

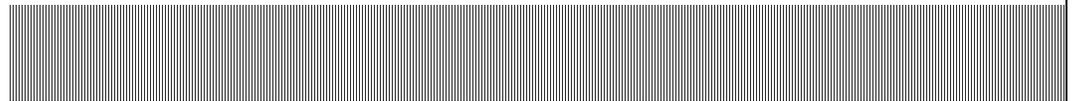


Charlotte County Utilities

East Port Environmental Campus • 25550 Harbor View Road, Suite 1 • Port Charlotte FL
33980-2503

Countywide Water Conservation Plan

February 2008



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Executive Summary

The following report outlines the conservation practices planned and established for the Charlotte County Utilities (CCU) Service Area. The state of Florida has recognized the importance of water conservation, and Florida's Water Management Districts require the preparation of a water conservation plan as part of the water use permitting process. CCU has prepared this report to proactively plan for future water conservation programs, as well as to provide conservation-related information in fulfillment of the regulatory requirement.

Area of Applicability

Figure 1-1 illustrates the CCU Service Area (CCUSA). Because of the unique geography of Charlotte Harbor, the CCUSA is divided into several distinct service regions, including a 'West', 'Central', and 'East' region, as well as the Burnt Store Service Area (BSSA) in the south of the county. The source water for the majority of the CCUSA, primarily the West and Central regions, but excluding the BSSA, is under the water use permit of the Peace River/Manasota Regional Water Supply Authority (PR/MRWSA). This report presents the conservation plan for the entire CCUSA. However, the focus of the report is on the West, Central, and East regions, with the intent of providing conservation-related information in fulfillment of the regulatory requirement to plan for conservation.

Specific conservation elements planned for the Burnt Store Service Area (BSSA) are not outlined in detail in this report as those topics have been addressed in an earlier report entitled "Water Conservation Planning Report for the Burnt Store Service Area", which was submitted to the Southwest Florida Water Management District (SWFWMD) in December 2007. The BSSA conservation report was prepared as a requirement for the renewal of the Burnt Store water use permit, which is separate from the PR/MRWSA permit.

Although the East region of the county is included in this report, conservation planning for that region is not emphasized because the region currently has a sparse population density. Future development in the East region will be required by state building codes to utilize high efficiency plumbing fixtures, and therefore conservation programs to upgrade toilets, showerheads, and faucets will not be applicable to the East region in the near future. However, other conservation programs that are applied countywide will be applicable to the East region.

Time Horizon of Conservation Plan

For planning purposes, this report assumes that conservation programs will be implemented for the next 10 years, through fiscal year 2017. However, the benefits of

these programs have been assessed over a 20-year horizon through fiscal year 2027, in order to match the expected lifespan of most programs.

Use of the Conserve Florida GUIDE

The Conserve Florida GUIDE was used to plan the latest CCU water conservation program, and the format of this report follows the outline established by the Conserve Florida GUIDE software program. The GUIDE is designed to assist utilities, regulatory agencies, and water supply authorities in evaluating the most appropriate conservation practices for individual service areas.

The GUIDE-generated reports included in the appendices of this report cover all of the CCUSA (West, Central, and East) and excludes the BSSA. As previously mentioned, the BSSA was specifically addressed in an earlier report entitled “Water Conservation Planning Report for the Burnt Store Service Area”, and the GUIDE-generated reports specific to the BSSA are available in the appendices of that report.

Existing Conservation Programs

CCU currently utilizes a variety of conservation practices to promote the efficient use of water resources. Existing water conservation practices are summarized in Section 2 and Appendix A of this report.

Conservation BMPs and Measures to be Implemented

Using the GUIDE program the following *additional* conservation practices were selected for implementation, presented below according to specific regions of the CCU Service Area. A summary list of all (new and existing) conservation practices are presented in Appendix C of this report and Appendix C of the Burnt Store Conservation Plan.

Table ES-1: Summary of New and/or Expanded Conservation Practices

Conservation Practice	CCU West & Central Regions	BSSA	East County Service Region
Ultra Low Flush Toilet Rebate Program	X		
Retrofit Kit Give Away (including efficient showerheads and faucet aerators)	X	X	
Expansion of Reclaimed Water Use	X	X	X
Revised Landscape Irrigation Ordinance	X	X	X

Although the expansion of reclaimed water use is an essential component to CCU’s water conservation planning, and reclaimed water/reuse programs are discussed in this report, specific details of the reclaimed water/reuse programs have been excluded from this report. Specific planning details for future reclaimed water/reuse programs were still under consideration as this conservation report was being finalized. A more detailed description of reclaimed water use goals will be provided in future CCU reports.

Anticipated Demand Reduction

Planned and existing quantifiable conservation Best Management Practices (BMPs) excluding reuse are estimated to make the following reductions in potable water demand:

Table ES-2: Projected Planned Demand Reduction for the CCU Service Area (including the BSSA)

Year	Planned Water Savings Capacity (mgd)	Percent Reduction from Conservation	Forecasted Demand (mgd)	
			Without Conservation	With Conservation
2008	0.019	0.15 %	12.692	12.673
2012	0.176	1.06 %	16.635	16.460
2017	0.375	1.73 %	21.616	21.242
2022	0.375	1.39 %	26.975	26.600
2027	0.375	1.09 %	34.504	34.130

Funding Sources

The proposed conservation practices will be funded through a combination of grants and county funds. CCU has received a funding commitment from the SWFWMD to implement the toilet rebate program in 2008 and to extend reclaimed water service. CCU has supported the distribution of retrofit kits in the past and the establishment of a revised landscape irrigation ordinance using county funds, but CCU plans on expanding the retrofit kit program using grant funding through the SWFWMD Cooperative Funding Initiative program starting in 2009.

Implementation Schedule

Figure ES-1 illustrates the schedule of implementation dates. Water conservation is projected to continue beyond the implementation period of 2008 – 2017 through to 2027.

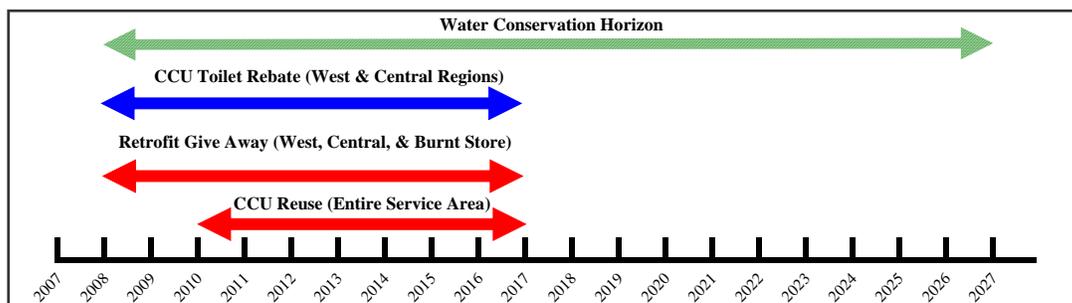


Figure ES-1: Water Conservation Planning Horizon

1. Program Introduction

The state of Florida, in recognition of the importance of conserving water, has emphasized statewide implementation of water conservation programs. As part of this effort, Florida's water management districts, including the Southwest Florida Water Management District (SWFWMD) and South Florida Water Management District (SFWMD), require that public utilities submit reports outlining their existing and proposed water conservation measures.

To facilitate the water conservation planning process, the state of Florida has supported the development of the Conserve Florida GUIDE. This tool was created with the help of Florida's water management districts to assist utilities in developing goal-based water conservation plans. Charlotte County Utilities (CCU) has chosen to utilize the GUIDE in the water conservation planning process for its certificated service area. The GUIDE uses a standardized procedure to assess the water demands and current conservation programs of each user's utility. The information entered into the program is used to generate a Utility Profile. This Profile is then used by the GUIDE to create a list of recommended options for planning a conservation program.

The service area addressed in this report includes all of CCU's certificated service area (CCUSA), but detailed plans for the Burnt Store Service Area (BSSA) are provided in a separate report. Existing and proposed conservation measures for the BSSA were addressed in a separate report submitted to SWFWMD in December 2007, and that report is entitled "Water Conservation Planning Report for the Burnt Store Service Area". This service area distinction was made because the BSSA supplies water to its customers through its reverse-osmosis treatment facility and it is regulated under its own water use permit, whereas the balance of CCU's service area is primarily supplied with water purchased through the Peace River/Manasota Regional Water Supply Authority (PR/MRWSA).

CCU provides potable water, wastewater treatment and reclaimed water for irrigation to the majority of unincorporated Charlotte County, including areas such as: Greater Port Charlotte, El Jobean, Gulf Cove, the Englewood Water District, Rotonda, and Burnt Store. The CCUSA certificated area covered in this report is shown in Figure 1-1 and excludes the El Jobean, Englewood Water District, and Bunt Store service areas, as well as the city of Punta Gorda. Currently, CCU provides water services to approximately 341,685 acres in Charlotte County.

Conservation practices that were analyzed as part of this report include: general conservation measures, such as alternative source programs and public education; indoor

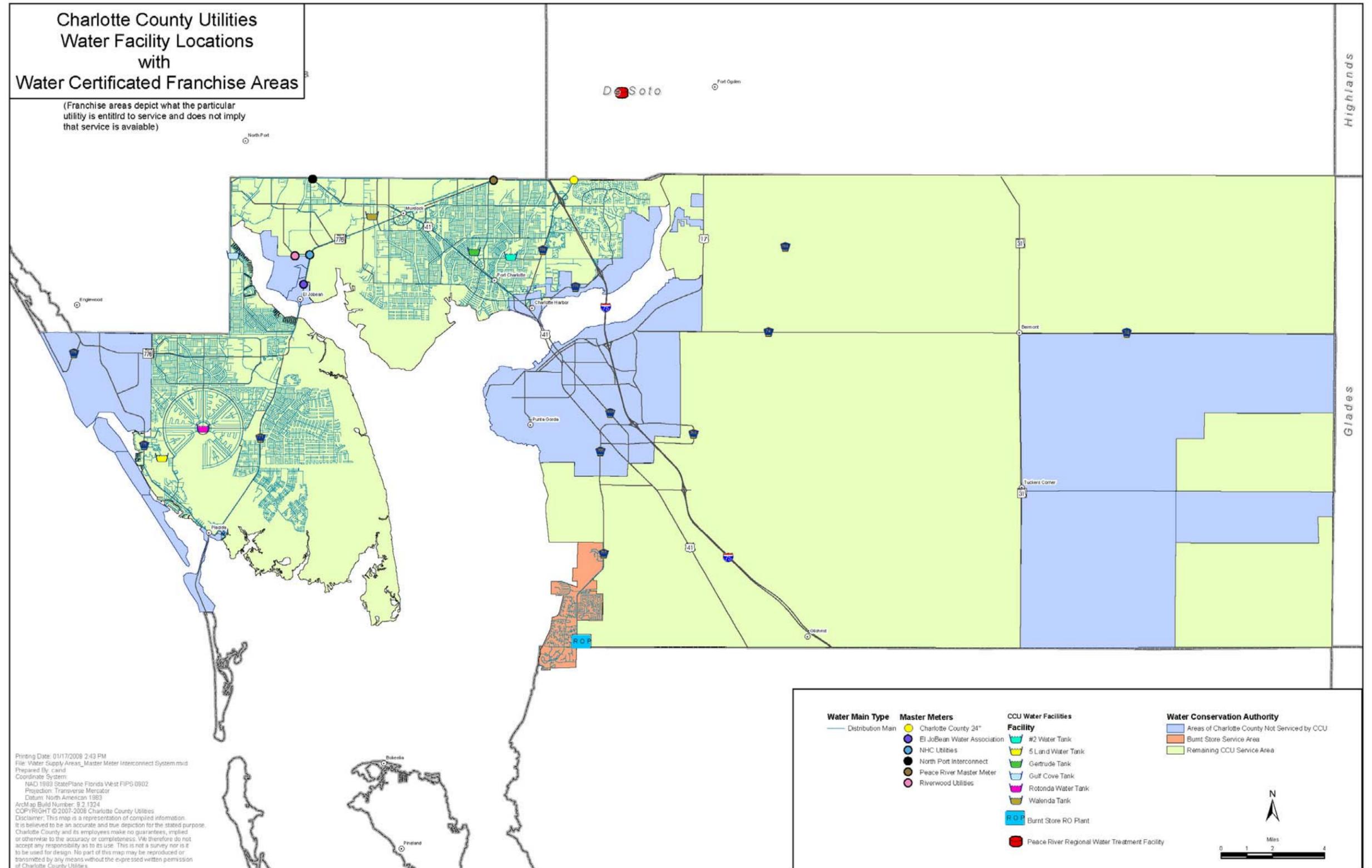
conservation measures, such as showerhead retrofits and toilet rebates; and finally outdoor conservation measures such as a landscape irrigation ordinance. As part of the GUIDE process, the user selects Best Management Practices (BMPs) and conservation measures, and the software generates an Implementation Plan summarizing water conservation efforts. In the GUIDE, as in this report, the terminology ‘BMP’ applies to those conservation practices that have quantifiable benefits, i.e. specific water savings rates. Whereas ‘measures’ refer to conservation activities, such as water conservation education programs, where water savings are difficult to quantify.

For planning purposes, this report assumes that conservation programs will be implemented for the next 10 years, through fiscal year 2017. However, the benefits of these programs have been assessed over a 20-year horizon through fiscal year 2027, in order to match the expected lifespan of most programs.

The water conservation plan for the CCUSA was developed using the Conserve Florida GUIDE. The GUIDE reports for the CCUSA, excluding the BSSA (i.e. including the West, Central, and East regions) are provided in Appendices A through D of this report. As previously mentioned, the GUIDE reports for the BSSA are available in a separate report. The GUIDE reports are standardized to ensure consistency and are intended to stand alone for reporting requirements. This supplemental text provides a brief overview of the program and highlights important aspects of the CCU GUIDE reports. Four reports were generated using the GUIDE:

- **Utility Profile Report** – Provides general information about the utility and current conservation practices used.
- **Baseline Plan Report** – Summarizes potentially viable BMPs and water conservation measures for the applicable service area.
- **Toolbox Summary Report** – Summarizes the recommended BMPs and water conservation measures potentially suitable for the service area.
- **Implementation Plan Report** – Provides details of each BMP and measure selected to be implemented for the service area, outlines the implementation schedule, and provides a comparison of water consumption with and without the conservation plan.

Figure 1-1: Location Map of CCU Service Area



2. Utility Profile

Basic utility background information is summarized in the Conserve Florida GUIDE Profile Module. Information submitted in this module is used by the GUIDE to determine which measures and BMPs are appropriate for the utility. After all of the data has been provided in the Profile Module, the GUIDE creates a Utility Profile Report (see Appendix A) and a Baseline Plan Report (see Appendix B).

The Utility Profile Report indicates that water demand in CCU's West, Central, and East regions is predominantly from single family accounts. Also, the IWA water audit for the applicable service area (West, Central, & East regions) indicates that only 4.5% of the water withdrawn is lost through inefficiencies in the treatment and distribution system, which is below the district accepted threshold of 10% / 12% (SFWMD/SWFWMD) for unaccounted water losses.

The Profile also collects data on large users of water. Over 500 residential accounts in the West, Central, and East regions were identified as using over 20,000 gallons per month determined by May 2007 billing records; of those 500 accounts, the top fifteen customers each consumed 100,000 gallons per month or more. CCU has a program in place to notify customers if their meter records unusually high water use, which is typically a sign of a leak in the system, but can also pose an opportunity to reform inefficient water use practices. To encourage responsible water use during periods of drought, high water users (greater than 20,000 gallons per month for single family homes) are identified in the local newspaper, The Charlotte Sun.

Non-residential high use non-residential customers are also identified using billing records. These accounts belong to a variety of organizations such as: hospitals, restaurants, schools, and churches. These consumers are notified of their usage patterns, and when appropriate, specific conservation programs have been proposed to manage demand.

The Utility Profile Report includes the information entered by the utility such as:

- **Planning Horizon:** Indicates the duration of the water conservation program.
- **Permitting Agencies:** Displays the utility's water use permits.
- **Sectors and Meters:** Describes categories of customers (single family, multi family, non-residential).

- **High Use Customers:** Identifies customers that use either: 1% of the utility's total water use, 5% of the total water used by its sector, or whose annual average water use is more than 50,000 gallons per day. It is possible to identify up to 20 High Use Customers in the GUIDE.
- **Population and Potable Water Use Projections:** Population projections represent a functional population for the service area and were based upon past census data, growth projections using Equivalent Residential Connections (ERCs) as provided by developers proposing construction within the service area, and an extrapolation of current growth trends. It should be noted that the census data indicates that there are 2.18 persons per dwelling unit in Charlotte County. These population projections have also been used to develop Charlotte County's Comprehensive Plan.
- **International Water Association (IWA) water audit:** A systematic accounting of water throughout the production, transmission and distribution facilities of a water supply system.
- **Cost of Water:** Identifies the current cost of water, and the cost of the next increment of supply (the increase in cost per thousand gallons to develop the next available water source). To accurately determine the cost effectiveness of BMPs their water savings must be evaluated against the cost of the next increment of supply.
- **Utility Rate Structure:** Identifies when the current rates were adopted and when the most recent rate study was conducted.
- **Socio economic:** Identifies the age and cost of homes, and household size in the service area. This information is used to estimate the number of buildings built prior to certain water efficiency standards for plumbing fixtures.

The GUIDE also tracks currently utilized water conservation 'measures' and 'Best Management Practices'. The headings listed below summarize the practices tracked by the GUIDE. As evident in the Profile, CCU currently utilizes a wide range of water conservation measures in its service area.

- **Measures and BMPs:** Assesses currently used water conservation programs. Measures in the GUIDE are considered to be water conservation practices that enhance water use efficiency, but the water savings attributed to the measures are difficult to quantify. BMPs in the GUIDE are water conservation practices that have quantifiable water savings.

- **Water Reuse Projects:** In some instances potable water use can be replaced with reclaimed water, which reduces overall water demands. Plans are currently in place to expand the utilization of reuse water in the CCUSA.
- **Source-Water Metering:** CCU meters the source water taken from the source water supply or supplies.
- **Service-Connection Metering:** CCU utilizes meters at each service connection.
- **Informative Billing:** CCU provides customers with useful information on the relationship between the amount of water they use and the cost associated with that use. See Figure E-1.
- **Water Bill Inserts:** CCU includes inserts in their customers' water bills that provide information on water use and costs and/or provide tips for home water conservation. See Figure E-2.
- **Retrofit Kit Give Away:** CCU's retrofit kits contain low flow showerheads, faucet aerators, toilet leak-detection dye tablets, automatic shut-off nozzles for garden hoses, and informational brochures on how to identify, measure and/or fix leaks. See Figure E-3.
- **Public Information/Education:** CCU provides action steps for the public to practice conservation. See Figure E-4. CCU also broadcasts educational programming related to water conservation on the local public access cable television channel.
- **Workshops:** CCU administers and/or helps fund water conservation programs and/or workshops for industries that contribute to water conservation efforts (e.g., plumbers, plumbing fixture suppliers, builders, developers, landscape and irrigation service providers). See Figure E-5.
- **Conservation Coordinator:** CCU has a full-time water conservation coordinator.
- **Landscape/Irrigation Ordinance Development and Implementation:** CCU is currently developing a Florida-Friendly Landscape and Irrigation Ordinance and associated implementation strategies.

3. Program Planning

The Baseline Plan Report and Toolbox Summary Report are provided by the GUIDE to assist in program planning. Both reports use the water conservation information reported in the Utility Profile Module to summarize the current use of water conservation measures and BMPs in a service area, and then provide recommendations for additional BMPs and measures. The GUIDE distinguishes between measures and BMPs by labeling them as ‘default’ or ‘optional’. ‘Default’ measures and BMPs carry a stronger recommendation than ‘optional’ measures and BMPs. The Toolbox Summary allows the GUIDE user to develop a customized water conservation plan of BMPs and measures appropriate for a particular service area.

In this case, the Baseline Plan recommends the continued implementation of each water conservation measure and BMP that CCU currently utilizes for its service area. In addition, the Baseline Plan recommends implementing an Ultra Low Flush (ULF) Toilet Rebate Program as a ‘default’ program, as well as a variety of new ‘optional’ BMPs and measures (see plan in Appendix C for details).

The recommendations from the GUIDE in the Baseline Plan were brought into the Toolbox Summary Report for customization, which is then used to produce an Implementation Plan that forecasts conservation savings.

Default BMPs

- CCU will continue to expand the utilization of reclaimed water throughout their service area.
- CCU will begin implementing a ULF Toilet Rebate Program in 2008 with cooperative funding from SWFWMD (see Appendix E, Figure E-8 for details).
- CCU also plans on expanding its program of distributing plumbing fixture ‘retrofit kits’, which include efficient showerheads and faucet aerators (see Appendix E, Figure E-3 for details). The retrofit kit program will be expanded significantly in 2009 utilizing cooperative funding from SWFWMD.

Over 80% of single family homes in CCU’s service area, excluding the Burnt Store Service Area, were constructed prior to 1995. Therefore, CCU has prioritized the implementation of a toilet rebate program as a water conservation BMP in areas that have an older housing stock, including the West and Central regions, and excluding Burnt Store and the East region. The Burnt Store Service Area and East region have a much

lower percentage of older residences, and consequently CCU will not initially target those areas under the new ULF Toilet Rebate Program.

Default Measures

- CCU determined that all of its existing water conservation measures, or ‘default’ measures, should continue to be implemented (see Table 4-1 for a summary).
- CCU is also in the process of updating its landscape irrigation ordinance to improve water use efficiency and enforcement.

Optional BMPs and Measures

CCU’s focus in the near term is on implementing and expanding the default BMPs and measures, and as a result, no optional BMPs and measures are planned at this time.

4. Implementation

CCU already has an exceptional water conservation record in the CCUSA, as evident by the water consumption data. As the GUIDE reports indicate, the most important action CCU can do to maintain high water use efficiency is to continue implementing its existing BMPs and measures, which are summarized in Table 4-1. CCU is also funding new and expanded BMP programs in conjunction with SWFWMD, including:

- Ultra Low Flush Toilet Rebate Program (see Appendix E, Figure E-8 for details)
- Retrofit Kit Giveaway (including high efficiency showerheads and faucet aerators, see Appendix E, Figure E-3 for details)

The combined impact of these two BMPs is expected to reduce total water demand by approximately 1.73% by 2017 [Note that the savings projection includes the BSSA, but if the BSSA is excluded the savings projection is 1.88%]. The toilet rebate program will provide a \$100 rebate per toilet to customers who are willing to replace inefficient toilets with low flow toilets, 1.6 gallons per flush or less. In 2008, the program will focus on multi-family housing and non-residential customers, but if successful, the program will be expanded in 2009 to include single family residential customers. The BSSA and East region will not initially be included in the program because the relatively new housing stock will not require toilet replacement. CCU will contract with a service provider to administer the program, including tracking program metrics and reporting on results. CCU expects to provide retrofit kits as part of the toilet rebate program beginning in 2009.

To further promote water conservation, Charlotte County is currently revising its landscape irrigation ordinance to focus on practices that promote water conservation. The revision process has utilized an ad hoc committee of advisors, including professionals from the building industry, irrigation contractors, landscapers, and private citizens. The revised ordinance will restrict landscape irrigation to the most effective watering periods and promote the Florida Friendly Yards and Neighborhoods program. Landscape requirements for new developments will be amended to promote efficient landscape and irrigation system designs.

Furthermore, CCU was one of the first municipalities to implement year-round conservation rates to promote responsible water usage. In times of severe water shortages, CCU adopts even stricter emergency rate structures to emphasize to its customers the value of water.

CCU will also be expanding its current reclaimed water services using funds from a SWFWMD cooperative funding agreement. This is an ongoing multi-year project that currently involves the design and construction of approximately 55,100 linear feet of 16-inch diameter and approximately 17,000 linear feet of 12-inch diameter reclaimed water

transmission main. These mains will be constructed from the Charlotte County East Port WRF west through Port Charlotte to serve a number of recreational/aesthetic and commercial customers. The completion of these new transmission mains will result in a major portion of the necessary trunk line to interconnect Charlotte County's East Port WRF to the County's West Port and Rotonda WRF reuse system on the Cape Haze peninsula. In addition to the anticipated increase in non-residential use of reclaimed water, CCU will also plan to expand the availability of reclaimed water to new housing developments in the area, which are required by ordinance to provide reuse service when it is available in the area.

Although CCU's initiatives to promote the use of reclaimed water are an important component of water resources planning, potable water offsets resulting from the use of reclaimed water are not included in the GUIDE reports generated for conservation planning. Reuse was excluded from the GUIDE reporting process because the expected impact of the program is significantly larger than the other conservation-related programs, and the impact of non-reuse conservation programs would be lost in comparison. Also, accurate projections for future demand for reclaimed water are currently under development, and they were not available while the GUIDE was being used for conservation planning.

Construction of the New Town Development in eastern Charlotte County is anticipated to increase demand for water resources supplied by CCU. To ensure the most effective use of water, many of the proposed and existing conservation practices used throughout Charlotte County will apply to the new development in the East region, including: the revised landscape irrigation ordinance and required reuse connections for residential and commercial development within the reuse supply area. Conservation programs aimed at retrofitting or replacing outdated plumbing fixtures with more efficient models will not be necessary in the East region as all new buildings will be furnished with the most recently updated fixtures, as required by the plumbing code.

The recommended implementation plans for all areas serviced by CCU are outlined in Table 4-1. As indicated in the 'Plan Summary' table of the Implementation Plan Report (see Appendix D), the plan is expected to maintain per capita water consumption rates in CCU's West, Central, and East regions below **90 gpcd** over the 10-year planning horizon.

Table 4-1: Summary of Charlotte County Conservation Practices by Service Area

BMPs	CCU West & Central Regions	BSSA	East County Service Region
Ultra Low Flush Toilet Rebate Program	X		
Retrofit Kit Give Away (including efficient showerheads and faucet aerators)	X	X	
Expansion of Reclaimed Water Use	X	X	X
Conservation Measures	CCU West & Central Regions	BSSA	East County Service Region
Revised Landscape Irrigation Ordinance	X	X	X
Source-Water Metering	X	X	X
Service-Connection Metering	X	X	X
Fixed-Interval Meter Reading, Testing, Calibrating, Repairing, and Replacing	X	X	X
System Audit	X	X	X
Leak Detection and Repair	X	X	X
Conservation Rate Structures	X	X	X
Informative Billing	X	X	X
Water Bill Inserts	X	X	X
Public Information/Education	X	X	X
Workshops	X	X	X
Conservation Coordinator	X	X	X
Water Waste Prohibition	X	X	X
Customer Leak Notification	X	X	X
Reuse Feasibility Study	X	X	X

Appendix A – Utility Profile Report

Utility Profile - Charlotte County Utilities Service Area Excluding the BSSA

Name of Utility: Charlotte County Utilities

Type of Water Supplier: wholesale and retail

Address:

25550 Harbor View Road, Unit 1

Port Charlotte, FL 33980

Charlotte County

Description of Service Area: Charlotte County Utilities (CCU) serves the Port Charlotte area, which encompasses most of Mid-County; and portions of West County including Gulf Cove, East Englewood, South Gulf Cove.

Plan Horizon

What is the start year for your Plan? 2008

What is the last year of the implementation for your Plan? 2017

Permit Info

Permitting Agency: SWFWMD

Permit Status: Existing permit (not being renewed or modified)

Permit Number: 3522 (Burnt Store wellfield)

Permit Expiration Date: 9/26/2012 12:00:00 AM

Current Average Day Demand Quantity Currently Permitted: 3.172 mgd

Current Peak Monthly Water Use Quantity Currently Permitted: 4.118 mgd

Permitting Agency: SWFWMD

Permit Status: Existing permit (not being renewed or modified)

Permit Number: 12926 (Peace River / Manasota Regional Water Supply Authority)

Permit Expiration Date: 1/30/2013 12:00:00 AM

Current Average Day Demand Quantity Currently Permitted: 7.200 mgd

Current Peak Monthly Water Use Quantity Currently Permitted: 11.000 mgd

Permitting Agency: SWFWMD

Permit Status: Existing permit (not being renewed or modified)

Permit Number: 10420 (Peace River / Manasota Regional Water Supply Authority)

Permit Expiration Date: 3/26/2016 12:00:00 AM

Current Average Day Demand Quantity Currently Permitted: 32.700 mgd

Current Peak Monthly Water Use Quantity Currently Permitted: 38.100 mgd

Modified Average Day Demand Quantity Requested: 32.700 mgd

Modified Peak Monthly Water Use Quantity Requested: 38.100 mgd

Sectors and Meters

Sector: Single Family

Meters: 5/8 inch

1 inch

1 1/2 inch

How often do you bill customers in this sector? monthly

Sector: Multi-Family

Meters: 1 inch

2 inch

3 inch

4 inch

6 inch

How often do you bill customers in this sector? monthly

Sector: Non-Residential

Meters: 1 inch

2 inch

3 inch

4 inch

6 inch

How often do you bill customers in this sector? monthly

Sector: Bulk

Meters: 6 inch

8 inch

How often do you bill customers in this sector? monthly

High Use Customers

Description of the methodology used to identify the customer: Review of FY06 billing records (Oct. 1, 2005 - Sept. 30, 2006).

Name of customer: Fawcell Memorial Hospital

Billing Address:

12901 Starkey Rd.

Suite 1000

Largo, FL 33773

Pinellas County

Service Address:

Brinson Ave.

Port Charlotte, FL 33952

Charlotte County

Customer Classification: Commercial

Total average annual (for all meters at this site) quantity of water supplied to this customer: 35,109.00 gpd

Description of the methodology used to identify the customer: Review of FY06 billing records (Oct. 1, 2005 - Sept. 30, 2006).

Name of customer: Peace River Regional Medical Center

Billing Address:

2500 Harbor Blvd.
Port Charlotte, FL 33952
Charlotte County

Service Address:

2500 Harbor Blvd.
Port Charlotte, FL 33952
Charlotte County

Customer Classification: Commercial

Total average annual (for all meters at this site) quantity of water supplied to this customer: 37,786.00 gpd

Historical Water Use

Sector: Single Family

Utility definition of sector: Single family connections are defined as connections that are metered associated with a single free-standing housing unit, except mobile homes. The single family sector does not consider apartments, condominiums, town-homes, or mobile homes.

2006													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	2578.035	211.896	201.676	224.146	255.905	249.728	241.396	189.242	165.495	188.738	189.995	229.034	230.784
Avg MGD	7.063	6.835	7.203	7.231	8.530	8.056	8.047	6.105	5.339	6.291	6.129	7.634	7.445
Accounts	46557	45535	45634	45904	46171	46353	46554	46640	46789	46873	47033	47553	47639
Avg use per account (gpud)	152	150	158	158	185	174	173	131	114	134	130	161	156

2005													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	2369.497	213.686	195.452	212.626	226.168	203.845	204.053	179.109	180.834	194.878	178.304	181.790	198.752
Avg MGD	6.492	6.893	6.980	6.859	7.539	6.576	6.802	5.778	5.833	6.496	5.752	6.060	6.411
Accounts	44545	43751	43893	44012	44206	44383	44468	44630	44752	44869	45043	45180	45350
Avg use per account (gpud)	146	158	159	156	171	148	153	129	130	145	128	134	141



Historical Water Use

Sector: Multi-Family

Utility definition of sector: Multi-family connections are defined as connections that are metered associated with multiple housing units being served via a single metered connection. The multi-family sector considers apartments, condominiums, town-homes, and duplexes as appropriate.

2006													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	189.936	15.145	19.612	16.948	17.370	15.714	14.606	15.084	12.679	15.495	14.647	16.264	16.372
Avg MGD	0.520	0.489	0.700	0.547	0.579	0.507	0.487	0.487	0.409	0.517	0.472	0.542	0.528
Dwelling units	7393	6984	7080	7080	7188	7258	7258	7309	7365	7573	7783	7919	7919
Avg use per dwelling unit (gpud)	70	70	99	77	81	70	67	67	56	68	61	68	67

2005													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	169.648	14.383	14.521	16.947	16.821	14.713	13.101	12.299	13.374	13.332	12.748	14.072	13.337
Avg MGD	0.465	0.464	0.519	0.547	0.561	0.475	0.437	0.397	0.431	0.444	0.411	0.469	0.430
Dwelling units	6586	6379	6451	6499	6447	6527	6525	6553	6626	6710	6758	6758	6798
Avg use per dwelling unit (gpud)	71	73	80	84	87	73	67	61	65	66	61	69	63

Historical Water Use

Sector: Non-Residential

Utility definition of sector: The non-residential sector includes all water use customers that are not residential customers (e.g. commercial and industrial water users) except for bulk customers and water use customers that are irrigation only.

2006													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	420.904	35.470	31.674	34.757	34.541	41.846	38.331	39.581	29.076	32.864	33.045	34.733	34.986
Avg MGD	1.153	1.144	1.131	1.121	1.151	1.350	1.278	1.277	0.938	1.095	1.066	1.158	1.129
Accounts	1944	1891	1900	1911	1917	1919	1936	1949	1959	1969	1977	1994	2000
Avg use per account (gpud)	593	605	595	587	601	703	660	655	479	556	539	581	564

2005													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	392.736	33.200	31.055	36.072	35.601	34.844	33.101	29.383	31.989	32.306	30.581	31.987	32.617
Avg MGD	1.076	1.071	1.109	1.164	1.187	1.124	1.103	0.948	1.032	1.077	0.986	1.066	1.052
Accounts	1821	1790	1792	1789	1792	1797	1818	1819	1825	1846	1857	1864	1867
Avg use per account (gpud)	591	598	619	650	662	625	607	521	565	583	531	572	564



Historical Water Use

Sector: Bulk

Utility definition of sector: Bulk customers are customers who routinely buy large amounts of water at a bulk rate. This does not include emergency bulk water sales.

2006													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	165.950	13.244	12.038	14.837	16.588	18.395	16.575	13.465	8.182	9.171	11.435	17.292	14.728
Avg MGD	0.455	0.427	0.430	0.479	0.553	0.593	0.553	0.434	0.264	0.306	0.369	0.576	0.475
Accounts	4	4	4	4	4	4	4	4	4	4	4	4	3
Avg use per account (gpud)	116579	106806	107482	119653	138233	148347	138125	108589	65984	76425	92218	144100	158366

2005													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	147.211	15.586	14.862	19.289	14.602	13.147	12.559	6.868	9.747	8.200	10.670	10.979	10.702
Avg MGD	0.403	0.503	0.531	0.622	0.487	0.424	0.419	0.222	0.314	0.273	0.344	0.366	0.345
Accounts	4	4	4	4	4	4	4	4	4	4	4	4	4
Avg use per account (gpud)	100829	125694	132696	155556	121683	106024	104658	55387	78605	68333	86048	91492	86306



Historical Water Use

Sector: Other

Utility definition of sector: Mobile Homes

2006													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	35.895	3.983	5.361	5.147	4.700	2.490	1.914	1.288	1.234	1.195	1.816	3.197	3.570
Avg MGD	0.098	0.128	0.191	0.166	0.157	0.080	0.064	0.042	0.040	0.040	0.059	0.107	0.115
Number of Units served	1775	1747	1759	1765	1771	1773	1778	1779	1780	1782	1783	1788	1791
Avg use per Units	55	74	109	94	88	45	36	23	22	22	33	60	64

2005													
	Annual Avg	January	February	March	April	May	June	July	August	September	October	November	December
Water Use (MG)	29.619	3.336	3.667	3.861	3.873	2.102	1.374	1.273	1.219	1.567	1.590	2.942	2.815
Avg MGD	0.081	0.108	0.131	0.125	0.129	0.068	0.046	0.041	0.039	0.052	0.051	0.098	0.091
Number of Units served	1727	1737	1724	1720	1728	1713	1725	1690	1703	1747	1760	1735	1743
Avg use per Units	47	62	76	72	75	40	27	24	23	30	29	57	52



Population and Potable Water Use Projections

Please enter your average per capita water use that is consistent with your water management district's required calculation (if applicable) in gallons per capita per day (gpcd): 83.2

Please provide calculations used to determine your per capita water use and provide the source of the calculations: Per capita water use determined pursuant to the methodology set forth in the Southwest Florida Water Management District's 2006 Public Supply Per Capita Water Use Survey.

Select the water use projection method that is consistent with your water management district:

Method 1: I will enter population; please calculate my water use by multiplying my population by the per capita water use I provided.

Please enter your projected service area population yearly for the first five years, then in 5-year increments thereafter through a 20-year horizon that is consistent with your water management district's planning horizon:

Year	Population	Water Use (mgd)	Daily Per Capita Use (gpcd)
2008	142704	11.873000	83.2
2009	150918	12.556000	83.2
2010	159398	13.262000	83.2
2011	167854	13.965000	83.2
2012	176910	14.719000	83.2
2017	226503	18.845000	83.2
2022	287681	23.935000	83.2
2027	378065	31.455000	83.2

Please explain the population projections you have provided. For example, if the population projections you provided are for a functional population (population adjusted for seasonality), please indicate. Please provide a description of the source of your population projections with calculations: Population projections represent a functional population for the service area and were based upon census data, Equivalent Residential Connection (ERC) development projections as provided by developers proposing construction within the service area, and extrapolation of current growth trends. The population projections provided in the above table do not include the Burnt Store Service Area. It should be noted that the US Census estimates that there are 2.18 persons per dwelling unit in Charlotte County. This data has been provided as required by Charlotte County's water allocation contract with the Peace River/Manasota Regional Water Supply Authority.

IWA Water Audit

Raw water withdrawn: 0 mgd
Raw water imported: 0 mgd
Raw water exported: 0 mgd
Treated water produced: 0 mgd



Treated water imported: 10.221 mgd
Treated water exported: 0.455 mgd
Total volume billed: 8.923 mgd
Total volume of all unbilled metered use: 0.403 mgd
Net raw water: 0 mgd
Net treated water: 9.766 mgd
Non-revenue water: 0.843 mgd
Estimated system losses: 4.5054 %

Cost of Water

Year Added: 2007
Description of source: Surface water from PR/MRWSA
Volume supplied from source: 12.76 mgd
Total present worth cost of supply: 2.51 (\$/thousand gallons)

Year Added: 2007
Description of source: Surface water from PR/MRWSA
Volume supplied from source: 13.90 mgd
Total present worth cost of supply: 3.03 (\$/thousand gallons)

Year Added: 2007
Description of source: Surface water from PR/MRWSA
Volume supplied from source: 15.03 mgd
Total present worth cost of supply: 2.51 (\$/thousand gallons)

Year Added: 2008
Description of source: Surface water from PR/MRWSA
Volume supplied from source: 16.10 mgd
Total present worth cost of supply: 3.03 (\$/thousand gallons)

Utility Rate Structure

What year were your latest rates adopted? 2006
When was your last rate study? 2005
Are your user rates indexed? Yes

Single Family - Potable

Does the rate structure include a base charge? Yes
Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
1 1/2 inch	80.80
3/4 inch	16.16
5/8 inch	16.16



Does the rate structure include a variable charge? Yes
Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	5999	4.13
Tier 2	6000	10999	4.75
Tier 3	11000	15999	5.99
Tier 4	16000	25999	6.81
Tier 5	26000	max	7.85

Single Family - Potable for Irrigation Use

Does your rate structure include separately-metered potable water for irrigation use? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
1 1/2 inch	80.80
3/4 inch	16.16
5/8 inch	16.16

Does the rate structure include a variable charge? Yes
Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	15999	5.99
Tier 2	16000	max	6.81

Single Family - Reclaimed

Does your rate structure include reclaimed water? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	2.24
1 1/2 inch	2.24
3/4 inch	2.24
5/8 inch	2.24

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	max	2.24

Multi-Family - Potable

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	11.31
2 inch	11.31
3 inch	11.31
6 inch	11.31

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	3999	4.13
Tier 2	4000	7999	4.75
Tier 3	8000	11999	5.99
Tier 4	12000	15999	6.81
Tier 5	16000	max	7.85

Multi-Family - Potable for Irrigation Use

Does your rate structure include separately-metered potable water for irrigation use? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
2 inch	129.28
3 inch	258.56
6 inch	808.00

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	15999	5.99
Tier 2	16000	max	6.81

Multi-Family - Reclaimed

Does your rate structure include reclaimed water? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	2.24
2 inch	2.24
3 inch	2.24
6 inch	2.24

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	max	0.28

Non-Residential - Potable

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
2 inch	129.28
4 inch	404.00

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	max	4.13

Non-Residential - Potable for Irrigation Use

Does your rate structure include separately-metered potable water for irrigation use? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
2 inch	129.28
4 inch	404.00

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	15999	5.99
Tier 2	16000	max	6.81

Non-Residential - Reclaimed

Does your rate structure include reclaimed water? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	2.24
2 inch	2.24
4 inch	2.24

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	max	0.28

Other (Mobile Homes)- Potable

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
1 1/2 inch	80.80
3/4 inch	16.16
5/8 inch	16.16

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	5999	4.13
Tier 2	6000	10999	4.75
Tier 3	11000	15999	5.99
Tier 4	16000	25999	6.81
Tier 5	26000	max	7.85

Other (Mobile Homes) - Potable for Irrigation Use

Does your rate structure include separately-metered potable water for irrigation use? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	40.40
1 1/2 inch	80.80
3/4 inch	16.16
5/8 inch	16.16

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	15999	5.99
Tier 2	16000	max	6.81

Other (Mobile Homes) - Reclaimed

Does your rate structure include reclaimed water? Yes

Does the rate structure include a base charge? Yes

Please enter the monthly fixed (or base) charge for each meter size

Meter Size	Monthly Fixed (or Base) Charge (\$/month)
1 inch	2.24
1 1/2 inch	2.24
3/4 inch	2.24
5/8 inch	2.24

Does the rate structure include a variable charge? Yes

Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year's average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	max	2.24

Emergency Rate Schedule – Single Family Potable

Does the emergency rate structure include a variable charge? Yes
Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year’s average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	5999	4.13
Tier 2	6000	10999	5.70
Tier 3	11000	15999	7.79
Tier 4	16000	25999	9.53
Tier 5	26000	max	11.78

Emergency Rate Schedule – Multi Family Potable

Does the emergency rate structure include a variable charge? Yes
Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year’s average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	3999	4.13
Tier 2	4000	7999	5.70
Tier 3	8000	11999	7.79
Tier 4	12000	15999	9.53
Tier 5	16000	max	11.78

Emergency Rate Schedule – Irrigation Service for Single Family and Multi Family Potable

Does the emergency rate structure include a variable charge? Yes
Are the tier threshold ranges based on a standard volume? For example are tiers arranged between set volumes rather than by a percent of the previous year’s average monthly use? Yes

Tier Number	Threshold Range (Tgal/month)		Tier Monthly Rate (\$/Tgal)
	From	To	
Tier 1	0	15999	7.79
Tier 2	16000	max	9.53

Socio-economic

Estimated number of homes built before 1983: 19017

Estimated number of homes built between 1983 and 1995: 22091

Estimated number of homes built after 1995: 14296

The source and method of estimation (i.e. interpolation between 1980 and 1990 socio-economic data) for the estimated number of home built for the above: Records obtained from Property Appraiser’s Office.

Median assessed value of homes in the service area: 159200

The source and method of estimation for the median assessed value of homes in the service area: Records obtained from Property Appraiser’s Office.

Single family estimated average household size (people per home): 2.18

Multi-family estimated average household size (people per home): 2.18

Reuse Projects

Did the feasibility study determine that reuse projects were feasible? Yes

Is the utility implementing reuse projects? Yes

Water-Efficient Landscape and Irrigation Evaluations and Rebates

Number of applicable single-family accounts (number of accounts that have in-ground automatic irrigation systems that use potable water) 5930

Number of applicable single-family accounts that have received a water-efficient landscape and irrigation evaluation 0

Number of available single-family accounts 5930

Ultra Low Flush (ULF) Toilet Rebates

Number of SF accounts 55404

How many SF homes were built prior to 1983? 19017

How many SF homes were built between 1983 and 1995? 22091

Number of applicable accounts? 41108

Number of applicable accounts that have replaced at least one toilet with a ULFT as part of a water conservation BMP 0

implemented by your utility
Number of applicable accounts that have replaced at least one toilet with a ULFT through remodeling efforts not associated with a water conservation measure implemented by your utility 0
Total number of applicable accounts that have replaced at least one toilet 0
Number of available accounts? 41108
Penetration rate 0%

Source-Water Metering

Will all your water source(s) be metered at the point of withdrawal? Yes

Service-Connection Metering

Will your utility require meters for all new connections? Yes

Are all service connections currently metered? Yes

Fixed-Interval Meter Reading, Testing, Calibrating, Repairing, and Replacing

Sector	Meter Size	How frequently do you?				
		Read your meters?	Test your meters?	Calibrate your meters?	Repair your meters?	Replace your meters?
Single Family	5/8 inch	monthly	monthly	5 years	as needed	10 years
Single Family	1 inch	monthly	monthly	5 years	as needed	10 years
Single Family	1 1/2 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	1 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	2 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	3 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	4 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	6 inch	monthly	monthly	5 years	as needed	10 years



Non-Residential	1 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	2 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	3 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	4 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	6 inch	monthly	monthly	5 years	as needed	10 years
Bulk	6 inch	monthly	3 years	2 years	as needed	as needed
Bulk	8 inch	monthly	3 years	2 years	as needed	as needed

System Audit

How often will your utility perform a system audit?

Monthly

What water loss method will you use? If ?Other? is chosen, enter description (include calculations) of your method

Other
 Calculated difference between water imported as determined from meter readings and accounted uses (i.e., sold, construction fill, construction flushing, hydrant flushing, line breaks, and fire department usage).
 Mathematical calculation.

If ?Other? is chosen provide the source of the method (i.e. Water Management District)

Leak Detection and Repair

Is your unaccounted for water use greater than 10% (SWFWMD 12%)? If you do not agree that your estimated losses are correctly reflected by the IWA Water Audit Section, please indicate what your losses are and confirm that you identified the method used to estimate your losses in the System Audit section.

No

Will your utility implement a leak detection and repair program?

Yes

Provide a description of the program, and methods used for detection.

Orion meters are used. These meters have a 4-minute cycle of recording use, which allows for detection of leaks. The meters notify the Utilities' Billing Department via monthly electronic reports of any leaks.

Conservation Rate Structures

Sector	Water Use Type	Conservation Rate Structure is present?
Single Family	Potable	Yes
Single Family	Potable for Irrigation Use	Yes
Single Family	Reclaimed	Yes
Multi-Family	Potable	Yes
Multi-Family	Potable for Irrigation Use	Yes
Multi-Family	Reclaimed	Yes
Non-Residential	Potable	Yes
Non-Residential	Potable for Irrigation Use	Yes
Non-Residential	Reclaimed	Yes
Other	Potable	No
Other	Potable for Irrigation Use	No
Other	Reclaimed	No

Customer Leak Notification

Does your utility inform customers when their meter reading indicates that a leak may be present on their property?

Yes

Please describe the program

If the Orion meter described previously indicates high use at the time of reading, a meter service representative will leave a "High Use Notification" door hangar at the property. Additionally, if an electronic meter report indicates an extremely high use (i.e., greater than 20,000 gallons over normal use), a work order is issued to have a meter services representative verify the meter reading.

Informative Billing

Will your utility implement informative billing?

Yes

What information will be provided directly on the bill (not as a bill insert)?

utility's rate structure
amount of water used in the current month
other

Water Bill Inserts

Will your utility provide water conservation information via water bill inserts?

Yes

Describe the type of water conservation information to be provided on the bill inserts

How to identify leaks in your house;
Florida-Friendly yards; 50 Ways to Conserve; water restrictions, etc.
bi-monthly

How often will you include water conservation information on bill inserts?

Retrofit Kit Give Away

**Will your utility give away retrofit kits?
What is to be included in the kit?**

Yes
showerhead(s)
faucet aerators
toilet leak detection tablets
leak brochures
water conservation brochures
garden hose automatic shut-off nozzle
other

How will the program be administered?

kits provided at public events
customer pick-up

Will you be tracking the accounts the retrofit kit went to?

Yes

Do you evaluate before and after water use?

No

Public Information/Education

Will your utility have a public information/education program?

Yes

What type of forum/media is to be used?

in-school programs
speakers' bureaus
booths at public events
printed materials
video materials

Source of program materials (check all that apply)?

- public service announcements
- other
- AWWA
- Water Management District
- Proprietary
- Developed in-house

Workshops

Type of Workshop	Is Funded?	Is Administered?	Do you track affected accounts?	How do you track affected accounts?	Does tracking include pre and post workshop comparisons?
FYN	No	Yes	Yes	100 accounts have been identified through presentations and are currently being tracked to monitor water usage.	Yes

Conservation Coordinator

Will your utility have a water conservation coordinator(s) or a consultant(s) to help plan, implement and/or evaluate water conservation efforts? Yes

How many staff members (or consultants) will fulfill a water conservation coordinator role and/or support a water conservation coordinator on water conservation efforts? 1

How many hours per week will be dedicated to performing a water conservation role? 40

Please enter the expenditures budgeted for Year 1? \$136,370

Please enter the expenditures budgeted for Year 2? \$140,690

Please enter the expenditures budgeted \$145,225



for Year 3?
 Please enter the expenditures budgeted for Year 4? \$150,000
 Please enter the expenditures budgeted for Year 5? \$155,000

Landscape/Irrigation Ordinance Development and Implementation

Will there be a Xeriscape or Florida-Friendly landscape ordinance requirement in the utility's service area? Yes
 What sectors are to be affected by the landscape ordinance. Multi-Family
 Non-Residential
 Bulk
 Will there be a water-efficient irrigation system ordinance requirement in place in the utility's service area? Yes
 What sectors are to be affected by the irrigation ordinance. Multi-Family
 Non-Residential
 Bulk

Reuse Feasibility Study

What was the date of your latest Reuse Feasibility Study? 2005

Non-Potable Irrigation Source Rebates

Does your utility provide rebates to customers who use potable water for irrigation if they change their irrigation source to a non-potable supply? No

High-Efficiency Clothes Washer Rebates

Does your utility currently provide rebates or retrofits for high-efficiency clothes washers? No

Urinal Rebates

Number of applicable accounts (number of NR accounts that pre-date 1995) 1352
 Number of applicable accounts that have 0



replaced at least one urinal with a ULF or waterless urinal as part of a water conservation BMP implemented by your utility.

Number of applicable accounts that have replaced at least one urinal with a ULF or waterless urinal through remodeling efforts not associated with a water conservation BMP implemented by utility 0

Total number of applicable accounts that have replaced at least one urinal 0

Number of available accounts 1352

Penetration rate 0%

Non-residential Water-Use Evaluations/Implementations

Non-residential water use as a percent of total water use. 12.41% (based on 2006 data)

Number of applicable NR accounts 1989

Number of applicable NR accounts that have received a water use evaluation and/or implementation 0

Number of available accounts 1989

Penetration Rate 0

Selective Usage of Pressure-Stabilization Valves

Will your utility use pressure-stabilizing valves as a water conservation measure? No

Customer Surveys

Will your utility conduct user surveys of customer attitudes and behaviors as a means of evaluating and enhancing water conservation programs? No

Advisory Committee

Name of the committee	Name of the organization that established this committee	Committee Members
Landscape and Irrigation Ordinance ad-hoc advisory committee	CCU	Steve Lawrence (CCU), other county staff, private citizens, and various members from building, irrigation, and



		landscaping professions.
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Wholesale Water Supplier/ Water Supply Authority Assistance Programs

Does your organization have an assistance program? No

Water Waste Prohibition

Will there be a water waste prohibition ordinance in your service area? Yes

Provide a description of the ordinance, including the measures to be taken to ensure compliance. Based on the emergency water shortage ordinance passed in 2007, CCU now has the authority to issue Unauthorized Water Use Charges to its customers. The enforcement program begins February 1st, 2008. If a customer violates irrigation provisions, a fine will go on their utility bill, much like meter tampering charges.

Appendix B – Baseline Plan Report

Baseline Plan – Charlotte County Utilities Service Area Excluding the BSSA

Baseline Plan Report

Default BMPs

	Currently Implemented?	Guide-Recommended Action
Ultra Low Flush (ULF) Toilet Rebates	No	Implement BMP
Retrofit Kit Give Away	Yes	Continue to implement measure
Reuse Projects	Yes	Continue to implement BMP to the extent practical

Default Measures

Source-Water Metering	Yes	Continue to implement measure
Service-Connection Metering	Yes	Continue to implement measure
Fixed-Interval Meter Reading, Testing, Calibrating, Repairing, and Replacing	See Profile Report for current schedule	To be determined by utility and Water Management District
System Audit	Yes	Continue to perform system audits at least as frequent as you bill customers
Leak Detection and Repair	Yes	Maintain unaccounted water below 10% (12% SWFWMD)
Conservation Rate Structures	See Profile Report for breakdown	
Informative Billing	Yes	Continue to implement measure
Water Bill Inserts	Yes	Continue to implement measure
Public Information/Education	Yes	Continue to implement measure
Workshops	Yes	Continue to implement



		measure
Conservation Coordinator	Yes	Continue to implement measure
Water Waste Prohibition	Yes	Continue to implement measure
Landscape/Irrigation Ordinance Development and Implementation	Yes	Continue to implement measure
Customer Leak Notification	Yes	Continue to implement measure
Reuse Feasibility Study	Yes	Update the study a minimum of every 10 years

Optional BMPs

Non-Potable Irrigation Source Rebates	No	Implement BMP
Water-Efficient Landscape and Irrigation Evaluations and Rebates	No	Implement BMP
High-Efficiency Clothes Washer Rebates	No	Implement BMP
Urinal Rebates	No	Implement BMP
Non-residential Water-Use Evaluations/Implementations	No	Implement BMP by targeting highest users

Optional Measures

Selective Usage of Pressure-Stabilization Valves	No	Implement measure
Advisory Committee	No	Implement measure
Wholesale Water Supplier/ Water Supply Authority Assistance Programs	No	Implement measure
Customer Surveys	No	Implement measure

Appendix C – Toolbox Summary Report

Toolbox Summary - Charlotte County Utilities Service Area Excluding the BSSA

Default BMPs

	Guide-Recommended Action	Alternative Action or Comment
Ultra Low Flush (ULF) Toilet Rebates	Implement BMP	The program will provide a rebate of \$100 per toilet to qualifying customers who replace an existing high volume toilet with either a ULV or HET. Administrative costs are also included in the budget.
Retrofit Kit Give Away	Continue to implement measure and expand program	The program will be expanded in 2009 to provide efficient showerheads, faucet aerators, and leak detection kits.
Reuse Projects	Continue to implement BMP to the extent practical	Capacity of reclaimed water program is currently being expanded.

Default Measures

Source-Water Metering	Continue to implement measure	Continue to implement.
Service-Connection Metering	Continue to implement measure	Continue to implement.
Fixed-Interval Meter Reading, Testing, Calibrating, Repairing, and Replacing	To be determined by utility and Water Management District	Continue to implement.
System Audit	Continue to perform system audits at least as frequent as you bill customers	Continue to implement.
Leak Detection and Repair	Maintain unaccounted water below 10% (12% SWFWMD)	Continue to implement.

Conservation Rate Structures	Continue to implement measure	CCU will continue to implement year-round conservation rate structures as well as emergency rate structures.
Informative Billing	Continue to implement measure	Continue to implement.
Water Bill Inserts	Continue to implement measure	Continue to implement.
Public Information/Education	Continue to implement measure	Continue to implement.
Workshops	Continue to implement measure	Continue to implement.
Conservation Coordinator	Continue to implement measure	Continue to implement.
Water Waste Prohibition	Continue to implement measure	Continue to implement.
Landscape/Irrigation Ordinance Development and Implementation	Continue to implement measure	Continue to implement.
Customer Leak Notification	Continue to implement measure	Continue to implement.
Reuse Feasibility Study	Update the study a minimum of every 10 years	Continue to implement.

Optional BMPs

Non-Potable Irrigation Source Rebates	Implement BMP	Feasibility study will be conducted to determine public interest in the use of alternative non-potable water supplies for landscape irrigation. The study will determine likely participation rate, appropriate rebate level, and preferred source. Acceptable non-potable water supplies may include shallow groundwater wells, and/or surface water such as storm water control canals or ponds.
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Water-Efficient Landscape and Irrigation Evaluations and Rebates	Implement BMP	CCU is evaluating the possibility of sponsoring the USDA mobile irrigation lab to present information and provide irrigation evaluations to Charlotte County homeowners.
High-Efficiency Clothes Washer Rebates	Implement BMP	Current funding will focus on ULF toilet rebates. There is no current plan to implement this BMP.
Urinal Rebates	Implement BMP	Current funding will focus on ULF toilet rebates. There is no current plan to implement this BMP.
Non-residential Water-Use Evaluations/Implementations	Implement BMP by targeting highest users	CCU contacted local hospitals (two), to encourage use of water conservation audit techniques.

Optional Measures

Selective Usage of Pressure-Stabilization Valves	Implement measure	There is no current plan to implement this measure.
Advisory Committee	Implement measure	CCU currently works with an ad hoc committee to update the landscape irrigation ordinance.
Wholesale Water Supplier/ Water Supply Authority Assistance Programs		N/A
Customer Surveys	Implement measure	There is no current plan to implement this measure.

Appendix D – Implementation Plan Report

Implementation Plan Report – Charlotte County Utilities Service Area Excluding the BSSA [2008-2017]

Conservation Plan Summary (not including the Burnt Store Service Area):

Year	Planned Water Savings Capacity (mgd)	Forecasted Demand (mgd)		Forecasted Per Capita Demand (gpcd)		% Reduction
		Without Conservation	With Conservation	Without Conservation	With Conservation	
2008	0.01774	11.873	11.855	83.2	83.08	0.149%
2009	0.05506	12.556	12.501	83.2	82.84	0.438%
2010	0.09237	13.262	13.170	83.2	82.62	0.697%
2011	0.12969	13.965	13.836	83.2	82.43	0.929%
2012	0.16700	14.719	14.552	83.2	82.26	1.135%
2017	0.35358	18.845	18.491	83.2	81.64	1.876%
2022	0.35358	23.935	23.581	83.2	81.97	1.477%
2027	0.35358	31.455	31.101	83.2	82.26	1.124%

Planned Water Savings = sum of cumulative water savings capacity from the two BMP programs (Toilet & Retrofit).

Demand "Without Conservation" is based on historical use data, which indicates a demand of 83.2 gpcd.

Note that % reduction declines after 2017 because no growth in the conservation program is assumed beyond 2017, but population continues to increase.

BMP Scenarios included in the Conservation Plan

BMP	Category	Sector	Water Savings Horizon	Implementation Schedule	Water Savings Rate	Present Worth Interest	Cost Per Account, Unit, Measure	Accounts Available	Number of Accounts, Units or Measures	Total BMP Cost	Total BMP Water Savings (TG)
Retrofit Kit Give Away	Indoors	Residential	5	See below for details	29.2 gpm/d	8 %	15	41,108	6530	\$97,950.00	1,047,046
Ultra Low Flush (ULF) Toilet Rebates	Rebate	Single Family	20	See below for details	21.1 gpm/d	8 %	130	41,108	7700	\$1,001,000.00	921,178



BMP Implementation Schedule for: Retrofit Kit Give Away

Category: Indoors

Sector: Non-Residential

Year	Accounts Remaining	Implementations per Year	Additional Yearly Savings (gpd - capacity)	Cumulative Water Savings Capacity (gpd - capacity)
2008	41108	50	1,461	1,461
2009	41058	720	21,033	22,493
2010	40338	720	21,033	43,526
2011	39618	720	21,033	64,559
2012	38898	720	21,033	85,591
2013	38178	720	21,033	106,624
2014	37458	720	21,033	127,656
2015	36738	720	21,033	148,689
2016	36018	720	21,033	169,722
2017	35298	720	21,033	190,754

BMP Implementation Schedule for: Ultra Low Flush (ULF) Toilet Rebates

Category: Rebate

Sector: Single Family

Year	Accounts Remaining	Implementations per Year	Additional Yearly Savings (gpd - capacity)	Cumulative Water Savings Capacity (gpd - capacity)
2008	41108	770	16,282	16,282
2009	40338	770	16,282	32,565
2010	39568	770	16,282	48,847
2011	38798	770	16,282	65,130
2012	38028	770	16,282	81,412
2013	37258	770	16,282	97,695
2014	36488	770	16,282	113,977
2015	35718	770	16,282	130,259
2016	34948	770	16,282	146,542
2017	34178	770	16,282	162,824

Source-Water Metering

Will all your water source(s) be metered at the point of withdrawal? Yes

Service-Connection Metering

Will your utility require meters for all new connections? Yes

Are all service connections currently metered? Yes

Fixed-Interval Meter Reading, Testing, Calibrating, Repairing, and Replacing

Sector	Meter Size	How frequently will you?				
		Read your meters?	Test your meters?	Calibrate your meters?	Repair your meters?	Replace your meters?
Single Family	5/8 inch	monthly	monthly	5 years	as needed	10 years
Single Family	3/4 inch	monthly	monthly	5 years	as needed	10 years
Single Family	1 inch	monthly	monthly	5 years	as needed	10 years
Single Family	1 1/2 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	1 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	2 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	3 inch	monthly	monthly	5 years	as needed	10 years
Multi-Family	6 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	1 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	2 inch	monthly	monthly	5 years	as needed	10 years
Non-Residential	4 inch	monthly	monthly	5 years	as needed	10 years

System Audit

How often will your utility perform a system audit? monthly

What water loss method will you use? IWA

Leak Detection and Repair

Is your unaccounted for water use greater than 10% (SWFWMD 12%)? If you do not agree that your estimated losses are correctly reflected by the IWA Water Audit Section, please indicate what your losses are and confirm that you identified the method used to estimate your losses in the System Audit section.

No

Will your utility implement a leak detection and repair program? Provide a description of the program, and methods used for detection.

Yes

Orion meters are used. These meters have a 4-minute cycle of recording use, which allows for detection of leaks. The meters notify the Billing Department via monthly electronic reports of any leaks.

Conservation Rate Structures

Sector	Water Use Type	Conservation Rate Structure will be present?
Non-Residential	Potable	Yes
Non-Residential	Potable for Irrigation Use	Yes
Non-Residential	Reclaimed	Yes
Other (Mobile Homes)	Potable	Yes
Other (Mobile Homes)	Potable for Irrigation Use	Yes
Other (Mobile Homes)	Reclaimed	Yes
Single Family	Potable	Yes
Single Family	Potable for Irrigation Use	Yes
Single Family	Reclaimed	Yes
Multi-Family	Potable	Yes
Multi-Family	Potable for Irrigation Use	Yes
Multi-Family	Reclaimed	Yes

Customer Leak Notification

Does your utility inform customers when their meter reading indicates that a leak may be present on their property? Yes

Please describe the program Automatic notification for unusually large changes in residential water consumption.

Informative Billing

Will your utility implement informative billing? Yes

What information will be provided directly on the bill (not as a bill insert)? utility's rate structure
amount of water used in the current month
amount of water used in the previous month
drought rates
other

Water Bill Inserts

Will your utility provide water conservation information via water bill inserts? Yes

Describe the type of water conservation information to be provided on the bill inserts How to identify leaks in your home; Florida Friendly Yards; 50 Ways to Conserve; Water Restrictions; Etc

How often will you include water conservation information on bill inserts? bi-monthly

Retrofit Kit Give Away

Will your utility give away retrofit kits? Yes
What is to be included in the kit? showerhead(s)
garden hose automatic shut off nozzle
faucet aerators
toilet leak detection tablets
leak brochures
water conservation brochures
other
How will the program be administered? kits provided at public events
customer pick-up
Will you be tracking the accounts the retrofit kit went to? Yes
Do you evaluate before and after water use? No

Public Information/Education

Will your utility have a public information/education program? Yes
What type of forum/media is to be used? in-school programs
speakers' bureaus
booths at public events
printed materials
video materials
public broadcasts on local television
high water users are identified in the local newspaper
public service announcements
other
Source of program materials (check all that apply)? AWWA
Water Management District
Proprietary
Developed in-house

Workshops

Type of Workshop	Is Funded?	Is Administered?	Do you track affected accounts?	How do you track affected accounts?	Does tracking include pre and post workshop comparisons?
FYN	No	Yes	Yes	100 accounts have been identified through presentations and are currently being tracked to monitor water usage.	Yes

Conservation Coordinator

Will your utility have a water conservation coordinator(s) or a consultant(s) to help plan, implement and/or evaluate water conservation efforts?	Yes
How many staff members (or consultants) will fulfill a water conservation coordinator role and/or support a water conservation coordinator on water conservation efforts?	1
How many hours per week will be dedicated to performing a water conservation role?	40
Please enter the expenditures budgeted for Year 1?	\$136,370
Please enter the expenditures budgeted for Year 2?	\$140,690
Please enter the expenditures budgeted for Year 3?	\$145,225
Please enter the expenditures budgeted for Year 4?	\$150,000
Please enter the expenditures budgeted for Year 5?	\$155,000

Landscape/Irrigation Ordinance Development and Implementation

Will there be a Xeriscape or Florida-Friendly landscape ordinance requirement in the utility's service area?	Yes
What sectors are to be affected by the landscape ordinance.	Single Family Multi-Family Non-Residential Bulk
Will there be a water-efficient irrigation system ordinance requirement in place in the utility's service area?	Yes
What sectors are to be affected by the irrigation ordinance.	Single Family Multi-Family Non-Residential Bulk

Reuse Feasibility Study

What was the date of your latest Reuse Feasibility Study? 2005

Selective Usage of Pressure-Stabilization Valves

Will your utility use pressure-stabilizing valves as a water conservation measure? No

Customer Surveys

Will your utility conduct user surveys of customer attitudes and behaviors as a means of evaluating and enhancing water conservation programs? No

Advisory Committee

Name of the committee	Name of the committee	Ad-hoc advisory committee for landscape and irrigation ordinance development
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Water Waste Prohibition

Will there be a water waste prohibition ordinance in your service area? Proposed water-use ordinance restricts the use of non-recycling decorative water fountains.

Appendix E – Water Conservation Exhibits



Figure E-1.: Informative Billing Exhibits





CHARLOTTE COUNTY UTILITIES

P.O. BOX 516000 PUNTA GORDA FL 33951-6000
25550 Harbor View Road, Unit 1, Port Charlotte FL 33980
(941) 764-4300 or (800) 524-3494; Hearing Impaired (941) 764-4535
E-mail: ccusupport@charlottefl.com

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE Applies to current charges only
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PLEASE RETURN BOTTOM PORTION WITH YOUR PAYMENT TO AVOID A DELAY IN PROCESSING



CHARLOTTE COUNTY UTILITIES
P.O. Box 516000
Punta Gorda FL 33951-6000

HEARTSHIP DONATION: \$1 \$2 \$5 \$10 Other \$ _____

ACCOUNT NUMBER	DUE DATE	TOTAL DUE
----------------	----------	-----------

Check here if you have made an account change on reverse side.

Business Hours: 8:30 AM to 4:45 PM, Monday through Friday
Please have your account number ready when you call for service
Local: (941) 764-4300 ♦ LD Toll-Free: (800) 524-3494

EXPLANATION OF YOUR BILL

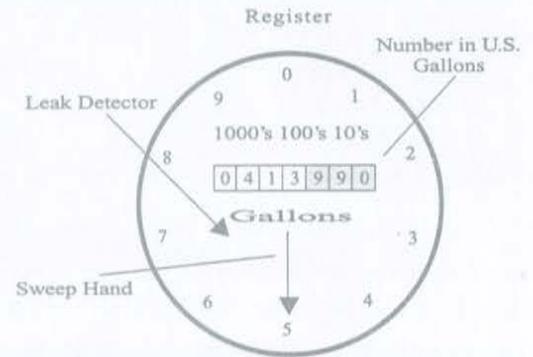
Rates are reviewed by utility rate setting professionals and approved under the authority of the Charlotte County Board of County Commissioners in conformance with Florida State Statutes. Rate Schedules and Regulations are available for review in the Utility Office.

- **Base Facility Charge:** a *fixed* non-variable, recurring monthly amount, based on the size of the meter or service at the property. This is a common charge paid by all customers year-round, regardless of whether service is used or not.
- **Customer Charge:** a *fixed* cost of administering and billing a customer's account, including rendering a bill.
- **Usage Charge:** the *variable* charge per-thousand gallons of producing the product and providing service, also referred to as a "consumption" charge.
- **Miscellaneous:** Your bill may reflect unique charges for special services performed on your behalf or actual charges separate from the established rates listed above. Contact our customer service staff for specific details.
- **Loans:** For agreed-to payment arrangements on new connection fees, billed on a monthly basis.

HOW TO READ YOUR WATER METER

- Your water meter is read like a car's odometer – from left to right.
- Numbers in the white blocks are thousand-gallons.
- Numbers in the black (shaded) blocks are 100- and 10-gallon digits.
- As water passes the meter, the register measures sequentially from right to left.
- Subtracting the previous reading from the current reading determines how much water you have used.

0413,990	<i>current reading</i>
0412,020	<i>previous reading</i>
<u>1,970</u>	<i>gallons used</i>
1,000	<i>gallons billed (CCU bills thousand-gallon increments only)</i>



BILLS: Bills are rendered at approximately 30-day intervals, are due and payable on receipt, and are delinquent on the 21st day from issuance.

Late Payment Penalty: Unpaid balances are assessed a late fee of 3%.

Returned Check/Draft Fee: charged in accordance with prevailing Florida Statutes.

Delinquent Bills: To give you the opportunity to pay before service is disconnected for non-payment of utility charges, a notice of disconnection, marked "Urgent," will be mailed, giving you five (5) days' notice before service interruption.

ELECTRONIC BANK DRAFT PAYMENTS: CCU accepts electronic funds transfer (EZPay) payments. CCU reserves the right to present your check, savings account or credit card account electronically for payment to your bank. This electronic debit will be for the exact amount of your payment and the transaction will appear on your bank statement as BOCC or BRDCTYCOM (Board of Charlotte County Commissioners). Your original check will not be returned to your financial institution and will be destroyed once it has been processed. Your bank account may be debited as early as the same day we receive your payment. If you wish us to set up monthly withdrawals from your account either contact us at the number above or complete and mail an EZPay application form.

HEARTSHIP PROGRAM: *HeartShip* is a program funded by public contributions to help customers with emergency payment of their CCU water/sewer bill. Customers must meet specific needs criteria, independently certified by the County's Human Services Department. Details are available at your request.

ACCOUNT SERVICES: When requiring account services other than those below, please call, write, or fax your request.

PLEASE INDICATE CHANGES TO YOUR ACCOUNT BELOW. WRITE CLEARLY, USING BLACK OR DARK BLUE INK:

Check Appropriate Box:

- Send EZPay Application
- Stop EZPay effective date: _____
- Disconnect service: TEMPORARY (*seasonal; other*)
- Reconnect my service
- Disconnect service: PERMANENT (*move*)⁽¹⁾

Check Appropriate Box:

- Temporary Mailing Address
- Final Bill Mailing Address

⁽¹⁾ If your property has sold, please provide office with new owner information to avoid continuing charges.

New Owner: _____

Effective Date⁽²⁾: _____

⁽²⁾ Unless noted, changes will become effective with the next billing period.

Home Phone: _____ Day Phone: _____

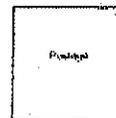
E-mail Address: _____

Customer Signature

Figure E-2.: Water Bill Inserts



East Port Environmental Campus
25550 Harbor View Rd.
Port Charlotte, FL 33980



The average Charlotte County household uses 5,000 gallons of water monthly. *You have been identified as a high water consumer, using more than 20,000 gallons in one month.*

Water wisely – see below for authorized use

- TUESDAY: Addresses ending in even #'s or A – M.
- SUNDAY: Addresses ending in odd #'s or N – Z.
- Properties less than 2 acres, no watering 8a.m-6p.m.
- Properties greater than 2 acres, no watering 10a.m-4p.m.

Water-Saving Tips:

- Inspect and calibrate your irrigation system – ¼ in. per watering.
- Use Florida-Friendly plants that require less water.
- Check your indoor and outdoor fixtures for leaks.
- Cover your pool to prevent evaporation.

Contact your local county government agencies below to help decrease your water usage and lower your monthly bill.

www.CharlotteCountyFL.com

This postcard is distributed by Charlotte County Government

Charlotte County Utilities – 941.764.4300

Charlotte County Environmental

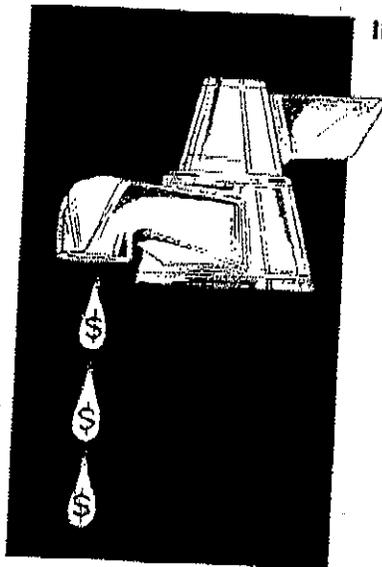
& Extension Service – 941.764.4340



Water conservation...



...begins at home



IF YOUR WATER BILLS SEEM HIGH don't blame the water meter or your department officials.

STOP THE LEAKS!

You probably do not realize that a dripping faucet or other unsuspected leaks may be the cause.

WATER WASTE AT 40 POUNDS PRESSURE

- a 1/32" leak wastes 170 gallons in 24 hours
- a 1/16" leak wastes 600 gallons in 24 hours
- a 1/8" leak wastes 2500 gallons in 24 hours

At \$1.00 per thousand gallons the smallest of these leaks will add over \$62.00 to your annual water bill.

STOP THE LEAKS



BadgerMeter, Inc.

P.O. Box 245038, Milwaukee, WI 53224-9538
 (800) 870-3837 / Fax: (414) 371-5900
www.badgermeter.com

5-3239 (4-02)

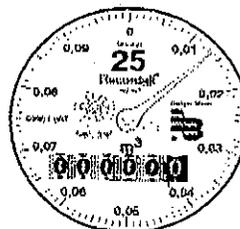
Reading Guide for Badger Water Meters



GALLONS



CUBIC FEET



CUBIC METERS

Straight reading registers are read as indicated on index wheels. Include the fixed zeros to the right of index wheel window. Reading the test circle is omitted.

The test circle is divided into tenths, and it takes a complete revolution of the sweep hand or pointer to indicate the first rolling digit at the right of the index wheel stack. The test circle is only used for testing purposes.

P/N: 33091-000 Rev. 1

Charlotte County Utilities
50 Water Conservation Tips Save Money and Water every day!

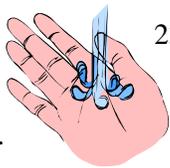
Everyone has heard that we should conserve water, that our natural resources are limited and that we should do something! We all want to help!



Conservation... where do I start?

At home! Below are 50 Water Conservation Tips for you to try.

1. MOST IMPORTANTLY! There are many ways to save water, ***and they all start with you.***
2. When washing dishes by hand, don't let the water run. Fill one sink with wash water and the other with rinse water.
3. When you water your garden, aim low, at the roots, not the plant tops. Watering at the roots is most effective.
4. Check your sprinkler system frequently and adjust aim so only your lawn is watered, not the house, sidewalk, or street.
5. Run your washing machine and dishwasher only when they are full and you could save 1000 gallons a month.
6. Avoid planting turf in areas that are hard to water such as steep inclines and isolated strips along sidewalks and driveways.
7. Install covers on pools and spas and check for leaks around your pumps and the drain.
8. Use the garbage disposal sparingly. Compost instead, mulch your plants and save gallons every time!
9. Plant during the spring or fall when the watering requirements are lower.
10. Keep a pitcher of water in the refrigerator instead of running the tap for cold drinks.
11. Check your water meter and bill to track your water usage. Call your Utility if you have an unusually high bill.
12. Minimize evaporation by watering during the early morning hours, when temperatures are cooler and winds are lighter.
13. Wash your produce in the sink or a pan that is partially filled with water instead of running water from the tap.
14. Use a layer of organic mulch around plants to reduce evaporation and save hundreds of gallons of water a year.
15. Use a broom instead of a hose to clean your driveway or sidewalk and save 80 gallons of water every time.
16. If your shower can fill a one-gallon bucket in less than 20 seconds, then replace it with a water-efficient showerhead.
17. Collect the water you use for rinsing produce and reuse it to water houseplants.
18. Divide your watering cycle into shorter periods to reduce runoff and allow for better absorption every time you water.
19. We're more likely to notice leaky faucets indoors, but don't forget to check outdoor faucets, pipes, and hoses for leaks.
20. Periodically check your pool for leaks if you have an automatic refilling device.
21. Only water your lawn when needed! You can tell this by walking across your lawn: if you leave footprints, it's time to water.
22. When you shop for a new appliance, buy newer, water and energy-efficient models instead of older appliances.
23. Time your shower to keep it under 5 minutes. You'll save up to 1000 gallons a month.
24. When washing your hands, turn off the water while you soap up & scrub. Turn back on to rinse.
25. Raise your lawn mower blade. Longer grass holds soil moisture better than a closely clipped lawn.
26. When you clean your fish tank, use the water on your plants. The water is rich in nitrogen and phosphorus...a free fertilizer.
27. Use the sprinkler for larger areas of grass. Water small patches by hand to avoid waste.



28. Put food coloring in your toilet tank. If it seeps into the toilet bowl, you have a leak. Fix it, and you can save more than 600 gallons a month. And choose to install low-volume toilets, which conserve water.
29. Plug the bathtub before turning the water on, then adjust the temperature as the tub fills up.
30. Use porous materials for walkways and patios to keep water in your yard and prevent wasteful runoff.
31. Direct downspouts and other runoff towards shrubs and trees, or collect and use for your garden.
32. Designate one glass for your drinking water each day. This will cut down on the number of times you run your dishwasher.
33. Water your summer lawns once every three days and your winter lawn once every five days.
34. Install a rain shut-off device on your automatic sprinklers to eliminate unnecessary watering.
35. Don't use running water to thaw food.



36. Choose a water-efficient drip irrigation system for trees, shrubs and flowers.
37. Grab a wrench and fix that leaky faucet. It's simple, inexpensive, and can save 140 gallons a week.
38. Reduce the amount of grass in your yard by planting shrubs, and ground cover.
39. When doing laundry, match the water level to the size of the load.

40. Teach your children to turn the faucets off tightly after each use.
41. Remember to check your sprinkler system valves periodically for leaks and keep the heads in good shape.
42. Use a low-flow showerhead. They're inexpensive, easy to install, and can save your family more than 500 gallons a week.
43. Soak your pots and pans instead of letting the water run while you scrape them clean.
44. Don't water your lawn on windy days. After all, sidewalks and driveways don't need water!
45. Water your plants deeply but less frequently to create healthier and stronger landscapes.
46. Make sure you know where your master water shut-off valve is located, to shut off water if a pipe were to burst.
47. When watering grass on steep slopes, use a soaker hose to prevent wasteful runoff.
48. Group plants with the same watering needs together to get the most out of your watering time.
49. Remember to weed your lawn and garden regularly. Weeds compete with other plants for nutrients, light, and water.
50. Minimize what you fertilize! While fertilizers promote plant growth, they also increase water consumption.

...And there are many more tips for water use!

For more information and *even more* Water Conservation Tips, visit these websites:

Southwest Florida Water Management District

www.swfwmd.state.fl.us

Water: Use it Wisely

www.wateruseitwisely.com

The Water Conserve

www.waterconserve.info



Charlotte County Utilities

www.charlottefl.com/ccu



Charlotte County Utilities Phase II Water Restrictions

For Declared Modified Phase II Severe Water Shortage

The Southwest Florida Water Management District (SWFWMD) has declared a modified Phase II Severe Water Shortage throughout the 16-county district. Since Charlotte County Utilities (CCU) already has a once-per-week schedule in effect, your watering day will remain the same. However, please note (**in bold**) more restrictive irrigation hours and other Phase II water restrictions stated below.

Note: Water restrictions apply to ALL ground and surface water sources (wells, canals, lakes, rivers, streams and ponds) as well as public and private utilities.

LAWN AND LANDSCAPE IRRIGATION is limited to once per week. Lawns need no more than $\frac{3}{4}$ inch of water per application. Find your designated watering day below:

- Addresses ending in an even number or letters A thru M may water on Tuesday ONLY.
- Addresses ending in an odd number or letters N thru Z (and locations where no address can be determined) may water on Sunday ONLY.
- For properties less than two acres in size, **no watering is allowed between the hours of 8 a.m. and 6 p.m. on any day**. For properties two acres or larger, no watering is allowed between the hours of 10 a.m. and 4 p.m. on any day.
- Hand watering using a container or hose with shut-off nozzle or micro-irrigation of plants or non-lawn areas is allowed as needed.
- Automatic irrigation systems are required to have rain shut-off devices, per Florida Statutes.

NEW LAWNS or plantings may be watered daily for the first 60 days with the following conditions:

- The specific area of watering must contain at least 50% new plantings; areas that do not contain at least 50% new plantings need to be temporarily watered by some other means, or sprinkler heads need to be adjusted so that only new plants are watered.
- Watering shall not occur between the hours of 8 a.m. and 6 p.m. except on the first day of planting. Seeding of existing lawns does not qualify for new planting.

OTHER WATER USES

- **Personal vehicle washing is limited to once per week** (fundraiser events are still allowed). Any hose used should have a shut-off nozzle.
- **Fountains and other aesthetic-only features may operate only 8 hours per day**.
- **Golf course irrigation** (*These restrictions apply to non-reclaimed water sources*):
 - Fairways and roughs: One application per week
 - Greens and tees: Three applications per week
- **Cemeteries** (*These restrictions apply to non-reclaimed water sources*): One application per week
- **Industrial/commercial** establishments, state and local agencies and public institutions:
Please use best management practices for essential water use activities. Please conserve reclaimed water by using it during the specified irrigation hours.

Charlotte County Utilities has water conservation pamphlets, tips and FREE conservation tools available at both offices. Please visit us on the web at www.CharlotteCountyFL.com. Click on Water and Sewer.

Charlotte County Utilities

25550 Harborview Road ♦ Port Charlotte, FL 33980 ♦ 941.764.4300

6868 San Casa Drive ♦ Englewood, FL 34224 ♦ 941.475.3646

Distributed by Charlotte County Government

Figure E-3.: Retrofit Kit Give Away Instructions





Sensible Sprinkling

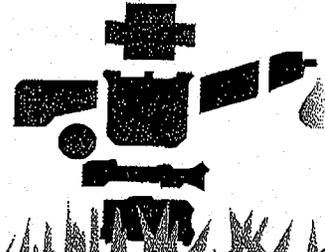
Rain Shut-Off Switches for
Automatic Sprinkler Systems



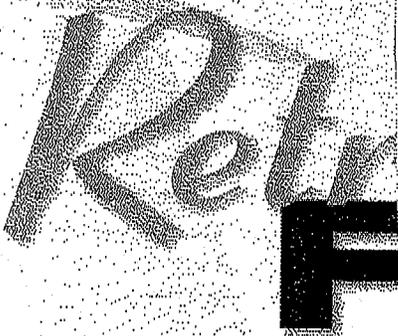
Do Your Part

IRRIGATE SMART

Brought to you by the
Southwest Florida Water
Management District
and the Green Industry
Advisory Committee.



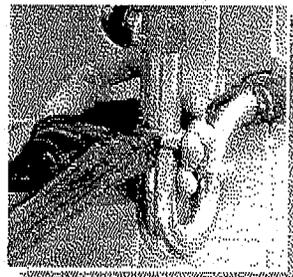
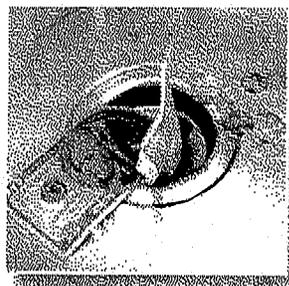
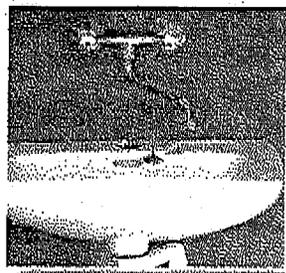
SOUTHWEST FLORIDA WATER M



**TOILET TANK LEAK
DETECTING DYE TABLETS**

- 1. Drop tablet in tank, stir slightly.
- 2. Wait a few minutes. If color appears in bowl, you have a leak.
- 3. Please make repairs.

NON-TOXIC, HARMLESS, FLUORIDATED
New Resources Corp., Inc. Fairfield, CT 06430



**SAVING WATER
FIXING LEAKS
SAVING MONEY**

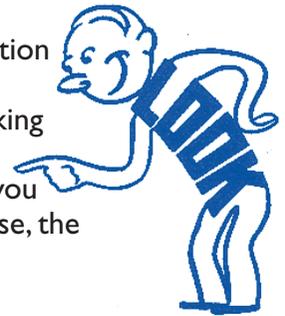
RetroFIT



Fixing leaks and installing a few inexpensive water-saving devices in your home could save you more than 30,000 gallons of water each year. If you use utility or county water, your efforts could cut your monthly water and sewer bill in half.

Unless your house was built in the last few years, you probably have pre-conservation era plumbing that guzzles water. Retrofitting your home — fixing leaks and replacing old plumbing fixtures with water-saving ones — is a simple and easy way to protect our drinking water supply and save money at the same time.

Take a close look at your water bill. Unless you have a septic tank, you'll see that you pay to pipe water into your home and then you pay to pipe it out. The more water you use, the more to dispose of — and the higher your water and sewer charges climb.



Most *RetroFIT* devices will reduce your water and sewer bill enough to pay for themselves within six months.

HERE'S HOW YOU CAN **RetroFIT** YOUR HOME

Start with the toilet.

Leaks inside your toilet can waste up to 200 gallons of water a day! If left unrepaired for six months, as much as 36,500 gallons of water goes unused down the drain. To check your toilet for leaks, remove the lid from the toilet tank, remove any colored cleaning agent, flush to clear water in the bowl, then drop one leak-detecting dye tablet (or five drops of food coloring) into the tank and wait 15 minutes. If colored water appears in the toilet bowl without additional flushing, there is a leak.

To fix the leak yourself, you need a large adjustable wrench and a screwdriver.

Now, follow these simple steps:

1. Jiggle the toilet handle. If that makes the water stop running, the chain or guide wire attached to the handle may be out of alignment.
2. Make sure the handle fits snugly against the tank. If it doesn't, use the adjustable wrench to tighten the nut attached to the handle on the inside of the tank.
3. Check the rubber flapper or flush valve at the bottom of the tank. It may not be reseating tightly after flushing. If it is worn or corroded, it needs to be replaced. Replacement kits with easy-to-follow instructions are available at most hardware and home stores.
4. Check the tank water level. The correct water level is about 1/4 to 2 inches below the top of the overflow tube in the middle of the tank. The overflow tube drains directly into your sewer system. To lower the water level, use the screwdriver to adjust the screw on the end of the ball cock float arm or bend the float arm down until the correct water level is achieved.
5. If the water won't shut off at all, replace both the flapper and the ball cock.

**If these simple procedures don't stop the leak,
you should call your plumber.**



After you fix your toilet, unless it is a newer water-saving fixture, make sure you install a toilet tank water saver. It saves about 50 gallons of water a day and trims about 20 percent off your water bill. You can fit the tank with a toilet tank dam that walls off the corners of the tank to hold back water when you flush. This maintains the proper volume and toilet tank water level for a forceful flush. Another option is to fill either a displacement bag or a plastic milk bottle with water and place it inside the tank between the tank wall and the intake valve. Easy-to-install toilet tank dams and displacement bags are available at most hardware, plumbing and home stores.

If your toilet can't be fixed, or if you are ready to replace it with a water-saving fixture, make sure you purchase a new toilet that uses only 1.6 gallons of water per flush, instead of the 5 gallons most older toilets use.



Check all your faucets inside and outside.

Leaky faucets waste up to 20 gallons of water a day. If it is hot water, you're wasting water and the energy required to heat it. Leaky faucets are usually caused by a worn washer or O rings. To fix leaky faucets, you need:

- Adjustable wrench or pliers
- Screwdriver
- Replacement washers and tap-fixer tool
(purchased at a hardware, home or plumbing store)

Now, follow these steps:

1. Shut off the water supply to the faucet you are repairing. Remove the cap on the top of the faucet handle. Turn exposed screw counterclockwise to remove screw.
2. Pull off handle.
3. Remove nut. Loosen valve stem by turning counterclockwise.
4. Remove valve stem assembly.
5. Remove screw at base of the valve stem and remove worn washer. Replace with a new washer of the same size.
6. Use tap fixer tool to reseal valve, following kit instructions.
7. Replace faucet parts in reverse order of removal. Then, turn on water supply to faucet and check to make sure it does not leak.



Once all leaks are fixed, check the amount of water flowing from each faucet. You can do this by opening the faucet and allowing water to flow into a container for 10 seconds. Multiply the amount of water in the container by six to determine the per-minute flow. If your existing aerator flows more than 3 gallons per minute, you should replace it with a low-flow aerator. This one simple step can save 3 to 5 percent of your total indoor water bill.

In your kitchen, you will want a 1.5 to 2.5 gallons per minute aerator to make sure the flow of water is enough to wash and rinse dishes.

Your bathroom faucet is used primarily for rinsing. Therefore, a .5 to 1.5 gallons per minute aerator will provide enough water for shaving, hand washing and other personal hygiene tasks. In the laundry, a 2.5 gallons per minute aerator works best.

You may want to use a low-flow aerator with an on/off flip handle that allows you to increase or reduce the flow as needed.

If you can't fix the leak, replace the valve stem or buy a new faucet.

Next, check your showerhead.

If it is leaking or if the flow rate is more than 3 gallons per minute, you should change to a low-flow showerhead of your choice. To fix leaky showerheads yourself, you need an adjustable wrench or pliers and joint sealer or tape.

Now, follow these steps:

1. Shut off the water supply to the shower.
2. Use the adjustable wrench to remove the old showerhead.
3. Clean the threads to remove old joint sealer.
4. Apply joint sealer or tape, using package instructions.
5. Use the adjustable wrench to install new showerhead.
6. Turn water supply back on and test the showerhead.

Use a cloth between the showerhead and the jaws of the wrench to avoid scratching.



Now that you have all the visible leaks repaired, check for those that you *don't* know about. Here's how: Locate your water meter and make note of the meter reading. Turn off all the water-using fixtures in your home and don't use any water for an hour. Then, go back and check the reading on the meter. If it has changed, you have leaking pipes and may need a plumber or your water utility to help you find and repair them. To find out how you can save even more water indoors and outdoors, call the Southwest Florida Water Management District and ask for free copies of *50 Ways to Do Your Part and Irrigate Smart*.

How Much Water Do You Use?

If the fixtures in your house are not low-flow or water-saving devices, use these figures to estimate the amount of water used daily in your household:



Toilet flush = 6 gallons
Shower = 7 gallons per minute
Bath = 28 gallons
Automatic dishwasher cycle = 15 gallons
Washing machine cycle = 55 gallons
Washing dishes by hand = 20 gallons

To get a more accurate idea of the amount of indoor and outdoor water you use, read your water meter before and after a specific task, such as lawn watering or laundry use.

Nice to Know

- Toilet water use can be cut by 40 percent with a toilet tank dam or displacement bag.
- Faucet water use can be cut by 50 percent with a low-flow faucet aerator.
- Shower water use can be cut by 50 percent with a low-flow showerhead.



Save Water/Save Money

By installing simple, inexpensive water savers, the average family of four realizes these savings:

- Annual water bill - \$56 (@ \$.90 per 1,000 gallons)
- Annual sewage bill - \$69 (@ \$1.10 per 1,000 gallons)
- Annual hot water heating - \$380 (@ \$.06 per kilowatt hour if 30,000 gallons are saved)

For more information, write or call your
Southwest Florida Water Management District Service Office listed below:

Bartow

170 Century Blvd.
Bartow, Florida 33830-7700
1-800-492-7862 (FL only)
(863) 534-1448 • Suncom 572-6200

Brooksville

2379 Broad Street
Brooksville, Florida 34604-6899
1-800-423-1476 (FL only)
(352) 796-7211 • Suncom 628-4150

Tampa

7601 U.S. Highway 301 North
Tampa, Florida 33637-6759
1-800-836-0797 (FL only)
(813) 985-7481 • Suncom 578-2020

Lecanto

3600 West Sovereign Path - Suite 226
Lecanto, Florida 34461-8070
(352) 527-8131 • Suncom 667-3271



Web site: www.swfwmd.state.fl.us

Venice

115 Corporation Way
Venice, Florida 34292-3524
1-800-320-3503 (FL only)
(941) 486-1212 • Suncom 526-6900

Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act should contact the Communications and Community Affairs Department at (352) 796-7211 or 1-800-423-1476; TDD only: 1-800-231-6103.

Figure E-4. Public Information/Education Brochures

Charlotte County Government

	Resident	Business	Government	Visitor	eServices	Departments	Jobs	Search	Home
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Charlotte County Utilities

Press Releases & Notices

Utilities receives awards for education and outreach

Media Contacts: Leigh Sprimont, James Drake
 CCU Community Relations
 Phone: 941.764.4520; 941.764.4565
 Email: Leigh.Sprimont@CharlotteFL.com;
 James.Drake@CharlotteFL.com

For Immediate Release:

PORT CHARLOTTE – Charlotte County Utilities (CCU) has received awards for its education and outreach programs in two separate competitions.

Earlier this week, the Charlotte County Chamber of Commerce recognized CCU's Community Relations division as its 2007 Business-Education Partner of the Year, large business category, for its original, educational outreach program, S.I.P. Kids: Reduce, Reuse and Recycle Water.

The Charlotte County Chamber of Commerce, through its Education Committee, recognizes that businesspeople and educators must work hand-in-hand to continuously improve the education system in Charlotte County. The Business-Education Partner of the Year Award honors local businesses that demonstrate active and exemplary partnerships.

S.I.P. Kids, created by CCU's Community Relations division, is designed to educate our youngest citizens (grades K-8) about water resources, and to foster water-saving behaviors. From February

Text size:

Select a Department

CCU Home
Press/Notices
FAQs
Water Restrictions
Rates
Pay Bill Online
Customer Forms
Engineering
Wastewater Division
Transported Waste Receiving
Current Projects (MSBUs)
Presentations & Reports
About Us
Contacts
Links



Search this site

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Search this site



Many documents require Adobe [Acrobat Reader](#) to view.

through May 2007, the program was presented to nearly 450 students in the Charlotte County school system.

In a separate competition, CCU was recognized for Charlotte County Utilities University (CCUU), an original, employee education program. CCUU received the Award of Distinction in the 13th Annual Communicator Awards Print Competition, Communications-Training category. The Award of Distinction is awarded for projects and programs that exceed industry standards in production or communication skills.

CCUU was founded in 2005 in response to the accelerated growth of Utilities. Management recognized the need for staff to be guided through a broader view of utility operations and to provide a clearer perspective of each employee's contributions to the overall goals and success of the organization. Students, instructors and facilitators are all CCU employees, representing every division. Each CCUU session consists of six, full-day classes over a 12-week period, and lessons include Power Point presentations, lectures, demonstrations, site visits and tours. To date, more than 50 employees have graduated from CCUU as confident, new Utilities ambassadors.

CCU provides drinking water, wastewater collection and reclaimed water services to customers throughout Charlotte County. For more information on CCU products and services, visit the County Web site at www.CharlotteCountyFL.com and select Utilities from the department list on the left, or call CCU at 941.764.4300.

-END-

Release Date: 8/9/2007

Need More Information? Use our [Department Listing and Contact Page](#).

[Help with this website](#) | [Policies](#)

Please report problems with this website to the Charlotte County [WebMaster](#).

Under Florida law (Florida SB 80), e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead contact the [appropriate agency or department](#) by phone or via US Postal Service.

Official web site of the Charlotte County Board of County Commissioners

Administrative Complex * [18500 Murdock Circle](#) * [Port Charlotte, Florida](#) 33948 * 941.743.1200

Charlotte County Government

	Resident	Business	Government	Visitor	eServices	Departments	Jobs	Search	Home
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Charlotte County Press Releases

Water Conservation Tips Week 1: Reduce, Reuse and other Garden Tips

Text size:

Select a Department

Agencies/Departments
Boards & Committees
BCC Meeting Agenda
City of Punta Gorda
Comprehensive Plan
County Commission
Employment
Feedback Survey
GIS County Maps
Library Pages
Licenses
Meetings
On-Line Permitting
Parks & Recreation
Permitting & Licensing
Planning & Zoning
Press Releases
Project Status Reports
Property Appraiser
Publications
Schools - Public
Sign up for ENews
Surplus Property
Speakers Bureau
Water & Sewer

Contact: Alicia Accardi, Program Coordinator,
Charlotte County Utilities-Community Relations
Phone: 941.764.4518

April is Florida's Water Conservation Month

Week One Conservation Tips:
April 1-7 Reduce, Reuse and other Garden Tips!

Port Charlotte, FL –Charlotte County is currently under a Modified Phase II Water Shortage Condition, declared by the South West Florida Water Management District. Governor Crist has declared April 2007 Florida's Water Conservation Month, and Charlotte County Utilities (CCU) joins organizations statewide highlighting the importance of water conservation. CCU would like to share some outdoors Water Conservation Tips that can help residents reduce outdoor water usage, decrease water use for irrigation, recycle water outdoors and CONSERVE for our FUTURE!

Follow Mandatory Water Restrictions. Only water on your ONE assigned day of the week. Do not water lawn or landscapes between 8 a.m. and 6 p.m. on any day: Heat, wind and sun will evaporate most water before it gets to plant or lawn roots. Broken sprinkler heads, sprinklers aimed at sidewalks and driveways are all big water wasters! Misuse of sprinkler systems is one of the biggest water wasters and restriction violations. ONLY water when really needed: Let's save that drinking water for consumption, instead of lawn use.

Get Down on the Ground. Dig down with your fingers and check the



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Search the web

Search this site

Google Search



Many documents require Adobe

[Acrobat Reader](#) to view.

moisture level in the garden soil before watering. Only water when needed, instead of using a set schedule. Water slowly and low to the ground, as close to plant roots as possible. Squirting your plants overhead with a hose sprayer may be fun, but most of the water is wasted by evaporation before the plant can absorb it. Use a natural mulch (pine needles are free) around shrubs to lock in moisture.

Don't Waste That Water, Recycle It. Never pour water down the drain without first thinking of another use for it, such as watering a plant. Cooking water left over from tonight's dinner can be recycled for your garden plants!

Water from steamed vegetables, boiled eggs or cooking pasta is beneficial to outdoors plants. Fish water, when cleaning that freshwater fishbowl or tank, is especially nutritious and good for plants too.

Recycle Rain. Install a rain barrel to collect spring showers and use the water on your outdoors plants. Another method to recycle rain is to place a shallow pan or bowl at the bottom of your home's rain gutter, so dew or night time showers can collect. Be sure to pour out the water each morning.

Charlotte County Utilities and water utilities across the state of Florida encourage you to help conserve water —our most valuable resource— by practicing water saving measures and reducing consumption every day. Stop by Charlotte County Utilities to pick up more information, and your free water saving device: The conservation tool of the week is a rain gauge.

PORT CHARLOTTE OFFICE 25550 Harborview Road, Port Charlotte
33980 Mon – Fri 8 a.m.– 5 p.m.

ENGLEWOOD OFFICE 6868 San Casa Drive, Englewood 34224
Mon – Fri 8 a.m.– 5 p.m. (closed daily noon-1 p.m.)

-END-

Release Date: 3/30/2007

[Return To Press Releases](#)

Need More Information? Use our **[Department Listing and Contact Page](#)**.

[Help with this website](#) | [Policies](#)

Please report problems with this website to the Charlotte County **[WebMaster](#)**.

Under Florida law (Florida SB 80), e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead contact the **[appropriate agency or department](#)** by phone or via US Postal Service.

Official web site of the Charlotte County Board of County Commissioners

Administrative Complex * **[18500 Murdock Circle](#)** * **[Port Charlotte, Florida](#)** 33948 * 941.743.1200



SCHOOL ART CONTEST

Charlotte County Utilities (CCU) has always encouraged and supported water conservation, through various educational programs and community outreach events; and to educate citizens about how they can help save Florida's precious water resources; and to proclaim that every business, industry, school and citizen can make a difference when it comes to conserving water, and can help by thus promoting a healthy economy and community;

Charlotte County has proclaimed the month of April 2008 as

FLORIDA'S WATER CONSERVATION MONTH

In addition, is calling upon all its students to help protect our water, our precious resource, by practicing water conservation measures at home, work and play and by participating in the many water conservation events being offered by Charlotte County Utilities.

Charlotte County Utilities invites each school to participate in the "Water Conservation Month" by submitting drawings, colorings and other artwork that represents a water conservation theme for judging on April 1, 2008. Contestants shall be all students in Kindergarten through 12th grade in Charlotte County. First, second and third place ribbons will be awarded to each grade and a \$25 gift certificate will be presented to the first place winners with their group picture placed in the newspaper. CCU staff will collect all submissions at each school office on March 31, 2008. For more information, please contact Steve Lawrence at 883-3522.



Customer Concerns Are Important To Us

"To exceed expectations in the delivery of public services"

Charlotte County Utilities
www.charlottecountyfl.com

Volume I, Issue I

Winter 2007

HOW WELL ARE CHARLOTTE COUNTY UTILITIES CUSTOMERS CONSERVING WATER?

Even in Florida, where we are surrounded by water, conservation is important, because rain supplies most of the water we depend on, and there are wide variations in rainfall.

Because Florida is one of the fastest growing places in the nation, demands on our water supply continue to grow. Within this region, each person uses an average of 175 gallons of water each day! About half of that water is used outside the home, often wastefully, over watering lawns and gardens.

When the demand is highest, during the cooler months of the seven-month dry season (which starts in November), rainfall is scarcest. The 2006 rainy season was much drier than normal,

so that the dry season, which started in November, is likely to have an even

greater impact. In some areas, water shortages have already occurred. (South Florida Water Management District).

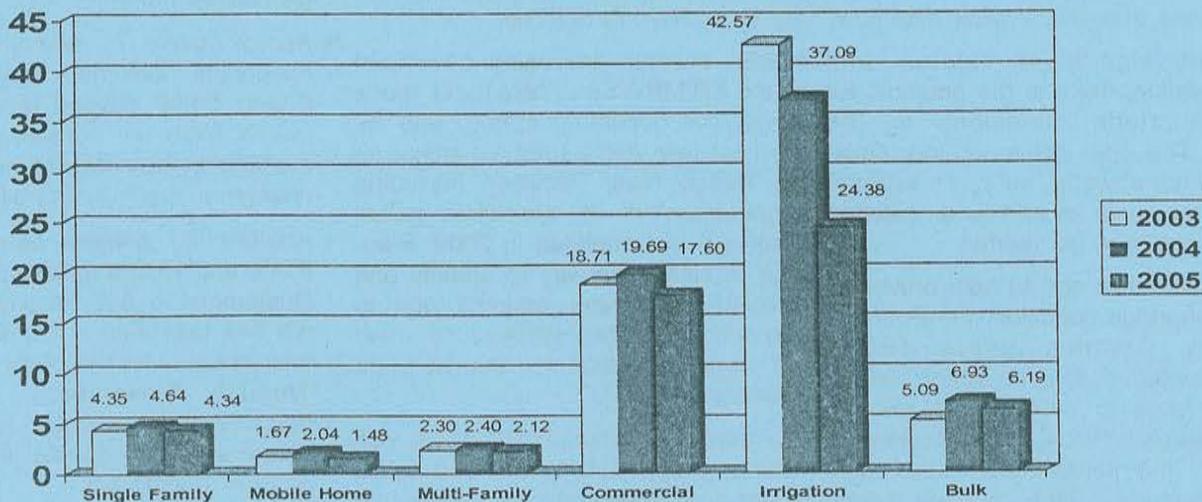


Charlotte County residents are doing their part to conserve water, as evidenced by the decline in consumption in 2005 in each of the six user categories over the last three years. The six user categories include residential (single family); multi-family (more than one unit); mobile homes, commercial, bulk and irrigation. The average consumption by user is shown in the graph below.

The goal for the average consumption by category should be equal to or lower than the 2005 averages.

WATER USE CONSERVATION REPORT CARD

3-Year Average Consumption (thousand gallons)



MANDATORY WATER RESTRICTIONS: Do Your Part to Conserve

The Southwest Florida Water Management District (SWFWMD), Peace River/Manasota Regional Water Supply Authority and Charlotte County Utilities urge consumers to cut down on water usage at home, work and at leisure, and to practice water-conservation behaviors.

Since 2001, Charlotte County's Mandatory Water Restrictions have limited lawn watering to one day per week to encourage year-round conservation. Currently, the Southwest Florida Water Management District is encouraging all local governments to impose the once-per-week restriction.

CCU is working with the Charlotte County Sheriff's Office to enforce these restrictions, which apply to all water sources, including wells, canals, lakes, rivers and streams. Violators may be subject to a written warning and/or monetary fine issued by the Sheriff's Office.

Restrictions apply to all groundwater sources, including private wells, canals, ponds, lakes or utility systems. They do not apply to reclaimed/reuse water.

◆ Properties with an even numbered address (numbers ending in 0, 2, 4, 6, or 8) may water on **Tuesday only** before 8 a.m. or after 6 p.m.

◆ Properties with an odd numbered address (numbers ending in 1, 3, 5, 7, or 9), and locations where no address can be determined may water on **Sunday only** before 8 a.m. or after 6 p.m.

◆ Any watering is limited to 3/4 of an inch per allowable day.

◆ New lawns or plantings may be watered daily for the first 60 days with the following conditions:

○ The specific area must contain at least 50 percent new plantings.

○ Watering shall not occur between the hours of 10 a.m. and 4 p.m., except on the first day of planting.

○ Seeding of existing lawns does not qualify for new planting.

◆ Fountains and other aesthetic-only water features may only operate 8 hours per day.

◆ Hand watering by water container or a hose with a shutoff nozzle may occur as needed, but shall be limited to 3/4 of an inch of water. Due to increased evaporation, it is recommended that watering not occur between 8 a.m. and 6 p.m.

◆ Please minimize lawn watering while we receive almost daily rain showers.

If you experience a problem with your water or sewer service, please call CCU at (941) 764-4300. This will allow CCU staff to visit the site and determine who is responsible for correcting the problem.

Board of County Commissioners approves Emergency Conservation Rates, urges water conservation

In early December, the Peace River/Manasota Regional Water Supply Authority, from which CCU purchases 95 percent of its drinking water supply, announced that, at the current customer usage rate, there was approximately a four-month supply of water remaining in storage. This below normal water storage is the result of very low rainfall in the Peace River watershed, and resulting low river flow.

Without significant rainfall and conservation, there is the potential for water-shortage conditions in the spring. This does not mean the region will run out of water, but more extreme measures, such as additional watering restrictions, may be needed.

To be proactive and to help prevent a water-shortage condition, the Board of County Commissioners (BCC) implemented emergency water conservation rates to support our existing watering restrictions and conservation efforts. The conservation rates took effect January 1, 2007, and will remain in effect until discontinued by the BCC.

CCU customers are already some of

the most conservation-conscious in the state, and maintaining that conservation ethic is critical. Check your home for leaks, both indoors and out, and repair them quickly; limit lawn watering to your assigned day and time; and restrict use of dishwashers and washing machines to full loads. Limiting shower time to five minutes can save up to 1,000 gallons per month for a family of three.

Interim sources are being developed by the PR/MRWSA to help meet needs during the upcoming spring, and for the next few years, until expansion of the Peace River Facilities (including construction of a six-billion gallon reservoir) is completed in 2009. Planning is also underway to identify and develop new water sources and to interconnect water systems to meet the region's needs for the next 20 years and beyond.

For more helpful conservation tips, visit www.charlottecountyfl.com, and select Water and Sewer from the department list at the left. Or call our Customer Service division at (941) 764-4300. For

information on the Peace River and supply conditions, please contact the Peace River/Manasota Regional Water Supply Authority at (863) 993-4565.

CCU Customer Facts

- The average CCU residential customer uses approximately 5,000 gallons per month.
- Approximately 75 percent of CCU residential customers use between 0 and 5,999 gallons of water per month. With our conservation rates in effect, these customers will see no change on their monthly bill.
- Another 20 percent use between 6,000 and 10,999 gallons per month. Customers in this second rate tier will see less than a \$5 increase on their monthly bill (95 cents to \$4.75). Through conservation, many of these customers could lower their usage so as not to see any change on their monthly bill.
- Only 5 percent of CCU residential customers use 11,000 gallons per month or more.

Charlotte County Government

	Resident	Business	Government	Visitor	eServices	Departments	Jobs	Search	Home
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Charlotte County Utilities

Press Releases & Notices

Charlotte County Utilities assigns staff to Water Restriction education and enforcement

Contact Person: Leigh Sprimont, CCU Community Relations Manager
 Phone: 941.764.4520 Fax: 941.764.4319
 Email: leigh.sprimont@charlottefl.com

Charlotte County Utilities assigns staff to assist Sheriff’s Office and Southwest Florida Water Management District with water shortage restriction education and enforcement

Port Charlotte – Charlotte County Utilities (CCU), working with local law enforcement, has announced a new effort to assist the Southwest Florida Water Management District identify and enforce water restriction violations in Charlotte County.

CCU has assigned three employees to water restriction enforcement full-time, to record water use violations and issue warnings throughout CCU’s 138-mile certificated area. In addition to issuing warnings, CCU staff will have the opportunity to educate citizens who may not be aware that they are in violation of the Phase II Severe Water Shortage restrictions, made effective January 9, 2007, and imposed by the Southwest Florida Water Management District. Repeated violations may result in a citation issued by the Charlotte County Sherriff’s Office. Per Charlotte County ordinance number 2001-5, a first violation carries a fine of \$25, a second violation \$100, while third and subsequent violations reflect a fine not to exceed \$500 and/or imprisonment in the County jail not to exceed 60 days.

Less than average rainfall for Southwest Florida, coupled with rapidly declining water levels at the Peace River has prompted the

Text size:

Select a Department

CCU Home
Press/Notices
FAQs
Water Restrictions
Rates
Pay Bill Online
Customer Forms
Engineering
Wastewater Division
Transported Waste Receiving
Current Projects (MSBUs)
Presentations & Reports
About Us
Contacts
Links



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Southwest Florida Water Management District (SWFWMD) to issue water shortage orders and impose mandatory water usage restrictions in several counties, including Charlotte County.

Because lawn irrigation (usage of a sprinkler system) accounts for nearly half of all drinking water used in Southwest Florida, Phase II water restrictions require water users to limit outdoor water use. To report a violation, call SWFWMD's Water Restriction Hotline: 1-800-848-0499 (Florida only).

In addition to the mandatory water use restrictions, Charlotte County residents are encouraged to voluntarily save water both inside and outside the home. For additional information, call CCU at (941) 764-4300 or visit www.CharlotteCountyFl.com, select Water and Sewer, or SWFWMD's <http://www.watermatters.org>.

Release Date: 4/20/2007

Need More Information? Use our [Department Listing and Contact Page](#).

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Official web site of the Charlotte County Board of County Commissioners
Administrative Complex * [18500 Murdock Circle](#) * [Port Charlotte, Florida](#) 33948 * 941.743.1200

Figure E-5.: Workshop Exhibits



Charlotte County Government

	Resident	Business	Government	Visitor	eServices	Departments	Jobs	Search	Home
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Charlotte County Press Releases

Text size:

Select a Department

Agencies/Departments
Boards & Committees
BCC Meeting Agenda
City of Punta Gorda
Comprehensive Plan
County Commission
Employment
Feedback Survey
GIS County Maps
Library Pages
Licenses
Meetings
On-Line Permitting
Parks & Recreation
Permitting & Licensing
Planning & Zoning
Press Releases
Project Status Reports
Property Appraiser
Publications
Schools - Public
Sign up for ENews
Surplus Property
Speakers Bureau
Water & Sewer

Rain Barrel Workshop

RAIN BARREL WORKSHOP

Charlotte County Environmental and Extension Services will be holding a series of Rain Barrel workshops starting on Saturday, April 28 from 10am to 12pm. Other workshop dates are; Monday, April 30 from 2pm to 4pm, and Monday, May 14 from 5:30pm to 7:30pm. The location of the workshops will be at the Charlotte County Environmental Campus at 25550 Harbor View Road, Port Charlotte.

Registration cost is \$35.00 and includes a 55-gallon barrel and the necessary spigot and overflow attachment to be attached by the purchaser. Additional barrels can be purchased for \$30.00 each. Rain barrels can retail for \$60.00 to \$100.00 or more! Rain barrels can also be purchased after the workshop Monday through Friday from 8:00AM to 5:00PM in Suite 3 of the Charlotte County Eastport Environmental Campus, but please call ahead. Please note that some homeowner's associations restrict rain barrels, so check with your association first.

The workshop will include information on connecting multiple rain barrels, how to keep mosquitoes and other critters out, how to decorate and paint your barrel and more ways to conserve water inside and outside of the home. Rain barrels also reduce stormwater runoff, thus reducing erosion as well as reducing pollutants and debris being carried into our water bodies.

Space is limited, so please pre-register by contacting Allison Steele of Charlotte County Environmental & Extension Services at 941-764-4351 or Allison.Steele@charlottefl.com. Registration forms are available on the Charlotte County Environmental & Extension Services website at <http://charlotte.ifas.ufl.edu/> or can be picked up at



the office on Harbor View Road.

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Search the web

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Google Search

Release Date: 4/11/2007

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Figure E-6: Landscape and Irrigation Ordinance Workshop Press Release

Charlotte County Government

	Resident	Business	Government	Visitor	eServices	Departments	Jobs	Search	Home
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Charlotte County Press Releases

NOTICE OF PUBLIC WORKSHOP

Text size:

Select a Department

Agencies/Departments
Boards & Committees
BCC Meeting Agenda
City of Punta Gorda
Comprehensive Plan
County Commission
Employment
Feedback Survey
GIS County Maps
Library Pages
Licenses
Meetings
On-Line Permitting
Parks & Recreation
Permitting & Licensing
Planning & Zoning
Press Releases
Project Status Reports
Property Appraiser
Publications
Schools - Public
Sign up for ENews
Surplus Property
Speakers Bureau
Water & Sewer

NOTICE OF PUBLIC WORKSHOP

NOTICE IS HEREBY GIVEN THAT A PUBLIC WORKSHOP WILL BE CONDUCTED BY THE CHARLOTTE COUNTY UTILITIES STAFF ON YEAR ROUND WATER CONSERVATION MEASURES AND LANDSCAPE AND IRRIGATION REQUIREMENT ORDINANCES. SAID PUBLIC WORKSHOP WILL BE CONDUCTED ON MONDAY, NOVEMBER 5, 2007 AT 6:00 P.M., OR AS SOON THEREAFTER AS THE MATTER MAY BE HEARD DURING THE ORDERLY COURSE OF ACTION. THE PUBLIC WORKSHOP WILL BE CONDUCTED IN THE COMMISSIONER CHAMBERS, ROOM 119, IN THE ADMINISTRATION BUILDING, 18500 MURDOCK CIRCLE, PORT CHARLOTTE, FLORIDA. ALL PARTIES IN INTEREST ARE INVITED TO ATTEND AND BE HEARD, OR FILE A WRITTEN STATEMENT.

Landscape and Irrigation Requirements Ordinance

- Adopting Florida Yard and Neighborhoods
- Resourceful Landscape Planning
- Water Efficient Irrigation
- Maintenance of Irrigation Systems to Promote Conservation Year Round Water Conservation Measures
- Adopting Charlotte County Year-Round Water Conservation Measures
- Year Round Water Restriction Schedule for Potable (Drinking) Water Usage
- Year Round Water Restriction Schedule for Non Potable (Private Well, Canal) Water Usage
- Penalties for Violation of Year Round Water Conservation Measures



-s- Steve Lawrence, Water Conservationist

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Release Date: 10/19/2007

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Figure E-7: High Water Use Notification Door Hanger



CHARLOTTE COUNTY UTILITIES
Modified PHASE II Mandatory
WATER RESTRICTIONS

The Southwest Florida Water Management District had declared a **modified "Phase II" (Severe Water Shortage) Restriction** that applies to all water sources including wells, canals and public water supplies.

LAWN AND LANDSCAPE IRRIGATION is limited to once per week. Lawns need no more than ¼ inch of water per application. Find your designated watering day below:

- Addresses ending in an even number (house number ending in 0, 2, 4, 6 or 8 or letter A through M).....**Tuesday ONLY**
- Addresses ending in an odd number (house number ending in 1, 3, 5, 7 or 9 or letter N through Z).....**Sunday ONLY**
- Sites where no address can be determined**Sunday ONLY**
 - For properties under two acres in size, no watering is allowed between 8 a.m. and 6 p.m.
 - For properties two acres or larger, no watering is allowed between 10 a.m. and 4 p.m.
- Hand watering using a container, a handheld hose with a shutoff nozzle, or micro-irrigation of non-lawns is allowed as needed.

NEW LAWNS or plantings may be watered daily for the first 60 days with the following conditions:

- The specific area of watering must contain at least 50% new plantings; areas that do not contain at least 50% new plantings need to be temporarily watered by some other means, or sprinkler heads need to be adjusted so that only new plants are watered.
- Watering shall not occur between the hours of 8 a.m. and 6 p.m. except on the first day of planting. Seeding of existing lawns does not qualify for new planting.

PERSONAL VEHICLE washing is limited to once per week.

ANY HOSE used should have a shut-off nozzle. OVER →

FOUNTAINS and aesthetic-only features may operate only 8 hours per day.



WARNING
MANDATORY WATER
CONSERVATION VIOLATION



CHARLOTTE COUNTY UTILITIES

Address: _____

City/State/Zip: _____

This warning is being issued due to:

- Watering /irrigation during restricted days
- Watering during restricted hours (from 8 a.m. to 6 p.m.)
- Malfunctioning irrigation system
- Other _____

Issued by: _____ Date: _____

Issuing agency: Charlotte County Utilities
 25550 Harborview Rd. Unit 1, Port Charlotte, FL 33980
 (941) 764-4300 (800) 524-3494

Please see reverse side for complete watering restrictions.

Thank you for doing your part to conserve, reuse and recycle.

Visit www.CharlotteCountyFL.com and click on "Water and Sewer" for more watering restriction information and conservation tips. OVER →

For Office Use Only

Address: _____

City/State/Zip: _____

- Watering / irrigation during restricted days
- Watering during restricted hours (from 8 a .m. – 6 p.m.)
- Malfunctioning irrigation system
- Other _____

Issued by: _____ Date: _____

Figure E-8: Toilet Rebate Program Funding Agreement



COOPERATIVE FUNDING AGREEMENT
BETWEEN THE
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AND
CHARLOTTE COUNTY
FOR
CHARLOTTE COUNTY TOILET REBATE PROJECT (L856)

THIS COOPERATIVE FUNDING AGREEMENT is made and entered into by and between the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public corporation of the State of Florida, whose address is 2379 Broad Street, Brooksville, Florida 34604-6899, for itself and on behalf of the Peace River Basin Board, hereinafter collectively referred to as the "DISTRICT," and CHARLOTTE COUNTY, a political subdivision of the State of Florida, whose address is 18500 Murdock Circle, Punta Gorda, Florida 33950 hereinafter referred to as the "COUNTY."

WITNESSETH:

WHEREAS, the COUNTY proposed a project to the DISTRICT for funding consideration under the DISTRICT'S cooperative funding program; and

WHEREAS, the project consists of providing financial incentives to multi-family residential and non-residential customers for replacing approximately 770 conventional 3.5 gallon per flush or higher toilets with ultra-low volume (ULV) or high efficiency (HET) toilets and expanding conservation education in effort to instruct customers on the proper maintenance necessary to ensure each toilet remains a water-conserving fixture by focusing on leak detection and proper flapper replacement, hereinafter referred to as the "PROJECT"; and

WHEREAS, the DISTRICT considers the PROJECT worthwhile and desires to assist the COUNTY in funding the PROJECT.

NOW THEREFORE, the DISTRICT and the COUNTY, in consideration of the mutual terms, covenants and conditions set forth herein, agree as follows:

1. PROJECT MANAGER AND NOTICES. Each party hereby designates the employee set forth below as its respective Project Manager. Project Managers will assist with PROJECT coordination and will be each party's prime contact person. Notices and reports will be sent to the attention of each party's Project Manager by U.S. mail, postage paid, to the parties' addresses as set forth below:

Project Manager for the DISTRICT:
Brent M. White
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604

Project Manager for the COUNTY:
Steve Lawrence
Charlotte County
25550 Harbor View Road, Unit 1,
Port Charlotte, Florida 33980

Any changes to the above representatives or addresses must be provided to the other party in writing.

- 1.1 The DISTRICT'S Project Manager is hereby authorized to approve requests to extend a PROJECT task deadline set forth in this Agreement. Such approval must be in writing, explain the reason for the extension and be signed by the Project Manager and his or her Department Director, or Deputy Executive Director if the Department Director is the Project Manager. The DISTRICT'S Project Manager is not authorized to approve any time extension which will result in an increased cost to the DISTRICT or which will exceed the expiration date set forth in Paragraph 4, Contract Period.
 - 1.2 The DISTRICT'S Project Manager is authorized to adjust a line item amount of the Project Estimated Budget contained in the Scope of Work set forth in Exhibit "B" or, if applicable, the refined budget as set forth in Paragraph 3.2 below. The adjustment must be in writing, explain the reason for the adjustment, and be signed by the Project Manager, his or her Department Director and Deputy Executive Director. The DISTRICT'S Project Manager is not authorized to make changes to the Scope of Work and is not authorized to approve any increase in the not-to-exceed amount set forth in the funding section of this Agreement.
2. SCOPE OF WORK. Upon receipt of written notice to proceed from the DISTRICT, the COUNTY agrees to perform the services necessary to complete the PROJECT in accordance with the Special Project Terms and Conditions set forth in Exhibit "A" and the Scope of Work set forth in Exhibit "B." Any changes to this Scope of Work and associated costs, except as provided herein, must be mutually agreed to in a formal written amendment approved by the DISTRICT and the COUNTY prior to being performed by the COUNTY, subject to the provisions of Paragraph 3, Funding. The COUNTY will be responsible for managing the PROJECT, including the hiring and supervising of any consultants it engages in order to complete the PROJECT.
 3. FUNDING. The parties anticipate that the total cost of the PROJECT will be One Hundred Thousand One Hundred Dollars (\$100,100). The DISTRICT agrees to fund PROJECT costs up to Fifty Thousand Fifty Dollars (\$50,050) and will have no obligation to pay any costs beyond this maximum amount. The COUNTY agrees to fund PROJECT costs up to Fifty Thousand Fifty Dollars (\$50,050) and will be responsible for all costs in excess of the anticipated total PROJECT cost. The COUNTY will be the lead party to this Agreement and pay PROJECT costs prior to requesting reimbursement from the DISTRICT.
 - 3.1 Any state or federal appropriations or grant monies received by the COUNTY for this PROJECT will be applied to equally reduce each party's share of PROJECT costs. The COUNTY will provide the DISTRICT with written documentation detailing its allocation of any such funds appropriated for this PROJECT. In the event the DISTRICT provides funding for the PROJECT in excess of the DISTRICT'S share after all state and federal appropriations, and grant monies have been applied as set forth herein, COUNTY will promptly refund such overpaid amounts to the DISTRICT. This paragraph will survive the expiration or termination of this Agreement.

- 3.2 The DISTRICT will reimburse the COUNTY for the DISTRICT'S share of the PROJECT costs in accordance with the Project Budget contained in the Scope of Work set forth in Exhibit "B," subject to Paragraphs 3.1 and 3.6. The COUNTY may contract with a consultant(s) in accordance with the Special Project Terms and Conditions set forth in Exhibit "A." Upon written DISTRICT approval, the budget amounts for the work set forth in such contract(s) will refine the amounts set forth in the Project Budget and be incorporated herein by reference. The DISTRICT will reimburse the COUNTY for 50 percent of all allowable costs in each DISTRICT approved invoice received from the COUNTY, but at no point in time will the DISTRICT'S expenditure amount under this Agreement exceed expenditures made by the COUNTY. Payment will be made to the COUNTY in accordance with the Local Government Prompt Payment Act, Part VII of Chapter 218, Florida Statutes (F.S.), upon receipt of an invoice, with the appropriate support documentation, which will be submitted to the DISTRICT on a monthly basis at the following address:

Accounts Payable Section
Southwest Florida Water Management District
Post Office Box 1166
Brooksville, Florida 34605-1166

- 3.3 The Project Estimated Budget includes any travel expenses which may be authorized under this Agreement and reimbursement will be paid in accordance with Section 112.061, F.S., and District Procedure 13-5, attached hereto as Exhibit "C," as both may be amended from time to time. The Program Administration line item in Exhibit "B," Scope of Work includes any travel expenses which may be incurred during the execution of this Agreement. The COUNTY will not submit any reimbursable requests from the DISTRICT that include separate travel expenses.
- 3.4 The COUNTY will not use any DISTRICT funds for any purposes not specifically identified in the above Scope of Work.
- 3.5 Each COUNTY invoice must include the following certification, and the COUNTY hereby delegates authority by virtue of this Agreement to its Project Manager to affirm said certification:

"I hereby certify that the costs requested for reimbursement and the COUNTY'S matching funds, as represented in this invoice, are directly related to the performance under the Charlotte County Toilet Rebate Project (L856) agreement between the Southwest Florida Water Management District and Charlotte County (Agreement No. 08C00000013), are allowable, allocable, properly documented, and are in accordance with the approved project budget."

- 3.6 The DISTRICT'S performance and payment pursuant to this Agreement are contingent upon the DISTRICT'S Governing Board appropriating funds for the PROJECT.

4. CONTRACT PERIOD. This Agreement will be effective October 31, 2007 and will remain in effect through January 31, 2011, unless terminated, pursuant to Paragraph 9 below, or amended in writing by the parties.
5. PROJECT RECORDS AND DOCUMENTS. Each party, upon request, will permit the other party to examine or audit all PROJECT related records and documents during or following completion of the PROJECT. Each party will maintain all such records and documents for at least three (3) years following completion of the PROJECT. All records and documents generated or received by either party in relation to the PROJECT are subject to the Public Records Act, Chapter 119, F.S.
6. OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS. All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under this Agreement with DISTRICT funds or developed in connection with this Agreement will be and will remain the property of the DISTRICT and the COUNTY, jointly.
7. REPORTS. The COUNTY will provide the DISTRICT with copies of any and all reports, models, studies, maps or other documents resulting from the PROJECT. Additionally, two (2) sets, electronic and hardcopy, of any final reports must be submitted to the DISTRICT as Record and Library copies. The COUNTY will permit the DISTRICT, the FDEP, or any consultant operating on behalf of the DISTRICT or FDEP, to conduct periodic audits of field and laboratory procedures or records to determine if approved protocols are being followed in accordance with Rule 62-160.650 F.A.C.
8. LIABILITY. Each party hereto agrees to indemnify and hold the other harmless, to the extent allowed under Section 768.28, F.S., from all claims, loss, damage and expense, including attorney fees and costs and attorney fees and costs on appeal, arising from the negligent acts or omissions of the indemnifying party's officers, employees, contractors and agents related to its performance under this Agreement. This provision does not constitute a waiver of either party's sovereign immunity under Section 768.28, F.S. or extend either party's liability beyond the limits established in Section 768.28, F.S.
9. DEFAULT. Either party may terminate this Agreement upon the other party's failure to comply with any term or condition of this Agreement, as long as the terminating party is not in default of any term or condition of this Agreement. To initiate termination, the terminating party must provide the defaulting party with a written "Notice of Termination" stating its intent to terminate and describing all terms and conditions with which the defaulting party has failed to comply. If the defaulting party has not remedied its default within thirty (30) days after receiving the Notice of Termination, this Agreement will automatically terminate.
10. RELEASE OF INFORMATION. The parties agree not to initiate any oral or written media interviews or issue press releases on or about the PROJECT without providing advance notices or copies to the other party. This provision will not be construed as preventing the parties from complying with the public records disclosure laws set forth in Chapter 119, F.S.

11. DISTRICT RECOGNITION. The COUNTY will recognize DISTRICT and Basin Board funding in any reports, models, studies, maps or other documents resulting from this Agreement, and the form of said recognition will be subject to DISTRICT approval. If construction is involved, the COUNTY will provide signage at the PROJECT site that recognizes funding for this PROJECT provided by the DISTRICT and the Basin Board(s). All signage must meet with DISTRICT written approval as to form, content and location, and must be in accordance with local sign ordinances.
12. PERMITS AND REAL PROPERTY RIGHTS. The COUNTY must obtain all permits, local government approvals and all real property rights necessary to complete the PROJECT. The DISTRICT will have no obligation to reimburse the COUNTY for any costs under this Agreement until the COUNTY has obtained such permits and rights and construction has commenced.
13. LAW COMPLIANCE. Each party will comply with all applicable federal, state and local laws, rules, regulations and guidelines, related to performance under this Agreement.
14. COMPLIANCE WITH DISTRICT RULES & REGULATIONS. If the PROJECT involves design services, the COUNTY'S professional designers and the DISTRICT'S regulation and projects staff will meet regularly during the PROJECT design to discuss ways of ensuring that the final design for the proposed PROJECT technically complies with all applicable DISTRICT rules and regulations.
15. DIVERSITY IN CONTRACTING AND SUB-CONTRACTING. The DISTRICT is committed to supplier diversity in the performance of all contracts associated with DISTRICT cooperative funding projects. The DISTRICT requires the COUNTY to make good faith efforts to encourage the participation of minority owned and woman owned and small business enterprises, both as prime contractors and sub-contractors, in the performance of this Agreement, in accordance with applicable laws.
 - 15.1 If requested, the DISTRICT will assist the COUNTY by sharing information to help the cooperator in ensuring that minority owned and woman owned and small businesses are afforded an opportunity to participate in the performance of this Agreement.
 - 15.2 The COUNTY agrees to provide to the DISTRICT, within thirty (30) days of the execution of any amendment that increases PROJECT funding, a report indicating all contractors and sub-contractors who performed work in association with the PROJECT, the amount spent with each contractor or sub-contractor up to the date of the amendment, and to the extent such information is known, whether each contractor or sub-contractor was a minority owned or woman owned or small business enterprise. If no minority owned or woman owned or small business enterprises were used in the performance of this Agreement, then the report shall so indicate.
16. ASSIGNMENT. No party may assign any of its rights under this Agreement, including any operation or maintenance duties related to the PROJECT, voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner without the prior written consent of the other party. In the event of any purported assignment of rights in violation of this section, the parties agree that this Agreement shall terminate and is void.

17. SUBCONTRACTORS. Nothing in this Agreement will be construed to create, or be implied to create, any relationship between the DISTRICT and any subcontractor of the COUNTY.
18. THIRD PARTY BENEFICIARIES. Nothing in this Agreement will be construed to benefit any person or entity not a party to this Agreement.
19. LOBBYING PROHIBITION. Pursuant to Section 216.347, F.S., the COUNTY is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.
20. PUBLIC ENTITY CRIMES. Pursuant to Subsections 287.133(2) and (3), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months following the date of being placed on the convicted vendor list. COUNTY agrees to include this provision in all subcontracts issued as a result of this Agreement.
21. DISCRIMINATION. Pursuant to Subsection 287.134(2)(a), F.S., an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. COUNTY agrees to include this provision in all subcontracts issued as a result of this Agreement.
22. ENTIRE AGREEMENT. This Agreement and the attached exhibits listed below constitute the entire agreement between the parties and, unless otherwise provided herein, may be amended only in writing, signed by all parties to this Agreement.
23. DOCUMENTS. The following documents are attached and made a part of this Agreement. In the event of a conflict of contract terminology, priority will first be given to the language in the body of this Agreement, then to Exhibit "A," then to Exhibit "C," and then to Exhibit "B."

Exhibit "A" Special Project Terms and Conditions
Exhibit "B" Scope of Work
Exhibit "C" District Travel Procedure 13-5

The remainder of this page intentionally left blank.

EXHIBIT "A"
SPECIAL PROJECT TERMS AND CONDITIONS

1. CONTRACTING WITH CONSULTANT. The COUNTY may engage the services of a consultant(s), hereinafter referred to as the "CONSULTANT," to accomplish the PROJECT in accordance with the Scope of Work attached as Exhibit "B." The COUNTY will be responsible for administering the contract with the CONSULTANT and will give notice to proceed to the CONSULTANT no later than March 31, 2008.
2. APPROVAL OF BID DOCUMENTS. The COUNTY must obtain the DISTRICT'S written approval of all bid documents prior to being advertised or otherwise solicited. The DISTRICT will not unreasonably withhold its approval.
3. DISTRICT PARTICIPATION IN SELECTING CONSULTANT: The DISTRICT will have the option of participating as an evaluator in the COUNTY'S process for selecting the CONSULTANT.
4. APPROVAL OF CONSULTANT'S CONTRACT. The COUNTY must obtain prior written approval of all contracts entered into with its CONSULTANT for this PROJECT, which will not be unreasonably withheld by the DISTRICT.
5. COMPLETION DATES. The COUNTY will complete the PROJECT no later than April 30, 2010.
6. INSPECTION. The COUNTY will be responsible for ensuring that all installed toilets are inspected prior to issuance of rebates. All inspections will include the following, at a minimum.
 - 6.1 Toilet(s) is secured and properly installed.
 - 6.2 Toilet(s) flushes with no more than 1.6 gallons.
 - 6.3 Toilet(s) does not exhibit any evidence of leakage.
 - 6.4 Observation of the flush out and refill of the toilet(s) to ensure proper operation and to confirm the water level in the tank and bowl is consistent with the manufacturing standards.
 - 6.5 Mark the toilet(s) with the application number using permanent ink.
 - 6.6 Arrange for the removal and disposal of old toilet(s).
7. REPORTS. The COUNTY will collect the necessary data to complete and submit the following reports to the DISTRICT.

- 7.1 Status Reports on the project, bi-monthly, on February 15, April 15, June 15, August 15, October 15, and December 15, of each year throughout the term of the Agreement.
 - 7.2 A final program report will summarize PROJECT findings related to water savings. The final report will contain the following information: Number of toilets installed and rebates issued, reported by basin and rebate type; full accounting, by basin, of all funds expended during and in relation to the project; description of all public awareness efforts; calculation of water saved using actual water use data, whereby participating customer water use data will be extracted and analyzed to evaluate overall program water savings; customer surveys to determine the satisfaction with the toilets and the PROJECT; and other information deemed necessary by the DISTRICT'S Project Manager. The final report will be provided to the DISTRICT'S Project Manager by April 30, 2010. Two (2) sets, electronic and hardcopy, of any final reports must be submitted to the DISTRICT as Record and Library copies.
8. REBATE LIMIT. In no instance will the rebate exceed the actual cost of the rebated toilet(s) and installation(s). The COUNTY will target pre-1995 construction for eligibility for the PROJECT.
 9. EDUCATION. The COUNTY will develop an education program for customers, retailers, plumbers, and developers, promoting the value of water conservation, and to encourage the use of water efficient plumbing devices. The education program begins February 2008 and will end February 2009. Educational materials will be distributed on-site during the installation inspection/collection.

EXHIBIT "B"
SCOPE OF WORK
CHARLOTTE COUNTY TOILET REPLACEMENT PROJECT (L856)

NARRATIVE:

The COUNTY is proposing a PROJECT that offers multi-family residential as well as non-residential water customers rebates for replacing existing high volume fixtures with water-conserving equivalents. The fixtures targeted for this project are conventional high-volume toilets, which will be replaced with ultra-low flush (ULF) toilets that use 1.6 gallons per flush (gpf) or less or High Efficiency Toilets (HET) that use 1.28 gpf or less. This PROJECT will also focus on educating low volume toilet users on the proper maintenance, specifically flapper replacement and leak detection, necessary to ensure that each toilet remains a water-conserving fixture. The PROJECT also requests funds to cover the costs associated with utilizing a contractor to administer the program.

TYPE OF PROJECT:

The PROJECT is a water conservation program that shall provide a rebate offer for the purchase and installation of a ULF or HET toilet to qualifying the COUNTY'S retail water customers in multi-family residential and non-residential sectors. An educational portion of the PROJECT will provide participants with educational materials on leak detection and proper flapper replacement specific to the make and model of the new toilet.

PROJECT OBJECTIVES:

The COUNTY has identified the following program objectives in order to reduce the current and future demands for potable water:

- A. To save an estimated 18,480 gallons per day of potable water,
- B. To encourage the purchase and promote the usage of ULF or HET toilets,
- C. To educate customers regarding the need to properly maintain water conserving fixtures to ensure continuing conservation,
- D. To provide water conservation information to program participants.

PROJECT DESCRIPTION:

The COUNTY'S Utilities serves approximately 55,000 metered customer accounts throughout the COUNTY. The proposed PROJECT will offer toilet rebates to those eligible customers of

the COUNTY'S Utilities located in the region of the COUNTY that is served by water from the Peace River/Manasota Regional Water Supply Authority (PR/MRWSA). Within the PROJECT area it is estimated that there are 46,556 single-family residences, 7,393 multi-family dwelling units, 1,775 mobile homes, and 1,943 non-residential industrial/commercial/institutional (ICI) customers according to 2006 customer data. Residential customers account for approximately 87% of the total water use (single-family homes = 80%, multi-family dwelling units = 6%, and mobile homes = 1%), while ICI customers account for about 13% of the water use. This program will focus on multi-family housing and non-residential customers in an effort to simplify the logistics of replacing inefficient toilets, and to address an important water savings opportunity in a timely fashion. The program will be promoted utilizing community newspapers and newsletters, the COUNTY website, local government TV (CCTV20), and through direct contact with building managers and owners. A follow-up questionnaire will be administered to program participants. The accumulated data will be used to assess program effectiveness and customer satisfaction with the program and the new fixtures.

A goal of this PROJECT is to educate program participants on methods of indoor water conservation and proper maintenance practices to ensure ULF and HET toilets remain a water conservative fixture. Because the toilet flapper is the main component of most of these fixtures, affecting water quantity for each flush, water savings over the lifetime of the fixture is dependant upon the correct fit and operation of the flapper. Predicted water savings associated with ULF and HET toilets can be negatively affected by incorrect replacement flapper selection. Additionally, methods of disinfection of potable water along with the utilization by consumers of strong cleaning products could have potentially corrosive effects that limit the effective lifetime of flappers. To ensure that monies spent on this long-term conservation program meet the intended goal, the COUNTY during this phase will provide educational materials on leak detection and proper replacement flapper selection & installation to program participants.

DEMONSTRATION OF NEED:

The Energy Policy Act of 1992 (EPACT) required manufacturers to produce water-conserving plumbing fixtures, mandating that the maximum water use allowed per flush for toilets to be 1.6 gallons per flush. Buildings with toilets manufactured prior to January 1994, as is typical throughout CHARLOTTE COUNTY, utilize 3.5 gallons or greater per flush. Through this program, the COUNTY will be continuing to facilitate the replacement of older water-wasting plumbing fixtures by allowing water customers to receive rebates for replacing these toilets with low volume fixtures. Through educational efforts, the long-term water conservation goals associated with this long-term program could be achieved. Additionally, this program shall continue to meet the DISTRICT'S priorities of water conservation and public outreach by creating and administering aggressive programs to all customer sectors.

MEASURABLE BENEFITS:

Historically, water supplies were thought of as limitless and so plumbing fixtures were not designed with water conservation in mind. The Energy Policy Act (EPACT) of 1992 spurred technological advancements in plumbing fixture design in order to reduce the amount of water needed to perform the same function as conventional fixtures. These advances have greatly reduced the gallons per flush (gpf) of toilets from 3.5 - 7 gpf to 1.6 - 1.28 gpf or less. The COUNTY plans on the replacement of at least 770 high-volume toilets, producing a water savings of approximately 18,480 gallons per day (770 toilets x 24 gpd/toilet). Utilizing the DISTRICT'S methodology, this PROJECT'S estimated cost/benefit ratio is \$1.50 per thousand gallons (20 years at 8% interest). The DISTRICT assumes the confident life of water savings for toilets is 20 years.

DELIVERABLES:

PROJECT deliverables will include status reports as required and a final report. The final report will document the program background and implementation, the methodology used to promote the program and collect participant satisfaction data, distribution data, and the study results. Two (2) sets, electronic and hardcopy, of any final reports must be submitted to the DISTRICT as Record and Library copies. Study results will be utilized to develop recommendations and to modify the program to ensure efficient implementation of rebates and educational components. The DISTRICT will be listed as a co-funder on all printed and promotional material and will be referenced in the final report.

PROJECT ESTIMATED* BUDGET:

ITEM	COUNTY	DISTRICT	TOTAL
770 Toilet Rebates, to include: Single and Multi Family, and Commercial toilets @ \$100.00 SUB-TOTAL	\$38,500	\$38,500	\$77,000
Program Administration (estimated*): 770 @ \$30.00 SUB-TOTAL	\$11,550	\$11,550	\$23,100
TOTAL PROJECT COSTS	\$50,050	\$50,050	\$100,100

*NOTE: Administrative costs are estimated and are subject to change depending on actual bids.

COMPLETION SCHEDULE:

The COUNTY will complete each task no later than the last day of the month indicated.

<u>Task</u>	<u>Date</u>
Develop RFP for contractor	October 2007
Contractor selection completed	January 2008
Begin advertising for rebate program	January 2008
Rebate Program Implementation	February 2008
Draft Distribution Report	February 2009
Draft Final Report	March 2010
Final Distribution Report	April 2009
Final Report	April 2010
Final invoice to DISTRICT	June 2010
PROJECT closeout	January 2011

IMPLEMENTATION:

The COUNTY plans to hire a contractor to perform the administrative functions of implementing the program. These responsibilities will include, but not be limited to:

- Managing the day to day operations of the PROJECT
- Working with customers to guide them through the program
- Tracking all program activity in an electronic database
- Managing ULF or HET toilet inspections
- Affixing onto the back of each toilet tank lid a label with hand-written, toilet-specific model and flapper replacement numbers during each inspection
- Managing the financial incentives for toilet replacement and retrofits
- Assisting with promotion of the PROJECT through interaction with the plumbing industry
- Communicating with the COUNTY'S Project Manager

- Providing PROJECT participants with educational information

The COUNTY will be responsible for:

- Procuring and collecting customer data and performing subsequent data analysis in electronic form
- Establishing PROJECT policy
- Providing program marketing
- Overseeing program operations
- Requiring the collection and proper disposal of replaced toilets
- Developing educational information
- Providing the contractor with labels for new toilets
- Completing bi-monthly status reports to the DISTRICT
- Providing a final report to the DISTRICT

KEY PERSONNEL:

The COUNTY contact with DISTRICT Staff and Project Manager will be:

Steve Lawrence
Water Conservationist
Charlotte County Utilities
25550 Harbor View Road, Unit 1
Port Charlotte, Florida 33980
(941) 883-3522
(941) 624-4319
Steve.Lawrence@CharlotteFL.com

EXHIBIT "C"

PROCEDURE			
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT			
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<small>DAVID L. MOORE, EXECUTIVE DIRECTOR</small>			

The travel procedures for the District shall follow generally accepted travel procedures for state agencies, to the extent practicable, and comply with the legislative intent of Chapter 112, Florida Statutes (F.S.).

PUBLIC PURPOSE: The public purpose test for travel is that it must be necessary to conduct official District business. Justification must be detailed, sufficient to explain the benefit to the District and to the traveler's work responsibilities.

AUTHORITY TO INCUR TRAVEL EXPENSES¹: All travelers of the District must be authorized in advance to incur travel expenses for a public purpose through a properly executed Travel Authorization form, Board Consent Agenda, Board Policy 130-5, Signature Authority Procedure 11-8, or employee position description.

AUTHORIZED TRAVELERS²: Any person who has received advance authorization in compliance with Board Policy 130-5 to incur travel necessary to perform official District business under one of the following categories:

- Governing and Basin Board members
- Executive Director, Deputy Executive Directors, General Counsel and Inspector General.
- Employees in a Board authorized regular, part-time or temporary position declared to be in travel status by their Director or the Director's authorized representative.
- Advisory committee members shall be authorized travelers of the District upon approval by the Executive Director or designee. When members are added to or removed from a committee, Accounts Payable must be notified.
- Consultants and advisors shall be authorized as travelers of the District under the terms of a contract or agreement executed by the Executive Director or designee.
- Employment candidates for regular, full time, pay grade 14 and above positions shall be authorized as travelers of the District under a Travel Authorization form prepared by the appropriate department in coordination with Human Resources. The candidate will be asked to sign the Travel Authorization form upon arrival for the interview, indicating agreement with the District travel procedure.

OFFICIAL HEADQUARTERS: This is the office, field office or location where the traveler is normally assigned and from which that person performs the majority of their duties. Each employee's official headquarters shall be that which is designated in their Human Resources official record, except:

- The official headquarters of an employee located in the field shall be the specific site (identified by address or nearest intersection) where the majority of their work is performed, or as designated by the District

¹ Travel Expense – The usual ordinary and incidental expenditures necessarily incurred by a traveler. (§112.061(2)(g), F.S.)

² Authorized Traveler – A public officer, public employee, or authorized person when performing authorized travel. (§112.061(2)(f), F.S.)

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- When an employee is stationed in a city, town, or locality for a period of over 30 continuous workdays, such location shall then be deemed to be their official headquarters. Upon such reassignment, the employee shall no longer be eligible for mileage, per diem or subsistence (meal allowance) reimbursement unless the 30-day period of time is extended by the express approval of the Executive Director or designee.

The official headquarters of a Governing or Basin Board member is their home address. Board members will be reimbursed for actual round trip mileage from their home address to their destination when traveling on District business. To establish mileage, Board members may provide odometer readings or a map program print screen. If a Board member changes their home address during their term in office, the Board and Executive Services Department shall notify Accounts Payable of the new address and the effective date.

TRAVEL AUTHORIZATION (TA): A TA form must be fully executed, with all approvals required by the Signature Authority Procedure 11-8, prior to scheduling or incurring any expenses related to the travel period³. All District travelers must use this form to define the public purpose and obtain approval for the following:

- Attendance at any convention⁴, conference⁵, seminar or workshop
- Employee candidate travel expenses
- Travel advance requests

The statement of public purpose for attendance at a convention, conference, seminar or workshop must explain how the objectives of the event are related to or provide benefit to the mission of the District and/or the duties and responsibilities of the traveler.

The TA form must be completely filled out according to the form instructions. The form must be typed or completed in ink. A copy of the fully executed TA must be kept on file in the traveler's department for both the current fiscal year and the prior fiscal year. The original TA form must be submitted with the Travel Voucher.

³ Travel Period – A period of time between the time of departure and time of return. (§112.061(2)(j), F.S.)

⁴ Convention - An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel. (Rule 69I-42.002(4), Florida Administrative Code (F.A.C.))

⁵ Conference - The coming together of persons with a common interest for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops, which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel. (Rule 69I-42.002(3), F.A.C.)

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When in the best interest of the District, an employee who has been approved to leave from home must identify their home address as the point of origin⁶ for the specific travel period covered on their TA. It is in the best interest of the District when the distance from the employee's home to the point of destination is less than the distance from their official headquarters to the point of destination.

SIGNATURES REQUIRED FOR TRAVEL AUTHORIZATION: The traveler must sign the TA form in ink and secure the appropriate approval authority signatures as indicated. No one may exercise signature authority for himself or herself; rather, approval of a higher level of authority must be obtained in accordance with Signature Authority Procedure 11-8.

JUSTIFICATION MEMO: A justification memo is required when more than three staff from the same department plan to attend the same convention, conference, seminar or workshop in accordance with Signature Authority Procedure 11-8.

TRAVEL ADVANCES: A traveler may request a Travel Advance for Class A travel when the traveler anticipates substantial travel expenses. Advances will not be authorized for Class B or C travel. The maximum travel advance shall not exceed 80 percent of the estimated cash expenses, such as mileage, per diem, subsistence (meal allowance), parking and tolls. In calculating an advance, the traveler may not include expenses, which will be paid directly by District procurement card or District check. A Travel Advance will not be issued for less than \$100. To request a Travel Advance, a traveler must submit a fully executed TA to Accounts Payable at least five days prior to departure. The Advance must be reconciled by submitting a Travel Voucher to Accounts Payable within ten workdays of the traveler's return to work.

CONTINUOUS TRAVEL STATUS: Continuous travelers are employees who routinely travel overnight. Those employees authorized for continuous travel status may request a Travel Advance in an amount not to exceed 80 percent of expected travel expenses for a two-week travel period. Employees in continuous travel status must submit a Travel Voucher at the end of the travel period to document their actual expenses and reconcile the Travel Advance. When an employee is no longer in continuous travel status, any Travel Advance amount in excess of actual expenses must be refunded to the District within ten workdays. All continuous Travel Advances must be reconciled before the end of each fiscal year.

TRAVEL VOUCHER (TV): The TV form is used to document and request reimbursement for all authorized travel related expenses. The TV must be completely filled out according to the form instructions and must be typed or completed in ink.

When a TV covers a travel period for which a TA was issued, the original TA form along with all necessary backup documentation, such as the registration form, agenda, travel itinerary and route maps, must be submitted to Accounts Payable within ten workdays of the traveler's return

⁶ Point of Origin – the geographic location of the traveler's official headquarters or the geographic location where travel begin, whichever is lesser distance from the destination. (Rule 69I-42.002(15), F.A.C.)

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to work. TVs that do not include a travel period covered by a TA must be submitted to Accounts Payable at least monthly.

If a traveler has been issued a Travel Advance that exceeded their actual expenses, they must submit reimbursement to the District within ten workdays of their return to work and attach a copy of the cash receipt to their TV. The actual amount of the reimbursement will be determined by an audit of their TV by Accounts Payable.

Governing and Basin Board members may elect to submit their TVs quarterly.

SIGNATURES REQUIRED FOR TRAVEL VOUCHER: The traveler must sign the form in ink and secure the appropriate approval authority signatures as indicated. No one may exercise signature authority for himself or herself; rather, approval of a higher level of authority must be obtained in accordance with Signature Authority Procedure 11-8.

CLASSES OF TRAVEL: Three classes of travel exist as follows:

- Class A Continuous travel of 24 hours or more, away from official headquarters and away from home overnight. This is based on four equal quarters of six hours each, which shall be a travel day⁷ (midnight to midnight).
- Class B Continuous travel of less than 24 hours, away from official headquarters and away from home overnight. This is based on six-hour quarters, which begin at the hour of departure.
- Class C Short or daytime trips during which the traveler is not away from official headquarters overnight (travel may occur during evening hours due to special assignment).

PER DIEM (Class A or B Travel Only): All travelers shall be allowed reimbursement for per diem or subsistence (meal allowance) when traveling to a convention or conference or when traveling within or outside the state in order to conduct official District business, when such convention, conference, seminar, or business serves a direct and lawful public purpose with relation to the District. Either of the following methods of calculating per diem may be selected for the travel period at the option of the traveler:

- A flat rate of \$80 per day (\$20 per quarter day) requiring no receipts for rooms or meals.
- OR
- Reimbursement for actual lodging cost, at the single occupancy rate to be substantiated by a detailed receipt, and the authorized subsistence (meal allowance).

When lodging or meals are provided at a publicly operated facility, the traveler shall be reimbursed only for the actual expense of lodging or meals not to exceed the maximum allowances. No one shall be reimbursed for any meal or lodging included in a convention or conference registration fee.

⁷ Travel Day – A period of 24 hours consisting of four quarters of six hours each. (§112.061(2)(i), F.S.)

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In the case of foreign travel, the traveler may choose the State per diem rate as stated above or the foreign travel per diem rate as authorized by Section 112.061(3)(f), F.S.

SUBSISTENCE (MEAL ALLOWANCE) RATES (Class A, B or C Travel):

To receive payment for:	Must depart prior to:	Must return after:	Meal Allowance
Breakfast	6 a.m.	8 a.m.	\$ 6
Lunch	12 p.m.	2 p.m.	\$11
Dinner	6 p.m.	8 p.m.	\$19

Subsistence (meal allowance) will be paid to travelers in Class A and Class B status and also to travelers in Class C travel status when participating in scheduled meetings, seminars, workshops, special assignments or other official business which occurs outside the normal work assignment of a traveler. No allowance shall be made for subsistence (meal allowance) when travel is confined to the city or town of a traveler's official headquarters or the immediate vicinity, except when travel expenses are authorized by a TA form.

Staff whose normal work assignment is "in the field" may not receive subsistence (meal allowance) for lunch until they have worked 40 hours in a workweek. District authorized holidays are the only leave that may be added to determine the hours worked.

In compliance with Internal Revenue Service, Publication 15, Circular E, Employer's Tax Guide, all Class C subsistence (meal allowance) reimbursements are subject to consideration as income for tax purposes.

When a conference or convention registration fee includes meals, the traveler will not be reimbursed for the meals being provided (continental breakfast is considered a breakfast and is not reimbursable when provided). Reimbursement for meal expense will be at the appropriate subsistence (meal allowance) rate regardless of the actual cost of the meal. The traveler must absorb any cost above the subsistence (meal allowance) amount. Tips will not be reimbursed.

LODGING/ACCOMMODATIONS: Lodging expenses are authorized for District travelers in Class A or B travel status. Lodging for District employees and Board members is to be reserved and paid with a District procurement card and must be substantiated by an original detailed receipt which must be filed with the traveler's procurement card reconciliation documents. If circumstances necessitate that the traveler use a personal credit card, the original detailed receipt along with an explanation of the circumstances must be filed with their TV.

When two or more District employees elect to share a room while traveling under Class A or B travel status, they must all elect the same method of per diem reimbursement.

A traveler may not receive reimbursement for lodging within the local area (within 50 miles one-way of their official headquarters or home) unless authorized by the Deputy Executive Director of Management Services.

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When the scheduled conclusion of an event prevents a traveler from returning home by a reasonable hour, the Department Director must determine whether an additional overnight accommodation is warranted. If approved, the traveler's departure shall be scheduled for the following morning. If the traveler chooses to delay departure without approval, the use of personal leave will be required and per diem and lodging expenses may be waived.

In order to achieve a cost savings to the District, the District may contract directly with a hotel.

TRANSPORTATION: All travel must be by a usually traveled route utilizing the most efficient and economical means. It is the responsibility of the traveler's department to determine the most efficient and economical means prior to scheduling any travel arrangements. It is recommended that a District vehicle be used for all statewide business travel, unless the use of a personal vehicle or common carrier⁸ would be more efficient or cost effective. All common carrier business travel for District employees must be booked through the District's travel arrangements provider and paid with a District procurement card.

Special provisions when business and personal travel are combined: Personal travel expenses must never be charged to a District procurement card. Prior to scheduling combined business and personal travel, staff should contact Accounts Payable to identify documentation required to accurately record business and personal expenses.

PERSONAL VEHICLE EXPENSES: The use of a personal vehicle must be authorized by the Director of the department incurring the expense. When a traveler is authorized to use a personal vehicle in lieu of a District vehicle or common carrier, the following conditions shall apply:

- A traveler shall be entitled to a mileage reimbursement at the rate approved by the State Legislature (currently 44.5 cents per mile).
- All mileage shall be shown from the point of origin to the point of destination, along a usually traveled route.
- Mileage shall be calculated by one of the following methods:
 - Odometer readings
 - Online map program
 - District established mileage (Frequently Traveled Routes) (Service Office Mileage)
- When a person travels by an indirect route for their own convenience, any additional costs shall be borne by the traveler. Reimbursement shall be based only on such costs as would have been incurred by a usually traveled route.
- Each stop during a travel period must be reported on a separate line on the TV form and must include all information required on the form.
- A traveler shall not be paid a mileage reimbursement for travel between their home and their official headquarters or assigned work location.

⁸ Common Carrier – Commercial airline operating scheduled flights or rental vehicles of an established rental car firm. (§112.061(2)(h), F.S.)

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- If traveling on a non-business day⁹ to a location other than their official headquarters or assigned work location, the point of origin may be the traveler's home. In no case shall mileage claimed exceed the miles actually driven.
- On a regularly scheduled business day when a traveler leaves from or returns to their home, the traveler shall only be entitled to reimbursement for the lesser of the mileage between a business site and their home or their official headquarters or assigned work location. In no case shall mileage claimed exceed the miles actually driven.
- No traveler shall be entitled to mileage or transportation expense when gratuitously transported by another person or by another traveler who is entitled to reimbursement.
- Mileage for two round trips to an airport or the cost of contracted transportation may be approved if it is determined to be more efficient or economical than one round trip plus airport parking fees.
- A traveler shall be reimbursed the lesser of the common carrier fare or the actual mileage reimbursement amount, whichever is determined to be more economical to the District. Prior to the traveler's departure, the scheduling department shall obtain an estimate of airfare and rental vehicle costs from the District's travel arrangements provider and submit the estimate with both the TA and the TV.
- Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed.

VEHICLE RENTAL: Rental vehicles shall be reserved through the District's travel arrangements provider, with any changes or cancellations coordinated prior to the traveler's departure. District employees on official business must make payment with their District procurement card. Personal use of a rental vehicle may not be reserved or charged to a District procurement card. Before signing a rental vehicle agreement, travelers are to ensure:

- The proper rental rate has been applied.
- Additional insurance coverage will not be charged to the District.
- The refueling service option has not been selected.
- Sales tax will not be charged in the State of Florida.
- The most economical vehicle to appropriately accommodate the travel has been selected.

Travelers shall use a Class 3C, Intermediate vehicle. The use of any vehicle larger than Class 3C Intermediate must be adequately justified (e.g., more than four travelers, transporting equipment or supplies) and approved by the traveler's Director.

Class	Vehicle Size	Code
3(C)	Intermediate	IDAR
4(E)	Full-Size, Four-Door	FDAR
5(V)	Minivan	MVAN

Business use of a rental vehicle under the State contract or District agreement includes collision coverage. The District will not pay for additional insurance coverage. The rental vehicle must be

⁹ Non-business day – For a public officer or employee, a weekend or an authorized District holiday. (Rule 69I-42.002(10), F.A.C.)

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refueled prior to being returned. Original fuel receipts must be filed with the traveler's procurement card reconciliation documents or submitted with a TV, as appropriate.

The traveler must retain both the rental agreement and the final detailed rental receipt to be filed with their procurement card reconciliation documents. A copy of the rental agreement must be submitted with the TV. Rental vehicle charges shall be coded to Object Code 4008.

Special provisions for combined business and personal use of a rental vehicle: When combining business and personal travel, a traveler must reserve and make payment with a personal credit card. A copy of the rental agreement and original detailed receipt must be submitted with their TV. The traveler shall only be reimbursed for the business portion of the travel period based on the lesser of, the estimated cost provided by the District's travel arrangements provider or the amount calculated (by Accounts Payable) from their actual receipt. Prior to the traveler's departure, the scheduling department shall obtain an estimate of rental vehicle cost for the business portion of the travel period from the District's travel arrangements provider. The estimate must be submitted with the TV.

Under provisions of Rule 60B-1.012, F.A.C. all seated occupants of rented vehicles are required to utilize the seat belts or occupant restraint systems provided. Failure to comply with this Rule shall subject employees to disciplinary action. Any costs incurred for personal negligence (i.e., traffic or parking citations, keys locked in vehicle, etc.) will be the sole responsibility of the traveler. Additionally, all travelers shall be responsible for providing proof of vehicle insurance to the District, if requested.

AIR TRAVEL: All commercial flights must be economy class unless otherwise approved by the Executive Director or designee. The District's travel arrangements provider must be used for requesting comparable estimates and booking all flights for District employees. The scheduling department shall be responsible for determining the most efficient and economical method of travel prior to making reservations. Both pages of a fully authorized TA form must be faxed to the travel arrangements provider to purchase an airline ticket. Payment for employee business related travel must be charged to a District procurement card designated by the employee's Director. All airline tickets and airfare transaction fees must be charged to Object Code 4007.

Cancellations must be made no later than one hour prior to a flight's scheduled departure time to retain the value of a ticket for future use (within one year) by the named traveler. If the District incurs costs for the purchase of an airline ticket and the traveler subsequently chooses not to use the ticket, the ticket must be canceled in a timely manner or the traveler must reimburse the District for all unrecoverable costs. Any costs incurred for tickets, which are canceled at the traveler's discretion, but not rebooked within the allowable timeframe, must also be reimbursed to the District.

An increase in airfare of \$100 or more over the estimated costs on the TA must be justified by the traveler and approved by the traveler's Director. All unjustified cost, whether due to a traveler's negligence or personal discretion, must be reimbursed to the District.

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APPROVED BY:

David L. Moore 9-4-06
DAVID L. MOORE, EXECUTIVE DIRECTOR

EFFECTIVE DATE: 10/01/06

SUPERSEDES: 08/30/96

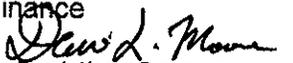
Special provisions for combined business and personal air travel: Although personal travel may be combined with business travel and booked together through the District's travel arrangements provider, personal expenses must never be charged to a District procurement card. Additionally, if a traveler purchases an airline ticket through a source other than the District's travel arrangements provider, such ticket must not be charged to a District procurement card. In either instance, the traveler must make payment with a personal credit card and must submit a copy of the itinerary and proof of payment with their TV. The traveler shall only be reimbursed for the business portion of the travel period based on the lesser of the estimated cost provided by the District's travel arrangements provider or the amount calculated (by Accounts Payable) from their actual receipt. The scheduling department shall obtain an airfare estimate from the District's travel arrangements provider prior to the traveler's departure and submit the estimate with both their TA and TV.

CHARTER FLIGHT SERVICE: This service is to provide specific transportation in order to conduct District business (overflights are excluded from this procedure). Flight requests for Governing or Basin Board members, Executive Director, Deputy Executive Directors, General Counsel or Inspector General will be arranged through the Executive Department, after receiving approval as stated in this procedure. The use of charter flights by staff members should be an exception and must be authorized by the Executive Director.

Purchasing will process the flight request in accordance with Board Policy 150-1 and District Procedure 15-1, Procurement, governing procurement practices, which includes contracting for services with an appropriate charter flight service. Emergency arrangements may be made directly with Purchasing, who will then notify the Executive Department to obtain the required approvals.

INCIDENTAL TRAVEL EXPENSES: The following information shall be required with a TV when claiming reimbursement for incidental travel expenses:

- Receipts or canceled checks for registration fees paid by the traveler.
- Receipts for taxi fares in excess of \$25 on a per-fare basis.
- Receipts for storage, parking fees or tolls in excess of \$25 on a per transaction basis. Storage or parking fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the District.
- A statement that communication expenses were business related. This includes fax and internet connection charges. NOTE: Telephone calls made to the traveler's family are not a reimbursable communication expense.
- Receipts for dry-cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
- Receipts for passport and visa fees required for official travel.
- Receipts for necessary fees charged to purchase traveler's checks for official travel expenses.
- Receipts for fees charged to exchange currency necessary to pay for official travel expenses.
- Photocopy charges that are business related in excess of \$25 on a per event basis.

PROCEDURE			
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT			
TITLE: TRAVEL			
Accounting & Financial			
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APPROVED BY:	 DAVID L. MOORE, EXECUTIVE DIRECTOR	EFFECTIVE DATE:	10/01/06
			SUPERSEDES: 08/30/96

Lost or missing receipts will require a signed statement from the traveler with Department Director's approval in order to receive reimbursement. Other travel expenses may be reimbursed if deemed to be in the best interest of the District and upon the Finance Director's approval.

The following do not require a receipt:

- Tips paid to taxi drivers that do not exceed fifteen percent of the taxi fare.
- Tips paid for mandatory valet parking not to exceed \$1 per incident.
- Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require justification.

Other travel expenses not detailed in this procedure shall be handled by exception with the Finance Director's approval.

EMERGENCY SITUATIONS¹⁰: When a public officer, employee or authorized person away from their official headquarters on personal time¹¹ is required to travel because of a District emergency situation, the following shall apply:

- The traveler may be reimbursed for travel expenses incurred in traveling from their point of origin to their point of destination, which may be their official headquarters.
- If personal circumstances necessitate the traveler to return to their point of origin after the emergency situation has ended, rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
- The traveler's request for reimbursement of travel expenses claimed from a point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.
- If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the District. Request for reimbursement must provide the circumstances of the emergency situation.

EMERGENCY OPERATIONS: The Governor has authority to issue an Executive Order in response to a major disaster or emergency that may result in the suspension of all or a portion of Section 112.061, F.S. to an extent necessary to meet the emergency. In the event of such a suspension, the District's Executive Director or designee is provided the discretion to allow the purchase of food and beverages for personnel operating the District's Emergency Operation Center (EOC) on a 24-hour basis during an emergency.

¹⁰ Emergency Situation – Circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss, requiring emergency action. (Rule 69I-42.002(6), F.A.C.)

¹¹ Personal Time – The time outside the regular work hours of a business day, a non-business day or day for which the officer or employee had prior approval for a leave of absence. (Rule 69I-42.002(13), F.A.C.)

PROCEDURE			
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT			
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APPROVED BY:	DAVID L. MOORE, EXECUTIVE DIRECTOR	EFFECTIVE DATE: 10/01/06	SUPERSEDES: 08/30/96

When Section 112.061, F.S., has been suspended, in whole or in part, and the Executive Director or designee has activated the District's Emergency Operations Center, EOC authorized travelers must adhere to the following guidelines:

- All EOC travelers will receive the Finance department's Emergency Operations Travel Instructions. These instructions include forms that have been modified to more accurately document the information required for Federal, State and County reimbursement submittals. The forms should be completed as travel occurs and must be submitted to Accounts Payable at the end of each biweekly payroll period.
- Per diem and subsistence (meal allowance) rates shall remain the same, but the schedule for Class C subsistence (meal allowance) reimbursement has been modified to three 8-hour periods, as detailed on the Emergency Order/EOC Activation Class C Travel Clock.
- EOC authorized travelers who work at least an 8-hour shift per day shall be entitled to a full daily subsistence (meal allowance) reimbursement, less subsistence (meal allowance) for food that has been provided.
- The EOC Provisions Unit Leader shall determine when and where food will be made available to authorized travelers in lieu of subsistence (meal allowance).
- The cost for food service should not exceed the subsistence (meal allowance) amounts and the food service should be carefully controlled.
- When authorized by the EOC Coordinator, a procurement card may be used to purchase food. In such cases, a receipt must be submitted with a list of the names of all travelers to whom food was provided. Food costs which exceed the established subsistence rates shall require a detailed explanation.

Emergency expenses that are not related to travel should not appear on the TV. Paid invoices or receipts for such cash expenses must be submitted for reimbursement through petty cash or, if over \$50, by submitting a check request to Accounts Payable.

The Executive Director may modify or interpret this Procedure.