4. **Proposed Water or Wastewater System Expansions?** Please describe or provide a description of any Water or Wastewater Treatment Plant or System Expansions, and date of planned

expansions.

5. **Current Capital Improvement Plan.** Please provide a copy of your current Capital Improvement Plan (CIP) for water or wastewater improvements.
6. **Please take 24+ Photographs inside, outside, and, around the Wastewater Treatment Plant, Water Treatment Plants, Wells, Tanks, etc.**
  - We need panoramas and close-ups of the facilities, tanks, pumps, and piping, enough to see what's going on.
    - The overall shots (panoramas) to give a sense of what is around on the property.
  - The more photos we get the better - take pictures of EVERYTHING.
  - This doesn't take a lot of time to take these photos. We don't often have time to visit every site (so we can help more folks) so the photographs represent a visual site tour,

**FRWA already has or will collect information about your Water and Wastewater System:**

1. Monthly Operating Reports (MORs) for the last 5-years (2018 thru 2023). We will use the FDEP database to download several years of MORs showing Average Daily Demand (ADD) and Maximum-Day Demands (MDD) -- quantities of finished water produced.
2. Most recent Sanitary Survey. We will use the FDEP database to download this inspection report.
3. Discharge Monitoring Reports (DMRs) for the last 5-years (2018 thru 2023). We will use the FDEP database to download several years to include monthly average daily flows, three-month average daily flows (three-month rolling average daily flows for the WWTP), and annual average daily flows for the past five years or for the length of time the plant has been in operation, whichever is less [62-600.405(6)].
4. Copy of Previous Application Package. We will download a copy of the previous Wastewater Treatment Plant Permit Renewal package to include:
  - Permit Forms
  - Capacity Analysis Report
  - treatment Process Flow Diagram
  - Operation and Maintenance Performance Report

**OPTIONS FOR YOUR PROJECT:** As we described, you have several options to obtain the required engineering assistance you need for your system:

1. You can always hire a consulting firm to do the work for you!
  - If you need immediate assistance and cannot wait for FRWA Engineers to get to your project.
2. You can ask FRWA to assist you as a membership benefit:
  - Make a **\$5,750 contribution** to support FRWA's Engineering Program.
    - Please send \$3,450 upfront, and

- *the remainder will be invoiced as work progresses*
- You must **commit to collecting the data listed above**
- You must be a **FRWA Member** and commit to long-term membership
- We ask that you **be patient** – we have lots of work and few engineers
- You agree to hold FRWA **harmless** for our assistance efforts (does not apply to cities, counties, and governmental entities)

Please sign the FRWA Engineering Assistance Agreement attached and return it to us for our files.

Sincerely,



Sterling L. Carroll, P.E.  
FRWA State Engineer

Copy:   Stephon Boneck, FRWA Circuit Rider  
          Katherine Van Zant, David Bolam, Saltus Engineering, Inc.  
          Peyton Piotrowski, FRWA Assistant State Engineer  
          Ben Lewis, FRWA Operations Manager

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*Please review sign and return the agreement below:*

## **FRWA Engineering Assistance Agreement**

**City of Bonifay** (hereafter referred to as “FRWA Member”) requests FRWA's assistance and by doing so willingly and freely enters into this agreement for FRWA membership assistance with a **Water & Wastewater Impact Fee Study**.

~~This agreement is made upon the express condition that the FRWA Member agrees to hold the Florida Rural Water Association, its agents, employees, and consultants harmless for any loss, damage, expense, cost, or legal liability.~~ **The FRWA Member understands it can hire a consulting firm to do the work at any time in lieu of making a \$5,750 contribution to support FRWA's Engineering Program.**

**Please send \$3,450 upfront and the remainder to be invoiced *as work progresses*.** *Once we have the signed agreement we will send an invoice with a link to pay the \$3,450 contribution on-line (or you can mail a check for that amount).*

When work is complete, FRWA will send a Draft Report along with a final invoice. Once final payment is received, FRWA will release the signed and sealed Final Deliverable to you and the Agency. ~~The FRWA Member is responsible for Permitting Fees to the Agency, for constructing, and installation the permitted improvements.~~

The FRWA Member acknowledges that FRWA is non-profit membership association dedicated to assisting water and wastewater systems provide Floridians with an ample affordable supply of high quality water.

Further the FRWA Member agrees to commit to gather the data, maps, and information about its own system; and recognizes the backlog of work and is willing to be patient until FRWA can get to its project; and appreciates this membership service.

The FRWA Member has the option to hire an engineering consultant at any time, if the project cannot wait for FRWA Engineers' availability – FRWA would be happy to provide a refund.

FRWA Member: City of Bonifay

Signature: \_\_\_\_\_

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

***Please RSVP August 26, 2023!*** *Because FRWA engineering services are in high demand we ask for your response to this offer within 30-days.* **After 30-days, your project will be removed from our list.**

***If you need more time for your decision-making process just let us know!***

*We understand if you choose to proceed in another way and support you in that decision. We're always here to assist water and wastewater systems. Please drop a quick line to let us know or sign the agreement and return it to us. If we have not heard from you within 30-days we will assume that this offer has expired and remove your system off our list of utilities desiring FRWA engineering services.*