




VILLAGE OF KEY BISCAINE

MEMORANDUM

Village Council
Mayra P Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*

Luis F de la Cruz
Gary R. Gross
Allison McCormick
Brett G. Moss
Katie Petros

Village Manager
Andrea Agha

DATE: October 30, 2018
TO: Honorable Mayor and Council Members
FROM: Andrea Agha, Village Manager 
RE: Community Rating System (CRS)
2018 CRS Verification Audit

RECOMMENDATION

It is recommended that the Village Council authorize the Village Manager to issue a work order to Tetra Tech for the assistance with the Village's verification audit in the Community Rating System (CRS) Program, in an amount not to exceed budgeted funds.

BACKGROUND

Pursuant to Resolution 98-34 (continuing professional consulting services agreement with Tetra Tech, Inc., formerly Williams Hatfield and Stoner, Inc.), Tetra Tech has been assisting the Village in complying with the verification cycle requirements of the National Flood Insurance Program (NFIP) Community Rating System (CRS). On May 26, 2011 Tetra Tech aided the Village with the previous visit from Insurance Services Office, Inc. (ISO, FEMA's CRS Contractor) and has since provided professional consulting services related to CRS activities and annual recertification.

The CRS is an incentive program to reduce flood risk and damage through best management practices for mitigation and regulation. Participation in the CRS reflects the Village's commitment to a sound floodplain management program for the benefit of our residents. The Village participates in the CRS program as a Class 7, resulting in a 15% savings on flood insurance policy premiums to Village policy holders.

Participating communities have the opportunity to improve CRS ratings and reduce insurance premiums during the verification visit. A class rating improvement requires that compliance efforts are expanded during this period, often at additional cost.

As per the ISO's notification letter attached hereto, the audit was originally scheduled for November 16, 2018 and since has been re-scheduled for December 3, 2018.

The notification letter provides a detailed list of the necessary documentation needed in preparation for the audit. During the audit, ISO will review all CRS activities and documentation relating to the Village's goals in reducing flood losses, facilitating accurate insurance rating and promoting the awareness of flood insurance. These goals are organized under the four categories of public information, mapping and regulations, flood damage reduction and flood preparedness.

Funds are budgeted in FY19 Building Division.

Reviewed by Ms. Ashley Daniels from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2018-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAWAYNE, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ISSUE A WORK ORDER TO TETRA TECH, INC. TO PROVIDE PROFESSIONAL SERVICES RELATED TO THE VERIFICATION CYCLE OF THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY RATING SYSTEM (CRS); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 98-34, the Village of Key Biscayne (“Village”) approved a series of agreements for continuing professional engineering, architectural and surveying services; and

WHEREAS, pursuant to Resolution No. 98-34, the Village Council selected Tetra Tech, Inc., formerly known as Williams Hatfield & Stoner, Inc., (the “Consultant”), as one of the consultants to provide continuing professional services and authorized the Village Manager to execute an agreement with the Consultant; and

WHEREAS, over the last of couple years, Consultant has assisted the Village in complying with the verification cycle requirements of the National Flood Insurance Program (NFIP) Community Rating System (CRS) (the “Project”); and

WHEREAS, Consultant has provided a proposal, attached as Exhibit “A,” to complete the final stage of this Project (the “Proposal”); and

WHEREAS, the Village Council desires to authorize the Village Manager to issue a work order for the Project consistent with the Proposal and the professional services agreement entered into between the Village and Consultant; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAIYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.

Section 2. Authorization. That the Village Manager is hereby authorized to issue a work order to Consultant for the Project that is consistent with the Proposal in an amount not to exceed \$42,855.00.

Section 3. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this 30th day of October, 2018.

MAYOR MAYRA PEÑA LINDSAY

ATTEST:

JENNIFER MEDINA, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

**PROPOSAL TO PROVIDE PROFESSIONAL SERVICES
BETWEEN VILLAGE OF KEY BISCAYNE AND TETRA TECH**

**ASSISTANCE WITH
KEY BISCAYNE VERIFICATION IN THE
COMMUNITY RATING SYSTEM (CRS) PROGRAM**

I. PROJECT DESCRIPTION

The Village of Key Biscayne (VILLAGE) voluntarily participates in the National Flood Insurance Program (NFIP) Community Rating System (CRS) under Class 7 per the 5-year Verification Cycle performed in 2011. Cycle verifications are conducted every 5 years for Class 6 through 9 communities. The next verification cycle for the Village has been scheduled for December 3, 2018. Requirements for this visit will be scored per the 2017 edition of the CRS Coordinator's Manual. Since September 2007, the VILLAGE has held a CRS Class 7 ranking providing flood insurance policy holders a premium discount of fifteen percent (15%).

Tetra Tech (CONSULTANT) aided the VILLAGE with the previous visit from Insurance Services Office, Inc. (ISO, FEMA's CRS Contractor) on May 26, 2011 and has since provided professional services related to annual Community Assistance Visit (CAV) responses; review, comment, log and maintain a list of elevation certificates (ECs) paired with the Building Department permits for new construction; stormwater master plan and outfall improvements; National Pollution Discharge Elimination System (NPDES) activities; CRS activities and annual recertification; Local Mitigation Strategy (LMS) activities; Coastal Hazardous Analysis Modeling Program (CHAMP); community outreach; repetitive loss property (RLP) review; and updating the VILLAGE's emergency management documents.

The purpose of this scope of work is for the CONSULTANT to provide a list of on-going VILLAGE activities associated with maintaining compliance with the requirements of the NFIP CRS program. Professional services associated with the scope of work described in Section II will be performed in accordance with the CONSULTANT's terms and conditions made part of the Miscellaneous Consulting Services executed on February 4, 2016.

Statement of Understanding

CONSULTANT will use their knowledge of the CRS Program to assist the VILLAGE in obtaining the goal of maintaining or improving the VILLAGE's Class 7 ranking. The VILLAGE understands that much will weigh on available records and the ability to provide information requested by ISO. The CONSULTANT in no way guarantees that the result of the 5-year visit will be the success in achieving said goal.

II. SCOPE OF WORK

Following the requested items in the Meeting Notice letter from ISO dated September 24, 2018, services will include performance of the following tasks as part of this scope of work:

Task 1 – Data Gathering

CONSULTANT will conduct a thorough review of the current existing flood prevention activities in effect for the VILLAGE to determine compliance with program qualification prerequisites. This will include a scoring evaluation in accordance with the 2017 Community Rating System (CRS) Coordinator's Manual to ensure the minimum 2,500 points are met. There are 19 creditable activities, organized under four categories. CONSULTANT will review all aspects of this program and make recommendations on any potential new creditable activities according to changes in the 2017 edition of the CRS Coordinator's Manual that may have a positive impact on the overall CRS score. This task will also include a review of the local existing legislation as well as flood damage prevention regulations in effect in Sanibel to provide options including advantages, disadvantages and cost evaluations that may result in additional credit for a higher CRS classification.

CONSULTANT will spend time with VILLAGE personnel from various departments to gather documentation. The deliverable under this task will be a summary listing the scoring evaluation by activity and a list of potential additional activities.

Task 2 – CRS Coordinator Assistance

CONSULTANT shall assist the VILLAGE CRS Coordinator in matters related to floodplain management, including compliance with NFIP CRS regulations and resolution of questions issues and matters involving FEMA, ISO, local officials, and local property owners. Also included is assistance with the anticipated 30-day follow up response to any comments received during ISO's visit.

Task 3 – Participation with ISO Visit

This task includes CONSULTANT's participation and support during ISO's visit along with VILLAGE personnel once the dates for these visits have been established. Specifically, CONSULTANT will support VILLAGE staff throughout the process and assist to mediate any discrepancies that may arise between CRS and the VILLAGE.

Task 4 – 30-Day Response

CONSULTANT will assist the VILLAGE in preparing one response to ISO for Requests for Additional Information (RAIs) received during ISO's visit. There is a 30-day period for providing this response. The deliverable for this task will include one (1) hard-copy of the response package containing all corresponding documentation as submitted to FEMA. One (1) hard copy and electronic file in pdf format of the same will be provided to the VILLAGE for their records.

Task 5 – Miscellaneous Allowance

CONSULTANT will obtain written approval from the VILLAGE prior to providing miscellaneous services under this task. An allowance of \$5,000 is included for unforeseen costs or additional scope.

III. ASSUMPTIONS AND EXCLUSIONS

The following services are not included. Should these or other services be required of the CONSULTANT, they will be billed directly to the VILLAGE under a separate Work Authorization.

1. Plans preparation
2. Floodplain LOMR permitting
3. Retrofit design and construction
4. Design and permitting of outstanding CIP & R&R projects
5. Specific refinement of the Stormwater Utility Rates based on updated expenses and needs compared to actual income sources
6. Surveying activities
7. Geotechnical investigations
8. Ecological investigations
9. On-going services such as attendance at quarterly LMS and CRS Meetings
10. Review of Elevation Certificates
11. Repetitive loss area analysis
12. Elevation Certificates (Activity 310), which is part of a separate proposal
13. CRS Annual Recertification

IV. COMPENSATION

The total compensation for the Scope of Work described in Section II is estimated time and materials amount not-to-exceed **\$42,855** and will be invoiced monthly. The compensation for the Scope of Work by task is summarized below. A preliminary breakdown of staff hours by Activity is available in the attached Price Proposal; said staff hours are subject to change as needed to prepare and address ISO's comments.

Task	Fee
1. Data Gathering	\$4,720
2. CRS Coordinator Assistance	\$24,730
3. Participation with ISO Visit	\$4,125
4. 30-Day Response	\$4,280
5. Miscellaneous Allowance	\$5,000
Total	\$42,855

V. SCHEDULE

CONSULTANT's work will begin as soon as this Work Authorization is executed. Tasks 1 and 2 will occur until the date of ISO's visit, December 3, 2018. After the visit, CONSULTANT and VILLAGE will have 30 days to respond to comments anticipated from ISO.

If this proposal is acceptable to you, please sign below and return one copy to our office so that we may proceed. Thank you for the opportunity to serve you.

IN WITNESS WHEREOF, the Village of Key Biscayne (VILLAGE), represented by signature of the Village Manager and Tetra Tech, Inc. (CONSULTANT) has executed this Work Authorization as of the day and year written below:

ACCEPTED AND AGREED

VILLAGE OF KEY BISCAYNE

TETRA TECH

Andrea Ahga
Village Manager
Village of Key Biscayne's Special Projects
88 West McIntyre Street, Suite 230
Key Biscayne, FL 33149

Kenneth Caban, PE, BCEE
Vice President

Date: _____

Date: _____

cc: Christopher Zavatsky, PE – Tetra Tech
Danny Hinson, CFM, FPEM – Tetra Tech
Mary Turner – Tetra Tech
Accounting



Price Proposal

Labor Plan

4 Resource

CRS Program Verification

Bill Rate >

165.00 180.00 90.00 65.00

Preparation for ISO's 5-Year Visit

Submitted to: Village of Key Biscayne

Attn: Sergio T. Ascunce, CFM

Contract Type: Time and Materials

Project Phases / Tasks	Total Labor Hrs	Project Manager Christopher A. Zavatsky PE	Sr Consultant 2 Robert B. Flaner CFM	Engineer 1 Adrian Valdes EI	Project Assistant 1 Gloria Suarez Mendez	Task Pricing Totals

1. Data Gathering	56	4	2	18	32	4,720
2. CRS Coordinator Assistance	201	70	16	113	2	24,730
Activity 230 - Verification Cover Sheet	3	1		2		345
Activity 310 - Elevation Certificates (Not Included)	-					-
Activity 320 - Map Information Services	30	8	-	20	2	3,250
Activity 330 - Outreach Projects	5	2	-	3	-	600
Activity 340 - Hazard Disclosure	4	4	-	-	-	660
Activity 350 - Flood Protection Information	11	5	-	6	-	1,365
Activity 360 - Flood Protection Assistance	4	4	-	-	-	660
Activity 420 - Open Space Preservation	21	6	-	15	-	2,340
Activity 430 - Higher Regulatory Standards	18	7	-	11	-	2,145
Activity 440 - Flood Data Maintenance	11	5	-	6	-	1,365
Activity 450 - Stormwater Management	16	6	-	10	-	1,890
Activity 501 - Repetitive Loss	11	5	-	6	-	1,365
Activity 510 - Floodplain Management Planning	15	6	-	9	-	1,800
Activity 540 - Drainage System Maintenance	18	7	-	11	-	2,145
Activity 610 - Flood Warning Program	18	4	-	14	-	1,920
QA/QC	16		16			2,880
3. Participation with ISO Visit	33	14	2	14	3	4,125
4. 30-Day Response	43	6	4	17	16	4,280
5. Miscellaneous Allowance	-					5,000
Totals	333	94	24	162	53	42,855



INSURANCE SERVICES OFFICE, INC.

CRAIG CARPENTER, CFM 672 HARTFORD DR. NW, PORT CHARLOTTE, FLORIDA 33952
PHONE (404) 825-3003 EMAIL: bcarpenter@iso.com

NFIP# 120648

September 24, 2018

Mariana Dominguez
Village of Key Biscayne
88 West McIntyre Street
Key Biscayne, FL 33149

Dear Ms. Dominguez:

This is to confirm our recent email conversation regarding the Key Biscayne Verification in the Community Rating System (CRS) program.

I will meet with you beginning at 9:00 a.m. on November 16, 2018. I estimate that the visit will take approximately a full day. You will need to be present throughout the entire session, and other community staff members may wish to participate in appropriate portions of our meeting if they will provide assistance in implementing any of the CRS activities.

During our meeting, we will discuss all CRS activities and documentation requirements. Our time together will be maximized if you can have as much documentation as possible available and organized **prior to the visit**. A detailed list of necessary documentation is attached to this letter. While the list is not all inclusive, it does include the majority of documentation commonly requested.

In the event some documentation needs research or correction, your community will have up to 30 days to submit any additional documentation needed after the visit.

Your participation in the Community Rating System reflects your commitment to a sound floodplain management program for the benefit of your citizens. I look forward to my visit. Please don't hesitate to contact me should you have any questions or if I can be of assistance.

Yours truly,

Craig Carpenter, CFM
ISO/CRS Specialist

Cc: Mr. Steve Martin, State NFIP Coordinator
Ms. Janice Mitchell, DHS/FEMA Region IV
Mr. Roy McClure, DHS/FEMA Region IV
Ms. Sherry Harper, ISO, Planning Technical Coordinator



CRS Crosswalk

Community:	Village of Key Biscayne, Florida	Visit Date	11-16-18
NFIP Number:	120648	CRS Class	7

Please have the documentation listed below each activity available for our meeting in order to support your continued implementation of each activity.

CC230 – Verification Cover Sheet:

- Please return the attached CC-230 Cover Sheet signed by County Chief Executive Officer (Community Manager or Chairman of the Board of Supervisors). By signing this sheet your CEO is indicating the community maintains all flood insurance policies that it has been required to carry on properties owned by the community.

Program Data Form:

- Please complete with an explanation of how these numbers were calculated and submit with the material below. These numbers are used to calculate credit for several activities and must be provided. **See the attached PDT form.**

Activity 310 - Elevation Certificates:

- Provide a permit list containing all New Construction and Substantial Improvement within the Special Flood Hazard Area (SFHA) since May 26, 2011. A random sample of elevation certificates will be requested once the permit list is reviewed by the CRS Specialist. This list should contain only insurable structures, not detached garages or secondary structures. This permit list must be received no later than 10-15-18. **See attached example permit list and instructions.**
- If there have been no new or substantially improved buildings built in the SFHA, please submit a letter stating so.
- Provide a description or standard operating procedure (SOP) of how the community receives, maintains, stores, and provides copies of elevation certificates including the County's procedure of how you deal with an incomplete or incorrect EC when submitted.

Activity 320 - Map Information Services:

- Provide a qualifying outreach project that shows publicity is being sent annually for this activity. The publicity requirement can be accomplished using any of the options listed in the *CRS Coordinator's manual*. Publicity must describe in a few words all the services being credited (MI1 thru MI7).
- Provide documentation showing that you are providing basic information found on the FIRM which is required for MI1 credit. For additional MI credit, provide documentation for other elements of this activity.

- Provide records or a log from the past year documenting the map information service is being implemented. The log must show that all MI elements credited are being discussed.
- Provide a written description of how you maintain your Flood Insurance Rate Maps. This includes annexations, new subdivisions, LOMCs, etc.
- Provide face copies or digital photos of all FIRM's used by County, past and present. Digital photos can be taken at the visit by the Specialist instead of making copies.

Activity 330 - Outreach Projects:

- For OP credit, provide copies of all outreach projects that are conducted annually as part of the CRS program and the mailing list for properties receiving targeted outreach credit.
- For each outreach project, please indicate which topic(s) are being covered.

Activity 340 – Hazard Disclosure:

- For DFH credit, provide copies of completed disclosure notices from at least five local real estate agencies showing that they are advising potential property purchasers of the flood hazard and the flood insurance purchase requirement, if available.
- For ODR credit, provide the ordinance for other disclosure requirements and the document(s) that show enforcement.

Activity 350 – Flood Protection Information:

- For LIB credit, provide a list of FEMA flood protection publications or other qualifying publications and a list of locally pertinent documents available in your local public library.
- For WEB credit, provide the community flood page link.

Activity 360 – Flood Protection Assistance:

- Please provide a copy of document that the County uses to publicize all elements of this activity.
- Provide information on how site visits are conducted with records noting the date and type of assistance given. The records must include the details of the findings and recommendations provided to the inquirer.
- Provide a description of the technical qualifications for those persons providing the service for each element. The description must include which staff will be making site visits and why they are qualified to make recommendations.
- Note: Please remember this is not the same information that is provided for Activity 320.

Activity 420 - Open Space Preservation:

- For OSP credit, provide a description of the parcels preserved as open space. This **must be a map and parcel list** that notes which parcels also qualify for DR, NFOS, or SHOS credit. Indicate on the parcel list the 10 largest acreage parcels.
- For each parcel that is preserved as open space because of ownership, provide documentation that the owner will keep the parcel open.

- For each parcel that is preserved as open space because of a regulatory requirement provide the ordinance language that prohibits structures and fill in part or all of the regulatory floodplain.
- For each parcel that is preserved as open space outside the SFHA, provide documentation showing that floodplain regulations are in effect in the area.
- For DR credit, for each parcel that has a qualifying deed restriction, provide a copy of the deed or other legal restriction language. The language that qualifies the parcel for DR must be marked on the deed.
- For NFOS credit, provide for each creditable parcel, documentation that supports credit under NFOS1 and any additional credit requested. The document must describe the natural floodplain functions of the parcel.
- Provide a memo, letter or form signed by a professional in a natural science such as botany, biology, forestry, or landscape architecture stating that these areas are preserved as natural and beneficial areas.
- For OSI credit, provide the ordinance language for each regulatory requirement.
- For LZ credit, provide for each LZ value, the zoning ordinance language that explains the density requirement.
- For extra credit for low-density zoning in flood-prone areas outside the SFHA, provide documentation showing that floodplain regulations are in effect in these areas.
- An impact adjustment map that includes the SFHA must be provided for each element credited. Each element can be on the same map as long as each element is clearly represented and the acreage amount for each element is listed.

Activity 430 – Higher Regulatory Standards:

- For DL credit, provide the ordinance that adopts the regulatory standard and development or permit records that show the regulation is applied.
- For CSI credit, provide proof of tracking.
- For other elements, provide a copy of your Flood Prevention Ordinance, with the provisions for higher regulatory standards **marked and tabbed**. In addition, for each creditable higher standard such as LDP, provide permit records that show the higher regulatory standard is being enforced.
- For RA credit, provide copies of certifications, permit records and/or letters for each appropriate element. Please mark each item provided with the appropriate acronym.

Activity 440 – Flood Data Maintenance:

- For AMD credit, provide copies or examples from your current GIS program that shows the regulatory floodplain, corporate limits, streets, and parcels/lots, etc. for the County.
- Briefly explain (memo) how your maps are updated in daily floodplain management and how often they are updated.

Activity 450 – Stormwater Management:

- For SMR and WMP credit, please complete and return the Stormwater Management activity check sheet provided and include the documentation showing enforcement of these elements. SEE ATTACHED Checklist.

- Provide five sets of plans for current development for erosion and sediment control plans for ESC credit with the ordinance that enforces each item.
- Provide a list of five water quality facilities within the County and the as-built plans for each.

Activity 501 – Repetitive Loss:

- The County now has 19 Repetitive Loss properties. Provide a copy of your 2018 outreach letter to the repetitive loss areas if it applies, along with the distribution list (address list), a map of your Repetitive Loss areas, and the cause of flooding for each area.
- Do not map individual Repetitive Loss properties, only the Repetitive Loss areas.
- A signed 501 Repetitive Loss requirements sheet is also needed.

Activity 510 – Floodplain Management Planning:

- If your community has a current up-to-date floodplain management plan or hazard mitigation plan that is not approaching or is over 5 years old submit a copy of that plan along with a completed activity worksheet (**see attached**) and the resolution adopting that plan. If this plan has been approved by your FEMA Region, please include a copy of the approval letter.
- **Provide a copy of the annual progress report**, documentation showing the report has been provided to your governing body and made available to local media.

Activity 540 – Drainage System Maintenance:

- Provide a sample of inspection and maintenance records kept for maintenance activities on the open natural channel drainage system.
- Provide an updated 2018 Standard Operating Procedure (SOP) for your drainage system maintenance program that meets the requirements for CRS credit.
- Provide a list (preferably in Excel) of all components of your drainage facilities and an impact adjustment map indicating where drainage is and is not maintained (see specific mapping standards in section 542.a.). The map should show all channels and storage basins in the developed part of the city and identifies which channels and facilities are covered by the channel and basin debris removal program.
- Provide a completed and signed 540-EHP form. See attached.
- If the County has a Capital Improvements Plan for drainage system improvements please provide a copy of that plan. For full CIP credit, provide an engineering analysis that identifies the problem and provides a solution.
- Provide a list of chronic flooding areas within the city that requires additional maintenance. These areas can be listed in your SOP and should also be mapped.
- Provide a copy of the regulation prohibiting dumping in the drainage system and, if publicized, a copy of the outreach project.

Activity 610 – Flood Warning Program:

- Please complete the activity worksheet and attach the appropriate documentation showing that the County continues to provide timely identification of impending flood threats (FTR), disseminates warnings to appropriate floodplain residents (EWD), coordinates flood response activities (FRO) and coordinates flood warning and

response activities with critical facilities (CFP). All documentation provided must be appropriately marked showing which element it represents.

- Provide a copy of the outreach material used to tell people how they will be warned and the safety measures they should take. If the outreach material is also credited under Activity 330 (Outreach Projects).
- Provide a description of the flood exercise, drill, or response to an actual emergency or disaster response conducted during the previous year. The description must include a list of who participated, lessons learned, and any recommendations for changes to the system. A copy of the after-action report or any similar report for any actual response is required.
- A copy of the 3 stage flood inundation map must be provided.
- *Please note that in order to receive any 610 credit you must receive some credit for each element (FTR, EWD, FRO and CFP).*

All letters or written descriptions requested should be on County letterhead and signed by appropriate staff.

Several activities require an activity worksheet to be completed. Please remember to completely fill in the Activity Checklists and indicate for each element where to find the corresponding documentation (chapter, section number, page number, etc.). All incomplete checklists will be sent back for completion.

Map note: All maps produced for CRS Activities must include at least the following basic information; map title, regulatory floodplain with acreage, street names, parcels, and map date.

You may submit documentation in hard copy or in digital format. If hard copy, please separate the material by activity. If digital, please submit the material on a CD or USB drive. Your digital material should be separated by activity and in PDF format with the exception of spreadsheets. Those can be submitted in Excel.

If possible, please reserve a conference type room with a large table and a power supply for a laptop computer. During the course of our meeting we will most likely be reviewing maps and other paperwork and it is helpful that we have a large table available.

Since your last CRS verification visit, you may have implemented additional CRS activities that may receive additional credit and are not included in the above list. Please review the 2017 CRS Coordinator's manual, particularly the documentation sections, which will identify what is required for each activity if you wish to receive credit for them. If you need any additional information or assistance, please feel free to contact me at (404) 825-3003 or by e-mail at bcarpenter@iso.com .