

Via Electronic Mail

October 3, 2025



Mayor Thomas and Members of the Town Council
Town of Fort White
118 SW Wilson Springs Road
Fort White, FL 32038

Subject: Proposal to Develop a Water Treatment Facility Operations Transition Plan

Dear Mayor Thomas and Town Council Members,

Woodard & Curran (W&C) appreciates the opportunity to provide the Town of Fort White with this proposal to develop a plan to transition your water treatment facility operations from Columbia County to the Town of Fort White. We understand that Columbia County has operated the facility via an interlocal agreement with the Town since 2021 and the Town now wishes to regain oversight and control of those operations. We believe that it is extremely important for you to develop a sound transition plan to ensure that it occurs with no disruption in service to your water customers. Our Scope of Services for this effort is provided below.

SCOPE OF SERVICES

W&C will preparing a Water Treatment System Operations Plan that will serve as a guide to the Town supporting your efforts to regain operational oversight and control of your water system. The plan will address all facets of water system operations including the following:

- Safety Procedures
- Operating Permit Overview / Requirements
- Personnel
- Standard Operating Procedures
- After Hours Response Procedures
- Emergency Response Procedures
- Staff Training Plan
- Critical Vendors / Suppliers
 - Chemicals (chlorine, polyphosphate, etc.)



- Sampling and Laboratory Analysis
- Utility / mechanical contractors
- Water system materials suppliers
- Meter suppliers
- Billing software suppliers
- Fleet Needs
- Equipment Needs
- Meter Reading
- Billing
- Administrative Functions:
 - Budgeting
 - Local Regulations (ordinance)
 - Asset Management
 - Capital Improvement Plan
- Regulatory Agencies Notification Requirements (FDEP, SRWMD, Columbia County)

Our work will provide you with an informed, objective and defensible means of ensuring that the water system operations' transition proceeds smoothly. Our scope of work is summarized below.

Task 1: Kickoff Meeting

W&C will arrange and attend a project kick-off meeting with appropriate Town representatives and other key stakeholders (as appropriate). The meeting will serve to review the project scope, present a list of information required to complete the work, and review the project schedule. W&C will invite representatives from Columbia County, the Florida Rural Water Association (FRWA), and others as recommended by the Town to attend the meeting and provide input.

Task 2: Site Visit

Following the kickoff meeting, W&C's Project Manager, Senior Operational Specialist(s), and FRWA staff will observe facility operations. During the site visit, W&C will review process operations and interview operations personnel. Current operational staff should be available during the scheduled site visit to brief W&C's team on system specific administrative factors, treatment and process control, and equipment and process physical, mechanical, and electrical conditions. The assessment will seek to identify deficiencies or areas of improvement necessary to



enhance and/or improve treatment plant operations and compliance. This includes review of staff structure, operational procedures, maintenance practices, equipment bottlenecks, and administrative policies. Finally, the site evaluation will seek to review existing treatment facility and distribution system "as-built", or record, drawings to gain a fuller understanding of the location of the water system's underground physical assets.

Task 3: Reporting

W&C will prepare a letter report which outlines the findings of the onsite evaluation and includes a list of tasks including administrative, regulatory, operational, and financial tasks to be considered and addressed prior to initiating operation of its water system. A draft will be submitted for the Town's review prior to a remote review meeting to be held between W&C and the Town to discuss comments, concerns and/or questions. A final report will be issued that incorporates the Town's comments as applicable.

W&C will present its report / findings to Fort White's Mayor and Town Council and respond to questions in a public meeting.

SCHEDULE

W&C understands the urgency of the Town to complete this assessment ahead of additional pending projects the Town wishes to pursue. Based upon this urgency, we are prepared to mobilize our team quickly to perform the kickoff meeting and site visits to your water facility. A draft report will be issued to the Town within 28 days of completion of the site visit and staff interviews.

FEE

W&C proposed to conduct the above Scope of Services for a lump sum fee of \$9,975.00 to be invoiced monthly on a percent complete basis.

TERMS AND CONDITIONS

The Scope of Services will be completed in accordance with the attached Professional Services Agreement Terms and Conditions.



ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

This proposal incorporates the following assumptions and understandings regarding the scope of work:

- **Safety:** W&C will follow industry standard and County safety protocols, including use of personal protective equipment (PPE) throughout its visit to the Town's water facilities. W&C requests that the Town / County provide information about unique to safety requirements in its facilities in advance of the site visit. W&C personnel will attend on-site safety orientation prior to starting the facility assessment if necessary.
- **Staff Interviews:** The Town will provide access to experienced water system personnel who can describe operations, maintenance, and management of the treatment and distribution facilities, including, to the best of the Town's ability, contract operations staff.

CLOSING

We greatly appreciate this opportunity to offer our engineering services to the Town of Fort White. Please feel free to call me at (352) 258-6373 if you have any questions regarding this proposal or require additional information.

Sincerely,

Mike New, PE
Senior Client Manager

Attachment: Woodard & Curran Professional Services Agreement Terms & Conditions

c: Scott Shannon, PE
Jay Sheehan, PE
Brad Hayes