

**RESOLUTION No. 12/13-4
CITY OF DAYTON, OREGON**

***Title: A Resolution Authorizing the City Manager to Award a Contract to Develop a
Water Management and Conservation Plan***

WHEREAS, the City solicited bids from three prospective contractors consistent with Resolution 04/05-29 Section 1.10.020(3) to develop a Water Management and Conservation Plan (WMCP); and

WHEREAS, the City received three bids ranging from \$8,500 up to \$23,100; and

WHEREAS, the City Manager has determined that the bid from GSI Water Solutions, Inc. (GSI) for \$8,500 is consistent with the City's best interests; and

WHEREAS, funds are available in the 2012-13 City of Dayton budget for this project;

The City of Dayton resolves as follows:

Section 1. The City Manager is hereby authorized to execute a contract with GSI for a maximum of \$8,500 to develop a WMCP in accordance with the attached Exhibit A; and

Section 2. This resolution shall take effect immediately upon adoption.


ADOPTED this 6th day of **August, 2012**

In Favor Bixler, Evers, Frank, Utt, White

Opposed None

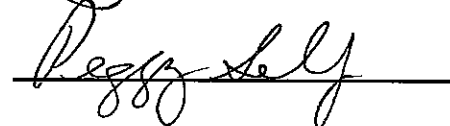
Absent Blackburn, Wytoski

Abstained None



Jolie White, Mayor

ATTEST:



Peggy Selberg
City Recorder

10/16/12

Date of Signing

8/6/2012

Date of Enactment

Attachment: Exhibit A



Water Solutions, Inc.

July 6, 2012

Christy Ellis
City of Dayton
P.O. Box 339
Dayton, OR 97114

Subject: City of Dayton - Water Management and Conservation Plan

Dear Christy:

At your request GSI Water Solutions, Inc. (GSI) has developed the attached scope of work to develop a Water Management and Conservation Plan (WMCP) for the City of Dayton. As we have discussed, this WMCP is a condition of the City's water right Permit G-13838 and of the permit extension granted for G-13838 in November 2006.

The estimated budget of \$8500 is based on the understanding that we can rely on the City's 2010 Water System Master Plan for compiling the required water use and water demand information. The estimated timeline for developing the plan assumes that City staff will be available to respond to information requests, as needed.

Please let me know if you have any questions or would like to discuss any modifications to the scope of work. We appreciate the opportunity to work with you and the City of Dayton. We look forward to hearing back from you.

Sincerely,
GSI Water Solutions, Inc.

A handwritten signature in black ink, appearing to read "Adam Sussman".

Adam Sussman
Senior Water Rights Consultant

Enclosures

Attachment 1

Scope of Work: Water Management and Conservation Plan – City of Dayton

Scope of Work

The overall goal is to develop a Water Management and Conservation Plan (WMCP) for the City of Dayton (City). Project deliverables include a draft WMCP, a final draft WMCP submitted to OWRD, and 3 copies of the final approved WMCP.

Specific tasks include:

1. **Kickoff Meeting** - Attend a kickoff meeting to discuss objectives, schedule, project approach and data needs.
2. **Water Use Data Collection and Analysis** - Work with the City to obtain the City's 2010 Water System Master Plan data and water consumption data. Utilize that data to develop the historical water use section, which includes an analysis of production, consumption, unaccounted- for water, water rights, and water system description.
3. **Water Use Projections** - Use the City's 2010 Water System Master Plan projection data and material developed for the Willamette River application to develop a description of future population and water needs.
4. **Water Conservation Measures** - Work with the City to obtain information about recent management and operational procedures/measures implemented by the City (and its customers) that contribute to water conservation. Describe these procedures/measures.
5. **Water Curtailment Planning** - Work in cooperation with the City to evaluate its existing water curtailment plan and revise the plan, if needed, to address any identified issues.
6. **Develop Draft Water Management and Conservation Plan** - Prepare a Draft WMCP for the City's review. The anticipated plan outline is as follows:
 - (a) **Executive Summary and Overview Chapter (Chapter ES)** - Provide an overview of the WMCP, highlighting the City's stewardship activities and the conservation benchmarks they intend to adopt.
 - (b) **Introduction (Chapter 1)** - Provide background information on the WMCP.
 - (c) **Water Supplier Chapter (Chapter 2)** - Describe water source(s), interconnections, intergovernmental agreements, service area, service population, adequacy and reliability of existing water supplies, water demands, water rights, identification of streamflow-dependent species, customer descriptions and consumption, system description and schematic, and leakage. To the extent possible, GSI will use the City's 2010 Water System Master Plan and rely on City staff to describe some of the above elements.

- (d) **Water Conservation Chapter (Chapter 3)** - Describe existing conservation programs. Develop five-year benchmarks for all required conservation measures. GSI will rely on City staff input to complete this chapter.
 - (e) **Water Curtailment Plan Chapter (Chapter 4)** - Describe the City's curtailment plan, which may be revised as part of this project.
 - (f) **Water Supply Chapter (Chapter 5)** - Delineate future service areas and population served, forecast demand over the next 20 years or more, describe the schedule to exercise existing permits, compare projected need to existing supply, evaluate alternative sources (including new source development cost as compared to conservation savings), quantify projected use in maximum rate and monthly volume, and describe mitigation actions needed to comply with federal requirements.
7. **Develop Final Draft Water Management and Conservation Plan** - Incorporate the City's comments on Draft WMCP, and 30 days prior to submitting Final Draft WMCP to OWRD, seek comments from affected local governments regarding consistency with the local government's comprehensive land use plan. Work with the City to address relevant comments by affected local governments prior to submitting Final Draft WMCP to OWRD.
 8. **Respond to OWRD Comments and Third-Party Comments and Submit Final Plan** - Respond to comments from Third-Parties, as appropriate, and from OWRD on its review of Final Draft WMCP and submit Final WMCP for approval.
 9. **Meetings with City** - The scope for this project includes up to three telephone meetings with the City. The topics and timing for the meetings can be adjusted as jointly determined by the City staff and GSI depending on the progress of the work. Meetings may include:
 - Kickoff meeting (discussed above);
 - Meeting to review content of Chapters 2 and 5 and to collect information on recent conservation programs;
 - Review of Final Draft WMCP to the City, as appropriate.

Schedule

We are prepared to begin immediately upon receiving authorization to proceed. The following estimated schedule is contingent upon receiving requested information from the City and assumes that: (a) the City can provide GSI the electronic files (in word, excel and GIS formats as appropriate) from the City's 2010 Water System Master Plan, and (b) the City staff can provide consumption, conservation, and curtailment information in a timely fashion.

The following is for demonstration purposes and can be refined when a contract is executed:

- Kick-off meeting during third week of July 2012
- Draft of Sections 2 and 3 by early September 2012
- Draft of Sections 4 and 5 by late September 2012
- Draft of entire WMCP by mid-October 2012
- Incorporate City comments and send notice to affected local governments by mid-November 2012
- Incorporate any comments from local governments and send draft WMCP to the Oregon Water Resources Department (OWRD) by late December 2012.
- Respond to OWRD comments as appropriate

Budget

The budget for the work described in this scope of work is based on time and materials and will not exceed \$8,500 without prior approval of the City of Dayton. This budget assumes that the City can provide GSI with the electronic files (in word, excel and GIS formats as appropriate) from the City's 2010 Water System Master Plan, including those files used to develop the Plan, and the City can provide water consumption, conservation, and curtailment information in a timely manner.