

RESOLUTION NO. 2024-23

A RESOLUTION APPROVING A PROPOSAL FROM HBH CONSULTING ENGINEERS FOR WATER & WASTEWATER CAPITAL IMPROVEMENT PLAN UPDATES AND SYSTEM DEVELOPMENT CHARGE STUDY

WHEREAS, the City seeks to obtain updates to its Water and Wastewater Capital Improvement Plans (CIPs), as well a Water and Wastewater System Development Charge (SDC) Study for assistance in its efforts to update its water and sewer SDC methodology and determine reasonable system development charges; 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.

WHEREAS, the City has received a proposal from HBH Consulting Engineers for the completion of updates to its Water and Wastewater Capital Improvement Plans (CIPs), as well a Water and Wastewater SDC Study for the City of Rockaway Beach in the total estimated amount of \$55,334 for time and materials.


NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby approves the proposal from HBH Consulting Engineers to update Water and Wastewater Capital Improvement Plans, as well as applicable Systems Development Charges (SDCs) ordinance and amounts, attached as Exhibit A.

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

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

APPROVED



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder



501 E First Street
Newberg, Oregon 97132
phone 503-554-9553
fax 503-537-9554

March 29, 2024

Luke Shepard
City Manager
City of Rockaway Beach

Re: Water and Wastewater CIP and SDC Updates Proposal

Dear Luke,

Per your request, HBH Consulting Engineers, Inc. would be pleased to provide services to update your Water and Wastewater Capital Improvement Plans (CIPs), as well as to update the applicable Systems Development Charges (SDCs) ordinance and amounts. SDC methodology will consider ADUs. There are four different scope sections in this proposal.

Project Management – **Overall Project Management**
Subproject A – **Water CIP Update**
Subproject B – **Wastewater Evaluation and CIP Update**
Subproject C – **SDC Evaluation and Update**

The Water Master Plan and Wastewater Facilities Plan are both still current based on OHA and DEQ rules, but some things have changed around the City. Rockaway Beach would like to update their documentation, particularly the Capital Improvement Plans, so the SDCs can be updated.

Project Management

This represents the project management for the three subprojects. This includes the following:

- 1.1 – Kick-off meeting
- 1.2 – Project management, billing report, and invoices
- 1.3 – Two technical advisory meetings (with City staff at major milestones)
- 1.4 – Public Meetings as required for the adoption of the CIP and SDC documents

Subproject A: Water CIP Update

The focus of this Water CIP update is to evaluate the effects of adding new developments and how drought is affecting the community. This update will result in an updated CIP that can be used to compute new SDC fees.

Task A.1 – Gathering & Reviewing Background Information

- *A.1.1 – Background data collection*
HBH will collect all City available information that we do not already have.
- *A.1.2 – Review of existing documents*
The following documents will be reviewed:
 - Water Master Plan
 - SDCs
 - Planned Subdivisions

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Task A.3 – System Capacity Analysis for Growth

HBH will evaluate how much demand will be developed by new growth. This task will also evaluate major system components to ensure there is capacity for this growth. A distribution system model should not be required and is not included in this scope.

Task A.4 – Update Capital Improvement Plan

HBH will work with City staff to update the existing CIP and add the items discussed about the WWTP and potential bypass line. These costs will be brought up to the current date.

Task A.5 – Tech Memo

The above tasks will be summarized in a technical memorandum detailing the impacts of development, specific improvements identified and an updated CIP.

Subproject B - Wastewater CIP update

The main focus of this wastewater CIP update is to evaluate the effects of adding new developments on the community. This update will also add WWTP deficiencies as presented by the City to the CIP and update costs. This will be used to create new SDC fees.

Task B.1 – Gathering & Reviewing Background Information

- *B.1.1 – Background data collection*
HBH will collect all City available information that we do not already have.
- *B.1.2 – Review of existing documents*
The following documents will be reviewed:
 - Wastewater Master Plan
 - Planned Subdivision
 - SDCs

Task B.2 – WWTP Evaluation

The City will outline what replacements and upgrades are needed at the treatment plant and these will be documented.

Task B.3 – System Capacity Analysis for Growth

HBH will evaluate how many houses feed into the sewer at any given point from the new subdivision to the WWTP to determine if the new flows and adding additional development causes any bottle necks. If an additional line is needed a bypass line will be considered. This task will also evaluate to see if there is enough capacity in the WWTP for the new flows.

Task B.4 – Update Capital Improvement Plan

HBH will work with City staff to update the existing CIP and add the items discussed about the WWTP and potential bypass line. These costs will be brought up to the current date.

Task B.5 – Tech Memo

The above tasks will be summarized in a Tech memo explaining what is needed in the WWTP, the impacts of development, and an updated CIP.

Subproject C – Update SDCs

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Task C.1 – SDC Eligibility

This task evaluates the eligibility % of each Capital Improvement with regards to SDC fees vs. existing customers.

Task C.2 – SDC Budget & per Connection Amounts

This task will calculate the SDC per ADU based on the SDC eligibility amounts previously calculated.

Task C.3 – SDC Draft Ordinance

HBH will draft an SDC ordinance based on the findings from previous texts. It will be intended for the City to finalize and based on the City's last SDC ordinance. SDC ordinance will be designed around ADUs.

Associated Fees

2024 Rockaway Beach CIP and SDC Updates				PIC	PM	PE	Hours	Subtask Cost	Overall Costs			
Project Management									\$10,452			
PM	Project Management and Meetings						83	\$10,452	\$10,452			
	1.1	Kickoff			4	4	8	16	\$1,976			
	1.2	Monthly Updates/Invoices			6	3		9	\$1,164			
	1.3	2 TAC Meeting			10	10		20	\$2,560			
	1.4	Public Meetings			10	20	8	38	\$4,752			
Subproject A - Water CIP Update									\$15,636			
A.1	Gathering & Reviewing Background Information						28	\$3,438	\$3,438			
	A.1.1	Background Data				8	10	18	\$2,182			
	A.1.2	Review Existing Documents			2	8		10	\$1,256			
A.2	System Capacity Analysis for Growth						2	12	20	34	\$4,132	\$4,132
A.3	Update Capital Improvement Plan						2	20	24	46	\$5,600	\$5,600
A.4	Technical Memo						2	12	6	20	\$2,466	\$2,466
Subproject B - Wastewater CIP Update									\$17,246			
B.1	Gathering & Reviewing Background Information						28	\$3,438	\$3,438			
	B.1.1	Background Data				8	10	18	\$2,182			
	B.1.2	Review Existing Documents			2	8		10	\$1,256			
B.2	WWTP Evaluation						1	10	2	13	\$1,610	\$1,610
B.3	System Capacity Analysis for Growth						2	12	20	34	\$4,132	\$4,132
B.4	Update Capital Improvement Plan						2	20	24	46	\$5,600	\$5,600
B.5	Technical Memo						2	12	6	20	\$2,466	\$2,466
Subproject C - SDC Update									\$12,000			
C.1	SDC Eligibility						2	20	16	38	\$4,648	\$4,648
C.2	SDC Budget & per Connection Amounts						2	20	12	34	\$4,172	\$4,172
C.3	SDC Draft Ordinance						2	12	12	26	\$3,180	\$3,180
Total									\$55,334			

If the above meets with your approval, please sign and return a copy to HBH.

Accepted by: _____

Date: _____

Sincerely,

HBH Consulting Engineers, Inc.

Matthew Del Moro, PE

Principal