

# Exhibit A

## Contract Operations Checklist

### Important Issues to Be Included and Considered

**DISCLAIMER:** This list is NOT A LEGAL DOCUMENT OR CONTRACT. It is provided for informational purposes only for delineating Owner's and Contract Operator's duties, assignments, and responsibilities with respect to the operation of the water and wastewater systems in Florida under FDEP Rules. This checklist may be attached to or included an Exhibit or Attachment to Contract Operator agreements. FRWA strongly recommends the utilization of contracts that are legal and enforceable in Florida and meets the needs for the operation of the water and wastewater systems. Feel free to modify this checklist as necessary or strikethrough items that are not relevant to your situation. It is important to describe and agree on ALL responsibilities, activities, deliverables, and/or reports that each party will provide.

Owner Initials	Operator Initials	Description of Responsibilities, Activities, Deliverables, and/or Reports
		Each party should acknowledge primarily responsibilities by initiating the appropriate box for maintaining the water or wastewater system:
		The Owner (or authorized representative) of the water or wastewater system understands that it is ultimately responsible for the operation of the system in compliance with FDEP rules, regulations, and permitting requirements. <i>This responsibility cannot be delegated to the Contract Operator per the Safe Drinking Water &amp; Clean Water Acts.</i>
		The Owner has hired the Contract Operator to perform the specific duties for the operation of the water or wastewater system in compliance with FDEP requirements.
		The Owner (or authorized representative) will obtain relevant utility management training including, but not limited to water or wastewater system management, operations, financial, GASB 34, and regulations.
		The Owner will never ask, require, or put the Contract Operator in a position where it must falsify, submit inaccurate reports, records, and so forth, that would impact operations, permit compliance, or the Contract Operator's license.
		<p><b>The Contract</b> should clearly define and describe the following, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Communications,</li> <li>▪ Period of Service,</li> <li>▪ Effective Date,</li> <li>▪ Renewal Options,</li> <li>▪ Scope of Services,</li> <li>▪ Compensation and Payment,</li> <li>▪ Non-Payment Consequences,</li> <li>▪ Insurance,</li> <li>▪ Indemnification,</li> <li>▪ Liability,</li> <li>▪ Dispute Resolution (Arbitration),</li> <li>▪ Unforeseen Circumstances,</li> <li>▪ Emergencies, and</li> <li>▪ Termination.</li> </ul>
		<b>Water System Operation.</b> The Contract Operator will make _____ visits each week for a total of _____ on-site hours in order to operate, maintain and/or monitor the water system.
		<b>Wastewater System Operation.</b> The Contract Operator will make _____ visits each week for a total of _____ on-site hours in order to operate, maintain and/or monitor the wastewater system. The hours listed under Water and Wastewater System Operation cannot be simultaneous or concurrent.
		<b>Alarms and Emergency Calls.</b> The Contract Operator shall be responsive to alarms and emergency calls 24 hours per day, 7 days per week, within _____ hours of its occurrence. The Owner understands that it must be responsive to alarms and emergency calls until the Contract Operator can respond.
		<b>Staffing.</b> The Contract Operator shall staff the Owner's water or wastewater system using valid State of Florida Certified Operators per FDEP Rule 62-699 at the level required to operate the facility. The Contract Operator of the water or wastewater system understands that it is responsible to FDEP and the Owner to operate the system in compliance with FDEP rules and regulations.
		<b>Adequate Training.</b> The Contract Operator will provide job related training for its personnel in the areas including but not limited to water or wastewater system operations, quality, maintenance, safety, sampling, laboratory, and emergency response.
		<b>Likely Capital Expenditures.</b> Based on its best professional experience and after inspection of the system, the Contract Operator will provide and estimate of likely Capital Expenditures that might be needed during the period of service (this could include the <b>Short Lived Assets Worksheet</b> , see Exhibit B).
		<b>Cooperative Effort.</b> The Contract Operator understands that the smooth operation of the water or wastewater system is a cooperative effort with the Owner (or authorized representative) and it will provide a checklist for routine monitoring, observing, inspecting, and maintaining the system – this could include the O&M Manual (see www.frwa.net), how to recognize the normal sounds, sights, and conditions of a properly functioning equipment, security issues, treatment chemicals, alarms, and so forth.
		<b>FDEP Fines.</b> The Owner is responsible to pay for <u>most</u> FDEP Fines, however should the Contract Operator fail to perform its duties as described herein or under FDEP Rule it will be responsible for FDEP Fines as a results of performance, duties, or actions within its responsible charge and as it relates to <u>reporting violations or system operation</u> .
		<b>Correspondence</b> from the FDEP District Office or Approved County Health Department shall be sent directly to the Owner. The Owner shall forward all correspondence to the Contract Operator.
	<input type="checkbox"/>	<b>Monthly Operating Reports (MORs)</b> submitted in a timely manner per FDEP Rule 62-555.350 & 62-555.900(2) thru (6), FAC. Any emergency or abnormal operating conditions shall be noted in the MORs, including: line breaks, fires, flushing, PBWN, etc.

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	<input type="checkbox"/>	<b>Discharge Monitoring Reports (DMRs)</b> submitted to FDEP in a timely manner per FDEP Rule 62-600 & 62-620.910(10). FAC. Any emergency or abnormal operating conditions shall be noted in the DMRs, including sewage or chemical spills.
	<input type="checkbox"/>	<b>Bound Log Book</b> – maintain & up-date. Entries shall include the time and date of service visits, any adjustments or maintenance performed on equipment and the meter reading of the well(s) pumps per FDEP Rule 62-620.350 &
<input type="checkbox"/>	<input type="checkbox"/>	<b>Recordkeeping</b> – Recordkeeping is required for up to 12-years (depending on the record) at the Owner’s Water System per FDEP Rule 62-550.720, 62-550.730 & 62-620. Indicate who will be responsible to organize, maintain, and file ALL REQUIRED RECORDS IN ONE PLACE at the Owner’s Water System -- will it be the Contract Operator or the Owners? Note: sharing this responsibility is only inviting problems!
<input type="checkbox"/>	<input type="checkbox"/>	<b>Operation &amp; Maintenance (O&amp;M) Manual, Logs, Reports, and Records</b> -- Maintain & up-date per FDEP Rule 62-555.350(2), (12), & (13) and 62-602.650(4), FAC and shall contain (see <a href="http://www.frwa.net">www.frwa.net</a> for O&M template): <ul style="list-style-type: none"> <li>▪ Operation &amp; Maintenance Procedures (equipment, pumps, valves, instrumentation, controls, electrical, structures, tanks, etc.)</li> <li>▪ Preventive Maintenance and Repair Procedures, for all plant equipment and facilities</li> <li>▪ Bound and Indexed Equipment Manufacturer Manuals</li> <li>▪ Date and Type of all Maintenance Performed</li> </ul> Date and Results of all Sampling and Analyses Performed unless documented on a laboratory sheet
<input type="checkbox"/>	<input type="checkbox"/>	<b>Consumer Confidence Reports</b> -- up-date and distribute annually per FDEP Rule 62-550.824 & 62-555.900(19) & (21) (see <a href="http://www.frwa.net">www.frwa.net</a> for template)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Notify FDEP District Office or Approved County Health Department</b> as required – per FDEP Rule 62-555.350(10), FAC. Notify the FDEP District Office or Approved County Health Department as soon as possible if there is abnormal occurrence of water color, odor, or taste; failure to appropriately disinfect; service interruptions; actions that necessitate the issuance “Precautionary Boil Water Notices”; switching between chloramines and free chlorine; or sewage spills.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Issue Precautionary Boil Water Notices</b> as required – Rule 62-555.350(11), 62-555.900(22) & 62-555.335, FAC.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Watch Point (800) 320-0519</b> as required – per FDEP Rule 62-555.350(10), FAC. Suppliers of water shall telephone the SWP within 2 hours after discovery of any actual or suspected sabotage, security breach, tampering, vandalism of the public water system, sewage spills, or chemical spills.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency Response Plan and Vulnerability Assessment</b> -- maintain & up-date per FDEP Rule 62-555.350(15), FAC, (see <a href="http://www.frwa.net">www.frwa.net</a> for ERP / VA template):
<input type="checkbox"/>	<input type="checkbox"/>	<b>Comprehensive System Map(s) &amp; Record Drawings</b> -- maintain & up-date per FDEP Rule 62-555.350(14) & 62-620.910(13) FAC. Water System Map shall show the location and size of water mains, valves, fire hydrants; pumping facilities, storage tanks, and interconnections with other public water systems. Wastewater System Record Drawings shall show the location and size of gravity sewer lines, force mains, low-pressure lines, valves, lift stations, plants, and so forth.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Auxiliary Standby Generator(s)</b> -- maintain & operate monthly 30-min. at full load per FDEP Rule 62-555.350(2), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preventive Maintenance and/or Basic Equipment Maintenance</b> is normally provided by <u>Contract Operator</u> . Preventive Maintenance means those routine and/or repetitive activities scheduled, required, or recommended by the equipment or facility manufacturer or Contract Operator to maximize the service life of the equipment, sewer, vehicles, and facility (see <a href="http://www.frwa.net">www.frwa.net</a> for O&M template). <ul style="list-style-type: none"> <li>▪ For Preventive Maintenance activities, expenditures, and/or parts costing <b>MORE</b> than \$ _____ Dollars; the Contract Operator must notify the Owner <u>Verbally / In Writing</u> (circle one) _____ days before beginning maintenance; the Owner must approve the expense <u>Verbally / In Writing</u> (circle one) prior to the activity; and the Contract Operator will be reimbursed in the <u>next monthly invoice / by separate invoice</u> (circle one).</li> <li>▪ For Preventive Maintenance activities, expenditures, and/or parts that requires a <b>THIRD PARTY VENDOR</b> the Owner must approve the expense <u>In Writing</u> prior to the activity and agree to the disposition of the expense.</li> <li>▪ For Preventive Maintenance activities, expenditures, and/or parts costing <b>LESS</b> than \$ _____ Dollars; the Contract Operator must notify the Owner <u>Verbally / In Writing</u> (circle one) _____ days before beginning maintenance; the Owner must approve the expense <u>Verbally / In Writing</u> (circle one) prior to the activity; and the Contract Operator will be reimbursed in the <u>next monthly invoice / by separate invoice</u> (circle one).</li> </ul>

Owner Initials	Operator Initials	<b>Description of Responsibilities, Activities, Deliverables, and/or Reports</b> <small>Each party should acknowledge primarily responsibilities by initialing the appropriate box for maintaining the water or wastewater system:</small>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Collection System Action Plan Annual Report.</b> Rule 62-600.705(2), F.A.C., requires all domestic wastewater facility permittees to submit an annual report summarizing plan by June 30 of the year [2025] following the fiscal year covered by the report. The report must include, at a minimum: <ul style="list-style-type: none"> <li>A summary of assessments conducted, results of the assessments, and the percentage of the collection system assessed.</li> <li>Significant repairs, replacements, maintenance activities, expansions and upgrades conducted during the year and any planned for the upcoming year.</li> <li>Information on annual expenditures for I&amp;I studies, implementing the collection system action plan, repairs, replacements, and measures related to limiting fats, oil, grease, roots, wet wipes, sand, and grit in the collection system.</li> <li>Details of facility revenues and expenditures related to the collection system.</li> <li>Any other activities and information deemed relevant by the permittee</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Equipment Repair, Parts, and/or Rehabilitation</b> – Repairs mean to fix equipment that is broken. Maintenance is proactive whereas repairs are unscheduled maintenance to restore to sound condition after damage, breakage, or critical malfunction. Repairs are inconvenient. Repairs normally require the <u>Contract Operator's</u> expertise, tools, and staff, however the <u>Owner</u> often pays for the parts, time and expense (representative of the extra efforts and costs that are not normally included in the Contract). These Repair / Rehabilitation Expenditures (and replacements) are those items that significantly extend equipment or facility service life (equipment, tanks, facilities, or major repairs). <ul style="list-style-type: none"> <li>Repair / Rehabilitation Expenditures that cost <b>MORE</b> than \$ _____ Dollars must be estimated in writing by the Contract Operator and approved <u>In Writing</u> by the Owner prior to ANY work being performed and agree to the disposition of the expense. The Contract Operator shall provide the Owner with a reasonable lead-time to process the request of _____ days.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Basic Interior Housekeeping</b> means to maintain the aesthetics of the facilities -- in general, maintain all facilities in a clean, neat, and orderly fashion. Floors shall be free of mud, debris, trash, sewage, screenings, sludge, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Basic Exterior Maintenance</b> means that equipment, tools, and material will be properly stored; trees and shrubs shall be kept trimmed, grass shall be maintained & mowed, and other grounds shall be free of noxious weeds, debris, trash, etc.; and the site is secured, locked, and fences are in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Periodic Exterior Maintenance</b> means that concrete surfaces are pressure washed, facilities are repainted, and so forth.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Clean Accumulated Sludge &amp; Biogrowths from all treatment facilities</b> that are in contact with raw, partially treated, or finished drinking water ANNUALLY -- per FDEP Rule 62-555.350(2), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annually Rehabilitate or Repair Blistered, Chipped, or Cracked Coatings and Linings</b> on treatment / storage facilities in contact with raw, partially treated, or finished drinking water -- per FDEP Rule 62-555.350(2), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>5-year Cleaning of Finished-Drinking-Water Storage Tanks</b> to remove biogrowths, calcium or iron/manganese deposits, and sludge from inside the tanks -- per FDEP Rule 62-555.350(2), FAC and shall keep records documenting cleaning and inspected during the past five years per FDEP Rule 62-555.350(12)(c), FAC. The next cleaning is required _____.
<input type="checkbox"/>	<input type="checkbox"/>	<b>5-year Structural &amp; Coating Integrity Inspection of Finished-Drinking-Water Storage Tanks</b> under the responsible charge of a licensed engineer -- per FDEP Rule 62-555.350(2), FAC The next inspection is required _____.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Flush Dead-End Water Mains</b> <u>Quarterly / Monthly</u> (circle one) -- per FDEP Rule 62-555.350(2), FAC and keep records documenting flushing per FDEP Rule 62-555.350(12)(c), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>Check the Calibration of Finished-Drinking-Water Meters</b> at treatment plant(s) once every 3 to 4-years -- per FDEP Rule 62-555.350(2), FAC. The next calibration is required _____.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Exercise All Valves &amp; Fire Hydrants</b> once <u>every year / 2-years</u> (circle one) -- per FDEP Rule 62-555.350(2), FAC and keep records documenting valve and fire hydrant exercised per FDEP Rule 62-555.350(12)(c), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>Test Hydropneumatic Tank Pressure Relief Valves</b> once every year per FDEP Rule 62-555.350(2), FAC
<input type="checkbox"/>	<input type="checkbox"/>	<b>Chlorine Feed System O&amp;M.</b> The Contract Operator will be responsible maintain a Minimum Free Chlorine Residual of 0.2 mg/L, or a Minimum Combined Chlorine Residual of 0.6 mg/L for Chloramines, throughout the Owner's drinking water distribution system at all times. The Contract Operator will be responsible for cleaning scale deposits at the injector, inspecting metering pumps, maintaining adequate levels of disinfectants, and replacing tubing when needed, to ensure adequate flow of disinfectant. This will also entail flushing the distribution system until the residual disinfectant concentration is restored to the required minimum level.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Routine Customer Meter Reading.</b> Monthly customer meter reading is essential to system fiscal viability.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Routine Customer Billing.</b> Monthly billing and collections are essential to system fiscal viability.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Meter Shut-Offs &amp; Turn-Ons.</b> This is performed for non-payment, cross connection threats, and customer vacancies.

Owner Initials	Operator Initials	<b>Description of Responsibilities, Activities, Deliverables, and/or Reports</b> Each party should acknowledge primarily responsibilities by initialing the appropriate box for maintaining the water or wastewater system:
<input type="checkbox"/>	<input type="checkbox"/>	<b>Customer Meter Calibrations &amp; Replacements.</b> Water meters are the cash register of the water or wastewater system and their accuracy directly impacts the bottom line. It is recommended that customer meter calibrations should be performed once every 5 to 7-years (15% per year) and meters need to be replaced after 10-years (about 10% per year). <input type="checkbox"/> The <u>Owner / Contract Operator</u> (circle one) will calibrate _____ (%) percent of the water meters each year. <input type="checkbox"/> The <u>Owner / Contract Operator</u> (circle one) will replace _____ (%) percent of the water meters each year > 10% calibration and the <u>Owner / Contract Operator</u> (circle one) is responsible to pay for meter replacements.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Routine Sampling Water &amp; Chain Of Custody</b> will be provided per FDEP Rule 62-500.500(2), <b>Table 7: Monitoring Frequencies and Locations</b> , 62-550.511 through 62-550.520, and 62-550.821, FAC, including, but not limited to: <input type="checkbox"/> <b>Chlorine &amp; Chloramines Residual</b> ~ Frequency <u>Monthly / Quarterly</u> per FDEP Rule 62-550.514(1) & 62-550.821 <input type="checkbox"/> <b>Microbiological Contaminants</b> ~ Frequency <u> x Monthly / x Quarterly</u> per FDEP Rule 62-550.518 <input type="checkbox"/> <b>Well Microbiological Sampling</b> ~ Frequency <u>Monthly / Quarterly</u> per FDEP Rule 62-550.500(5) & 62-550.518(2) <input type="checkbox"/> <b>Volatile Organics</b> ~ Frequency <u>Quarterly Every 3-Years / Annually</u> per FDEP Rule 62-550.500(5) & 62-550.515 <input type="checkbox"/> <b>Nitrate &amp; Nitrite</b> ~ Frequency <u>Quarterly / Annually</u> per FDEP Rule 62-550.500(5) & 62-550.512 <input type="checkbox"/> <b>DBPs (TTHMs &amp; HAA5s)</b> ~ Frequency <u>Monthly / Quarterly / Annually</u> per FDEP Rule 62-550.514(2) & 62-550.821 <input type="checkbox"/> <b>Secondary Contaminants</b> ~ Frequency <u>Once Every 3-Years / Annually</u> per FDEP Rule 62-550.500(5) & 62-550.520 <input type="checkbox"/> <b>Lead &amp; Copper</b> ~ Frequency <u>Once Every 3-Years / Annually</u> per FDEP Rule 62-550.800, 62-555.900(16), (17) & (18) <input type="checkbox"/> <b>Inorganics</b> ~ Frequency <u>Once Every 3-Years / Annually</u> per FDEP Rule 62-550.500(5) & 62-550.513 <input type="checkbox"/> <b>Synthetic Organics</b> ~ Frequency <u>Quarterly Every 3-Years / Annually</u> per FDEP Rule 62-550.500(5) & 62-550.516 <input type="checkbox"/> <b>Gross Alpha, Radium-226, Radium-228, &amp; Uranium</b> ~ Frequency <u>Once Every 3-Years / Annually</u> per FDEP Rule 62-550.519(1) <input type="checkbox"/> <b>Beta Particle &amp; Photon Radioactivity</b> ~ Frequency <u>Once Every 3-Years / Annually</u> per FDEP Rule 62-550.519(2) <input type="checkbox"/> <b>Asbestos</b> ~ Frequency <u>Once Every 9-Years</u> per FDEP Rule 62-550.511
<input type="checkbox"/>	<input type="checkbox"/>	<b>Routine Sampling Wastewater &amp; Chain Of Custody</b> will be provided per FDEP Rule Chapter 62-600, FAC, including, but not limited to: <input type="checkbox"/> <b>Annual Reuse Report</b> ~ Frequency <u>Annually / Quarterly / Monthly</u> per FDEP Rule 62-610.300(4)(a)2 <input type="checkbox"/> <b>Pathogen Monitoring</b> ~ Frequency <u>Annually / Quarterly / Monthly</u> per FDEP Rule 62-610.300(4)(a)4 <input type="checkbox"/> <b>Reclaimed Water or Effluent Analysis Report</b> ~ Frequency <u>Annually / Quarterly / Monthly</u> per FDEP Rule 62-620.910(15) <input type="checkbox"/> <b>Agricultural Use Plan</b> ~ Frequency <u>Annually / Quarterly / Monthly</u> per FDEP Rule 62-640.210(2)(a) <input type="checkbox"/> <b>Residuals Annual Summary</b> ~ Frequency <u>Annually</u> per FDEP Rule 62-640.210(2)(b) <input type="checkbox"/> <b>Monthly Residuals Distribution and Marketing Report</b> ~ Frequency <u>Monthly</u> per FDEP Rule 62-640.210(2)(c) <input type="checkbox"/> <b>Residuals Monitoring Report</b> ~ Frequency <u>Annually / Quarterly / Monthly</u> per FDEP Rule 62-640.210(2)(d)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Laboratory Costs for Routine Sampling</b> (as listed above) will be paid for by <u>Contract Operator / Owner</u> (circle one)

