

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
September 13, 2016
SEAFORD CITY HALL - 414 HIGH STREET

- 7:00 P.M.** - Mayor David Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Approval of minutes of the regular meeting on August 23, 2016.

CORRESPONDENCE:

1. Letter from the Spade & Trowel Garden Club, Inc.
2. Letter from Delmarva Power in reference to the 69(kV) Transmission line rebuild.

NEW BUSINESS:

1. Present the proposal from George, Miles, & Buhr for the Seaford WWTF - Upgrade & Expansion Preliminary Engineering Report (PER) which is a part of our NPDES permit compliance schedule.
2. Present the Resolution Authorizing the Preparation and Submission of an application to the DE DNREC, Financial Assistance Branch for participation in the Wastewater Project Planning Advance No-Match Required, to develop an Upgrade and Expansion Preliminary Engineering Report (PER) for the Seaford Wastewater Treatment Facilities.
3. Present the Project Planning Advances for Wastewater, Surface Water, and Drinking Water Projects application for the funding of the WWTF - Upgrade & Expansion Preliminary Engineering Report (PER).
4. Rick Garner, Electrical Engineer to present background information for the Letter of Agreement with Ecogy Solar for the Seaford Meadows site.
5. Trisha Newcomer, ED Manager to present Economic Development Committee recommendation on request from Seaford Development Associates, Inc. for Real Estate Tax Abatement.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

September 13, 2016

New Business (Continued):

6. Berley Mears, Director of Public Works to present bids for water main materials.
7. Berley Mears, Director of Public Works to present information on the Employee Parking area for Hooper's Landing Golf Course and the repairs to the manhole on Market Street.
8. Mayor Genshaw, Asst. City Manager Charles Anderson, ED Manager Trisha Newcomer, and Lynn Brocato to present report on attendance at the Main Street Now Conference.
9. Charles Anderson, ACM to present information for procuring materials to have staff build a parklet for use on High Street and as a bandstand in Gateway Park.
10. City Manager's recommendation to appoint Charles Anderson, Asst. City Manager as the Alternate Director for Seaford on the DEMEC Board.
11. Request for a bidding waiver for SVFD equipment to be purchased with Community Trust Fund (CTF) provided by Representative Short.

OLD BUSINESS:

1. Discuss options for the new Mission Statement for the City of Seaford.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. DEMEC annual dinner meeting, Dover Downes, 9/21 @ 5:30 p.m.
2. Seaford Police Community Night Out, Seaford Police Department, 300 Virginia Avenue, 9/29 from 5 p.m. until 8 p.m.
3. Sussex County Comprehensive Plan meeting, sussexplan.com Seaford Fire Hall, 9/29 from 4:30 p.m. until 7 p.m.

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AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL
September 13, 2016

COMMITTEE REPORTS:

- 1. Police & Fire - Councilwoman Leanne Phillips-Lowe**
- 2. Administration - Councilman Orlando Holland**
- 3. Code, Parks and Recreation - Councilwoman Grace Peterson**
- 4. Public Works & WWTF - Councilman William Mulvaney**
- 5. Electric - Councilman Dan Henderson**

Mayor Genshaw solicits a motion to adjourn the regular council meeting.

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

C-1
9/13/16



The Spade & Trowel Garden Club, Inc.
P.O. Box 1544
Seaford, DE 19973

August 29, 2016

Dear Mayor Genshaw,

Please accept our sincere appreciation for your support of the Seaford Spade & Trowel Garden Club's Community Beautification Project.

Our Club members hope you enjoy the recognition sign that is made for placing in one of the pots, in the garden or in a window at City Hall.

We are pleased that this worthwhile project continues to expand. As you know, our Club members are now planting two bridges, numerous business pots, and beginning to plan and implement projects to beautify the grounds at the historic Governor Ross Mansion.

In addition to your efforts in spearheading this project, we also are delighted that you have continued your support each year. We look forward to working with you toward a "beautiful" future for Seaford and its environs.

With All Best Wishes,

Carol Gould Johnson
President

Patricia Villani
First Vice President
& Chair, Community Beautification Committee

Our Beautification Planning Team members:

- Carol Johnson
- Carol Kinsley
- Mary Noel
- Patricia Villani

Delmarva Power
PO Box 1739
Salisbury, MD 21802
800.375.7117

delmarva.com

C-2
9/13/16

August 29, 2016

1087
SEAFORD CITY OF
PO BOX 1100
SEAFORD DE 19973

Dear Valued Customer,

To improve electric service in western Sussex County, Delmarva Power will rebuild a 69 kilovolt (kV) transmission line along established right-of-way between Seaford and Laurel, Del. Construction on the project is expected to begin in October 2016 and be completed by March 2017. We are informing residents who live near the line about this project, which features the modernization of infrastructure including the installation of steel poles, new conductors and fiber optic cable.

Delmarva Power will make every effort to minimize, if not avoid, any disturbance to properties near the work area. You may have noticed that we have already started some survey and other utility-related work in the right-of-way in preparation for this rebuild project.

Over the last five years, Delmarva Power has invested more than \$550 million into its electric system and customers are benefiting from those investments, which have produced a 17 percent drop in the number of outages and a 44 percent increase in the speed in which outages are restored. The Seaford to Laurel project is one of several transmission upgrade projects that are planned for the Delmarva Peninsula over the next several years, all of which are designed to maintain safe and reliable electric service. Thank you for your patience and understanding as we modernize the region's electrical system and improve customer service reliability. The enclosed fact sheet provides more details on the project along with company contact information.

Sincerely,



Jim Smith, Senior Public Affairs Manager
Delmarva Power

DELMARVA POWER TO IMPROVE RELIABILITY WITH NEW TRANSMISSION PROJECT

Seaford to Laurel Overview

Delmarva Power is committed to provide safe and reliable electric service to more than 500,000 customers in Delaware and Maryland. We have a long tradition of community service and look forward to continuing to be a good neighbor and a reliable source of energy for our customers.

To maintain reliable electric service in Sussex County, Delmarva Power will rebuild a 69 kilovolt (kV) transmission line along established right-of-way between Seaford and Laurel, Del.

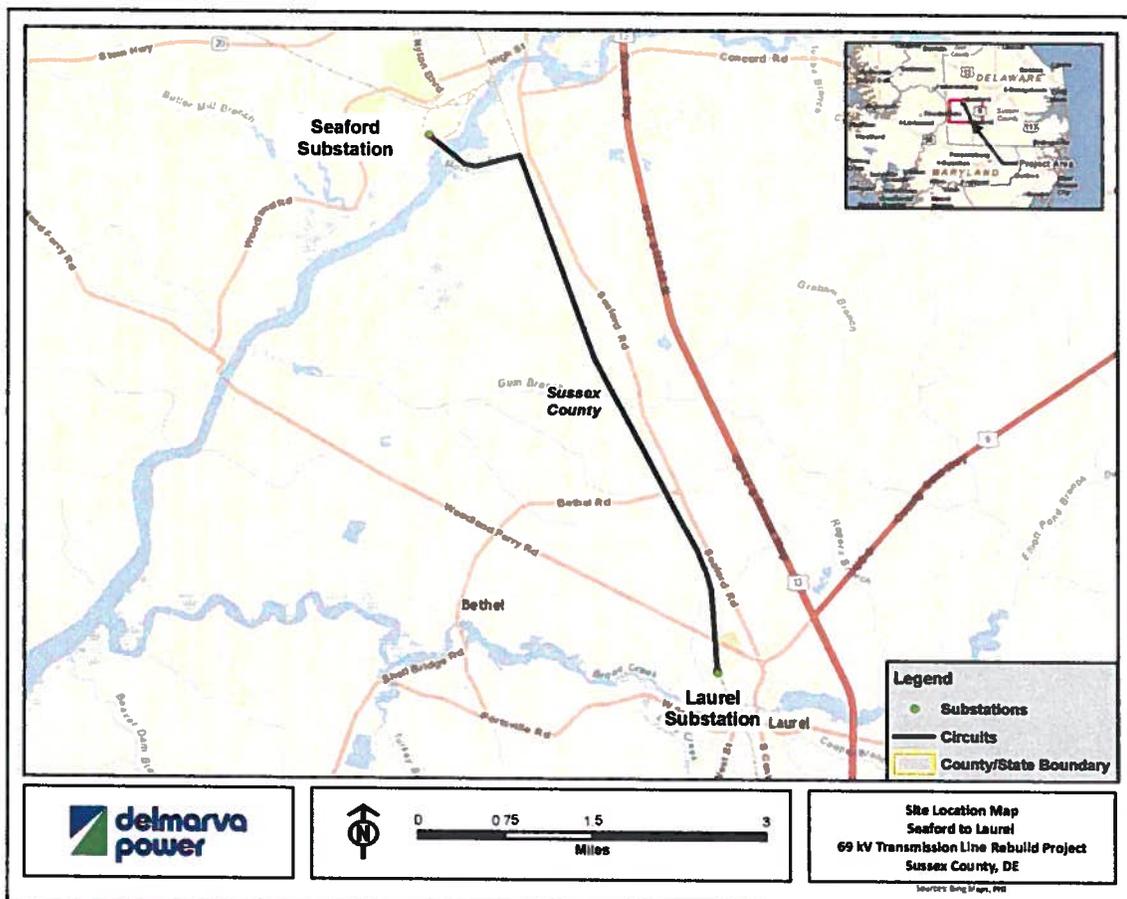
The project is intended to improve electric service reliability and features modernization of infrastructure which includes installation of steel poles, new conductors and fiber optic cable.

The rebuild of the approximately six mile transmission line is needed to provide transmission system redundancy in western Sussex County and Dorchester County, Md.

In addition, most of the current infrastructure was built in the mid-1950s. Delmarva Power determined that the replacement of the infrastructure, such as poles, wires and associated equipment is required to maintain the reliability of the transmission system.

Over the last several years, Delmarva Power has invested more than \$550 million to strengthen its transmission and distribution systems to improve electric service reliability. Improvements include the construction of new power lines, substations and other electrical infrastructure.

“This work will enhance electric service reliability and ensure that we continue to meet our customers’ needs,” said John Allen, Delmarva Power region vice president. “This project is one of numerous infrastructure improvements planned throughout our service territory over the next several years.”





GEORGE, MILES & BUHR, LLC

N.B.1
9/13/16



ARCHITECTS
ENGINEERS

400 HIGH STREET
SEAFORD, DE 19973
PH: 302.628.1421
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SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com



July 29, 2016

City of Seaford
414 High St.
P.O. Box 1100
Seaford, DE 19973

Attn: Berley A. Mears, III

Re: Seaford WWTF – Upgrade & Expansion
Preliminary Engineering Report (PER)
Seaford, Delaware

Dear Mr. Mears:

We are pleased to submit this letter of agreement for professional engineering services for developing a planning level study for expansion and upgrade of the City's existing wastewater treatment facility (WWTF). The study will entail preparation of a preliminary engineering report (PER) addressing the liquid and solids waste streams as well as effluent disposal options. It is understood that the City of Seaford may wish to apply for a Project Planning Advance with the State of Delaware DNREC to fund this planning work effort. Accordingly, the format of the PER document will be consistent with the Interagency requirements document attached to this proposal letter.

PROJECT UNDERSTANDING:

The City of Seaford owns and operates a wastewater treatment facility with a rated hydraulic capacity of 2.0 MGD. The State of Delaware's watershed implementation plan (WIP) mandates nutrient load reductions for point source discharges to waters of the State, which includes municipal WWTF outfalls. The City's recently issued NPDES permit for the WWTF includes final effluent limitations which reflect these nutrient load reductions mandated by the WIP. In accordance with the City's NPDES permit DE0020265, compliance schedule item C.1.a.3 requires that the City complete a planning study by January 31, 2017 for the expansion of the WWTF's treatment works and solids handling facility to comply with these new effluent limitations. The City has determined that the design parameter for the future expansion will be based on three (3) million gallons per day (MGD).

Under previous work efforts contracted by the City, GMB has completed the following planning work associated with the WWTF:

- 2006 – WWTP Expansion to a Capacity of 3.0 MGD
 - Covered liquid stream process only
 - Upgraded to ENR treatment level

JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGESON, PE
STEPHEN L. MARSH, PE
MICHAEL D. MCARTHUR, AIA
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. HELFRICH, AIA
VINCENT A. LUCIANI, PE
JERRY KOTRA
ANDREW J. LYONS, JR., PE
KATHERINE J. MCALLISTER, PE

- Planning level cost estimates (capital and present worth)
- Conceptual site plans and process schematics
- 2010 – Expansion of Biosolids Facility to a Capacity of 3.0 MGD
 - Detailed engineering report with cost estimates and drawings
- 2011 – Hooper's Landing Golf Course Effluent Irrigation
 - Site Selection and Evaluation Report
 - Evaluated possible effluent disposal capacity
 - No cost estimates were prepared

SCOPE OF SERVICES:

We propose to perform the following services in association with preparation of the PER for upgrading and expanding the Seaford WWTF:

1. Reformat information contained in previous work efforts to the Interagency requirements. Include additional information related to the project which is required by the Interagency format.
2. Update existing liquid stream alternatives to include advances made in technology since time of previous work. Update cost estimates and develop preliminary plan for construction of recommended alternative while existing facility is in operation.
3. Update cost estimates associated with biosolids expansion report. Verify with vendor that recommended alternative includes same features as proposed previously.
4. Develop cost estimates associated with spray irrigation of treated effluent at lands of the Hooper's Landing Golf Course. Continue to investigate option of exfiltration ponds at Golf Course.
5. Consider potential locations, sizing and costs for alternative rapid infiltration basin (RIB) based disposal options.
6. Consider potential locations, sizing and costs for alternative spray irrigation based disposal option.
7. Meetings: Attend, chair and issue minutes for up to four (4) meetings with the City in association with the report. Anticipated are: one (1) kick-off, two (2) technical and one (1) final review meeting. One of the technical meetings will likely include DNREC to discuss effluent disposal options.

It is assumed that the City will make available all records related to O&M costs associated with the existing treatment process and operational records related to both the liquid and solids treatment streams.

Also assumed is that they City continues to favor the recommended alternative noted in the Biosolids Expansion Study.

EXCLUSIONS:

Preparation of an Environmental Information Document (EID) for the recommended alternative. This document is required as part of a CWSRF loan application and also is a requirement of, and can be funded by, the DNREC Project Planning Advance. However, it is proposed that this work be contracted separately once the recommended alternative is known; particularly pertaining to the effluent disposal component.

In-situ field work or surveying associated with potential effluent disposal lands. Planning effort for exploring potential disposal options or lands will be at a "desktop study" level.

SCHEDULE:

We propose to begin this project within two (2) weeks upon our receipt of this signed proposal and estimate sixteen (16) weeks to complete.

FEE:

We propose to accomplish the above-indicated work for an estimated fee of \$60,000.00. Exhibit A is enclosed which shows an itemized manhour breakdown and derivation of fee. Billing would be based upon the actual hours expended, plus a fixed fee, i.e. cost-plus-fixed fee format. Billings will be submitted monthly as the work is accomplished.

If this proposal meets with your approval, please execute in the space provided below and return one (1) copy to our office as acceptance and notification to proceed.

If you have any questions, do not hesitate to contact me.

Sincerely,

George, Miles & Buhr, LLC



Judy A. Schwartz, P.E.
Sr. Project Director

CBD/JAS/ccd



GEORGE MILES & BUHR, LLC

Mr. Berley A. Meats, III
July 29, 2016
Page 2

Enclosures:
Interagency Memorandum Concerning PER Format
GMB Hourly Rate Schedule & General Conditions

ACCEPTED FOR CITY OF SEAFORD:

By: _____

Title: _____

Date: _____

EXHIBIT A - MANHOUR BREAKDOWN & DERIVATION OF TECHNICAL PAYROLL
 PER - UPGRADE & EXPANSION
 SEAFORD WASTEWATER TREATMENT FACILITY
 SEAFORD, DELAWARE

Work Task	Sr. Proj. Dir. J. Schwartz	Sr. Eng C. Derbyshire	Grad. Eng G. Anderson	CADD M. Dittich	Project Coordinator	Total
General Information to be included in PER	12	16	32	20	4	84
Biosolids Study - Cost Estimate Updates	4	20	8	4	-	36
Liquid End - Capital Cost Updates	-	4	12	-	-	16
Liquid End - Alternatives Review/Develop	4	20	20	4	-	48
Hoopers Landing Spray - Cost Estimate	10	20	20	12	-	62
RIB Alternatives w/Cost	4	8	16	4	-	32
Spray Irrigation Alternatives w/Cost	8	16	24	12	-	60
Assembly/Edit Final Report	12	12	16	8	-	60
Kick-Off Meeting	4	6	-	-	8	56
Technical Meeting w/City (Two Estimated)	10	16	12	-	3	11
Final Report Discussion Meeting	4	6	6	-	2	18
Total Hours	80	160	190	76	18	524
Hourly Rate	\$ 59.65	\$ 47.75	\$ 27.00	\$ 24.35	\$ 19.00	
Payroll	\$ 4,772	\$ 7,640	\$ 5,130	\$ 1,851	\$ 342	\$ 19,735

Technical Payroll	19,735
Overhead and Fringe @ 158%	31,181
Direct Expense	2,500
Subcontracts	-
Estimated Cost	53,415
Determination of Fixed Fee	
Technical Payroll - Total	19,735
Overhead - Total	31,181
Payroll + Overhead	50,915
Fixed Fee (13%)	6,619
Total Estimated Cost Plus Fixed Fee	\$ 60,034



January 16, 2013

INTERAGENCY MEMORANDUM

Attached is a document explaining recommended best practice for the development of Preliminary Engineering Reports in support of funding applications for development of drinking water, wastewater, stormwater, and solid waste systems.

The best practice document was developed cooperatively by:

- US Department of Agriculture, Rural Development, Rural Utilities Service, Water and Environmental Programs;
- US Environmental Protection Agency (EPA), Office of Water, Office of Ground Water and Drinking Water and Office of Wastewater Management;
- US Department of Housing and Urban Development (HUD), Office of Community Planning and Development;
- US Department of Health and Human Services, Indian Health Service (IHS);
- Small Communities Water Infrastructure Exchange;

Extensive input from participating state administering agencies was also very important to the development of this document.

Federal agencies that cooperatively developed this document strongly encourage its use by funding agencies as part of the application process or project development. State administered programs are encouraged to adopt this document but are not required to do so, as it is up to a state administering agency's discretion to adopt it, based on the needs of the state administering agency.

A Preliminary Engineering Report (Report) is a planning document required by many state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. The attached Report outline details the requirements that funding agencies have adopted when a Report is required.

In general the Report should include a description of existing facilities and a description of the issues being addressed by the proposed project. It should identify alternatives, present a life cycle cost analysis of technically feasible alternatives and propose a specific course of action. The Report should also include a detailed current cost estimate of the recommended alternative. The attached outline describes these and other sections to be included in the Report.

Projects utilizing direct federal funding also require an environmental review in accordance with the National Environmental Policy Act (NEPA). The Report should indicate that environmental issues were considered as part of the engineering planning and include environmental information pertinent to engineering planning.

For state administered funding programs, a determination of whether the outline applies to a given program or project is made by the state administering agency. When a program or agency adopts this outline, it may adopt a portion or the entire outline as applicable to the program or project in question at the discretion of the agency. Some state and federal funding agencies will not require the Report for every project or may waive portions of the Report that do not apply to their application process, however a Report thoroughly addressing all of the contents of this outline will meet the requirements of most agencies that have adopted this outline.

The detailed outline provides information on what to include in a Report. The level of detail required may also vary according to the complexity of the specific project. Reports should conform substantially to this detailed outline and otherwise be prepared and presented in a professional manner. Many funding agencies require that the document be developed by a Professional Engineer registered in the state or other jurisdiction where the project is to be constructed unless exempt from this requirement. Please check with applicable funding agencies to determine if the agencies require supplementary information beyond the scope of this outline.

Any preliminary design information must be written in accordance with the regulatory requirements of the state or territory where the project will be built.

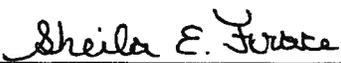
Information provided in the Report may be used to process requests for funding. Completeness and accuracy are therefore essential for timely processing of an application. Please contact the appropriate state or federal funding agencies with any questions about development of the Report and applications for funding as early in the process as practicable.

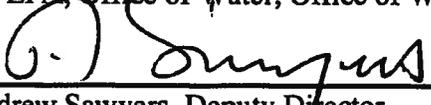
Questions about this document should be referred to the applicable state administering agency, regional office of the applicable federal agency, or to the following federal contacts:

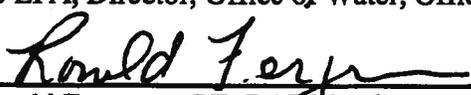
Agency	Contact	Email Address	Phone
USDA/RUS	Benjamin Shuman, PE	ben.shuman@wdc.usda.gov	202-720-1784
EPA/DWSRF	Kirsten Anderer, PE	anderer.kirsten@epa.gov	202-564-3134
EPA/CWSRF	Matt King	king.matt@epa.gov	202-564-2871
HUD	Stephen Rhodside	stephen.m.rhodside@hud.gov	202-708-1322
IHS	Dana Baer, PE	dana.baer@ihs.gov	301-443-1345

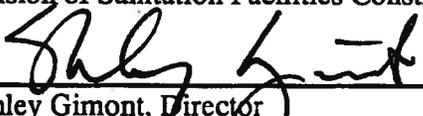
Sincerely,

 1/16/13
Jacqueline M. Ponti-Lazaruk, Assistant Administrator
USDA, Rural Development, Rural Utilities Service, Water and Environmental Programs

 01/16/13
Sheila Frace, Acting Deputy Director
US EPA, Office of Water, Office of Wastewater Management

 1/16/13
Andrew Sawyers, Deputy Director
US EPA, Director, Office of Water, Office of Ground Water and Drinking Water

 1/16/13
Ronald Ferguson, PE, RABM, Director
Division of Sanitation Facilities Construction, Indian Health Service

 1-16-13
Stanley Gimont, Director
Office of Block Grant Assistance, US Department of Housing and Urban Development

Attachment

WORKING GROUP CONTRIBUTORS

Federal Agency Partners	
USDA, Rural Development, Rural Utilities Service (Chair)	Benjamin Shuman, PE
EPA, Office of Water, Office of Ground Water and Drinking Water	Kirsten Anderer, PE
EPA, Office of Water, Office of Ground Water and Drinking Water	CAPT David Harvey, PE
EPA, Office of Water, Office of Wastewater Management	Matt King
EPA, Office of Water, Office of Wastewater Management	Joyce Hudson
EPA, Region 1	Carolyn Hayek
EPA, Region 9	Abimbola Odusoga
HUD, Office of Community Planning and Development	Stephen M. Rhodeside
HUD, Office of Community Planning and Development	Eva Fontheim
Indian Health Service	CAPT Dana Baer, PE
Indian Health Service	LCDR Charissa Williar, PE
USDA, Rural Development, Florida State Office	Michael Langston
USDA, Rural Development, Florida State Office	Steve Morris, PE

State Agency and Interagency Partners	
Arizona Water Infrastructure Finance Authority	Dean Moulis, PE
Border Environment Cooperation Commission	Joel Mora, PE
Colorado Department of Local Affairs	Barry Cress
Colorado Department of Public Health & Environment	Michael Beck
Colorado Department of Public Health & Environment	Bret Icenogle, PE
Georgia Office of Community Development	Steed Robinson
Idaho, Department of Environmental Quality	Tim Wendland
Indiana Finance Authority	Emma Kottlowski
Indiana Finance Authority	Shelley Love
Indiana Finance Authority	Amanda Rickard, PE
Kentucky Division of Water	Shafiq Amawi
Kentucky Department of Local Government	Jennifer Peters
Louisiana Department of Environmental Quality	Jonathan McFarland, PE
Maine Department of Health and Human Services	Norm Lamie, PE
Minnesota Pollution Control Agency	Amy Douville
Minnesota Pollution Control Agency	Corey Mathisen, PE
Missouri Department of Natural Resources	Cynthia Smith
Montana Department of Commerce	Kate Miller, PE
North Carolina Department of Commerce	Olivia Collier
North Carolina Rural Center	Keith Krzywicki, PE
North Carolina Department of Commerce	Vickie Miller, CPM
Rhode Island Department of Health	Gary Chobanian, PE
Rhode Island Department of Health	Geoffrey Marchant

ABBREVIATIONS

NEPA – National Environmental Policy Act

NPV – Net Present Value

O&M – Operations and Maintenance

OMB – Office of Management and Budget

Report – Preliminary Engineering Report

SPPW – Single Payment Present Worth

USPW – Uniform Series Present Worth

GENERAL OUTLINE OF A PRELIMINARY ENGINEERING REPORT

- 1) **PROJECT PLANNING**
 - a) Location
 - b) Environmental Resources Present
 - c) Population Trends
 - d) Community Engagement

- 2) **EXISTING FACILITIES**
 - a) Location Map
 - b) History
 - c) Condition of Existing Facilities
 - d) Financial Status of any Existing Facilities
 - e) Water/Energy/Waste Audits

- 3) **NEED FOR PROJECT**
 - a) Health, Sanitation, and Security
 - b) Aging Infrastructure
 - c) Reasonable Growth

- 4) **ALTERNATIVES CONSIDERED**
 - a) Description
 - b) Design Criteria
 - c) Map
 - d) Environmental Impacts
 - e) Land Requirements
 - f) Potential Construction Problems
 - g) Sustainability Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure
 - iii) Other
 - h) Cost Estimates

- 5) **SELECTION OF AN ALTERNATIVE**
 - a) Life Cycle Cost Analysis
 - b) Non-Monetary Factors

- 6) **PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)**
 - a) Preliminary Project Design
 - b) Project Schedule
 - c) Permit Requirements
 - d) Sustainability Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure

- iii) Other
- e) Total Project Cost Estimate (Engineer's Opinion of Probable Cost)
- f) Annual Operating Budget
 - i) Income
 - ii) Annual O&M Costs
 - iii) Debt Repayments
 - iv) Reserves

7) CONCLUSIONS AND RECOMMENDATIONS

DETAILED OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING

Describe the area under consideration. Service may be provided by a combination of central, cluster, and/or centrally managed individual facilities. The description should include information on the following:

- a) **Location**. Provide scale maps and photographs of the project planning area and any existing service areas. Include legal and natural boundaries and a topographical map of the service area.
- b) **Environmental Resources Present**. Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that affect design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here.
- c) **Population Trends**. Provide U.S. Census or other population data (including references) for the service area for at least the past two decades if available. Population projections for the project planning area and concentrated growth areas should be provided for the project design period. Base projections on historical records with justification from recognized sources.
- d) **Community Engagement**. Describe the utility's approach used (or proposed for use) to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet these requirements, along with other considerations.

2) EXISTING FACILITIES

Describe each part (e.g. processing unit) of the existing facility and include the following information:

- a) **Location Map**. Provide a map and a schematic process layout of all existing facilities. Identify facilities that are no longer in use or abandoned. Include photographs of existing facilities.
- b) **History**. Indicate when major system components were constructed, renovated, expanded, or removed from service. Discuss any component failures and the cause for the failure. Provide a history of any applicable violations of regulatory requirements.
- c) **Condition of Existing Facilities**. Describe present condition; suitability for continued use; adequacy of current facilities; and their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.

- d) **Financial Status of any Existing Facilities.** (Note: Some agencies require the owner to submit the most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual O&M cost (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.
- e) **Water/Energy/Waste Audits.** If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

3) NEED FOR PROJECT

Describe the needs in the following order of priority:

- a) **Health, Sanitation, and Security.** Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies. Include copies of such correspondence as an attachment to the Report.
- b) **Aging Infrastructure.** Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other problems. Describe any safety concerns.
- c) **Reasonable Growth.** Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4) ALTERNATIVES CONSIDERED

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. Documentation of alternatives considered is often a Report weakness. Alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships, should be considered. In addition, the following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review. Technically infeasible alternatives that were considered should be mentioned briefly along with an explanation of why they are infeasible, but do not require full analysis. For each technically feasible alternative, the description should include the following information:

- a) **Description.** Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution

facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

- b) **Design Criteria**. State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.
- c) **Map**. Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.
- d) **Environmental Impacts**. Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.
- e) **Land Requirements**. Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.
- f) **Potential Construction Problems**. Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.
- g) **Sustainability Considerations**. Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.
 - i) **Water and Energy Efficiency**. Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.
 - ii) **Green Infrastructure**. Discuss aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.
 - iii) **Other**. Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.
- h) **Cost Estimates**. Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non-construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient's accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5 a.

Example O&M Cost Estimate	
Personnel (i.e. Salary, Benefits, Payroll Tax, Insurance, Training)	
Administrative Costs (e.g. office supplies, printing, etc.)	
Water Purchase or Waste Treatment Costs	
Insurance	
Energy Cost (Fuel and/or Electrical)	
Process Chemical	
Monitoring & Testing	
Short Lived Asset Maintenance/Replacement*	
Professional Services	
Residuals Disposal	
Miscellaneous	
Total	

* See Appendix A for example list

5) SELECTION OF AN ALTERNATIVE

Selection of an alternative is the process by which data from the previous section, "Alternatives Considered" is analyzed in a systematic manner to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non-monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the proposal provide an explanation of their cost effectiveness in this section.

- a) **Life Cycle Cost Analysis.** A life cycle present worth cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost. This analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required if the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment.
1. The analysis should convert all costs to present day dollars;
 2. The planning period to be used is recommended to be 20 years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
 3. The discount rate to be used should be the "real" discount rate taken from Appendix C of OMB circular A-94 and found at (www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html);
 4. The total capital cost (construction plus non-construction costs) should be included;

5. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;
6. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;
7. The present worth of the salvage value should be subtracted from the present worth costs;
8. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW (O&M)) costs minus the single payment present worth of the salvage value (SPPW(S)):

$$NPV = C + USPW (O\&M) - SPPW (S)$$

9. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table;
 10. Short lived asset costs (See Appendix A for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.
- b) Non-Monetary Factors. Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

The engineer should include a recommendation for which alternative(s) should be implemented. This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

- a) Preliminary Project Design.
 - i) Drinking Water:

Water Supply. Include requirements for quality and quantity. Describe recommended source, including site and allocation allowed.

Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of plant and site of any process discharges. Identify capacity of treatment plant (i.e. Maximum Daily Demand).

Storage. Identify size, type and location.

Pumping Stations. Identify size, type, location and any special power requirements. For rehabilitation projects, include description of components upgraded.

Distribution Layout. Identify general location of new pipe, replacement, or rehabilitation: lengths, sizes and key components.

ii) **Wastewater/Reuse:**

Collection System/Reclaimed Water System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.

Storage. Identify size, type, location and frequency of operation.

Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of any treatment units and site of any discharges (end use for reclaimed water). Identify capacity of treatment plant (i.e. Average Daily Flow).

iii) **Solid Waste:**

Collection. Describe process in detail and identify quantities of material (in both volume and weight), length of transport, location and type of transfer facilities, and any special handling requirements.

Storage. If any, describe capacity, type, and site location.

Processing. If any, describe capacity, type, and site location.

Disposal. Describe process in detail and identify permit requirements, quantities of material, recycling processes, location of plant, and site of any process discharges.

iv) **Stormwater:**

Collection System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, location, and any special power requirements.

Treatment. Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.

Storage. Identify size, type, location and frequency of operation.

Disposal. Describe type of disposal facilities and location.

Green Infrastructure. Provide the following information for green infrastructure alternatives:

- **Control Measures Selected.** Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
- **Layout:** Identify placement of green infrastructure control measures, flow paths, and drainage area for each control measure.
- **Sizing:** Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
- **Overflow:** Describe overflow structures and locations for conveyance of larger precipitation events.

- b) **Project Schedule.** Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.
- c) **Permit Requirements.** Identify any construction, discharge and capacity permits that will/may be required as a result of the project.
- d) **Sustainability Considerations (if applicable).**
- i) **Water and Energy Efficiency.** Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.
 - ii) **Green Infrastructure.** Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.
 - iii) **Other.** Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.
- e) **Total Project Cost Estimate (Engineer's Opinion of Probable Cost).** Provide an itemized estimate of the project cost based on the stated period of construction. Include construction, land and right-of-ways, legal, engineering, construction program management, funds administration, interest, equipment, construction contingency, refinancing, and other costs associated with the proposed project. The construction subtotal should be separated out from the non-construction costs. The non-construction subtotal should be included and added to the

construction subtotal to establish the total project cost. An appropriate construction contingency should be added as part of the non-construction subtotal. For projects containing both water and waste disposal systems, provide a separate cost estimate for each system as well as a grand total. If applicable, the cost estimate should be itemized to reflect cost sharing including apportionment between funding sources. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering.

- f) **Annual Operating Budget.** Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that may provide technical assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.
- i) **Income.** Provide information about all sources of income for the system including a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 100 gallons per capita per day. Water use per residential connection may then be calculated based on the most recent U.S. Census, American Community Survey, or other data for the state or county of the average household size. When large agricultural or commercial users are projected, the Report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.
- ii) **Annual O&M Costs.** Provide an itemized list by expense category and project costs realistically. Provide projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the Report to substantiate O&M cost estimates. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy costs, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, and miscellaneous as applicable. Any income from renewable energy generation which is sold back to the electric utility should also be included, if applicable. If applicable, note the operator grade needed.
- iii) **Debt Repayments.** Describe existing and proposed financing with the estimated amount of annual debt repayments from all sources. All estimates of funding should be based on loans, not grants.
- iv) **Reserves.** Describe the existing and proposed loan obligation reserve requirements for the following:
- Debt Service Reserve** – For specific debt service reserve requirements consult with individual funding sources. If General Obligation bonds are proposed to be used as loan security, this section may be omitted, but this should be clearly stated if it is the case.

Short-Lived Asset Reserve – A table of short lived assets should be included for the system (See Appendix A for examples). The table should include the asset, the expected year of replacement, and the anticipated cost of each. Prepare a recommended annual reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include facilities such as a water tank or treatment facility replacement that are usually funded with long-term capital financing.

7. CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.

Appendix A: Example List of Short-Lived Asset Infrastructure

Estimated Repair, Rehab, Replacement Expenses by Item within up to 20 Years from Installation)	
Drinking Water Utilities	Wastewater Utilities
<p>Source Related</p> <ul style="list-style-type: none"> Pumps Pump Controls Pump Motors Telemetry Intake/ Well screens Water Level Sensors Pressure Transducers 	<p>Treatment Related</p> <ul style="list-style-type: none"> Pump Pump Controls Pump Motors Chemical feed pumps Membrane Filters Fibers Field & Process Instrumentation Equipment UV lamps Centrifuges Aeration blowers Aeration diffusers and nozzles Trickling filters, RBCs, etc. Belt presses & driers Sludge Collecting and Dewatering Equipment Level Sensors Pressure Transducers Pump Controls Back-up power generator Chemical Leak Detection Equipment Flow meters SCADA Systems
<p>Treatment Related</p> <ul style="list-style-type: none"> Chemical feed pumps Altitude Valves Valve Actuators Field & Process Instrumentation Equipment Granular filter media Air compressors & control units Pumps Pump Motors Pump Controls Water Level Sensors Pressure Transducers Sludge Collection & Dewatering UV Lamps Membranes Back-up power generators Chemical Leak Detection Equipment Flow meters SCADA Systems 	<p>Collection System Related</p> <ul style="list-style-type: none"> Pump Pump Controls Pump Motors Trash racks/bar screens Sewer line rodding equipment Air compressors Vaults, lids, and access hatches Security devices and fencing Alarms & Telemetry Chemical Leak Detection Equipment
<p>Distribution System Related</p> <ul style="list-style-type: none"> Residential and Small Commercial Meters Meter boxes Hydrants & Blow offs Pressure reducing valves Cross connection control devices Altitude valves Alarms & Telemetry Vaults, lids, and access hatches Security devices and fencing Storage reservoir painting/patching 	

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective June 30, 2016

CLASSIFICATION	HOURLY RATE
Senior Project Director	\$ 175.00 - \$ 200.00
Project Director	\$ 150.00 - \$ 175.00
Senior Project Manager	\$ 125.00 - \$ 150.00
Project Manager	\$ 105.00 - \$ 125.00
Senior Project Engineer/Architect	\$ 105.00 - \$ 125.00
Project Architect/Engineer	\$ 95.00 - \$ 120.00
Graduate Architect/Engineer, Landscape Architect	\$ 85.00 - \$ 105.00
Senior Designer	\$ 80.00 - \$ 120.00
Designer	\$ 65.00 - \$ 90.00
CADD Operator	\$ 60.00 - \$ 75.00
Construction Representative	\$ 80.00 - \$ 110.00
Resident Project Representative (RPR)	\$ 55.00 - \$ 100.00
Project Coordinator	\$ 65.00 - \$ 90.00
Surveyor	\$ 95.00 - \$ 125.00
Survey Crew Chief	\$ 70.00 - \$ 110.00
Survey Technician	\$ 40.00 - \$ 70.00
Administrative/IT Support	\$ 40.00 - \$ 85.00
GIS Specialist	\$ 60.00 - \$ 85.00
Senior Technician	\$ 50.00 - \$ 90.00
Technician	\$ 30.00 - \$ 50.00

EXPENSES

All items per each, unless noted.

Internal:

Photocopies:	
Black & White	\$ 0.20
Color	\$ 0.50
Prints/Plots:	
Black & White/Color	\$ 0.50 /s.f.
Mylar	\$ 2.00 /s.f.
Travel:	
Mileage	\$ 0.540/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
2 person crew	\$ 130.00/hour
3 person crew	\$ 150.00/hour
Other:	
Electronic Media Copies/Transfers/File	\$ 300.00/file
Website Project File Sharing	\$ 1.00/MB/month
Construction Management Software	\$ 200.00/month
Surveying Equipment/Total Station Only	\$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	\$ 150.00 /day

* To be adjusted annually on January 1, in accordance with the Internal Revenue Service Directives

GENERAL CONDITIONS (Effective July 1, 2015)

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control.

Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to give GMB a Certificate of Merit issued by an architect or engineer, licensed by an architect or engineer, licensed by the state in which the project is located, specifically describing

every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.

N.B. 2
9/13/16

RESOLUTION AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, FINANCIAL ASSISTANCE BRANCH, FOR PARTICIPATION IN THE WASTEWATER PROJECT PLANNING ADVANCE PROGRAM IN ORDER TO RECEIVE UP TO \$60,000.00 IN GRANT/LOAN FUNDS, NO-MATCH REQUIRED, TO DEVELOP AN UPGRADE AND EXPANSION PRELIMINARY ENGINEERING REPORT (PER) FOR THE SEAFORD WASTEWATER TREATMENT FACILITIES.

WHEREAS, the City of Seaford (hereinafter "City") recently received notice from the Delaware Department of Natural Resources and Environmental Control, Financial Assistance Branch (hereinafter "DNREC FAB") that it is accepting applications from county and municipal governments for participation in DNREC FAB's Wastewater Project Planning Advance Program (hereinafter "Program"); and

WHEREAS, the Program provides participants an opportunity to receive funding to develop and implement upgrade and expansion preliminary engineering reports for their wastewater facilities; and

WHEREAS, the funding and financial incentives available to participants through the Program include: (1) up to \$60,000.00 no-match required grant/loan to develop and implement planning level studies, and (2) Clean Water State Revolving Fund (CWSRF) will reimburse 100% of the study costs and after an anticipated CWSRF loan has closed, fifty percent (50%) of the costs will be a grant and 50% of the study costs will become part of the loan and financed as part of the project; and

WHEREAS, applications for participation in the Program may be submitted at any time during the year, and applicants will be recommended for funding by the Delaware Water Infrastructure Advisory Council on a first-come, first-serve basis, based upon receipt of an approved application meeting all requirements; and

WHEREAS, the Mayor and City Council of Seaford believe that it is in the best interest of the City to submit an application for participation in the Program so that the City might receive the funding and financial incentives described above, specifically up to \$60,000.00 in grant/loan funds, no-match required, to develop and implement an upgrade and expansion Preliminary Engineering Report (PER) for the City's wastewater treatment facilities.

NOW THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the Mayor and City Council of the City of Seaford, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in DNREC FAB's Wastewater Project Planning Advance Program to receive up to \$60,000.00 in grant/loan funds, no-match required, in order to develop and implement an upgrade and expansion Preliminary Engineering Report (PER) for the City's wastewater treatment facilities, is hereby authorized.

BE IT FURTHER RESOLVED, that the City has retained the professional engineering and consulting services of George, Miles & Buhr, to assist with the preparation and submission of the

necessary application for participation in DNREC FAB's Wastewater Project Planning Advance Program to receive up to \$60,000.00 in grant/loan funds with no-match required. This action was taken in order to develop and implement the Upgrade and Expansion Preliminary Engineering Report (PER) for the City's Wastewater Treatment Facilities, which shall be submitted at the earliest possible time.

BE IT FUTHER RESOLVED, that the Mayor, David C. Genshaw, is hereby authorized and directed, on behalf of the Mayor and City Council of the City of Seaford, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as he shall deem necessary or appropriate to complete the application process herein described.

I, David C. Genshaw, Mayor of the City of Seaford, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Mayor and City Council at its Regular Meeting held on September 13th, 2016, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Dated: _____

David C. Genshaw, Mayor

Attest: _____
Dolores J. Slatcher, City Manager

N.B.3
9/13/16

Project Planning Advances for Wastewater, Surface Water, and Drinking Water Projects

Guidelines and Application



State Of Delaware
DNREC/Office of the Secretary/Environmental Finance and DHSS/Division of Public
Health/ODW

Delaware Water Infrastructure Advisory Council

July 2015

GENERAL INFORMATION

Funding in form of a Project Planning Advance is available to assist municipalities in preparing Preliminary Engineering Reports (PERs) and Environmental Information Documents (EIDs). Upon completion of the reports, municipalities will be required to submit a CWSRF or DWSRF Project Notice-of-Intent (NOI) for the proposed project and subsequently apply for an SRF Loan. The project planning advances are funded from the respective Non-Federal Administrative Accounts for the CWSRF and DWSRF programs.

Municipalities are eligible to receive up to \$100,000 to complete a CWSRF or a DWSRF PER and EID per year. Municipalities are allowed to submit two applications per state fiscal year. The Water Infrastructure Advisory Council (WIAC) may adjust or recommend additional funding allocation if needed based on CWSRF and DWSRF Non-Federal Administrative Account budget constraints.

ELIGIBLE APPLICANTS AND PROJECTS

- a) Only municipalities are eligible to submit applications for project planning advances.
- b) Only PERs and EIDs are eligible to be funded through project planning advances.
- c) PER for projects jointly funded with USDA are eligible

FUNDING LIMITATIONS, PRIORITY, AND APPROVAL

Each fiscal year the WIAC allocates funding from the CWSRF Non-Federal Administrative Account (NFAA) to fund the project planning advances. Funds are available until exhausted. A brief overview of each application that meets the requirements will be presented to the WIAC for approval. Although WIAC approval is required for each application, the Secretaries of DNREC and DHSS have sole authority for approval of funds from the SRF Non-Federal Administrative Accounts. After approval from the respective departments, a purchase order will be created for the full amount of the PER and/or EID report.

SUBMISSION DATES

Municipalities may submit a Project Planning Advances Application at any time during the year. Environmental Finance or DWSRF program will presents project planning advances to the WIAC at the next meeting. .

ROLE OF THE PROJECT MANAGER

An Environmental Finance or DWSRF program project manager will be assigned to each project planning advance. The role of the project manager is to review the pay requests and project deliverables. The project manager will also request periodic status reports from those doing the work. Payment will not be made until the assigned project manager has signed off on the work completed.

After the PER and EID documents have been completed, one hundred percent (100%) of the cost of the reports will be reimbursed. After the proposed CWSRF or DWSRF loan has closed, fifty percent (50%) of the costs would be funded from the loan proceeds and reimburse the NFAA. If a public referendum for a proposed CWSRF or DWSRF project or loan fails to pass, a municipality would be required to submit documentation; project or loan information provided to the public; notice of the public referendum and official outcome. In the case of a failed public referendum one hundred percent (100%) of the project planning advance would be forgiven.

REPORT GUIDELINES

A **Preliminary Engineering Report (PER)** is an engineering plan of study that must follow the PER guidelines from the CWSRF/DWSRF Governmental Funding Application or the Interagency PER format.

An **Environmental Information Document (EID)** is a document that discusses the proposed project and its possible environmental impacts. The EID must follow the EID guidelines from the CWSRF/DWSRF Governmental Funding Application.

INSTRUCTIONS

A. Application Cover Sheet and Check List: Self Explanatory

1. The municipality must submit a resolution adopted by the governing body approving the planning project advance.
2. In cases when a municipality is sending wastewater to a treatment plant under the control of another entity, the municipality must submit a copy of a letter sent to the regional (or county) wastewater utility advising the regional (or county) utility of the municipality's planning activities. The letter must address coordination of the local utility planning process with that of the regional (or county) utility.

B. Information Sheet: Self Explanatory

C. Scope of Work Document: This document should be no longer than two or three pages and address *all* of the following items:

1. A description of the work to be completed.
2. Planning period.
3. Date of the most recent wastewater facilities plan (if applicable).
4. Deliverables associated with the project planning advance: Preliminary Engineering Report and the Environmental Information Document.

D. Please attach the Scope of Work document to the application.

A. Application Cover Sheet and Check List

Wastewater or Drinking Water Utility Name: The City of Seaford

Date of Application: 9/14/16

Check List for Application Materials

- Cover Sheet (This sheet)
- Project Planning Advance Application (attached to application)
- Approval Resolution (attached to application)
- Letter(s) to the Regional Wastewater Facility (attached to application), if applicable
- Scope of Work Document (attached to application)
- Annual Project Budget (attached to application)

B. Information Sheet

Municipality Contact Information:

Contact Name: Charles Anderson, Asst. City Manager

Contact Phone: 302.629.9173

Contact Email canderson@seafordde.com

Consultant Contact Information:

Consulting Firm: George, Miles & Buhr

Contact Name: Judy Schwartz, P.E.

Contact Phone: 302.628.1421

Contact Email: jschwartz@gmbnet.com

Project Name, Description, and Dates:

Project Name Seaford WWTF - Upgrade & Expansion PER

Project Description

Professional engineering services for developing a planning level study for the expansion and upgrade for the Seaford WWTF.

Project Start Date: 9/15/16

Project Completion Date: 1/31/17

Cost Summary:

Project Planning Advance Request: \$60000

Estimated Total Project Cost: \$60000

Name of Authorizing Representative Charles Anderson

Signature of Authorizing Representative

Date

N.B.4
9/13/16

Letter of Agreement
Between City of Seaford and Ecology Solar

This letter of agreement between the City of Seaford, 414 High Street, Seaford, DE 19973, and Ecology Solar, 15 Metrotech, 19th Floor, Urban Future Lab, Brooklyn, NY 11201, hereinafter known as the parties to the agreement, memorializes a discussion between the parties that took place on June 29, 2016 regarding the operation of photovoltaic systems installed on six buildings within the Seaford Meadows Apartment complex located at 122 Seaford Meadows Drive, Seaford, DE, TMP #331-5.00-50.02.

Whereas: The City of Seaford owns and operates a municipal electric utility and is responsible for providing safe and reliable electric power to all customers located within its electric service territory, meeting all applicable renewable energy standards as promulgated by the State of Delaware and,

Whereas: Ecology Solar is the Asset Manager and Owners Representative of the photovoltaic systems installed under the provisions of the Electric Rules and Regulations of the City of Seaford on Buildings 3, 5, 7, 8, 10 and 12 within the Seaford Meadows Apartment complex and is responsible for the proper operation, maintenance and compliance standards of the photovoltaic systems and,

Whereas: The City of Seaford has expressed concerns to Ecology Solar in correspondence dating back to September 3, 2015 that the photovoltaic systems on 4 of the 6 buildings in the Seaford Meadows apartment complex are annually generating an amount of kilowatt hours which exceeds the amount predicted during design of the systems and which exceeds the amount allowed by City of Seaford Electric Rules and Regulations and,

Whereas: Ecology Solar maintains the system is in compliance with Delaware Code Title 26, Chapter 10, Section 1014.5 and the City of Seaford Code, Chapter 6, Article 22, Sections 6.22.4.G and 6.22.5.G,) but is willing to work in good faith with the City of Seaford to fulfill the obligations listed herein and,

Now Therefore: Both parties, working together toward resolution of the issue, are committed to the mutual covenants and agreements hereinafter set forth, and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

4. Failure to limit the total annual kWh output of the photovoltaic systems on site to no more than the limit described above (136,733 kWh) shall cause the photovoltaic systems to be deemed noncompliant with City of Seaford Electric Rules and Regulations and therefore subject to corrective action in accordance with the City of Seaford Electric Rules and Regulations.

5. A copy of this agreement shall be provided to the property owner of the facility; Seaford Preservation Associates, LLC, 4 Denny Road, Wilmington, DE 19809.

By their signatures below, the parties take no exception to the contents of this Letter of Agreement and they agree to make every effort to execute the action items as stated above.



Memorandum

N.B.5
9/13/16

To: Mayor & Council

From: Trisha Newcomer, Economic Development/Information Technology Manager *dn*

Date: September 2, 2016

RE: Seaford Development, LLC Tax Abatement Request

On Friday, September 2, 2016 the Economic Development Committee met with regard to the request from Seaford Development Associates, LLC for a real estate property tax abatement for a period of Ten (10) Years commencing at Final Certificate of Use and Occupancy for The Residences at River Place Buildings 1 and 2.

The committee reviewed the project, as well as the potential estimated tax revenues and electric revenues, noting they are only estimates and actual values may be different.

After much discussion regarding the information above the Economic Development Committee's recommendation is to offer to Seaford Development, LLC a tax abatement for a period of ten (10) years based on the following stipulations:

- ❖ Abatement will begin July 1, 2017 or at the issuance of Certificate of Occupancy, whichever event occurs first.
- ❖ Property owner will continue to pay the assessed real estate property taxes for the land of parcel 431-5.00-314, which is subject to change should reassessment occur.
- ❖ Ten (10) Year Real Estate Property Tax Abatement shall be implemented per the following schedule:
 - ◆ Years 1-5 – Full tax abatement on the improvements portion of the real estate property tax assessment.
 - ◆ Years 6-10 – Increasing incremental rates at 20% annually i.e.:
 - Year 6 - 20% Payment of annual assessed improvement property tax value.
 - Year 7 - 40% Payment of annual assessed improvement property tax value.
 - Year 8 - 60% Payment of annual assessed improvement property tax value.
 - Year 9 - 80% Payment of annual assessed improvement property tax value.
 - Year 10 - 100% Payment of annual assessed improvement property tax value.
- ❖ The Real Estate Property Tax Abatement resides with current property owner only and is non-transferable.



414 High Street | PO Box 1100
Seaford, DE 19973
302.629.9173 fax 302.629.9307
www.seafordde.com

N.B. 10
9/13/16

August 31, 2016

TO: Mayor and Council

FR: Dolores J. Slatcher, City Manager */DJS*

RE: Alternate Director – DEMEC

All,

I would like to recommend a change in the Alternate Director representative on the DEMEC Board. Rick Garner, EE has been the Alternate Director and I have spoken with him about the change, which he stated he understood.

Therefore I would like to recommend Charles Anderson, ACM be the new Seaford Alternate Director on the DEMEC Board so he can become acclimated to the responsibilities of the Board. This will give him a training opportunity for the future.

If approved I will present to the DEMEC Board on September 21, 2016. If you have any questions please let me know. Thanks.

Cc: Charles Anderson, ACM
Rick Garner, EE