

RESOLUTION NO. 2024-05

A RESOLUTION APPROVING THE SCOPE OF WORK FROM GSI WATER SOLUTIONS, INC. FOR A DRINKING WATER PROTECTION PLAN & AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the City of Rockaway Beach was awarded a State grant from the Safe Drinking Water Revolving Loan Fund for the Drinking Water Source Protection Plan project; and

WHEREAS, the City seeks to engage with GSI Water Solutions, Inc. for assistance in its efforts to develop a Drinking Water Protection Plan (DWPP) and to explore the potential for acquiring land or establishing conservation easements in its source water area (Jetty Creek Watershed); and

WHEREAS, the Rockaway Beach Code Chapter 30 provides that the City Council delegates contracting power to the City Manager for items up to \$75,000.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby approves the Scope of Work and Fee Estimate from GSI Water Solutions, Inc. for the Drinking Water Protection Plan for the City of Rockaway Beach, attached as Exhibit A, and authorizes the City Manager to execute a Professional Services Agreement for the project.

Section 2. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 10TH DAY OF JANUARY 2024.

APPROVED


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder



Scope of Work and Fee Estimate

To: Luke Shepard, City of Rockaway Beach

From: Suzanne de Szoeki, GSI Water Solutions, Inc.
Ronan Igloria, GSI Water Solutions, Inc.

Date: December 6, 2023

RE: Proposed Scope of Work – Drinking Water Protection Plan for the City of Rockaway Beach

Dear Luke:

Based on our recent conversations, GSI Water Solutions, Inc. (GSI) understands that the City of Rockaway Beach (City) has been awarded funding to develop a Drinking Water Protection Plan (DWPP) and to explore the potential for acquiring land or establishing conservation easements in its source water area (Jetty Creek Watershed). The City would like assistance with these efforts. GSI is excited about applying its expertise in drinking water protection to help the City.

GSI has experience developing DWPPs for communities on the Oregon coast. GSI assisted the City of Yachats with development of its DWPP, which the Oregon Department of Environmental Quality (DEQ) and Oregon Health Authority (OHA) approved in 2021. The State's letter of approval described the plan as "well-organized and thorough" and stated that "Yachats' plan will now serve as an outstanding example for other water systems interested in developing their own protection plans." Following plan approval, GSI helped the City of Yachats secure additional Drinking Water Source Protection funding from OHA and DEQ to implement actions in the plan. GSI also assisted the City of Toledo in developing a Drinking Water Protection Plan, which OHA and DEQ approved in October 2023, and is currently assisting the City of Lincoln City. In addition to source water protection experience, GSI has extensive experience working on water management projects on the Oregon coast, such as Water Management and Conservation Plan development, Mid-Coast Water Planning Partnership technical report development and facilitation, and Mid-Coast Water Conservation Consortium activities project management.

Scope of Work

To meet state requirements for approval, a DWPP must identify risks to the City's water supply, describe strategies to reduce or mitigate risks to the water supply in the future, present a plan for implementing the selected drinking water protection activities, and describe how the City will respond in the event of a reduction or loss of water supply. The process of developing the DWPP must involve stakeholder participation and public outreach, but the City will make the ultimate decisions. The following tasks describe the proposed scope of work to develop the DWPP for the City.

PROPOSED SCOPE OF WORK – DRINKING WATER PROTECTION PLAN FOR THE CITY OF ROCKAWAY BEACH

Task 1 – Form a Planning Team and Facilitate Meetings

GSI will work with the City to form a DWPP Team of representative stakeholders that will provide input during the planning process. GSI will coordinate with the City to identify potential members, reach out to those potential members and collaborate with the City to encourage participation in the DWPP Team, and compile a contact list of individuals willing to participate in the planning process.

GSI proposes to facilitate up to eight meetings, consisting of six virtual Team meetings and two hybrid public meetings. GSI will attend one City Council meeting in-person to discuss the DWPP. Facilitation of DWPP Team meetings will involve GSI coordinating meeting times, developing meeting agendas, and developing and distributing necessary meeting materials. Facilitation of the two hybrid public meetings will involve GSI coordinating meeting times and places, providing outreach materials to the City to advertise the meetings, educating the public about the project, seeking input, developing meeting agendas and meeting materials, and taking meeting notes.

Deliverables will include a list of Team members with their contact information, DWPP Team meeting agendas and content, outreach materials for public meetings, and summaries of public meeting input.

Task 2 – Develop a Drinking Water Protection Plan

GSI will help the City develop a DWPP that meets the requirements of DEQ and OHA with input from the DWPP Team. GSI will review, gather, analyze, summarize, and develop critical information for the DWPP. This will involve utilizing the City's Updated Source Water Assessment for the Jetty Creek watershed as a starting point. Tasks will include the following:

- Review the City's Updated Source Water Assessment details on risks (potential contaminant sources) to drinking water in the current source water area and future source water area (if applicable and known). Identify risks that are not included in the Updated Source Water Assessment or risks that require additional details/information from DEQ or OHA based on input from the DWPP Team and available relevant documents. Risks to water quantity and water quality will be generally described in the DWPP; data analyses will not be part of the risk assessment. GSI's understanding is that the City has an engineer that can provide input on the water treatment plant's adequacy to address particular risks.
- Generate updates to the Updated Source Water Assessment information, such as GIS-based maps of risks (if needed; with anticipated assistance from DEQ) and the list of potential contaminant sources.
- Prioritize source water risks, including current and future risks.
- Develop strategies to address risks.
- Develop a near-term implementation plan for strategies that identifies key partners, responsible parties involved, and a proposed timeline.
- Compile a list of potential funding sources.
- Develop a contingency plan containing elements under OAR 333-061-0057(5) describing how the City intends to prepare for and respond to potential reductions or loss of their current drinking water sources. GSI will utilize existing City documents and staff knowledge to develop the contingency plan.
- Develop a plan section that addresses other potential future water sources to meet growing demands if applicable and known, including any assessment of risks to future sources and strategies to reduce these risks.

The deliverables would be a draft DWPP for review by the DWPP Team, a Final Draft DWPP for approval by DEQ and OHA that includes all required components, a redline Final Draft DWPP that responds to DEQ and OHA comments if needed, and a Final DWPP. This effort assumes that OHA and DEQ will have minimal comments. Two hard copies of the Final DWPP and an electronic version will be provided to the City.

PROPOSED SCOPE OF WORK – DRINKING WATER PROTECTION PLAN FOR THE CITY OF ROCKAWAY BEACH**Task 3 - Facilitate Exploration of the Potential for Land Acquisition and/or Conservation Easements**

GSI will assist the City with exploring the potential for acquiring land or establishing conservation easements in its source water area. GSI will help facilitate meetings with the major timber companies in the source water area as budget allows and assuming up to one (1) in-person trip to the City and the other meetings involving virtual facilitation. Facilitation will include conducting necessary research to prepare for the meeting, preparing meeting materials, and conducting follow-up. If any private landowners are interested in land acquisition or conservation easements, GSI will help conduct initial steps in due diligence for the properties as budget allows, which could include such activities as collecting maps and title reports, investigating past uses, considering potential uses, and exploring appraisals. Throughout the exploration process, GSI will collaborate with organizations that have been working thus far with the City on the effort about the outreach strategy, potential resources, and initial steps in due diligence.

The deliverables would be products from meetings (e.g., meeting materials and notes), and if due diligence is conducted, a summary of findings from initial due diligence assessments.

Task 4 – Facilitate Source Water Protection Plan Development Advisory Committee Meetings

GSI proposes to facilitate up to six Source Water Protection Plan Development Advisory Committee meetings, consisting of five virtual meetings and one in-person meeting. Facilitation will include providing progress reports to the Advisory Committee on development of the DWPP and gathering input during the DWPP development process, including input on content in DWPP sections and the draft DWPP.

Deliverables will include meeting agendas and content, as well as DWPP development progress reports. Our understanding is that the City will generate Advisory Committee meeting minutes

Fee Estimate

GSI will conduct this work based on time and materials. The estimated budget for this project is \$61,100. The table below presents the estimated budget by task. Budget by task may vary; however, the overall budget will not be exceeded without prior authorization from the City. GSI's 2024 labor rates are attached.

Tasks	Budget Estimate
Task 1 – Form a Planning Team and Facilitate Meetings	\$24,300
Task 2 – Develop a Drinking Water Protection Plan	\$17,700
Task 3 – Facilitate Exploration of a Potential Land Acquisition and/or Conservation Easement	\$8,000
Task 4 – Facilitate Advisory Committee Meetings	\$11,100
Project Total	\$61,100

PROPOSED SCOPE OF WORK – DRINKING WATER PROTECTION PLAN FOR THE CITY OF ROCKAWAY BEACH

Schedule

We are prepared to begin work upon receiving authorization to proceed, and the work is projected to last through 2025. The following are estimated milestones with “meetings” generally referring to both Team meetings and Advisory Committee meetings:

- February 2024: Begin forming a DWPP Team
- March 2024: Project kickoff and Risk identification meetings
- April 2024: Risk identification and prioritization meetings
- May 2024: Risk prioritization and strategy brainstorming meetings
- June 2024: First public meeting
- July 2024: Strategies meetings
- August 2024: Implementation plan meetings
- September/October 2024: Draft DWPP meetings, including contingency plan and future source discussions
- November/December 2024: Second public meeting
- January/February 2025: Incorporate input into Draft DWPP, seek Advisory Committee review of the updated Draft DWPP, and present key points of the Draft DWPP to City Council
- March 2025: Final Draft DWPP submitted to OHA and DEQ for approval

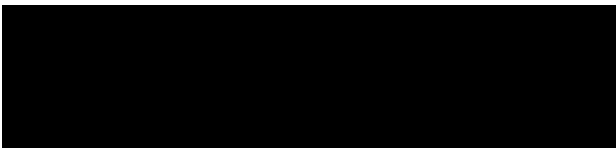
Upon receiving approval from OHA and DEQ, GSI will provide an approved Final DWPP to the City.

Facilitating the exploration of the potential for a land acquisition or conservation easement can begin in tandem with the DWPP estimated schedule, such as around the time of the Strategies Team meeting or the Draft DWPP Team meeting, or following submittal of the Final Draft DWPP to OHA and DEQ, depending on the preference of the City. The exact schedule will depend upon opportunities that arise. This effort will be completed by November 2025, which will accommodate the anticipated timeline of the land acquisition/conservation easement exploration effort.

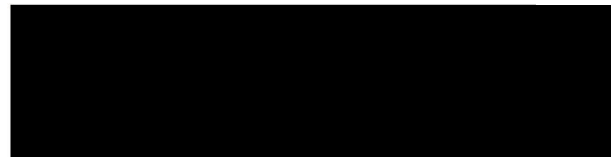
Thank you for this opportunity to help the City develop a Drinking Water Protection Plan and work towards protecting its water source through land acquisition or conservation easements. We look forward to hearing from you. If you have any questions, please contact me at 541-257-9006 or sdeszoeke@gsiws.com.

Sincerely,

GSI Water Solutions, Inc.



Suzanne de Szoeki
Water Resources Consultant



Ronan Igloria
Principal Water Resources Consultant

Enclosure: GSI 2024 Labor Fee Schedule



2024 GSI Fee Schedule

Labor Category	Hourly Rate
Technical Professionals	
Principal	\$200 – \$270
Supervising	\$190 – \$230
Managing	\$170 – \$195
Consulting	\$150 – \$175
Project	\$135 – \$155
Staff	\$110 – \$140
Other Services	
GIS/Graphics/Database	\$120 – \$175
Editor/Documents	\$120 – \$145
Administration	\$85 – \$120

The hourly rate for trial preparation and expert witness testimony is 1.5 times the standard billing rate shown above.

Expenses

- **Mileage:** IRS authorized rate/mile plus 10 percent markup
- **Direct expenses and outside services:** Cost plus 10 percent markup
- **Enterprise GIS:** \$100 per month for the duration of use