

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 12, 2018, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in Executive Session at 6:00 PM, in the City Manager's office, under the authority of ORS 192.660 (2)(a) "To consider the employment of a public officer, employee, staff member or individual agent" and under ORS 192.660 (2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ordinances

1. Ordinance 18-O-772, Amending Title 2, Administration and Personnel, of Brookings Municipal Code in its Entirety [Advance Packet]

E. Oral Requests and Communications from the audience

1. Public Comments on non-agenda items – 5 minute limit per person.*

F. Staff Reports

1. Spring Infrastructure Projects [City Manager, Pg. 3]
 - a. Improvements Map [Pg. 5]
 - b. Water Main Map [Pg. 6]
2. Contract for Water and Wastewater Treatment Services [City Manager, Pg. 7]
 - a. CH2M Proposal [Pg. 9]
 - b. Veolia Proposal [Pg. 32]
 - c. Rating Sheets [Pg. 57]
3. Salmon Run Drinking Water System Upgrade [PWDS, Pg. 60]
 - a. Curry Community Health Corrective Action Order [Pg. 61]
 - b. City of Brookings Corrective Action Plan [Pg. 63]
 - c. Curry Community Health Corrective Action Plan [Pg. 65]
 - d. Ultraviolet System Quote [Pg. 67]
 - e. Well Reconditioning Quote [Pg. 68]
4. Rogue River Siskiyou National Forest Fee Proposal [City Manager, Pg. 69]
 - a. Lanier Email [Pg. 71]
 - b. Fee Schedule [Pg. 74]
 - c. Fee Comparisons [Pg. 76]
 - d. Talking Points [Pg. 77]
5. Legal Services Agreement [City Manager, Pg. 80]
 - a. Agreement [Pg. 81]
6. Employee Compensation Plan [City Manager, Pg. 84]

7. Wild Rivers Coast Foundation for Dance Event Evaluation [City Recorder, Pg. 86]
 - a. Event Evaluation [Pg. 87]
8. Coastal Christmas Event Evaluation [City Recorder, Pg. 88]
 - a. Event Evaluation [Pg. 89]

G. Consent Calendar

1. Approve Council minutes for January 22, 2018 [Pg. 90]
2. Accept TPAC minutes for November 16, 2017 [Pg. 93]
3. Accept TPAC minutes for December 21, 2017 [Pg. 96]
4. Accept Parks & Rec minutes for October 26, 2017 [Pg. 98]

H. Informational Non-Action Items

1. January Vouchers [Pg. 99]
2. Vacant Committee Positions [Pg. 102]

I. Remarks from Mayor and Councilors

1. Reports from Council Liaisons

J. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

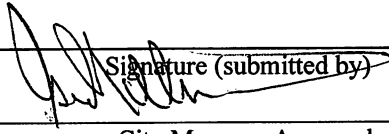
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Spring Infrastructure Projects

Recommended Motion:

1) Motion to authorize a change order to the contract with Tidewater Construction for the 2017-18 Street Improvement Project to add resurfacing of Spruce Drive 9th loop) from the alley west of Linden to Linden, various segments of Old County Road between Pacific and Hassett, various segments of 7th Street between Hassett and the cemetery entrance, 5th Street between Barbra and Ransom and 6th Street between Jasmine and Ransom, and to remove Spruce Drive between Alder and the alley west of Linden, with a cost not to exceed \$228,000 and utilizing the same quantity bids as approved in the original contract.

2) Authorize the City Manager to solicit bids for the installation of 800 lineal feet of eight-inch water main on Spruce Drive and the separation of five sewer laterals at various locations on Spruce Drive, with funding for the water project to be allocated from the Water System Replacement Fund and funding for the sewer project allocated from the Sewer system Replacement Fund.

Financial Impact:

Reviewed by Finance & Human Resources Director: _____

Background/Discussion:

The City Council awarded a contract to Tidewater contractors for a street resurfacing project totaling \$238,200. This work is scheduled to commence in April. Tidewater was the lone bidder. The bid was well under budget.

The City Manager has met with public works and finance staff to review the amount of Fuel Tax funds available for street improvement work in the current calendar year, as well as some related infrastructure projects. Approximately \$228,000 in funds is available for additional street resurfacing and sidewalks.

Staff believes the following resurfacing project could be accommodated within the \$228,000 available:

1. The Spruce Drive loop from just west of Linden to Linden; Spruce Drive between Alder to Linden is already in the awarded project.

2. Various segments of Old County Road between Pacific and Hassett, with a spot repair at 975 Old County. Portions of the pavement are in good shape and would not be resurfaced. This project was on the list for 2018-19.
3. Various segments of 7th Street between Hassett to the cemetery entrance. Again, segments of the pavement are in good condition and would be retained. This project was on the list for 2020-21.
4. 5th Street between Barbra and Ransom and 6th Street between Jasmine to Ransom. These projects were on the 2021-22 list.

As mentioned above, the Old County Road project was scheduled for next year (assuming reauthorization of the fuel tax) and is estimated at \$75,000. By proceeding with this project now we would be able to move some 2020 projects ahead to 2019.

The above listed work could be accomplished by change order to the existing Tidewater contract. Tidewater has agreed to utilize the same quantity prices in the original bid for the additional work.

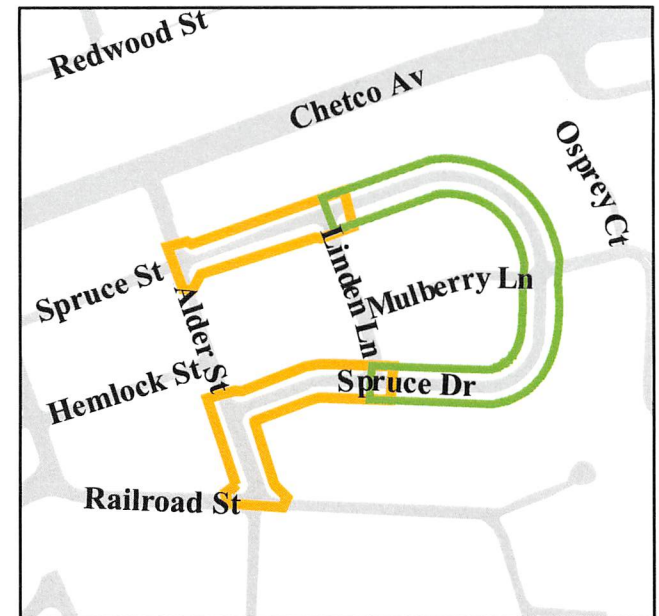
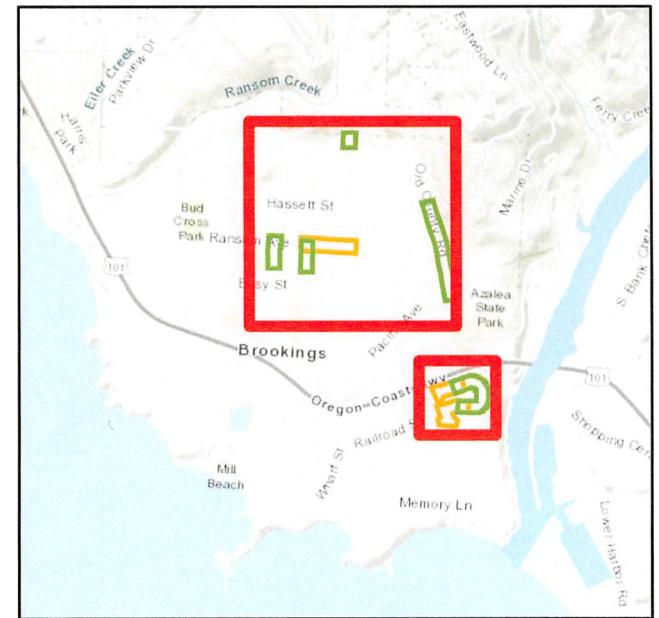
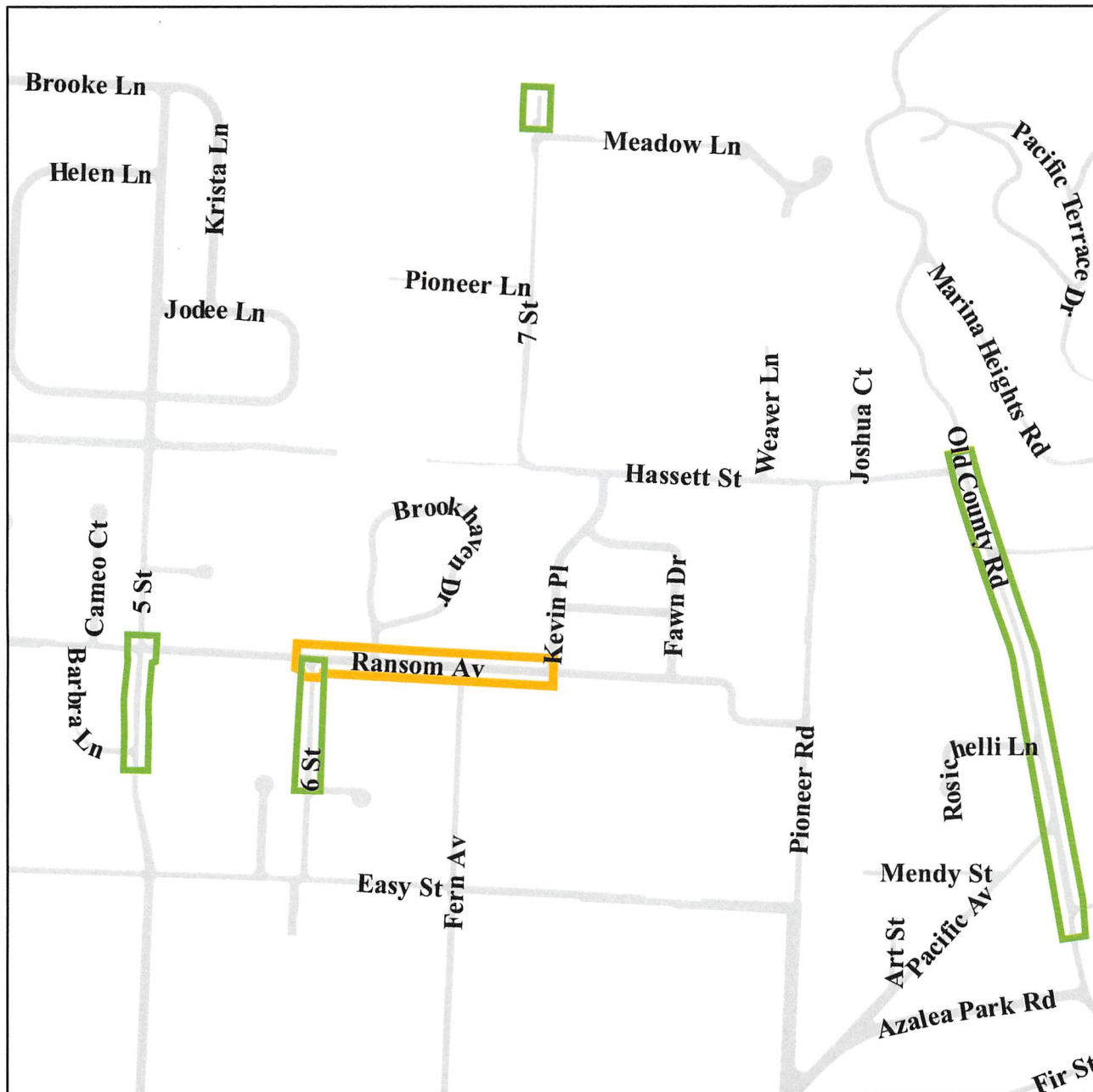
Another change order to the Tidewater contract would be the removal of the segment of Spruce Drive between Alder Street and the alley west of Linden. The City is negotiating a cooperative agreement with the owners of Dairy Queen to include this work in a project they are planning to construct along this same segment of the street, which would include curb, gutter and sidewalk on both sides of the street. The City would pay 50 per cent of the cost of this project.

Prior to proceeding with the resurfacing of Spruce Drive, replacement of 800 lineal feet of water main is needed. The estimated cost for this new eight-inch water main is \$81,400. The existing water main has experienced numerous leaks. Funding would come from the Water System Replacement Fund

Finally, a TV inspection of the sewer main serving Spruce Drive found that five properties are currently served by combined laterals. We have experienced problems with these old laterals, and with identifying responsible parties. Staff recommends contracting for the installation of new laterals to resolve this issue. The estimated cost is \$15-20,000 and would be paid from a reallocation of Sewer System Replacement Fund funding from the Wastewater Treatment Plant bar screen project.

Attachment(s):

- a. Map showing streets contracted for improvement and additional streets proposed for improvement.
- b. Water main replacement location map.



Paving Projects

2017-18 Tidewater Contract

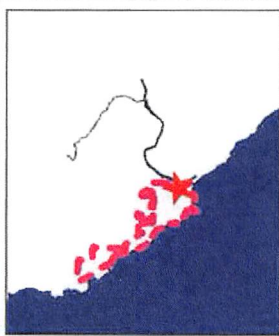


2017-18 Street Resurfacing



Additions to Tidewater Contract

Spruce Drive 8" Water Line Replacement



- Legend**
- RIVERS
 - ROADS
 - URBAN GROWTH BOUNDARY
 - OCEAN

Scale: 1:1,671

0 160 320 480 ft.

Map center: 42° 3' 11.5" N, 124° 16' 27.1" W

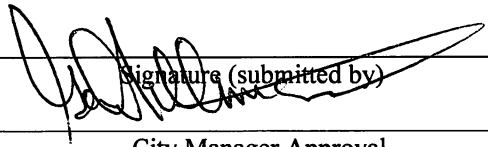
This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Contract for Water and Wastewater Treatment Services

Recommended Motion:

Motion to schedule a special City Council meeting for February 20, 2018, to consider a contract with CH2M for water and wastewater treatment services.

Financial Impact:

Cost savings of up to \$1.85 million over a five year contract period.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The City received two proposals for contract operation of water and wastewater treatment services. Staff evaluated both proposals and has initiated contract discussion with representatives of CH2M. We were unable to conclude these negotiations in time for consideration at this meeting. However, staff believes it is important to proceed in a timely matter and recognizes that this matter may require considerable interaction with staff and deliberation by the City Council. Staff is recommending that the City Council consider this matter at a special meeting on Tuesday, February 20.

Finance/HR Director Janell Howard and the City Manager reviewed the proposals submitted by CH2M and Veolia. Our rating sheets, which we completed independently of one-another of both proposals, and associated comments are attached.

While the CH2M cost proposal is \$143,249 (12 per cent) higher than Veolia, selection is based upon qualifications and adequacy of the response to the Request for Proposals. The cost is also subject to negotiation, which is in progress. Here are some additional considerations that came from this process and influenced staff's decision in moving forward:

Responsiveness. CH2M submitted their proposal three days prior to the deadline. In delivering their proposal, they sent a three-person high-level team to meet with us and review the submittal. A Veolia representative called on the proposal due date to inform us that they were unable to arrange for a delivery of the proposal by the deadline. They submitted an electronic copy of the proposal by the close of business, and hand-delivered hard copies the next day. The hard copies were delivered by the proposed On Site Working Supervisor who simply dropped them off and never made an effort to contact management. This simple and final step in the proposal submittal process may be indicative of the potential contractors responsiveness and interaction with City management.

Staffing. There are currently a total of six treatment employees. Two are classified as “Maintenance Workers”, three as “Treatment Operators” and one as “Treatment Supervisor.”

CH2M believes that the current treatment operation is over-staffed with six employees. They propose bringing in a CH2M employee as the Supervisor and offer continued employment at the Brookings plant to four current employees. Staff met with the proposed supervisor and was impressed with his knowledge and professionalism.

Veolia proposes to hire all six current employees, bring-in a Supervisor for an unspecified period of time to “train” current employees, and then turn the facilities back over to the current staff for continued operation. Management does not support this approach.

We have given notice to the Teamsters Union of our intent to contract the operations as required by State Law. We have 90 days within which to bargain the economic impact of the change on the union employees; both retained and non-retained employees. We won’t really know the economic impact until the selected contractor makes employment offers. We have held two Maintenance Worker positions open on the Public Works crew to accommodate the potential of having Maintenance Workers assigned to the Treatment staff transition to the Public Works Crew in the event any of them were not picked up by the contractor. Negotiations on the economic impacts need not be concluded prior to contract award.

Experience with local DEQ office. It is important that the plant operator have a good working relationship with the Oregon Department of Environmental Quality staff in the Medford office which oversees state and federal regulation of the City treatment system. Medford DEQ staff reports they have worked successfully with CH2M in Roseburg, but have never worked with Veolia. This may be because Veolia only has three clients in Oregon, whereas CH2M has 17.

Cost: Note that the \$1,331,249 cost proposal from CH2M is negotiable. Since issuing the RFP, Howard and I have become aware of additional services that are needed and these items are a part of the current contract negotiations. CH2M is ready to proceed with assuming operations within 30 days.

Attachments:

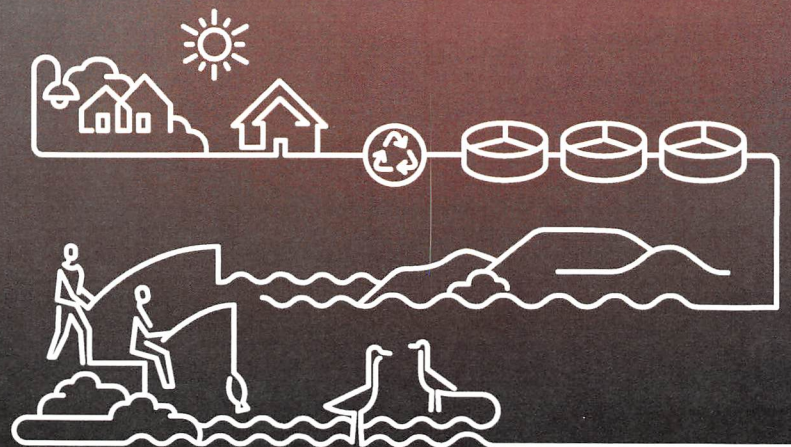
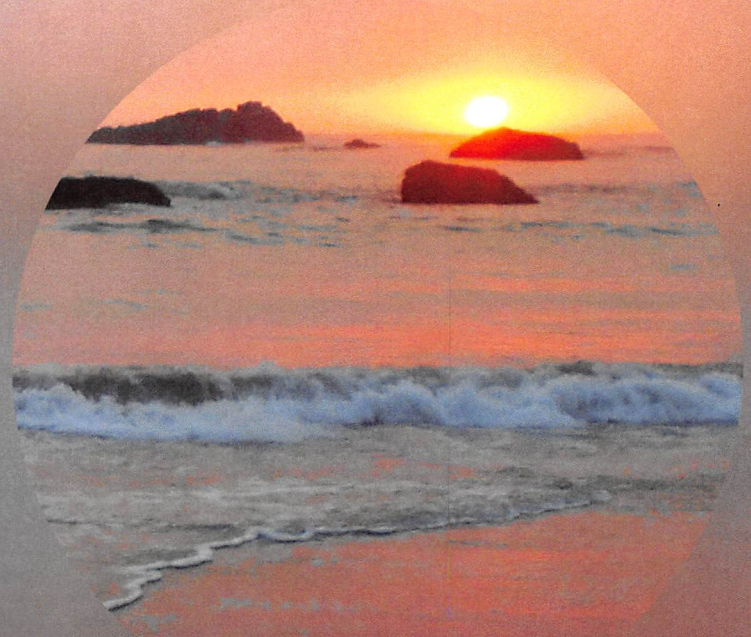
- a. CH2M core proposal.
- b. Veolia core proposal.
- c. Rating sheets.

Water and Wastewater Treatment Proposal

Submitted to:

City of Brookings, Oregon

January 17, 2018



JACOBS®

ch2m.



CH2M
33110 Tennessee Road
Lebanon, Oregon 97355
www.ch2m.com

Mr. Paul Stevens, PWDS Director
City of Brookings
898 Elk Drive
Brookings, OR 97415

January 17, 2018

Subject: City of Brookings – Water and Wastewater Treatment Proposal

Dear Mr. Stevens:

CH2M was pleased to submit a Statement of Qualifications on June 6, 2017 and was recognized as qualified to submit this proposal. We welcome the opportunity to partner with the City of Brookings for full-service contract operations of your water and wastewater facilities. As the largest O&M firm in the Northwest, we offer the City:

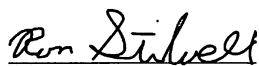
- A guaranteed annual Lump Sum fee of \$1,331,249 for 5 years, which represents a **22% annual savings over current costs**;
- Investment by CH2M of over \$60,000 to improve wastewater plant performance, included in our fee;
- A commitment to serve as an extension of your staff and bring the best value to your customers. This includes being a team player that will work seamlessly alongside other City Departments; and a successful track record of working with neighboring districts.

Our unmatched Northwest footprint and depth of resources mean responsive service for Brookings. In fact, we're prepared to commence operations as early as two weeks following selection. In December 2017, CH2M merged with Jacobs Engineering to become the world's largest water and wastewater engineering design, construction and operations company. We are excited to bring even more depth of talent and resources to our O&M clients. CH2M remains the legal entity for contracting, and all guarantees and protections previously included in our SOQ remain in effect and unchanged.

As this procurement moves forward, our primary point of contact is: Brian Helliwell, Area Manager. Address: 33110 Tennessee Rd., Lebanon OR. 97355. Phone: (503) 409-3102. E-mail: Brian.Helliwell@ch2m.com.

CH2M is committed to working with the City of Brookings as a true partner. We look forward to your review of this submittal and the next steps in this procurement process. Thank you for your consideration.

Sincerely,
CH2M


Ron Stilwell
Project Manager


Brian Helliwell
Area Manager


Gary Young
Regional Manager

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Executive summary

CH2M is committed to establishing a successful and collaborative partnership with the City of Brookings for the operations and maintenance (O&M) of your water and wastewater treatment system. **Our proposal extends Brookings improved performance through the implementation of best-practices, significantly reduces the City's risk with performance and cost guarantees, and commits extensive regional resources for ongoing support of staff - all while lowering your cost by 22% compared to the 2017-2018 adopted budget.**

Our O&M approach is based on establishing a trusting partnership devoted to delivering safe, compliant, and efficient operations to the City's customers. From Day 1, the City can expect a partnership focused on collaboration, communication, transparency, and a commitment to being a good corporate citizen.

Our price is guaranteed and CH2M takes full responsibility for delivering on our obligations, including payment of all fines and penalties that may result from our failure to comply with the terms of our agreement.

CH2M will bring the culture, systems and resource network needed to make this partnership a success. We carefully considered the option of supporting the City's existing project staff with remote resources.

We recognized this approach would eliminate job losses while also further lowering the cost of service – both important considerations. However, we strongly believe that to implement best-practices and improve performance, this partnership requires a dedicated CH2M Project Manager (PM) working closely onsite with the existing staff. It is our strong opinion that there is simply no way to effectively elevate the performance of your operations without an experienced onsite PM, particularly given the City's remote location. To be successful, your contract operator must deploy tools and systems while also providing daily training and mentorship on compliance, lab, safety, maintenance and other best practices to ensure reliable and efficient operations.

Staff that have joined CH2M are consistently more satisfied with their work environment. We understand that transition of staff is sensitive, and it is a process that we handle with the utmost respect and professionalism. Working collaboratively with the City, we will build our team from existing employees supported by an onsite Project Manager and resources drawn from the firm. Our commitment is to keep the staff whole with respect to wages and benefits while offering ongoing training and career advancement opportunities.

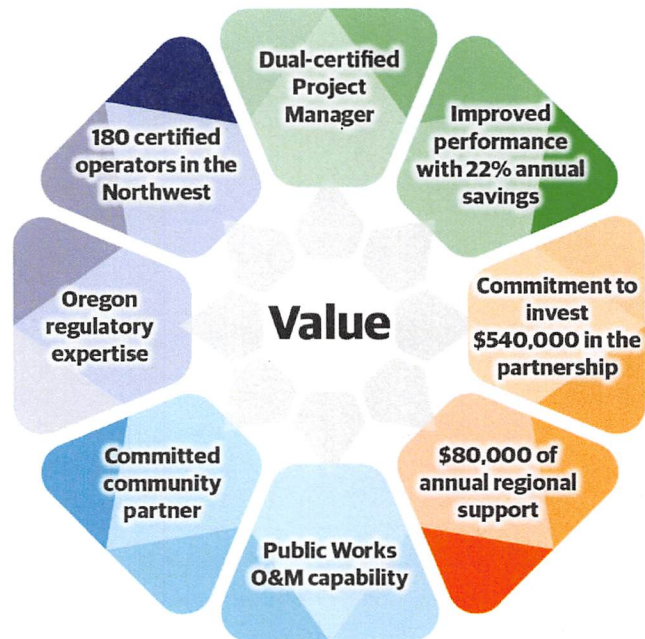


Exhibit 1-1. CH2M commits to improve performance, lower annual costs by 22% and invest \$540,000 in the partnership over the 5-year contract term

Section 1 - Understanding of the City's goals and objectives

Cities across the country, including the City of Brookings, are under tremendous pressure to provide safe, reliable and compliant water and wastewater service to their customers while maintaining aging infrastructure, attracting and retaining skilled workers, and handling inevitable emergencies – all at a reasonable and predictable cost of service. In addition, the City's relatively small size and remote location make it difficult to access qualified personnel and expert support resources to fully optimize its operations to achieve cost savings.

To address these challenges, the City is seeking a qualified and committed partner for the operation and maintenance of its water and wastewater facilities. Your successful partner will:

- Achieve savings over current costs through proven approaches;
- Commit and hold to the contracted budget;
- Comply with all applicable federal, state and local regulations, and accept full responsibility for non-compliance;
- Work as a team with other City departments, and be an engaged member of your community;
- Effectively maintain and extend the useful life of City assets using proven methods, and provide accurate, defensible recommendations for capital projects; and
- Treat staff with respect, and provide a pathway for continuous professional improvement.

Section 2 - Why is CH2M the right partner for the City?

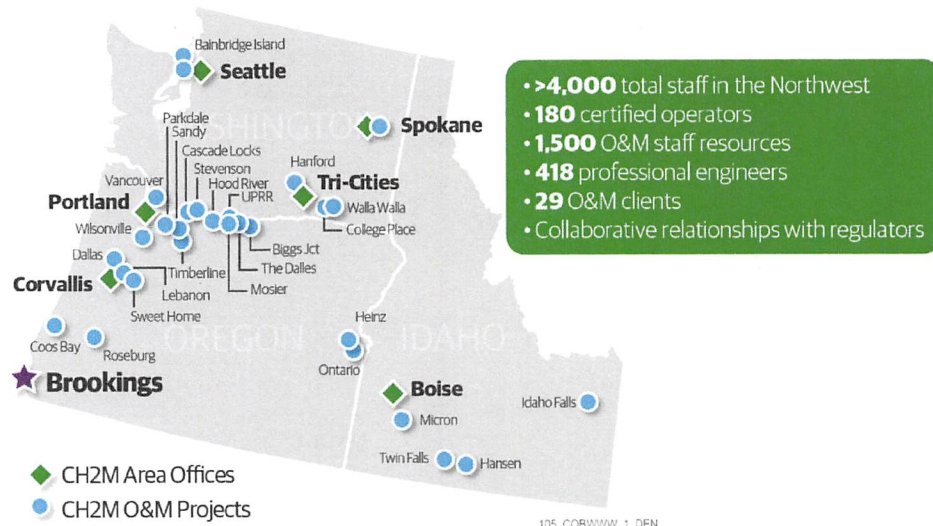
Our core values reflect the Northwest. CH2M was founded in 1946 in Corvallis, Oregon. Our company was founded on four simple values, by an Oregon State University professor and a few of his students. These values were:

- ✓ Take care of clients;
- ✓ Do right by employees;
- ✓ Stay true to our honesty and integrity; and
- ✓ Deliver great work.

Seventy-two years later, we still measure our success through this lens. We are proud to have the industry's highest O&M contract renewal rate, and be ranked as one of the world's most ethical companies as well as a great place to work.



We are the Northwest's largest provider of O&M services. The Northwest is where our O&M practice began in 1980. We maintain the highest number of certified operators – 180 – of any firm. This means we are continually able to fill vacancies and address project staffing needs.



Our roots and partnerships run deep in the Northwest.

We're here to stay, and we remain committed to our clients. The City of Lebanon, OR was our first O&M client beginning in 1982, and 36 years later we are still proud to serve them. Hood River, Cascade Locks, Mosier, Roseburg, and the Dalles are other Oregon clients that we've been proud to serve for over 25 years.

Exhibit 1-2. CH2M's the Northwest's largest provider of O&M services.

Our unique, full-service approach brings added value to our O&M partners. Planning, design, permitting, construction and O&M all under one roof means we bring exceptional resources to our clients, to help them meet a wide range of challenges. The City and our Brookings O&M team will benefit from access to the full extent of our firm's expertise in water and wastewater treatment and conveyance, SCADA, construction management, permitting and other capabilities from our offices in Corvallis, Portland and beyond.

Full public works capability means we understand the City's challenges and can respond effectively. CH2M is the only firm in the Northwest that offers full public works contracting. In Ontario, OR, we operate the City's water and wastewater treatment plants, distribution and collection systems, and provide parks and landscape maintenance, street maintenance, and engineering services. Our full-service capability means we understand the City's 'big picture' challenges, and are fully-prepared to be a team player working alongside other City Departments.

We're also the only O&M firm in the Northwest with an active collection and distributions system program. Although distribution and collections are excluded from the City's scope of services, it helps to have an experienced team on board that understands what is required to operate and maintain these systems, can work seamlessly with the City's crews, and lend a hand when needed. Our proposed Project Manager, Ron Stillwell, maintains the highest level of operator certification in both water distribution and wastewater collection systems.



Like many small communities, Ontario was challenged by aging infrastructure, staff shortages and budget constraints. After careful consideration, the City selected CH2M in 2014. This project won the 2015 Oregon League of Cities Excellence Award.

"I'm absolutely thrilled with the depth of knowledge and the quality of individuals that [CH2M] has brought to the table. ...I think it has helped us as a city to prepare for not only water and sewage, but quality of our streets. They are very conscious of doing the best quality work for the best reasonable amount of money."

— Mayor Ron Verini

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Our Northwest footprint and depth of resources mean responsive service for Brookings. In fact, we're prepared to commence operations *as early as two weeks following selection*. We're able to do that by drawing on our deep pool of regional talent, and our experienced transition/start-up teams. CH2M has managed successful project startup and transition through more than 200 projects involving more than 3,000 staff and operators. We have done so by applying proven programs and systems designed to minimize staff anxiety, enhance training and skills, and eliminate service interruptions. More than 25 percent of our hourly staff members are unionized and represented through more than 50 collective bargaining agreements, including Teamsters.

Section 3 - Staffing approach

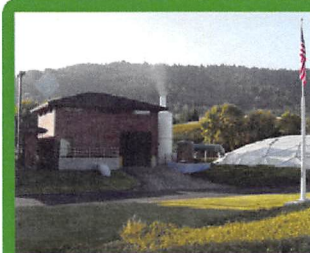
Our approach is based on our 37-year history of O&M delivery, along with a deep understanding of Northwest environmental regulations, conditions and challenges. In addition, our entire project team was on-site for 6 days and spent over 200 hours visiting your facilities, examining data and reports and talking with your staff.

Based on our thorough assessment, we are confident that staff count can be reduced from the current six to five FTEs with no reduction in level of service. Opportunities exist for improved labor efficiency along the lines of "work smarter, not harder". One of the big advantages of bringing on a partner like CH2M is the application of the systems, tools and practices that improve labor, chemical, and energy utilization.

Labor efficiency will be gained in multiple areas, including:

- City staff currently visit each of the City's 13 wastewater lift stations and seven water pump stations every day, taking one operator nearly a full day. Some of the smaller lift stations run only a few hours per week, so daily inspections are unnecessary. In addition, each station is currently equipped with telemetry systems that relay pump and wet well status and alarms to the operator on duty. CH2M standard practice is to inspect stations weekly.
- WWTP staff spend time collecting, analyzing and recording about three times more process control samples than needed. Process control samples are essential and are used by operations staff to understand and refine the treatment process for maximum performance. However, it's easy to get into a habit of collecting data that never gets used. Process control samples are not the same as regulatory compliance samples. These are dictated by the Oregon Department of Environmental Quality (ODEQ), and will be conducted as required by permit. A side-by-side comparison of current versus recommended process control samples is included in Appendix E.

Productive work hours recorded at the WWTP and WTP (excluding sick time, vacation, breaks and lunch) for the most recent 12-month period total about 3.8 FTE. Given this important benchmark, we are very comfortable that the required scope of services can be accomplished with five FTEs.



CH2M's Roseburg project will be a support resource for the City. We've been providing the Roseburg Urban Sanitary Authority (RUSA) with wastewater treatment and lift station OM&M since 1984. Roseburg's WWTP is very similar to the City's, including a biotower, anaerobic digester and screw press.

"The ability to utilize the Engineering group in synergy with the Operations group provides for solutions that will provide the best operational outcome. I have been working with CH2M now for eight years with the last year as the General Manager. I have enjoyed working with the professional and creative employees of the operations group and the engineering group, we look forward to continuing our relationship for many years to come."

— Jim Baird, General Manager

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CH2M's Project Manager will bring the culture, systems and resource network needed to make this project a success. CH2M carefully considered the option of leaving the City's existing project staff intact, and providing only remote project support. We understand that this approach would have the least impact on your existing staff and lowers cost. However, we rejected this approach because we believe strongly that the City is best served through dedicated on-site, day-to-day leadership. There is simply no way to effectively implement - from a distance - all the staff training, lab practices, safety programs, maintenance programs, reporting, and other elements of our successful, efficient delivery. Long travel times mean that remote support will be present less frequently than is needed. We have the greatest respect for Ray Page, your current Treatment Supervisor, and look forward to working together. Our proposed Project Manager, Ron Stillwell, will work closely with Ray and other staff to preserve their critical institutional knowledge while bringing CH2M's tools and processes to Brookings to elevate your operations to the next level of performance.



Ron has more than 30 years of experience in wastewater and water treatment, maintenance, and personnel and facility management. Ron is an Arizona Grade 4 Water Treatment, Grade 4 Distribution, Grade 4 Collections and Grade 2 Wastewater Treatment operator. He was named Arizona Water Supervisor of the Year in 2001 and Water Operator of the Year in 2004, 2005. He has applied for Oregon certifications through reciprocity in September 2017. His applications were accepted and his Oregon certifications are expected shortly.

In the event that Ron's Oregon dual certifications are not received by start of contract, CH2M has ample resources to provide certified operations support to the City, as shown in Exhibit 1-3. Area Manager Brian Helliwell and Regional Manager Gary Young are wastewater operations certified at the highest level. Certified water system operators can be mobilized from our Lebanon and Sweet Home, OR projects. In addition, two of the City's current project staff maintain the required certifications. CH2M accepts full responsibility for maintaining appropriate certifications for the City's facilities at all times.

Client reference:

Mark Kieren
Utilities Operations Manager
Town of Prescott Valley
Phone: (928) 759-3085
Email: mkieren@pvaz.net

113_COBWWTP_1_DEN

Exhibit 1-3. Summary of our Northwest water/wastewater certifications

Certification Level	Wastewater Treatment	Water Treatment
I	28	7
II	20	9
III	9	6
IV	34	8

Our proposed staffing plan is shown in Exhibit 1-4.



Exhibit 1-4. CH2M's proposed organization chart

Expert resources will support the on-site team. Our proposal extends significant support by off-site resources to develop staff, support permit compliance, and bring best practices from other projects to effectively deliver the City's scope. CH2M commits to provide this level of project support year-over-year. The regional resources shown here will be on-site at regularly-scheduled intervals throughout the contract term and will engage at other times based on project needs. Staff resumes are included in the Appendix.

In addition to these expert resources, our approach places significant emphasis on resources for startup activities to ensure a successful transition. This includes approximately 500 labor hours to set up processes for regulatory compliance and reporting, laboratory operations, training of existing staff, treatment process review, set up of the Computerized Maintenance Management System (CMMS), administration, establishing bookkeeping and reporting protocols, and human resources. Our approach to project transition is discussed later in this Section.



Our proposal includes approximately **\$80,000** of annual support by off-site resources along with another **\$70,000** investment for startup support at no additional cost to the City.

CH2M provides continuous O&M coverage and emergency response. Our shift schedule will provide properly licensed and certified personnel for 7-days-per-week coverage at the WTP and WWTP. We will maintain an Oregon DEQ-certified water and wastewater operator on each shift. We will also provide 24/7/365 on-call coverage, and response for all managed assets, and respond to calls and emergencies within one hour.

Training is the bedrock of project success. Effective training and certification are one of CH2M's most important service offerings, directly affecting our people's performance quality and skill mix, morale, and long-term potential and growth. We will expand the skillsets of existing operations staff, with all operators cross-trained between water and wastewater. All staff will be trained in the laboratory database program Op10. Staff will be trained in data entry and creation of work orders through the Computerized Maintenance and Management System (CMMS). The City's existing staff will become part of our larger team, interacting regularly with our other 1,500 project associates in the Northwest. Exhibit 1-6 shows the personnel training that will be completed in Year 1.

Financial support is offered for employee education and off-site training, as well as incentives to increase levels of certification. For employees looking to expand their careers, our organization offers a wealth of opportunity on challenging projects and assignments, and a path for advancement in specific skill areas and management.

The City dealt with the devastating Chetco Bar Fire in 2017, coming very close to evacuation. Our O&M teams across the country take tremendous pride in our emergency response capabilities. Many of our projects dealt successfully with damage and difficult operating conditions in last year's intense hurricane season. Our teams prepared well in advance, made repairs and returned facilities to service soon after the storms passed.

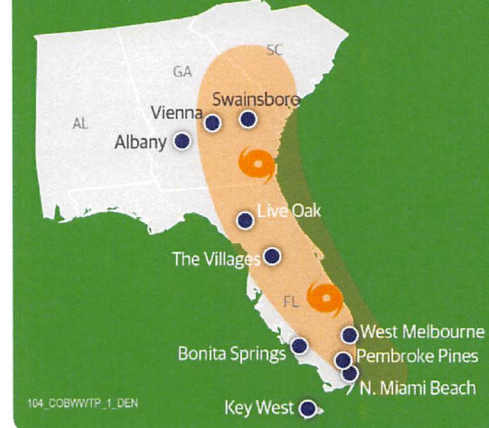


Exhibit 1-5. Our emergency response capabilities are the best in the business

Exhibit 1-6. Planned staff training

OPERATIONS STAFF		
<ul style="list-style-type: none"> Plant Specific Process Control Testing and Monitoring Conducting Weekly Process Control Meetings and Submitting Reports to the RTS Operations Strategy (and how to periodically update this document) Data Management 	<ul style="list-style-type: none"> Solids Handling Operations and Optimization Logbook and Status Exchange Monitor Process KPIs by Observing Data Trends SOP Development Data Management Plant Check Sheets and Operator Duties 	<ul style="list-style-type: none"> Op10 (Phase 1): Logging On; Data Entry UPCP Development Optimization Plan (to include process, chemical usage, electrical, and sludge handling) Site Specific Odor Control System Operations and Monitoring NPDES Permit
MAINTENANCE STAFF		
<ul style="list-style-type: none"> CMMS and Completing Work Orders Vibration Analysis Equipment Calibration Training Provided to Achieve Certification as a Water/Wastewater Plant Maintenance Technologist 	<ul style="list-style-type: none"> Inventory Control Infrared Thermography for Electrical Staff Arc Flash for Electrical Staff 	<ul style="list-style-type: none"> Pump Repairs and PM Tasks Motor Current Analysis—Predictive Maintenance Reliability Assessment
ALL STAFF		
<ul style="list-style-type: none"> Smith Safe Driving Fall Protection First Aid & CPR OSHA 10-hour Lockout/Tagout—Authorized Confined Space 	<ul style="list-style-type: none"> Annual NPDES Permit Training* Spill Response Globally harmonized system (GHS) Crane Safety PPE Safety Team Work 	<ul style="list-style-type: none"> Contract Synopsis (KPI) Workplace Violence Sexual Harassment Cultural Sensitivity Ethics Supervisor Training

Staff that we have taken on board are consistently more satisfied with their work environment.

We understand that transition of staff is sensitive, and it is a process that we handle with the utmost respect and professionalism. Thanks to the focus and attention on our employees, CH2M has repeatedly been named by Fortune Magazine and Business Insider as one of the “50 Best Companies to Work in America”. We have successfully completed numerous transition and startup efforts involving union workforces including, most recently, Wilsonville, Oregon.

A key aspect of our approach revolves around the care and respect for existing staff. Employees are our most important asset, and we understand that transition to a new organization and way of working is challenging. Our proven six-step transition process will minimize stress and ensure a smooth workforce transition.

“In the 5+ years since joining CH2M, I have felt more valued than at any time in my working life. My role has expanded as I have been encouraged to grow and stretch my capabilities as an Operator and someone who would someday like to take on a management role. I enjoy the people I work with and the off-site technical support we have at our fingertips is wonderful. CH2M is a strong, ethical, Oregon born-and-bred company, doing good things all over the world. It feels good to be a part of that.”



When I settled into being an employee of a private company, I realized I was still doing the work that I love, in a place that I love, with people I love. Nothing had really changed except the name on the paycheck.”

— Cindy Beckett Kehoe
Operator II
CH2M Wilsonville WWTP

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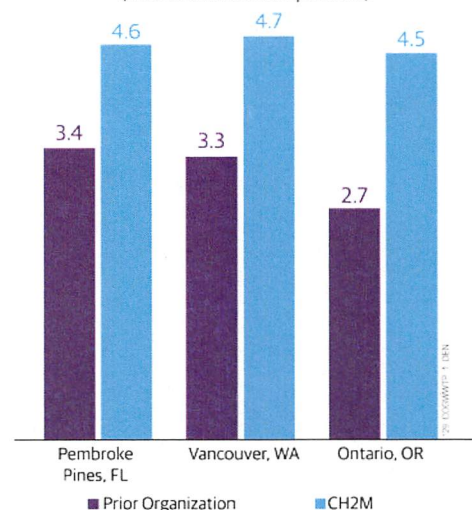
During the first days of the Transition Phase, job descriptions will be refined after a needs assessment for each position. A revised, in-depth list of skillsets will specify the ideal combination of experience and skills needed for each position. Needs assessments will be used when evaluating candidates followed by development of necessary training programs based on employee needs.

Working collaboratively with the City, we will build our team from existing employees and support them with resources drawn from the firm. Our plan is to fill all open positions with the existing employees and to offer comparable wages and benefits packages. To develop our personnel costs, we used actual salaries and benefit budgets provided by the City, taking into account employees’ actual costs for benefits.

Given our staff count of five FTEs, including a CH2M Project Manager, we will make employment offers to four City staff. Existing employees not offered position will be offered a severance package based on their length of employment unless absorbed by the City for other positions. CH2M can also offer employment at other project locations based on staff’s interest in relocating and qualifications for any open position.

In the event of vacancies, we will leverage regional resources to ensure all positions are filled by skilled personnel as required starting on Day One of the partnership.

Employee Satisfaction Survey Results
(After CH2M Assumes Operations)



Section 4 – Summary of work to be performed and proposed improvements

CH2M will provide a single point of accountability for compliant operation and maintenance of the water and wastewater facilities listed in the City's Request for Proposals. Our approach will include making upgrades, reducing costs through operational and maintenance improvements and significantly improving documentation and reporting as described below.

4.1 Wastewater Treatment Plant (WWTP) recommendations for improvement

The City's WWTP was originally constructed in 1957. A trickling filter was added in 1973 and the plant was upgraded in 1988 and 2001. Biosolids dewatering equipment was added in 2010 to avoid the disposal of liquid sludge. Based on thorough inspection of your facilities by our operations, maintenance, safety, biosolids and lab experts, our major recommendations for improvement include:

CH2M will clean out the anaerobic digester and restore proper mixing – this price is included in our fee. This critical unit has not been cleaned since its construction in 2001, and it is likely that a large portion of its working volume has been lost to storage of inert solids. Mixing is being hampered by plugged piping, and staff regularly spend valuable hours on system maintenance. These units should be cleaned every 5-8 years. Failure of the digester would be critical, as there would be no way to meet pathogen reduction requirements or move solids out of the plant. The treatment process would quickly become overwhelmed by solids accumulation, leading to process failure. Cleaning will also improve the digester's mixing and heating system, enabling the digestion process to use more naturally-produced methane gas and less supplemental diesel fuel.



We estimate the value of our proposed digester cleaning and restoration to be around **\$60,000** which will be performed at no additional cost to the City.

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Our Northwest teams have recently cleaned two anaerobic digesters at our projects in Coos Bay and Hood River. The work must be carefully planned, and executed quickly. CH2M will undertake this project in the first 12 months of the contract.

Biosolids disposal will prioritize land application. The WWTP has excellent solids storage and dewatering equipment. Plant staff are producing high-quality, non-odorous dried solids which are typically in high demand from farmers. Historically, most of the biosolids have been trucked to landfill, at a cost of \$116 per wet ton, or about \$30,000 annually. In recent years, the fraction going to land application has increased, but much more can be done to minimize landfill charges. Our O&M team will train all staff to operate the dewatering equipment. We will also, at our expense, install automation to allow the equipment to run unattended during the critical four-month window for land application. Other planned improvements will further improve performance, reduce chemical use, and address existing reporting and testing problems.



Our commitment to land application will lower the City's solids disposal costs by **90% per year** and this savings is reflected in our price proposal.

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CH2M has a well-established Northwest biosolids land application program. We manage land application for our clients in Coos Bay, Sandy, Hood River and the Dalles and have excellent relationships within DEQ's Biosolids group. We will contract with willing recipients, including the

current user Oregon Hydrangea, to ensure a reliable amount of acreage for disposal. **We accept full responsibility for the land application program. If biosolids need to be trucked to landfill for any reason, this will not result in a cost increase to the City.**

4.2 Intake and Water Treatment Plant recommendations for improvement

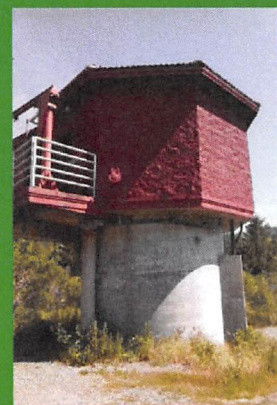
The City of Brookings obtains its water through a river bank filtration system, approximately 40 feet below the bed of the Chetco River. The system has been in operation since 1989. Due to the consistent high quality of water coming from the Ranney collector system, the existing treatment plant has not been used over the past couple of years. Our approach to delivering safe, high-quality drinking water includes:

Improve lab practices to stop ongoing compliance violations. Reporting and monitoring violations are discussed in Section 5.

Assist the City in monitoring the effects of the Chetco Bar fire on water quality. The City has obtained a grant to conduct this monitoring. CH2M will support the monitoring program and assist in interpretation of the findings and alternative responses. If the WTP were to be needed for consistent treatment, plant deficiencies would need to be corrected.

Support the City in negotiations around the new Lead and Copper Rule. The US EPA is expected to publish the revised Lead and Copper Rule in 2018. This is a potential issue for the City given the somewhat low pH (less than 7.0) of treated water which causes corrosion of copper pipe and lead solder/fixtures. Lead and copper sampling data show rising levels of these metals in the City's treated water from 2013 to 2016. Corrosion control does not have to be an expensive or complex process. However, the City would be well-served with CH2M on board, to provide regulatory support and develop a cost-effective approach to compliance.

CH2M designed the City's intake in 1984, and can support any modifications that may be needed in the future.



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We routinely work with Oregon Health Authority (OHA) regulators in support of our O&M projects. Rich Giani - our proposed drinking water technical support lead for the City of Brookings, interacts regularly with OHA staff. Our corporate Compliance and Regulations Group works directly with regulators in Oregon and other states as needed to address contamination events, mechanical failures that can cause a plant to temporarily go out of compliance and complex issues such as disinfection byproducts or lead and copper exceedances.

4.3 Site safety recommendations

Based on observations at our two site visits, safety improvements at all City facilities will be completed by CH2M as part of our scope and price including:

- Currently, operators inspecting pump stations open ground-level doors to observe submersible pumps. In this situation, they are exposed to potential falls, and they do this task alone and without fall protection.
- Machine guarding, including exposed rotating shafts, guards not properly fixed to equipment, and corrosive breakdown of the installed machine guarding;
- Housekeeping, including equipment on the ground and stored on top of electrical cabinets; electrical safety; and gaseous chlorine handling and storage;

In addition to our standard safety training, additional site-specific training will be provided for confined space entry, fall protection, First Aid/CPR/AED, overhead crane, service truck crane, and lockout/tagout procedures.

4.4 Scope of Work

We will begin implementing our award-winning tools, processes and systems immediately, some of which have been described in this proposal. Within the first 60 days of the contract, CH2M will submit detailed plans for O&M of the City's facilities, summarized in Exhibit 1-7.

Exhibit 1-7. O&M plans CH2M will submit

Scope Element	Description
Customer service	Procedures for interacting with customers. Staff contact information, after-hours support procedures.
Emergency response	Clear, concise procedures to restore normal operations
Training	A blend of firm-wide and City-specific training, based on project needs
Operations	Operating strategy, daily requirements, monitoring
Maintenance	Comprehensive documentation of maintenance systems and procedures
Sampling and lab	Sampling plan, testing procedures
Safety and security	Training program and site-specific policies, establish program ownership

4.5 Cost control

Our price proposal is firm, with no opportunities for increases apart from agreed-to annual escalation and unforeseen changes as described in the draft contract.

CH2M brings sophisticated tools and experienced staff to track all important project cost elements, so we know how things are going at all times. Project year-to-date (YTD) and monthly expenses are reviewed and compared to budget. Labor costs can be reviewed by individual staff. Expenses can be reviewed with a 3-year history.

Chemical and electricity charges are routinely reviewed and evaluated for unusual activity. Emergencies, weather, and bulk delivery schedules can all impact monthly direct costs. Labor distribution is evaluated between major facilities to ensure that overtime is minimized and problems are dealt with promptly.

We pride ourselves on our transparency, and will provide you detailed accounting of costs so you always know what's going on.



Project tracking, cost control, and communications plan

CH2M provides detailed monthly reporting of all operations and maintenance activity, including:

Monthly report section

WTP operations summary
WTP maintenance history
WWTP operations summary
WWTP maintenance history
Pump station maintenance history
Lift station maintenance history
Biosolids program summary
DEQ reports
Cost, budget
Repairs charges
Sampling results
Daily pumping records
Daily flows

Content

Flows, rainfall, influent/effluent parameters
Inspection and maintenance activities
Flows, rainfall, influent/effluent parameters
Inspection and maintenance activities
Preventive and corrective maintenance performed
Preventive and corrective maintenance performed
Activity log
Includes copies of Discharge Monitoring Reports
Direct costs, chemicals, and repair costs against budget
Labor and direct costs by repair line item
All parameters
Total hours run and flows
Average daily flows with graphs and trends

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Section 5 – Laboratory work, compliance reporting and QA/QC

CH2M will implement a comprehensive Laboratory Program at the City's water and wastewater laboratories. The on-site team will operate a fully-functional water and wastewater lab that will provide all required sampling, testing, and analyses of samples in compliance with state and federal requirements, including stormwater. All resources will be utilized to make this lab compliant, efficient and successful.



CH2M will provide all laboratory materials and supplies at **no additional cost** to the City.

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On contract start, a laboratory start-up will be performed which includes training, installation of laboratory programs and policies, and a follow-up lab review within the first twelve months. A complete list of analyses, location and frequency is included in the Appendix. Some testing and analyses will be conducted on-site using the staff and lab facilities. Other analyses will be outsourced to an accredited lab. Good laboratory practices will be implemented and maintained along with an approved safety program.

The state of Oregon does not require certifications of water or wastewater laboratories or technicians that perform the analyses required to maintain drinking water and wastewater permit compliance. The licensed operators at these facilities are adequate to perform the in-house permit and process tests.

A Quality Assurance/Quality Control (QA/QC) Program will be implemented. The purpose of this program is to verify the reliability of the data produced in the laboratory. This will safeguard against errors in data production by establishing testing systems to U.S. EPA methodology. The use of proper instrumentation and calibration techniques, equipment maintenance, reagent standardization, and clear documentation of each will be included.

Preventive maintenance (PM) procedures for lab equipment will be developed. Required maintenance and frequencies will be input into the Computerized Maintenance Management System. This includes PM's and inspection frequencies for lab safety equipment, and a maintenance log for probes and lab equipment.

A Regional Lab Coordinator will support the on-site team by:

- providing laboratory training;
- providing an initial lab start up and a follow-up review within 6-12 months;
- installing laboratory quality and safety programs;
- providing Discharge Monitoring Report Quality Assurance Study (DMR-QA) assistance testing and reporting;
- providing updates of methods and regulations;
- providing regular lab reviews; and
- reviewing monthly QA/QC reports for lab data and assistance.

CH2M will continue laboratory testing on behalf of Harbor Sanitary District. As before, the District will be responsible for weekly sample collection and delivery. CH2M will provide reports as outlined in the Intergovernmental Agreement (IGA).

Section 6 – Ensuring environmental compliance

CH2M brings the City a dedicated team of experts and tools to deliver long-term compliance with environmental regulations and permit conditions. We are fully committed to delivering on the City's stated objective of operating in full compliance with all applicable regulations, statutes, and permits. With a focus on environmental protection, our national O&M Compliance Team brings the City extensive expertise in all pertinent areas of environmental regulations and permitting including the Clean Water Act (CWA), Safe Drinking Water Act (SDWA), the Clean Air Act, Emergency Planning and Community Right-To-Know Act (EPCRA), Resource Conservation and Recovery Act (RCRA), biosolids management, industrial pretreatment, laboratory performance, and stormwater regulations.



CH2M will resolve current, ongoing violations through rigorous training, sample tracking and QA/QC procedures. Exhibit 1-8 provides a summary of wastewater (NPDES permit) and drinking water (SDWA permit) violations. Although the list is long, these are minor violations for the most part, and can be readily corrected. It appears that the facilities are operating within the required treatment limits; no major obstacles to achieving future compliance are anticipated.

Exhibit 1-8. Summary of CH2M's violations

Wastewater Compliance History
4/1/14 – 6/30/14 – pH limit violation
10/1/15 – 12/31/15 – Fecal Coliform limit violation
4/1/16 – 6/30/16 – pH limit violation
9/30/16 – Enterococci limit violation
10/21/16 – Total Suspended Solids permit violation
3 violations for failure to monitor for toxicity as required by permit

Drinking Water Compliance History
7/1/16 – 12/31/16 – Revised Total Coliform Rule violations – monitoring violations
Past 12 quarters – Groundwater Rule violations – 12 monitoring and reporting violations; 1 treatment technique violation
Past 12 quarters – Synthetic Organic Chemical Rule violations – monitoring violations
10/1/15 – 12/1/15 – Total Coliform Rule violation – monitoring violations

As part of the O&M Program, we will implement a suite of project compliance tools, including:

- A comprehensive training program, included at project startup, ongoing on-line training, as well as on-site training;
- A permit tracking tool to ensure that all permit requirements are identified and fully understood;
- A sample tracking tool, with multiple layers of oversight, to ensure that sampling is performed as required;
- Biosolids tracking and assessment tools; and
- A project SharePoint site containing all project compliance tools.

CH2M is best-positioned to help the City address changing regulations. Over our 70-year history in the State of Oregon, our engineers and operators have developed significant relationships with state regulators for drinking water and wastewater, and we bring the City an understanding of past, present and future regulatory issues that cannot be matched by any other O&M firm.

The City's NPDES permit expired in 2016, and has not yet been renewed. The key issues on permit renewals are typically requirements for lower effluent nutrient and metals concentrations. In Sandy, Coos Bay and Ontario Oregon, our input resulted in more reasonable permit limits. This was achieved by performing calculation of process upgrades and costs required to achieve these lower limits, and supporting our clients in discussion with regulators.

CH2M is also a leader in the Northwest in assisting our clients understand the regulatory constraints and requirements around wastewater outfalls. We worked closely with the City of Coos Bay and DEQ to better define the ocean outfall mixing zone and accelerated the design of needed repairs to keep overall permitting on the City's new WWTP on schedule.

We are committed to full disclosure and remedying unexpected situations that can arise. Inevitably over the course of a multi-year contract, events happen – whether inside or outside of our control – that can result in treatment upsets. With a presence in the Northwest since 1946, we stand by our clients and do what it takes to 'make it right'.

We have a comprehensive program for mitigating adverse environmental impacts in emergency and accidental spill situations, and a full communication plan to relay information to the City and other stakeholders promptly. As necessary, we will draw upon our regional and corporate technical resources to assist our onsite team in resolving process challenges or assist in determining appropriate mitigation steps.

CH2M takes full responsibility for fines and penalties that may result from our failure to comply with our agreement with City. Further, we commit to make required corrections and to fully document and communicate our response to the City.

Section 7 – CH2M approach to maintenance of the City's assets

Effective maintenance is a fundamental and critical part of our service to the City. An effective and efficient maintenance program is a top priority for CH2M due to the age of some the City's existing infrastructure. Parts of the existing WWTP were constructed nearly 40 years ago, and the WTP is over 50 years old.

CH2M's proactive maintenance program will protect the City's investments and optimize the life-cycle costs of owning, operating, and maintaining these essential assets. Our maintenance program will significantly reduce the City's long-term ownership cost and deliver the following added benefits:

- Prolonged asset life;
- Improved repair vs. replacement decisions;
- Predictable and defensible capital and financial planning;
- Prioritization of critical activities;
- Improved response to emergencies; and
- Improved site security and safety.
- Improved planning for future capital investment needs

A Computerized Maintenance Management System (CMMS) is the foundation of our maintenance program. CH2M has standardized on a single CMMS software company-wide – Maintenance Connection (MC). This web-based system allows for asset maintenance history, condition, service costs, work order tracking, maintenance scheduling, service requests, inventory control and customized reporting. MC software is used by Southwest Airlines, GE, AT&T, Hewlett Packard and other major companies. Set-up, training, maintenance and reporting for this system is included in our price proposal.



Exhibit 1-8. CH2M's comprehensive maintenance program

CMMS set-up will organize all City assets in a structured database and will establish preventive maintenance schedules based on manufacturer recommendations, warranty requirements and industry best practices. Reports will be customized to City preferences for content and frequency. Unlike some other O&M providers, our CMMS will be fully transparent and accessible to the City. We do not "guard" this information – this is a fundamental aspect of our overall commitment to partnership and transparency.

All levels of maintenance will be tracked, scheduled and documented in CMMS. Our comprehensive maintenance program is described in Exhibit 1-9.

Of course, the most cost-effective way to perform maintenance is to find problems before they happen. Our approach will provide staff training to self-perform (not out-source) preventive maintenance tasks, with a special focus on old and critical equipment. We also use the CMMS to track and ensure that critical spare parts are ready when needed.

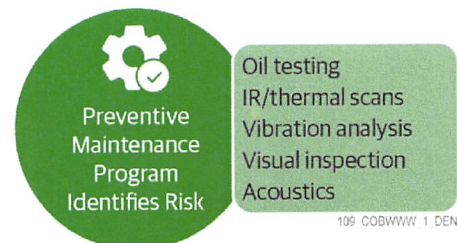


Exhibit 1-9. Summary of CH2M's comprehensive maintenance program

Maintenance type	Purpose
Routine Maintenance (RM)	First level of maintenance. Observe each process and equipment area to inspect equipment condition and performance. Clean equipment and base areas. This reduces problems with dirt, grease, and oil buildup on the equipment, which, if unchecked, can shorten operating life.
Preventive Maintenance (PM)	Repetitive activities required or recommended by the equipment manufacturer or by industry best practices to optimize the service life of the asset. A critical line of defense against equipment deterioration and failure. Preventive maintenance work orders generated by the CMMS outline the required maintenance and, upon completion of a work order, the maintenance activities are logged in the CMMS.
Predictive Maintenance (PdM)	Designed to help determine the condition of in-service equipment to predict when maintenance should be performed. Assigned to all major electrical and mechanical equipment. Confirm all components are in good working order and verify that no negative trends exist that reduce the equipment's overall life expectancy and integrity.
Corrective Maintenance (CM)	Required for operational continuity, safety, and performance. Track status of corrective maintenance work orders in the CMMS, where they are scheduled within equipment groups to save time and reduce labor costs. Critical spare parts are stocked onsite or held in reserve at a supplier's warehouse to minimize downtime.

The first step in managing project assets is knowing their current state. Over time, as assets are rehabilitated, repaired or replaced, the asset inventory will become more accurate.

The condition assessment will establish maintenance requirements, determine remaining useful life, and determine replacement value for each asset. This work will be conducted by our project Maintenance Specialist, Ron Thomas. Ron visited the WWTP, lift stations, river intake structure, WTP, reservoirs and booster pump stations in December and noted that overall, the condition of City's assets is good considering the age of some equipment and structures.

The City has an existing CMMS that is lightly used, and is currently populated with only a fraction of the total number of assets. The current asset database contains 260 assets, but there should be between 1,000-1,500 individual assets being tracked for a project of this size. Types of equipment that will be assessed and captured in the CMMS include pumps, motors, valves, mixers, control panels, blowers, gates, gate actuators, tanks and basins, gearboxes, conveyors, level transmitters and other instruments, HVAC, and more. Tracking at this level of detail will allow us to establish data for accurate maintenance history and lifecycle costs.

As critical equipment approaches the end of its designed service life, assets will be evaluated and prioritized for replacement and/or upgrade. We will work closely with the City throughout this process. CH2M uses modeling tools to develop recommendations for the scheduling of repair, replacement or upgrades for the next 10 years based on the asset's probability and consequence of failure, replacement costs, and maintenance history.

In the first year of the contract, an initial 5-year capital plan will be developed, using information from the condition assessment of the existing facilities, modeling of repair/replacement until asset useful life has been surpassed, and future capacity needs. The plan will include brief descriptions of the upgrade needs, installed capital cost and impacts to O&M costs. This initial plan will be the foundation of annual updates to the City. Each year, the updated capital plan will be provided 3 months before close of the City's annual budget process.



In the first 90 days, CH2M will perform a detailed condition assessment of all assets at **no additional cost** to the City.

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Section 8 – Working with the City

Our O&M approach is based on establishing a trusting partnership devoted to delivering safe, compliant, and efficient operations to the City's customers. From Day 1, the City can expect a partnership focused on collaboration, communication, transparency, and a commitment to being a good corporate citizen.

Our goal is to serve as an extension of your staff and bring the best value to your customers. CH2M will interact with the City's representatives with a long-term, successful, open, and transparent partnership in mind. Communication is critical to our mutual success, and is reflected in our proposed procedures.

Our reporting and communication will be tailored to your preferences. At minimum, we will prepare detailed monthly reports, quarterly activity reports and a comprehensive annual report, including a capital improvement plan and justification. We strongly recommend quarterly meetings where we review progress and discuss challenges so that you remain fully informed about our activities and the state of your operations.

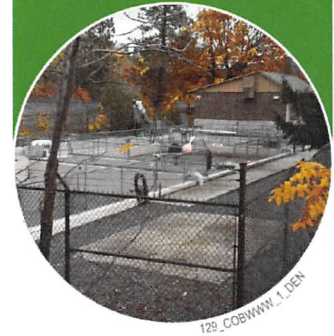
We are a team player that will work alongside other City Departments. Many of our projects require close cooperation with other groups and departments within the cities we serve. In Lebanon, we help City crews perform annual line flushing twice per year when they are short-staffed. In Roseburg, we recently assisted in response to a flooded pump station, and worked side-by-side with the City to make repairs. We are a reliable responder in storm events for all our clients, including storm drain cleaning and debris removal.

As a member of the Brookings community, we commit to helping our neighbors. Community partnerships align with our core values, enhance our employees' pride in our company, provide an employment differentiator to recruit and retain employees, build a positive image of CH2M in the communities where we live and work, and builds relationships with key stakeholders in the community. We routinely establish sponsorships and employee volunteer goals for charitable organizations, donate and participate in community events, and engage in student education programs focused on the environment.

We are experienced at working with neighboring districts. Often, smaller districts are partners in the facilities we operate and maintain – as is the case with the Harbor Sanitation District (HSD). The City is solely responsible for the operation and maintenance of the WWTP. However, the District is responsible for paying annual costs based on the flow and loading allocations contained in the Intergovernmental Agreement (IGA). HSD's contribution is significant. We will make every effort to maintain a positive working relationship with HSD, and to provide complete and accurate documentation of routine O&M expenses, as well as justifications for recommended capital improvements.

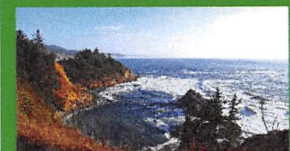
"It's not like a big corporation that you don't feel connected to. With CH2M I have formed real relationships, at the manager level, and with the people who are on the ground at the plant every day. I still talk to the guys that are retired. It's not just a job to them—they care just as much as you do about your wastewater treatment plant."

— Kathy Fitzpatrick, City Manager
City of Mosier



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At Coos Bay, OR, the City also serves the neighboring Bunker Hill and Charleston Sanitary Districts, under an IGA. The Districts collect and deliver water quality samples for analysis. Charleston also contributes to Coos Bay's O&M and capital costs. CH2M helps the City manage this relationship by keeping Charleston informed on operations and capital projects, providing data and giving tours.



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Section 9 – Price proposal

To develop our approach and cost, we deployed a due diligence team comprised of experts with diverse skillsets. They reviewed the information provided by the City and visited your facilities and talked with your staff. Where information gaps existed, we used industry benchmarks and conservative data from our own operations to establish the true cost of operations.

CH2M guarantees the City of Brookings an annual Lump Sum fee of **\$1,331,249**, subject to annual escalation for inflation under an initial five-year term. We have assumed a start date of March 1, 2018. However, we can commence work in 2 weeks following notice of selection and execution of a mutually-agreeable contract.

Staffing - includes all relevant expenses for personnel, associated benefits, overtime, and callouts for our proposed administration, operations, maintenance, and laboratory staff. CH2M has proposed a staff of five associates as described in the Staffing Plan.

Routine Maintenance - includes materials, parts, and other services required to conduct predictive and preventive on all facilities included in the RFP.

Repair and replacement - includes items up to \$5,000 per incident. Authorized expenses greater than \$5,000 will be funded by the City on a case-by-case basis or as part of the City's Capital Improvement Plan. CH2M will provide documentation to support each request.

Chemical Usage - includes thickening, dewatering, cleaning chemicals required to maintain the proper conditioning of sludge and chemicals used at the water intake, water and wastewater treatment plant, and Salmon Run water system.

Utilities - includes natural gas, diesel, and electricity for the wastewater plant, water treatment plant, lift stations and pump stations listed in Table X as well as the water reservoirs, salmon run, water intake, and ocean outfall.

Miscellaneous – includes costs for SCADA system licenses and support, safety items, uniforms, training and certification, travel and all relevant costs for off-site administration and support.

Annual escalation - based on the Water & Sewer Index.

The following assumptions have been made to provide the most cost effective and advantageous budget for the City:

- Influent raw water quality and availability from the current source remain unchanged.
- City water is supplied to the WWTP at 901 Wharf Street at no cost.
- Existing vehicles and tools at the WWTP (2 pick-up trucks, and 2 utility vehicles) will continue to be available for use by CH2M staff. Maintenance and fuel for vehicles is included in the Service Fee.
- CH2M has not included Capital Improvement items or major replacements >\$5,000 in the Service Fee.

CITY OF BROOKINGS – WATER & WASTEWATER TREATMENT RFP

Exhibit 1-10. Summary of electricity usage points for City facilities

Lift Stations & WWTP	Address
BV Loop LS	423 1/2 Buena Vista
Beach Ave LS	1513 Beach Avenue
Seacliff LS	112 Seacliff Terrace
Macklyn Cove LS	200 Macklyn Cove
Mill Beach LS	310 Mill Beach
WWTP Lab/PW	901 Wharf Street
Dawson Tract #1 LS	1675 Old Hwy 101
Dawson Tract #2 LS	17105 Pacific Heights
Dawson Tract #3 LS	96444 Shorewood Terrace PU
Dawson Tract #4 LS	17431 Park Spur
Dawson Tract #5 LS	17357 W Ocean Drive
Constution Way LS	101 & Constitution
WWTP	901 Wharf WWTP
Riverview LS	6387 Riverview Drive

Water Treatment Plan & Pump Stations	Address
Pacific View Res PS	16972 Pacific View PS (Marina Heights)
Water Treatment	98115 NB Chetco Water Plant
Mt Drive Res & PS	17164 Mountain Dr #2 - PU
1.5 MG Res PS	271 Marine Drive
16903 Old Co Rd Water Tank	Old Co Reservoir
Mt Drive Res & PS	17390 Mountain Dr #3 PU
Dodge Ave #2 PS	90748 Dodge Avenue
Water Intake	99232 NB Chetco

Section 10 – Contractor requirements checklist

CH2M was pleased to submit a Statement of Qualifications on June 6, 2017 and was deemed qualified to submit this proposal, based on the list of qualifications in Section V of the RFP. This page re-states our qualifications in condensed form.

We accept all responsibilities listed by the City in Section VI of the RFP, including financial obligations, training and retention of workers, licensing, permit compliance, legal requirements and insurance limits.

In this proposal, we have touched (briefly, in some cases) on the requirements for a successful contractor in Section VII and VIII. Our proposed program will fully meet these requirements, and we expect to exceed the City's expectations for service.

Requirement	Where demonstrated
Have been in the business of providing full contract operations of water and wastewater treatment systems for at least five (5) years.	Section 2
Operate at least five (5) water and wastewater systems equivalent to or larger than the City's systems.	Provided in Statement of Qualifications, repeated in Appendix D.
Have at least five (5) years of continuous working experience with the State of Oregon's (or another similar state) regulatory agencies	Section 2
Have at least five (5) years of continuous experience providing water and wastewater treatment plant management services to municipalities.	Section 2
Submit evidence of bonding capability in the annual contract amount. The amount of the bond may be modified depending upon the final scope of services	Provided in Statement of Qualifications, repeated in Appendix D.
Have demonstrated successful project transition experience.	Section 3
Have verifiable existing support resources.	Section 3
Have established systems and procedures for quality control, quality assurance, safety, maintenance, regulatory compliance and cost control	Sections 5-7

SUBMITTED TO:



PROPOSAL
Water and Wastewater Treatment

January 17, 2018



Veolia's O&M partnership with Wilsonville, OR, ongoing since 2001.



Veolia's O&M partnership with Gresham, OR, ongoing since 2005.



January 17, 2018

Mr. Gary Milliman
City Manager
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

Subject: **Water and Wastewater Treatment Proposal**

Dear Mr. Milliman:

In response to the Request for Proposals (RFP), **Veolia Water North America – West, LLC** (Veolia), is pleased to provide our plan and approach for delivering comprehensive operations, maintenance and management (O&M) for your water and wastewater treatment facilities.

Based on the information provided by the City, we understand that this project will involve transitioning responsibility for your water and wastewater facilities under a new five-year O&M agreement (with an option for an additional five-year term).

The facilities and operations covered under this agreement will include the City's: wastewater facilities (15.6-MGD wastewater treatment plant, 13 wastewater lift stations, biosolids screw press and sludge disposal), water facilities (2.6-MGD water treatment plant, seven water pump stations, 11 water reservoirs and the Ranney Collector); and other systems, including emergency generators, the ocean outfall and the salmon run water system.

As demonstrated in our RFQ and now in this RFP response, Veolia is committed to delivering the City the best value for this project.

In that regard, we would like to outline the following from our proposal for the City to consider, including:

- **Our Program is Tailored to the City of Brookings' Needs:** Veolia has leveraged our base of nearby projects and local expertise to deliver a customized operations and management program for the Brookings community. This approach is built on our key principles, which include: Award-Winning Environmental Health and Safety, Demonstrated Regulatory Compliance, Proven Service Performance and Advanced Equipment Preservation.
- **Significant Savings for the City Ratepayers:** Our proposed O&M annual fee is more than 20% less than what the City now pays for your operations, which means that Veolia's award-winning operations program will save City businesses and residents more than \$2.3 million over the term of the initial five-year agreement.
- **Limited or No Disruptions for the City Ratepayers at Transition:** Veolia's proposal assumes offering all the existing facility employees positions on our O&M team. We have also proposed investing in your overall operations to bring them to an advanced operating standard to meet your needs for today and the foreseeable future.
- **Seasoned and Award-Winning Project Lead:** We will designate a local team of O&M experts to work with the City during the transition of your operations and then on into the management of those operations under the long-term O&M agreement. Leading this team will be **Mike Greene, P.E.**, Veolia's General Manager for operations in the Pacific Northwest. He has over 30 years of engineering and O&M experience and is a State of Oregon-registered Professional Engineer and licensed water and wastewater Operator.

The value that Veolia provides to municipal partners like you is represented in the tools and approaches that we offer to ensure reliability, efficiency and compliance for your water and wastewater operations.

We also offer the benefits of our North America expertise and industry experience, which includes the operation and management of 187 municipal wastewater treatment plants (capable of treating over 1.7 billion gallons of wastewater flows each day to meet the needs of more than 5.7 million people), and 84 water treatment plants (that can treat almost 800 million gallons a day of potable water to meet the needs of more than 4.1 million people.)

As Senior Vice President for Veolia's projects and operations in the West, I will be the Principal for this proposed new contract with the City and have executed this submittal. Further, I have the authority to commit our firm to any O&M agreement that results from this procurement process; a copy of my signature authority (Certificate of Secretary) is attached to this letter.

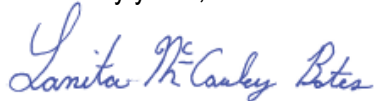
Veolia's contact person for this project will be:

Mr. Michael Greene, P.E.
Veolia Water North America – West, LLC
General Manager, Northwest Water Projects
Telephone: 503/582-9655 – Email: mike.greene@veolia.com

We look forward to your review of this Proposal and the opportunity to demonstrate the value that Veolia can deliver for your community under a long-term partnership.

In the interim, I invite you to contact Mr. Greene with any questions or additional information needs that you may have related to this Proposal.

Sincerely yours,



Lanita McCauley Bates, Esq.
Senior Vice President
Veolia Water North America – West, LLC

Attachment:

- Certificate of Secretary (signature authority)

**CERTIFICATE OF ASSISTANT SECRETARY
OF
VEOLIA WATER NORTH AMERICA-WEST, LLC**

The undersigned, Whitney Fawcett, Assistant Secretary of Veolia Water North America-West, LLC, a Delaware limited liability company (the "Company"), does hereby certify that Lanita McCauley Bates is the duly elected and acting Senior Vice President of the Company and in such capacity is authorized to execute contracts and make commitments with regard to the following project:

WATER AND WASTEWATER TREATMENT

CITY OF BROOKINGS, OREGON

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Company this 28th day of December, 2017.


Whitney Fawcett, Assistant Secretary

SEAL



Submitted to:



Water and Wastewater Treatment Proposal

January 17, 2018

Veolia Contacts:

Mr. Lanita McCauley-Bates, Esq.
Senior Vice President
Veolia Water North America – West, LLC
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Mr. Michael Greene, P.E.
General Manager, Northwest Water Projects
Veolia Water North America – West, LLC
10350 S.W. Arrowhead Creek Lane, Wilsonville, OR 97070
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Attachment:

- Certificate of Secretary – Signature Authority

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Appendix A

Resumes for O&M, Management and Support Staff

Appendix B

Supplemental Qualifications and Technical Responses (RFP Item V – Qualifications)

Appendix C

Sample O&M Agreement

Proposal

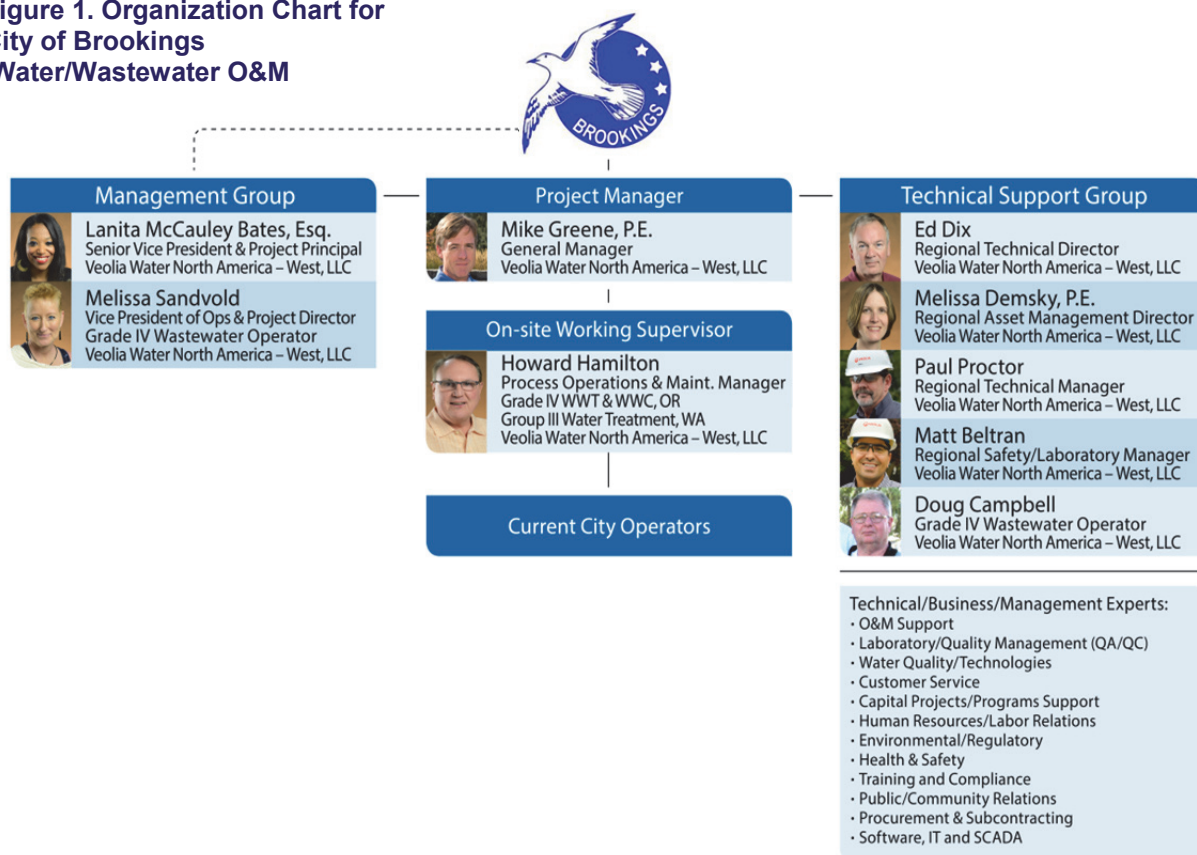
A Local Team to Serve the City of Brookings

The Veolia Team

Veolia Water North America – West, LLC (Veolia) is excited to present our integrated response to the **City of Brookings** Request for Proposals (RFP) for this new water and wastewater operations, maintenance and management (O&M) services partnership. We believe that our proposal best serves the City and its residents by implementing an advanced, cost-effective operational program for the City's ratepayers with minimal disruptions.

At Veolia, we recognize that selecting a provider for City services is not an easy decision. Some of the concerns that you may have include the perception of a drop in service level, as well as the impact to staff at your facilities. These concerns are thoughtfully addressed in our Proposal so you can weigh them against the many benefits that our fresh perspective and approach will deliver to the City. Taking your concerns into consideration, we have put together an enhanced facility management proposal that will deliver cost-effective and award-winning operations while elevating your facilities to the next level of performance.

Figure 1. Organization Chart for City of Brookings Water/Wastewater O&M



At the core of our program is a professional team, as shown on the Project Organization Chart (Figure 1, above), a team that will be built from local plant staff and Veolia employees that will work together to achieve your objectives and vision for this partnership. Veolia's Oregon- and Washington-based business, technical and management resource team will provide ready oversight and support to the City. Additionally, our program ensures access to our firm's resources – drawing from a staff group of more than 70 operators in the Pacific Northwest (Oregon and Washington), over 440 in the West and more than 7,800 O&M and support staff in North America.

Veolia's local team at the City's water and wastewater operations would be supported by the regional technical and management resources of Veolia in the State of Oregon and the West. This team works under the leadership of **Melissa Sandvold**, Veolia's Vice President of Operations, who would be the overall Project Director for this new O&M contract with the City of Brookings. Ms. Sandvold is based at Veolia's regional office in Vancouver, Washington, and has worked with the company in increasingly responsible roles since 1997. She is a licensed Group IV Wastewater

Operator in the State of Washington, and she has management and support responsibility for all of Veolia’s current water, wastewater and energy utility operations in the Pacific Northwest.

Mike Greene, P.E., General Manager for Veolia’s water and wastewater operations in the State of Oregon and the Pacific Northwest, would be the overall Manager assigned to your operations to lead the transition process and then directly manage and supervise the work of the O&M team. He is an Oregon-registered Professional Engineer and also a licensed Grade 4 Water Treatment and Distribution Operator and Grade IV Wastewater Collection and Treatment Operator in Oregon. Mr. Greene has almost 30 years of overall water and wastewater O&M experience and has worked with Veolia in the Oregon region for more than 16 years.

Howard Hamilton, Veolia’s Operations and Maintenance Manager for the region, is a licensed in Oregon as a Grade IV wastewater treatment and collections system Operator, and holds water treatment and distribution licenses in the state of Washington. He is based at our water treatment O&M project site in Wilsonville, Oregon, and assists regional projects with day-to-day operation’s needs, with a focus on ensuring process optimization and compliance.

Appendix B to this Proposal further details our proposed staffing schedule, transition plan, regulatory communications and other staffing related topics to ensure your facilities will be operated in full “100%” compliance with all applicable rules and agreements. (Resumes for Veolia’s proposed management team shown on the organization chart are provided in Appendix A of this Proposal.)

Direct Responsible Charge (DRC)

Veolia is designating our **Working Supervisor, Howard Hamilton**, as the interim-DRC for the Brookings partnership, as he is more than qualified to fulfill this role. We would plan to replace this interim-DRC role with a full-time dedicated on-site manager that would come from either the existing facility staff now working at your operations or through an external hire.

Our proposed Project Manager, Mike Greene, would work with Mr. Hamilton to manage the transition, and this management team would continue to mentor the dedicated on-site manager throughout the duration of the partnership with Brookings.

Other Specialists and Technical Staff that will Support the Project

The water and wastewater operations at the City of Brookings would also be supported by other key Veolia technical and management resources in the region, including but not limited to:

- **Veolia’s Technical Support Group** – This group provides highly experienced operators, managers and Subject Matter Experts (SMEs), including:
 - **Ed Dix**, Veolia’s Regional Technical Director based at our regional office in Vancouver, would coordinate our firm’s vast network of technical experts and global best practices to optimize our O&M performance at the project. He is a licensed Grade IV Wastewater Treatment Operator in Oregon, and works as part of a team that focuses on providing expertise for complex and demanding projects. Mr. Dix provides expertise and experience in areas including: research and development; validation of design/build (DB) and design/build/operate (DBO) projects; sizing and process validation; and assistance with project execution, compliance, facilities commissioning and operations.
 - **Melissa Demsky, P.E.**, Veolia’s Regional Asset Management Director based at our regional office in Vancouver, directs the work of our dedicated asset management experts. Her team applies our firm’s global best practices to extend the life of water and wastewater equipment, to optimize the computerized maintenance management system (CMMS), and to enhance capital programs performance for the operations. Ms. Demsky is a licensed Grade II Wastewater Treatment Operator in Oregon, a Group II Wastewater Operator in Washington and a registered Professional Chemical Engineer in California.
 - **Matt Beltran**, Veolia’s Regional Safety/Laboratory Manager based at our regional office in Vancouver, would be responsible for working with our Project Manager and O&M team on the development of a site-specific safety and compliance plan. His role would begin at the transition with staff training, and in establishing laboratory operations procedures and other documented practices. Mr. Beltran is a Washington Group II Wastewater Treatment Plant Operator, a Certified Instructor in CPR, AED, First Aid, Confined Space, Confined Space Rescue and High Angle Rescue. Mr. Beltran is also an OSHA 8-hour General Industry/Veolia-Certified Safety Professional.
- **Capital Program Management (CPM)** – Veolia’s CPM group is composed of senior-level engineering and construction professionals who provide design and construction support services for upgrades, improvements

and other capital project work at Veolia-operated and managed facilities. They are a core resource that would be used to support the work of our O&M team and the City for capital projects. Veolia would also partner with engineering design firms and provide construction management services as the owner's representative.

- **Energy Expertise and Resources** – Veolia's water and wastewater operations in the West are part of our company's Municipal and Commercial operations group. This group includes the operations and resources of Veolia Energy, which specializes in the operation and maintenance of energy, central heating and power and other related operations for municipal and commercial facilities. They also provide specialized expertise and support in the areas of energy conservation, power systems usage and efficiency, as well as with the purchase and management of power and related energy systems consumables. This group is another example of the key base of support resources that Veolia's O&M team at the City of Brookings will be able to call upon.

These resources are indicative of the types of local experts and specialty teams that Veolia will mobilize to support the operations at your water and wastewater facilities. A wealth of resources also exists across our Veolia in North America, including staff that can provide technology experience sharing from our company's more than 500 operations sites, as well as technical expertise groups in biosolids management, emerging opportunities, asset management and sustainability.

Veolia Offers Brookings an Unmatched Ability to Ensure Quality Operation, Maintenance and Management Services

Project Understanding and Technical Aspects of Our Proposed Approach

Veolia has thoroughly reviewed your facilities through site visits and study of related documentation, and our firm is committed to helping the City of Brookings achieve and exceed the operational excellence standards that you have outlined.

Further, we are experienced in helping communities like yours achieve their regulatory compliance goals. This has been demonstrated in our award-winning engagements with Oregon cities such as Wilsonville and Gresham, both of which have achieved improved environmental compliance after partnering with Veolia.

The technical section that follows provides more information regarding our advanced O&M services, which will ensure the City of Brookings continues its compliance with permit limits and regulatory requirements.

Opportunities for Operational Efficiencies and/or Process Improvements

Veolia's commitment is to share ideas, cost-saving measures and efficiencies and sustainability projects with the City, regardless of who is at risk for payment. We pledge to focus on excellence and to ensure that our plan and approach includes specific actions and activities that anticipate and proactively address potential circumstances and events that may occur and impact the sites.

We will endeavor to provide ingenuity, innovation and initiatives in order to achieve the City's stated objectives of ensuring long-term reliability and performance flexibility, which allows for regulatory compliance, stability, system improvements and expanded services. This approach will provide reliable oversight and cost effective operations to support your community and the rate payers.

Over the course of the review of the facility information provided, and the onsite visit, Veolia's technical team identified several areas for implementing efficiencies (as outlined on Table 1, which follows).

Table 1. Veolia – Committed to Brookings Water & Wastewater Infrastructure

Process	Improvements
Operational & Treatment Processes	<ul style="list-style-type: none"> • Optimize Trickling Filter Solids Contact Process. • Improve process control management by installation of Hach WIMS™ (Hach's Water Information Management System) database for improved process tracking, and report generation. • Review and update all Process Control Management Plans and Standard Operating Procedures to meet all current Permit Requirements. • Optimize Dewatering Process to stabilize and reduce Solids Backlog. • Optimize operations of headworks screening that is removing excessive organic material. • Improve Salmon Run Golf Course water system to meet Safe Drinking Water Act and Oregon Health Authority requirements. (Current system UV disinfection was operating with low intensity output.)

Table 1. Veolia – Committed to Brookings Water & Wastewater Infrastructure

Process	Improvements
Asset Management & Routine Maintenance	<ul style="list-style-type: none"> ● Implement Asset Management Plan to extend asset life, preventing unnecessary maintenance costs. ● Review failure scenarios and evaluate stocking of spare parts to respond speedily to failures in order to minimize downtime impact. (Minimal spare parts were observed onsite.) ● Target predictive maintenance testing to identify impending failures of critical equipment before they occur. ● Develop strategy for repair, replacement or mothballing of equipment that is non-operational. ● Eliminate rust where it occurs to extend asset life. ● Replace asset where excessive rust could potentially impact operational performance.
Compliance	<ul style="list-style-type: none"> ● Implement Veolia’s management and tracking system (E-3) to eliminate reporting violations.
Health & Safety	<ul style="list-style-type: none"> ● Review and update all OSHA required (written) health and safety plans. ● Perform comprehensive training of staff to ensure familiarity with written plans and all elements of the health and safety program. ● Review spill prevention and countermeasure control requirements related to the storage of fuels, oils and lubricants. ● Improve housekeeping practices to reduce trip and fall hazards. (Slips, trips and falls are the #1 cause of workplace injuries and several hazards were observed at the facilities.) ● Address fall protection device that has been stressed to the point of showing the fall indicator. ● Ensure access to eyewash and emergency showers station that are blocked by hoses. ● Remove obstructions to fire extinguishers, which are blocked by shop vacs and other items, and ensure they are properly installed. ● Improve facility signage, some of which is worn and/or illegible. ● Perform weeding and mowing at the booster pump station for fire safety and general housekeeping (maintaining this facility as a “good neighbor” for the surrounding community). ● Return removable handrails to OSHA- and OR OSHA-required height. (Proper training in permit-required confined space and fall protection would identify these deficiencies.) ● Conduct Arc Flash studies at the facilities. (There are no Arc Flash stickers on the electrical panels as required by NFPA 70e electrical safety standard. The breakroom table is within the minimum approach distance from breakers that had been locked out.) ● Implement a comprehensive training program covering all aspects of safety associated with the O&M of water and wastewater treatment operations. ● Improve awareness of the need for Personal Protective Equipment (PPE), and also address supply and availability. ● Ensure the hoist in the blower room at the wastewater treatment plant has a visible weight limit legible from both sides of the hoist. ● Ensure approved that DOT containers are being used for chemical storage. ● Ensure that a spill kit and Safety Data Sheets are stored in truck used for this operation.

Veolia’s Operations, Maintenance and Management Philosophy

Our facility management philosophy is centered on four core principles: 1) safety; 2) regulatory requirements; 3) service performance; and 4) equipment preservation. The safety of our personnel and environmental protection will remain our highest priority for the operation of the City’s water and wastewater facilities. Further, our technical approach to O&M services will be guided by a comprehensive portfolio of proven management systems (as outlined on Table 2, Performance Standards and Service Commitments, which follows).

Table 2. Veolia’s Facilities Performance Standards and O&M Service Commitments

Performance Standard	Veolia Performance Guarantee Approach
Regulatory Commitment	<ul style="list-style-type: none"> ● Receive and treat all influent wastewater within specifications to achieve NPDES permit requirements for effluent discharge, as well as irrigation standards. ● Ensure that all delivered water sources comply with all regulatory requirements, including: U.S. Environmental Protection Agency and Safe Drinking Water Act and Drinking Water Program, and State of Oregon Health Authority requirements.

Table 2. Veolia's Facilities Performance Standards and O&M Service Commitments

Performance Standard	Veolia Performance Guarantee Approach
Odor Commitment	<ul style="list-style-type: none"> Operate the managed assets so as to minimize any nuisance odors outside of the site boundaries and meet the Oregon DEQ Air Discharge Permit requirements.
Residuals Commitment	<ul style="list-style-type: none"> Process residuals in accordance with applicable law and provide monitoring for assurance of non-hazardous nature and appropriate and lawful disposal. Process residuals to the highest solids content achievable with the current technologies available at the site, and continue the City's current land application program.
Air Emissions Commitment	<ul style="list-style-type: none"> Operate the managed assets with their air pollution control devices to achieve compliance with Oregon DEQ Air Discharge Permit requirements.
Environmental Commitment	<ul style="list-style-type: none"> Operate the managed assets to control noise, fugitive dust, traffic, litter and housekeeping impacts in accordance with good industry practices to mitigate adverse environmental effects on the surrounding community.
Health & Safety Commitment	<ul style="list-style-type: none"> Implement Veolia's strong safety program, our "Zero Harm" initiative, while meeting or exceeding OSHA safety regulations.
Maintenance Commitment	<ul style="list-style-type: none"> Implement the maintenance and asset management objectives as outlined, ensuring protection and preservation of the managed assets and facilities.

Veolia's tailored offering for the operations of the City's water and wastewater facilities reflects our expertise and technical O&M approach that includes:

- **Demonstrated Regulatory Compliance** – Over the years, Veolia's water and wastewater projects, as well as regulated air discharges, have complied with all regulatory requirements. This proven record of continuous compliance is critical to meeting the City's expectations and standards.
- **Proven Service Performance** – Beyond our proven service performance for compliance and safety, Veolia's O&M teams have developed and upgraded management tools and processes – including, but not limited to, CMMS, SCADA, asset management and operations/reporting and process control management – to enhance performance and deliver greater value for our partners.
- **Safety and Environmental Health** – Our safety culture exceeds all industry standards and provides another cornerstone of the O&M success achieved by Veolia. Protecting our staff and the environmental health of the communities we serve is paramount to satisfying our service goals.
- **Equipment Preservation** – Our focus is on protecting and preserving the assets we are entrusted with through our tailored, asset management program. This approach ensures facility preservation at the lowest overall life-cycle costs.

Veolia's more than four decades of successful and cost-effective compliance history demonstrates our firm's depth of commitment to achieving performance in effluent compliance, residuals management, air emissions and odor control and environmental protection.

Veolia's Operational Approach Brings the Tools for Improved Efficiency and Compliance

Our operations program will focus on delivering continuous coverage that will ensure comprehensive and seamless operations between normal circumstances and any emergency response that may require remedial action.

Veolia's overall operations approach for the City's water and wastewater facilities will be driven by our expectation to deliver efficient operational services to address the current needs of the operations. We will also focus on building a clear and strong foundation for growth and development with the City to address future needs, challenges and emergencies.

Veolia's Operations program approach includes the tasks and services requested and will be provided with an **ongoing commitment to service, value and responsibility** and performance excellence. Our commitment for this partnership with the City will be to bring to the O&M of your facilities key operational management tools, software programs and web-based computerized systems.

These tools will support the operation to ensure that we maintain compliance, protect your assets and continuously deliver value for the City's invested funds and resources under an ongoing partnership with our firm. These

management tools and other key elements of our O&M approach are expanded on in the remainder of this subsection.

Management Tools

Veolia will deploy a suite of management programs and systems that will be used to organize, document and ensure quality delivery of process control and operational services, including: health and safety compliance; permit and regulatory compliance; odor control; residuals and solid waste management; energy management; emergency response preparedness; as well as for performance reporting of technical and financial results for these operational services.

To aid our personnel in this important endeavor, Veolia utilizes the Hach Company's web-based Water Information Management Solution (Hach WIMS™) software for **data tracking, trending and analysis**. Flows and quality data are entered manually or automatically into the system, along with data from the individual unit process elements. Hach WIMS provides a permanent database of water quality tests, lab results and permits in the format required by applicable agencies.

The database in the Hach WIMS system is then automatically linked into our company's proprietary web-based **Process Control Management Plan (PCMP)** tool, which is used to control and monitor the effectiveness of treatment processes and operations. The PCMP forms the cornerstone of our computerized operations and laboratory data management system, and it is integrated with permit requirements, performance goals and standard operations procedures (SOPs). High and low warning and control limits for each critical control parameter along with a report by exception philosophy ensure operators react and justify warning flags. This overall system provides our operators with the capability to quickly review and analyze daily reports and make **proactive/real-time process control adjustments** and modifications to operational strategies in order to ensure compliance and efficiency.

As outlined on Table 3, which follows, Veolia's PCMP tool offers a wide array of database review, analysis and reporting functions for process and regulatory, SCADA data, operator log forms, laboratory, other regulatory parameters, energy usage and solids information. It also includes mandatory reporting, triggering technical support for variations in influent and effluent water quality.

Table 3. Veolia – Process Control Management Plan (PCMP) Summary

PCMP Component	PCMP Function
Management Plan	<ul style="list-style-type: none"> • Drives facility environmental compliance and process economics. • Allows for confirmation and approach of target changes for key process parameters, and changes in process flags. • Directs action on all Upper and Lower Alarm Limit flags. • Initiates Reports by Exception when alarm limit flags are raised in Flash Reports.
Direction	<ul style="list-style-type: none"> • Recommends targets for major unit processes. • Directs action on all warning flags. • Ensures data collection is adequate and accurate to support process decisions. • Implements all elements of the PCMP and recommends changes and/or additions.
Analysis	<ul style="list-style-type: none"> • Reviews and analyzes unit process performance. • Reviews and analyzes data for reliability and completeness. • Provides reports, graphs and other data views to help interpret process conditions.
Implementation	<ul style="list-style-type: none"> • Posts weekly/daily directives to announce targets and resultant action plans, which are used for weekly process control meeting by the O&M staff. • Verifies implementation of process control objectives, which involves the review of logs, check sheets and laboratory data for conformance with established targets.
Data Management	<ul style="list-style-type: none"> • Maintains laboratory quality control in conformance with regulatory guidelines. • Establishes and supervises sampling and monitoring schedules in accordance with process control, permit and other regulatory guidelines. • Maintains data management procedures and records.

Veolia's O&M teams in North America have fully utilized the PCMP tool over the years, and embrace the slogan "Process Makes Perfect" as our culture of operational performance and facilities efficiency expectations.

The following process control activities ensure a properly functioning PCMP:

- **Process Control Management** – Establishes the facility environmental compliance requirements and process performance goals with unit metrics. It defines and approves target changes for key process parameters and defines all of the alarm limits.
- **Process Control Direction** – Defines the operational direction and set points of various control parameters for achieving the defined value ranges and established performance targets. It directs specific SOP actions based upon warning flags triggered within the system.
- **Process Control Analysis** – This area of our PCMP is the “life blood” of the system in which the review and analysis of each unit process are performed utilizing all of the data inputs and checking for reliability and completeness. It provides various performance trends, summary reports and other data presentations to help with diagnostics and understanding to focus on and direct potential actions.
- **Process Control Implementation** – Automatically generates daily/weekly flash reports from the performance analysis for use in daily work assignments and weekly process control meetings with management and operations staff. Implementation of the PCMP also includes written reports for new unit operations and/or modified strategies, changes in performance targets or seasonal control ranges as well as updated SOPs.

The core functions of these components have been Veolia’s bedrock technical approach to process control and operational health of facilities for more than four decades. The value of the PCMP tool is reflected in our compliance history and proven record of operational excellence in the Pacific Northwest and throughout North America.

Veolia’s O&M staff will also develop and maintain a set of SOPs for each of City’s processes. SOPs are used to provide written instructions regarding the most efficient manner in which to operate various unit processes. In addition, because the SOPs are part of our operations software, they can be modified easily or new SOPs developed as conditions change within the treatment plants. New SOPs can be developed for circumstances such as individual asset performance variations.

Management Plans

These in-place written documents provide the guidance to implement the various O&M activities at the facilities and ensure timely compliance with all applicable laws and regulations. The Customer Service and Emergency Response plans will be completed prior to the commencement of the contract. All other plans will be drafted and finalized within 30 to 60 days after contract award, and will be subject to approval by the City. Table 4, which follows, provides a summary matrix of our scope of services and Veolia’s associated written management plans and programs.

Table 4. Veolia’s Management Systems

Management System	Veolia Written Plan or Program
Administration	<ul style="list-style-type: none"> • Contract Services Agreement (SA) • Technical/Financial Proposal
Chemicals	<ul style="list-style-type: none"> • Chemical Handling Manual
Communications	<ul style="list-style-type: none"> • Crisis Communications Manual
Compliance	<ul style="list-style-type: none"> • Environmental Compliance Manual • Stormwater Pollution Prevention Manual
Financial	<ul style="list-style-type: none"> • Cost-of-Goods Sold (COGS) Program • Accounting & Financial Cost Reports
Health & Safety	<ul style="list-style-type: none"> • Health and Safety Policy Manual • Site Specific Safety Plans • Contractor Safety Management Plan • Fleet Safety and Compliance Manual • Emergency Action Plan Manual • Process Safety Management Plan for Gaseous Chlorine
Laboratory	<ul style="list-style-type: none"> • Laboratory Chemicals Hygiene Manual • Quality Assurance Program Manual
Operations	<ul style="list-style-type: none"> • Operating Equipment Manuals (OEMs)

Table 4. Veolia's Management Systems

Management System	Veolia Written Plan or Program
	<ul style="list-style-type: none"> • Operations and Maintenance Plan (O&M Plan) • Standard Operating Procedures (SOPs) • Process Control Management Plan
Maintenance	<ul style="list-style-type: none"> • Above-Ground Asset Management Manual • CMMS Users Guide • Repair and Replacement (R&R) Plan • Capital Plan
Personnel	<ul style="list-style-type: none"> • Human Resources Training Guide & Forms
Public Relations	<ul style="list-style-type: none"> • Customer Service Plan • Facility Tours Standard Operating Procedures
Regulatory Compliance	<ul style="list-style-type: none"> • NPDES Effluent Discharge – Triple I Program and e3 Environmental Management Information System • Immediate Notification Protocol Matrix • NPDES Permit • Oregon DEQ Air Discharge Permit • U.S. EPA & Oregon Health Authority Drinking Water Program Regulations
Reporting	<ul style="list-style-type: none"> • Annual Operations and Maintenance Report • Annual CFR Part 503 Biosolids Report • Air Emissions Discharge Report • Monthly Discharge Monitoring Report (DMR) • Monthly Operating Report (MOR)
Residuals	<ul style="list-style-type: none"> • Residuals & Solid Wastes Disposal SOP • Universal Waste Management Guidelines
Risk & Security	<ul style="list-style-type: none"> • Risk Management Plan • Spill Prevention Control & Countermeasure • Facility Security Guidance (FSG) Document
Subcontractors	<ul style="list-style-type: none"> • Subcontracting Firms & Activity Reports

Operation & Maintenance Plan (O&M Plan)

Veolia also understands the critical importance of a comprehensive and performance-driven **Operations & Maintenance Plan** in order to achieve and sustain permit compliance. We develop our plans, with appropriate SOPs and practices, using expert personnel and experiences in similar facilities. Our firm is committed to maintaining the O&M Plan as a “living document” with sufficient updates to ensure we are capturing changes and institutional staff knowledge.

Veolia will review the adequacy of the current O&M Plan and make suggested revisions to the City within 60 days of commencement of the contract. We will consider the suggestions for operational efficiencies or process improvements discussed above, ensuring the following details are included in the O&M Plan:

- Each separate unit process, auxiliary facility process and the grounds/building will include:
 - Listing of key components
 - Description of the process function, purpose and normal operating parameters
 - Equipment details including nameplate data, supplier and manufacturer
 - Instrumentation and control description, including an alarm summary
 - Description of operational procedure – including startup and shutdown, adjustment of settings, interface with other processes and emergency operating modes
 - Forms and checklists for monitoring and recordkeeping

- Preventive and predictive maintenance tasks and schedules as developed through our Asset Management methodology and integrated into the CMMS system
- Schedule of anticipated shut-downs
- Troubleshooting.
- Copies of all permits, licenses and other regulatory documents.
- Monitoring and reporting requirements.

Customer Service Plan

“Customer First” is a charter and commitment that Veolia maintains for all our operations – recognizing that we are part of the community and have a commitment to be a good corporate citizen. To continually improve our service, Veolia maintains a complaint record log to document any complaints received. This log includes contact information, time, date and nature of the nuisance, duration, characteristics, weather conditions, process information, identification of staff member taking the call and follow-up actions that were taken, including City and/or regulatory notification. Follow-up to the customer will be provided upon completion of the investigation and a resolution determined. We will ensure our partner, the City, is informed and consulted as to any activity, problem or circumstance that threatens the safety, health or welfare of the customers or the facilities. Additionally, Veolia will integrate our program with the City’s Customer Service Center (CSC) to ensure a timely and coordinated response to any issues from the water or wastewater operations.

Veolia will strive to operate the facilities so as to minimize odors and continue to maintain compliance with the Oregon DEQ Air Discharge Permit.

Veolia has never received a nuisance noise complaint at any of the area facilities we run. At your operations we will endeavor, to the extent possible, to control noise and be a good neighbor. This will involve performing routine sound-level surveys using a dosimeter, and then analyzing the results with respect to OSHA workplace rules.

Industry best management practices will be applied for odor and noise control, where practicable, and we will hold all vendors and subcontractors to the same standards.

Our firm also takes pride in conducting tours for students, industry professionals, community groups, civic organizations and others. These tours will be scheduled and planned with advanced notice, including discussion with City staff on details and any special requests.

The facility tour program showcases the impressive technology of the facility and promotes environmental awareness. The degree of technical detail is customized to the interests, backgrounds and sophistication levels of each group. Veolia facilitates each tour to make it educational and interesting.

Biosolids Management Plan

This plan will be used to outline our long-term plans in regard to the production, control of and ultimate beneficial use of biosolids from the wastewater facility. The current operation involves utilization of a screw press to produce Class B lime-stabilized biosolids. This material is then hauled to land application sites where it is spread.

In developing this new plan, Veolia would evaluate all hauling options for feasibility and economic viability, and all proposed plans would be submitted to the City for review and approval.

Veolia’s Commitment to Maintenance and Asset Management

Veolia recognizes that the City of Brookings is looking for our O&M team to provide a level of comprehensive care that protects the assets, reduces life-cycle costing and preserves optimized equipment life expectancy. As such, asset management is an integral part of our formalized business system to effectively manage maintenance and follows a comprehensive “cradle-to-grave” management technique that fits within the U.S. Environmental Protection Agency’s 10-Step Asset Management Approach. Our Best Practices have evolved through a company-wide knowledge-sharing network of 421 sites in the U.S., managing more than 65,000 assets.

Veolia will Implement a Project-Specific CMMS in Support of Extending the Life of Your Assets

The backbone of Veolia’s maintenance and asset management program is our CMMS, and we are proposing the Oracle **Utilities Work and Asset Management™ (Oracle WAM)** tool as the CMMS software for the City of Brookings water and wastewater operations.

The program will be put in place at the initiation of the contract with support from our West Region Asset Management Team. A kick-off workshop with City staff will be used to guide the direction of the implementation and outline the approach to ensure it aligns with your needs.

Our proposal is to install a complete and operational CMMS within four months after contract initiation. This timeline is based on our installation experience at over 30 West Region projects in the past five years, and our approach will ensure a speedy but smooth implementation.

Veolia, as the summary graphic (opposite) illustrates, uses a proven baseline CMMS structure that is designed to facilitate ease of operational use as well as targeted outputs for managing the maintenance and asset management programs.

The application is web-based with dedicated network and database administrators for support. Tailored areas of use include comprehensive asset tracking and accounting, preventive and predictive maintenance, scheduling, warranty tracking, work order management, inventory management, and purchasing management.

Veolia proposes to provide the implementation of the Oracle WAM CMMS as a **value-add service at NO COST to the City of Brookings**. The CMMS is viewed as a core part of Veolia's O&M service offering and is integral to the successful operation of the facility. As such, Veolia has developed a standardized implementation methodology and tailored the workflows to the needs of each of our facilities to ensure best-in-practice industry standards are used for managing maintenance.

Reliability-Centered Maintenance - Preventive and Predictive Maintenance (PM & PdM)

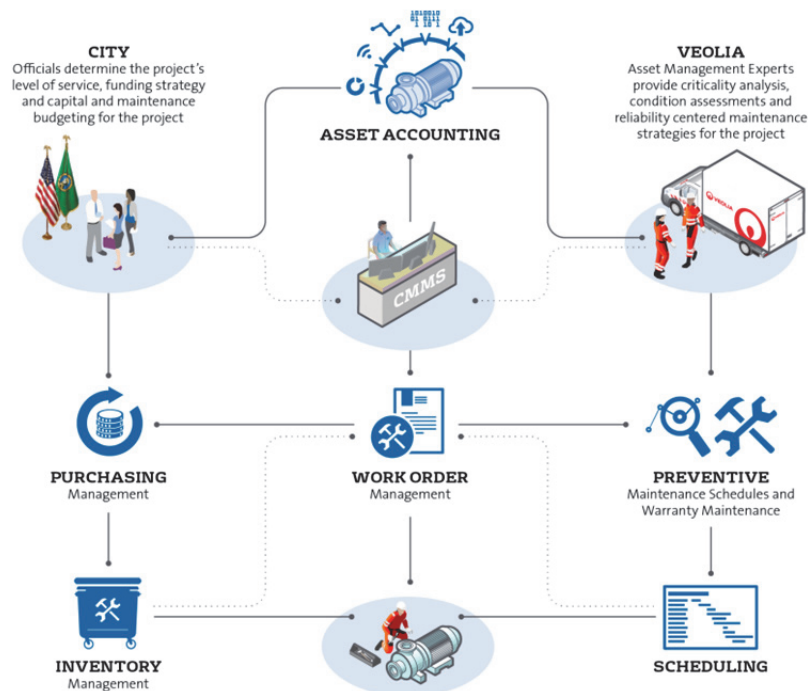
Veolia has nationally adopted Reliability Centered Maintenance (RCM) as our maintenance strategy. This condition-based maintenance planning approach delivers the most cost-effective and efficient maintenance program. We combine manufacturers' recommendations and industry best practices to develop an equipment care program that uses preventive, predictive and failure-finding tasks to ensure reliability and longevity of the equipment and grounds. Emphasis is placed on **continuous attention to housekeeping and painting** to preserve aesthetics and protect against deterioration for longer life.

Corrective Maintenance (CM)

When corrective actions are identified as necessary to return the asset to proper operating capacity, we review factors such as repairs required, remaining useful life, potential obsolescence of parts, and cost of repair versus replacement, and then we collaboratively determine a path forward with the City. This collaborative approach ensures that repairs are made to the agreed upon standard and meet fiscal budget allotments. Work plan strategies for repairs ensure that industry best practices are followed and original equipment manufacturer or like-quality parts are used. Corrective work order history is documented in the CMMS to provide an accurate picture of the life-cycle history and cost of each asset.

Reporting

Any database is only useful if the data can be extracted and used for decision making. Veolia has put extensive efforts into our CMMS reporting capabilities and tailored reports are readily available. This includes establishing Key Performance Indicators (KPIs) tailored to meet the reporting desires of the City. Under this approach, KPIs are tracked on a monthly basis and reported on in the Monthly Operations Report to the City.



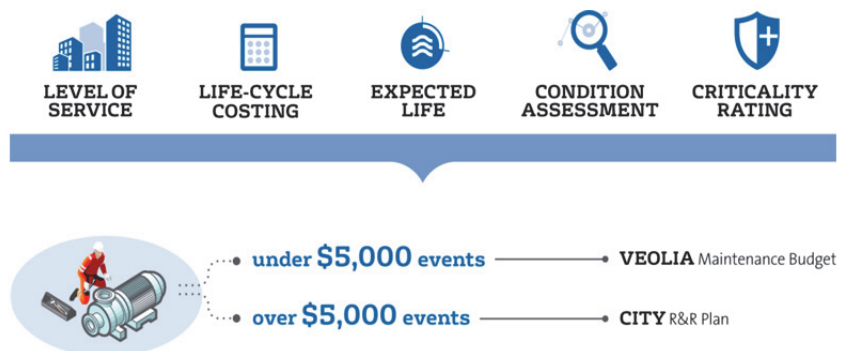
Veolia's Asset Management Program will Support City Budget Development

Our universal approach to maintenance and capital planning applies the same evaluation across all funding levels – from small maintenance to large capital work. We develop this Unified Budgeting Approach with our comprehensive **Asset Management Program** to ensure accountability, risk mitigation, service management and financial efficiency. Key components include:

- **Level of Service** – Incorporation of the community's expectations ensures sound financial decisions for effective funding strategies in line with the City's strategic goals and budgetary constraints.
- **Criticality** – An analysis will be completed for the facilities, and that will be updated every three years using a specially developed tool that considers both **consequences and likelihood of failure** for capacity, environmental, safety, operating costs and collateral damages. These prioritized ranking results are used to ensure that the asset investment strategy is prioritized based on service impacts.
- **Condition Assessment** – Everyone wants to know that their property is being taken care of. Veolia understands this and proposes that our team conduct an **initial condition assessment of the assets within the first six months of the contract**. The asset evaluation will be completed again at the conclusion of the contract period for a **final consensus of exit condition** to document preservation of your assets over the term of the contract. Veolia's process uses a formalized grading program based on industry-standard deficiency scoring and captures inspection results, performance evaluations and predictive data results. This process quantifiably ensures that the facilities are returned in sound, proper and well-maintained condition.
- **Useful Life & Life-Cycle Cost** – For proper budgeting, all costs of the asset's life must be considered. We use our maintenance modeling tool to build out the costs for each asset utilizing templates to ensure there is no deferred timing, the extent of repairs is sufficient and that no sub-standard activities are recommended.

Veolia's Unified Budgeting Approach

Budget forecast projections have been developed for each of the budget categories by incorporating our asset management program components to identify, prioritize and allocate funds appropriately. This process was applied across all assets and then costs split to the appropriate funding category, ensuring a consistent cost estimation strategy, regardless of the entity responsible for payment, which resulted in detailed cost projections for the entire five-year contract.



Veolia's Maintenance Budget for Events Under \$5,000

To construct our proposed maintenance budget for this operation, all events with a cost under \$5,000 were extracted from the price model and compiled. An event was defined as any group of purchases for parts, services (shop rebuild or subcontractors), restoration, painting or any other industry standard work effort for a single maintenance event, either preventive or corrective for a single asset, as defined in the CMMS standards.

The resulting Veolia budget for events under \$5,000 annually was determined to be \$139,984 for year one.

Repair and Replacement/Capital Expenditures for Events over \$5,000

Veolia proposes that any repair and replacement expenses with a cost of more than \$5,000 per event be funded separately from the service Fee through a City's "Repair and Replacement or Capital Fund."

We also propose to annually supply a five-year R&R/Capital Plan and to partner with the City in prioritizing project implementation to fit the budget allocations utilizing the asset management program components. We will utilize a three-quote purchasing process for R&R expenditures, excluding emergencies, and will notify the City in advance of any purchases over \$5,000. Veolia will also provide monthly summaries of the R&R/capital expenditures to the City and manage to a set, agreed-upon budget.

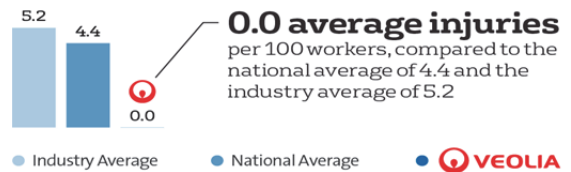
Veolia's Commitment to Safety and Security is Unmatched in the Industry

As a leader in the industry, Veolia has a very strong commitment to safety – and the success of these efforts is demonstrated in our industry-leading safety record.

Each employee's obligation to safety is an integral part of his/her job and the success of the team. Through technical excellence and safety innovation, our employees are empowered to control and eliminate hazards and or other exposures to prevent illness or injury to themselves and others.

All employees have the right – and responsibility – to immediately stop work and report unsafe or non-compliant conditions, acts or practices.

Comparative Injury Rates – Pacific Northwest 2015 WATER/WASTEWATER OPERATIONS



Through continued safety training, our employees have a clear understanding of our safety policies and procedures. **Veolia has a policy of ZERO HARM;** our goal is zero safety injuries and no OSHA-recordable incidents or illnesses. Our safety programs have been recognized by the Water Environment Federation (WEF) and Pacific Northwest Clean Water Association (PNCWA) and regionally have won numerous prestigious George W. Burke Jr. awards for safety.

Veolia's Safety Commitments include the following nine actions:

1. **Taking responsible precautions for safety of, and provide all reasonable protection to prevent damage, injury or loss by reason of or related to, the operation of the facilities.** We will manage the safety of all employees working onsite and all other persons who may be involved with the operation, capital modifications, maintenance, repair and replacement of the facilities. Veolia will also effectively manage and track the safety and activity of all visitors.
2. **Establishing and enforcing all reasonable safeguards.** Our Health and Safety Program is implemented through the local staff who will meet regularly to create new initiatives that benefit the health and safety of their fellow employees. Mandatory monthly training is routine for all staff, and tracking and reporting will be provided in the Monthly Report. Veolia's safety policies apply to all employees, as well as all subcontractors.
3. **Providing notice of and complying with all applicable laws relating to the safety of persons or property or their protection from damage, injury or loss.** We promote and implement Oregon State Department of Labor and industries safety and health laws and regulations in the workplace.
4. **Appointing a designated, well-qualified employee who is responsible** for supervising safety, preventing fires and incidents and coordinating activities that are necessary for compliance with federal, state and City laws and regulations. **Matt Beltran** is Veolia's Environmental, Health, Safety and Security (EHS&S) Manager for the Pacific Northwest, and as documented on his resume in Appendix A, he has been a part of the Veolia team for more than 17 years.
5. **Providing Personal Protective Equipment (PPE).** A fundamental element of Veolia's safety program involves supplying each facility employee with all necessary PPE, including safety shoes, hard hats, eye protection and personal ear protection. We also provide training that is site-specific, addressing unique facility and staff needs.
6. **Tracking Visitors.** A visitor tracking log will be maintained onsite and all persons entering the facilities will be identified and authorized for specific assess. A visitors log will be maintained onsite.
7. **Implementing our vehicle safety plan,** requiring all employees driving our vehicles to attend defensive driving training to learn about vehicle inspections, laws, driving in inclement weather and other potential road-safety concerns.
8. **Requiring safety inspections** prior to every use of every vehicle.
9. **Updating the safety program regularly** to reflect changes in the operations as well as industry standards and contact information.

Emergency Response Plan

A fundamental component of Veolia's operational services for the City's water and wastewater facilities is our advanced planning and rapid responses to storms, emergencies and variances. Our firm has an established and proven emergency response program and has coordinated emergency response in the area. We will establish a site-specific Emergency Response Plan (ERP) that is used to address emergencies at all levels.

Our ERP is supplemented by a number of other plans, procedures and policies: Risk Management Plan, Safety Data Sheets, Sample Chain-of-Custody Procedures and others as needed to address events.

The ERP will detail emergency operations procedures, including on-call backup capability to be utilized during an emergency event.

Security Plan

Veolia will guard against, and be responsible for repair of, damage or injury to properties caused by trespass, negligence, vandalism or malicious mischief of third parties within control of our company, and to the extent manageable by current security measures. We will report breaches in security and threats to the City and to the Brookings Police Department upon discovery. Veolia will also conduct annual reviews of the assets' security to identify areas of risk and measures for improving security.

Operator daily rounds will include security checks, and breaches and anomalies will be documented. In addition, any faulty equipment used for system security will be treated as priority in the work order request process.

The SCADA system can also be interfaced with the security equipment for alarming profiles and notification as available. Our EHS&S Department develops and maintains a Facility Security Guidance (FSG) document to help management in assessing the current state of systems and project security.

Veolia's Keys to Long-term Regulatory Compliance

We have a proven approach to ensuring long-term compliance with environmental regulations and permit conditions. Ensuring environmental compliance is fundamental to our performance strategy and to safeguarding water resources, raw materials and energy resources, while limiting the impacts of our activities on air quality, soil pollution and water reserves, are integral to supporting the communities that we serve.

Veolia Local Wastewater Environmental Compliance and Safety Awards



15 Awards

Cle Elum, Washington



33 Awards

Gresham, Oregon



60 Awards

Vancouver, Washington

Following here we outline the core elements of our long-term environmental compliance and environmental management programs.

Operators Are Front-line Stewards for Regulatory Compliance

The State of Oregon provides the backbone for environmental protection management through requirements of review and knowledge of regulations for water and wastewater operator certification.

The management tools that Veolia provides, such as the Hach WIMS application and our PCMP program, support our operators and enable them to identify potential issues for mitigation and reversal before non-compliance.

Veolia Staff Experienced in Environmental Compliance & Future Regulations

Our operation stewards are supported by a management and supervisory team that will be directly involved in the Brookings partnership, and they have extensive experience in the Northwest environmental arena.

The core members of our proposed management team – Howard Hamilton (Working Supervisor), Mike Greene (Project Manager), Doug Campbell (Technical Support Specialist), Ed Dix (Technical Support Specialist) and Melissa Sandvold (Project Director) – have a combined experience level well in excess of 100 years, working directly and effectively with local environmental regulatory agencies, primarily in Oregon and Washington.

As documented on their resumes in Appendix A, each has had past and recent involvement serving on total maximum daily load (TMDL) committees, watershed councils and in other grass-roots capacities that are a significant factor in

the complex regulatory dynamics of the region. Additionally, Veolia staff have developed close relationships with State, Federal and local regulatory agencies.

Veolia is also an active member of the Oregon Association of Clean Water Agencies (ACWA) as well as with the local and regional sections of the American Water Works Association (AWWA-Pacific Northwest Section) and the Water Environment Federation (Pacific Northwest Clean Water Association – PNCWA). Our involvement in these organizations has included serving on various committees, organizing and participating in local short schools, conferences and a variety of training events. Local and national professional organizations serve, among other things, as forums for disseminating regulatory changes and update information.

Regulatory Management Process

Environmental compliance is a top-level commitment and priority for Veolia at each O&M project.

Veolia's regulatory compliance record is among the best in the industry, and we accept responsibility for achieving environmental compliance within the design and operating capabilities of each treatment facility. The key to success is having a detailed understanding of our environmental interactions, reducing our impacts and improving our controls.

As such, the cornerstones of our program center on:

- Establishing appropriate policies and procedures that reduce variation and improve efficiency.
- Identifying environmental aspects (interactions).
- Setting targets and plans for improvements to deliver continual enhancements to our services.
- Knowing our legal requirements to mitigate legal and contractual nonconformance.
- Measuring and controlling environmental impacts.
- Hiring and maintaining competent and trained employees, thereby improving efficiency, reducing costs, minimizing unproductive time and leading to better job satisfaction while protecting the environment.
- Being prepared for emergencies so no event is insurmountable.
- Conducting self-assessments to help focus on quality, safety and environmental improvement initiatives.
- Addressing system non-conformance issues to ensure future prevention.

To ensure successful environmental compliance Veolia uses a defined set of tools and procedures, including:

- Compliance Management System – Veolia uses the **e3 Environmental Management Information System (EMIS)** software by **e3 Solutions, Inc.**, harmonizing issue and task reporting to assist facility and corporate personnel in **proactively tracking and ensuring compliance** with environmental, health and safety requirements in a timely and complete manner. The e3 is specifically used at our operations to:
 - Organize and summarize all compliance requirements.
 - Track issues and tasks critical to effective management.
 - Track environmental items from identification through resolution.
 - Assist with organizing and tracking contract deliverables.
- Incident Tracking – Veolia uses the Triple I database tool to document, communicate, monitor, report and manage environmental incidents, work-related injuries and illnesses, vehicle and property damage occurrences and near-miss events. Our policy requires timely reporting to all vested parties, including our regional and corporate management team, and the City's management team for the operations.
- Regulatory Compliance Tracking Database – Veolia has a national contract with Citation Publishing, Inc. for the **CyberRegs™** service. This is a comprehensive, online database of federal, state and international government regulations, statutes and related data, including the Federal Register, the Code of Federal Regulations, as well as state health and safety and other regulations. Using this tool and our in-house resources, Veolia's O&M team at the water and wastewater operations in the City of Brookings will have 24/7 access to up-to-date information on regulated environmental, OSHA health and safety, process safety and risk management requirements for your treatment plants and other elements of the operations. This tool will be established at the start of the operations and the O&M team will be trained in its use.

Management Philosophy

We pride ourselves on serving as guardians of the environment, so we continually examine our activities and their impacts. We understand our responsibility is for **comprehensive environmental stewardship** that includes accountability for fines resulting from negligence on our part, and we take a proactive and responsible approach to regulatory requirements and changes, both in client notifications and responsive action.

We maintain a zero-tolerance culture toward avoidable incidents, which includes preventable permit compliance excursions. **Our expectation is 100% compliance** with all achievable regulatory permit limits.

When an unexpected or unavoidable event does occur, we swiftly take appropriate corrective action and restore your facilities to compliant operation.

Future Regulatory Changes and Mitigation

Veolia is proactive with respect to the regulatory environment and specifically with respect to changes that may affect wastewater discharge permit limitations and public water system requirements.

We will work closely with City's management staff in addressing current regulatory requirements as well as future requirements, such as changes in receiving-stream mass discharge limits for wastewater effluent and Safe Drinking Water Act requirements related to the City's public water system.

Our approach to regulatory requirements and changes in permit limits and standards is premised on our technical understanding of the situation, identifying potential solutions to be presented and discussed with the City and applicable regulatory authorities, and collaborating on the implementation of agreed-upon actions with integration to the R&R and Capital Plans as necessary.

We will assist the City with the permit renewal process by providing project information and data and helping to identify and review information for any new permit(s) required for compliance with any regulations or laws and submit comments to the City prior to their submittal to permitting authorities.

We would also happily review any draft permits from the State for options on any necessary changes and suggest to the City any areas they may wish to question applicability of prior to accepting the new limitations.

Laboratory Monitoring

Veolia also has a well-defined process for managing project laboratory operations, as well as for effectively managing contract laboratory services. Our approach covers:

- **Testing and Sampling** – Foundational to credible relationships with regulatory agencies is our approach and practices of maintaining consistent regulatory compliance and process control information and reporting. These functions rely on the accuracy and precision of sampling and laboratory analyses performed. This is why Veolia places a high priority on analytical data quality assurance/quality control (QA/QC). Veolia's proposal is to explore options for the most economic value for permit required analysis, including options for supporting local laboratories through outside contracted laboratory services. Our firm is qualified and experienced in performing and reviewing all analysis required under the City's current NPDES permit as well as additional sampling requirements during permit renewal periods.
- **Laboratory Hygiene** – All of Veolia's O&M employees are required to undergo a comprehensive training session, including the Chemical Hygiene Plan (CHP). This training is provided by our EHS&S Manager, Matt Beltran, at the time they are hired. Annual CHP refresher training is also required for all laboratory staff and anyone assisting in the work at the laboratory. Mr. Beltran, as documented in his resume (Appendix A), has over 10 years of experience working directly in a wastewater laboratory. We will also ensure that the operations sites are equipped with the appropriate number of fire extinguishers, eye wash stations, fire blankets, safety showers and chemical spill kits; and these items will be continuously maintained in the laboratories.
- **Maintenance of Laboratory Equipment** – The laboratory will be kept clean and clutter-free and all laboratory equipment will be maintained according to industry best practices and regulatory authority requirements. Preventive maintenance will be performed as needed and recorded in the CMMS or in bench-top equipment logs as maintenance is performed. Sampling equipment will be maintained by operations staff and preventive maintenance is performed according to best practices.
- **Quality Assurance/Quality Control (QA/QC) Program** – Veolia will support the laboratory operations at the City's water and wastewater facilities by bringing the tools and approaches that we effectively apply at other

similar facilities. We understand that the purpose of the analytical laboratory is to provide the data needed to demonstrate regulatory compliance and aid operators in the decision-making process for plant operations. The data must, therefore, be accurate, defensible and valuable. To ensure the accuracy of the data, the laboratory data will be supported by an adequate documentation program. The requirements outlined in the project's permits would be used to develop the Laboratory Testing Program for the Brookings project, reducing the risks associated with permit non-compliance and sample contamination.

High priority is placed on analytical data QA/QC and certifications. We specifically incorporate elements of analytical data QA/QC as outlined by the U.S. Environmental Protection Agency and the National Environmental Laboratory Accreditation Conference (NELAC). Veolia's Laboratory Quality Assurance manual sets forth the policies, organization, objectives and QA/QC activities adopted by our firm and as required by the Code of Federal Regulations (40 CFR 122.41). It primarily serves two main functions:

- Determines quality through continually monitoring the reliability of results (accuracy and precision).
- Controls quality through use of well-maintained and calibrated equipment, analytical-grade reagents, etc.

Our anticipated approach is to utilize outside contract laboratory services for analysis so as to minimize costs to the project, and we will oversee the QA/QC procedures and verify that the work being done by the contract laboratory both conforms to the standards and meets our expectations of quality.

As such, our QA/QC also deals with monitoring and managing the work of outside laboratory facilities and includes review of data, procedures used for the analyses, analytical data to ensure that proper detection levels were achieved, analytical results for reasonability (within normal and typical ranges), and on-site review and audit of the facilities and work procedures of subcontracted laboratories (where practical).

Regulatory Reporting

Veolia recognizes that one of the fundamental services we perform for the City is preparing all applicable environmental, regulatory and other required reports for submission to the appropriate authority.

Veolia would assume responsibility for violations due to any inadvertent reporting negligence by our employees.

Veolia will prepare and submit, with the City's approval, all regulatory reports covered under the agreement. These reports will include:

- **Monthly Discharge Monitoring Reports (DMR)** – The monthly DMR will be submitted electronically. A read-receipt is received for online submittal, ensuring successful transmittal of compliance data.
- **Annual Biosolids Report** – The Annual Biosolids Report will be developed and submitted to the City for approval and submittal to the Oregon DEQ and the U.S. Environmental Protection Agency.
- **Annual Air Emissions Discharge Report** – The annual Air Emissions Discharge Report will be developed and submitted to the City for approval and submittal to the Oregon DEQ.

Compliance requirements with all current local, state and federal notice and reporting requirements regarding violations, upsets, excursions or emergencies related to the water and wastewater treatment plants will be met by the Veolia O&M team.

Client Reporting

Veolia understands and appreciates that periodic reporting provides transparency and allows the City to actively participate in the review of facility O&M. As such, we will commit to working collaboratively with the City to determine an agreed upon format that fully meets all reporting needs for a Monthly Operating and Maintenance Report and an Annual Operations and Maintenance Report.

Price Proposal

Veolia's commitment to the City of Brookings under this proposed new O&M agreement will be the same that we deliver to the other communities that we serve in the State of Oregon and across North America, to be a contributing part of the community where our employees work and live.

Table 5, which follows, provides Veolia's proposed O&M fee for the first year of operations, with a comparison to the City's current O&M costs. This will allow the City to clearly understand the value that Veolia will bring as your new operations partner over the initial five year term for this proposed contract.

**Table 5. Veolia – Proposed O&M Fee
City of Brookings – Water and Wastewater Treatment Facilities**

Year 1 Fee	
Veolia Annual O&M Fee	\$1,188,000
City's Current O&M Fee	\$1,664,000
City Savings over 5-Years with Veolia	>\$2,300,000

The pricing provided on Table 5 addresses all of the specific pricing elements defined in the RFP, including but not limited to:

- **Personnel Services.** These costs include, but are not limited to those for: salaries and wages; overtime pay; pay differential; standby pay; meal allowances; tuition assistance; as well as benefits such as medical, dental, life insurance, 401(k) plan matching contributions; sick leave; and other costs directly attributable to employees.
- **Utilities.** Veolia has included the costs for all electricity, standby generator fuel oil and propane gas costs for your water and wastewater treatment facilities, the lift stations, the booster pump stations, as well as for the Ranney Intake System.
- **Chemicals.** Veolia has included the costs for all chemicals needed for operations and maintenance of the treatment plants and associated facilities.
- **Equipment.** These costs include, but are not limited to, those for: office equipment; laboratory equipment; safety equipment; tools; communication equipment; maintenance equipment; vehicles; and mechanical equipment.
- **Materials and Supplies.** This category includes, but is not limited to, the costs for: vehicles gasoline and diesel fuel; vehicle supplies; office supplies; first aid supplies; chemicals; laboratory supplies; clothing and uniforms; and other materials.
- **Outside Services.** This category includes, but is not limited to, the costs for: equipment rentals; temporary and/or part-time help; registrations; telephones; dues; subscriptions; postage; freight and express delivery charges; advertising; and other similar costs.
- **Insurance Costs.** Our offering includes the provision of insurance coverage at the levels requested in the RFP and specified in our proposed draft O&M agreement (which is provided as Appendix C of the Proposal submittal).
- **Other.** This category includes the costs related to the amortization of contractor-furnished capital and startup costs and any and all expenses not identified in any other specific category.
- **Repair & Maintenance.** Veolia's proposed fixed fee budget includes the costs related to all routine repairs and maintenance to existing facilities, structures and equipment up to \$5,000 per event.
- **Asset Management.** This category includes the costs associated with: the computerized asset management program; annual Capital Planning assistance using our system; continued criticality assessments; as well as inventory management.

According to our calculation, Veolia's proposed fee will **save the City of Brookings rate payers, businesses and residents, more than \$2.3 million** over the first five years of the agreement when compared with your current costs for continuing to manage the system under the current O&M approach.

Terms and Conditions

Veolia has no exceptions to note with regard to the terms and conditions outlined in the RFP, including the Statement of Work (item III), the Term of the Contract (item IV), the Contractor Responsibilities (item VI) and the Equipment to be operated (item VIII).

We have also provided in Appendix C of this Proposal a sample O&M agreement, to meet the requirements of the RFP (item XIII), and that agreement outlines the terms and conditions under which our firm provides O&M services to

communities like yours. This sample agreement provides the basis for working with the City to negotiate a mutually beneficial and acceptable long-term agreement.

We would also note that if over the course of the negotiation there are significant scope or contract changes, we would need to revisit our proposed price in order to accommodate a different risk profile.

Finally, Veolia's proposed Year 1 O&M cost, as shown on Table 5 (above), would be adjusted annually on the contract anniversary date based on the inflation index formulas as agreed upon during negotiations.

Veolia will Provide the Experience, Personnel, Compliance and Approach Required for Delivering High Quality and Cost-Effective Services to the City of Brookings

Veolia's core business is O&M for municipal water and wastewater infrastructure, and our firm has effectively partnered with cities across North America to provide the optimum in environmental services, with a **focus on compliance, safety, asset preservation and best practices** while offering the **lowest life-cycle costs** for the benefit of ratepayers.

In North America, we are the #1 operator with the longest contract duration and we **continually strive to bring innovation** to our partnerships utilizing our global network of operational centers of excellence.

Veolia has incorporated many years of experience to **continually improve** our customized processes and tools to provide the highest quality and most cost effective services to our partner communities.

We recognize that the most fruitful partnerships are based around **frequent and clear communications**. To facilitate an ongoing collaboration with the City, Veolia will eagerly be engaged in weekly meetings to review facility operations as well as monthly meetings to review the Monthly Report, facility performance, maintenance, permitting, invoicing, public relations and any other relevant or desired topics.

With Veolia's operational program, we believe that we can offer the City of Brookings the best O&M partnership to help achieve both short-term and longer-term objectives.

We are experienced in the Pacific Northwest and understand the challenges facing the City of Brookings; we are committed to partnering with you to face these challenges together.

**We want to be your partner.
Thank you for your consideration!**

Water and Wastewater Treatment Proposals Evaluation

Measurable	Points Possible	CH2M	Veolia
Cost	20	18	20
Local Management	10	8	5
Depth of regional/national resources	5	5 (180)	3 (70)
Oregon experience	5	5 (17)	3 (3)
Employee retention	5	4	5
Approach to start-up (i.e. like cleaning the digester and buying new lab equipment)	5	5	3
Regulatory history	10	9	9
Strength of team	10	10	10
Responsiveness (i.e. the Veolia proposal was received a day late)	3	3	2
Totals		67	60

1. CH2M will employ new IT Superintendent and assign to plant. Veolia will assign plant supervisor for a period of time and then revert to current staff.
2. 180 NW clients vs. 70 NW clients
3. 17 Oregon clients vs. 3 Oregon clients
4. Both have good history of employee retention. Veolia will offer employment to all current six employees; CH2M will offer to three plus Ray.
5. CH2M will clean digester (which has not been cleaned in 17 years) and acquire new lab equipment
6. Veolia proposal was late with no personal contact. CH2M proposal hand-delivered early and reviewed with staff. Indication of responsiveness.
7. CH2M 2.2% higher (\$143,249) than Veolia

Current Budget:	\$1,702,705	
CH2M:	\$1,331,249	-371,456
Veolia:	\$1,188,000	-512,705

Water and Wastewater Treatment Proposals Evaluation

Measurable	Points Possible	CH2M	Veolia
Cost	20	17	20
Local Management	10	10	7
Depth of regional/national resources	5	5	4
Oregon experience	5	5	2
Employee retention	5	4	4
Approach to start-up (i.e. like cleaning the digester and buying new lab equipment)	5	5	3
Regulatory history	10	9	10
Strength of team	10	10	9
Responsiveness (i.e. the Veolia proposal was received a day late)	3	3	1
	Totals	68	60

Gary Milliman

From: Janell Howard
Sent: Monday, January 22, 2018 6:37 PM
To: Gary Milliman
Subject: Treatment contract
Attachments: 0055_001.pdf

I am attaching my scoring sheet.

Some additional notes:

CH2M:

Project Manager has OR certs/from AZ; Area Mgr from Lebanon OR; Regional Manager from CB, now Portland/Vancouver.

Both strong companies nationally and internationally. CH2M stronger in the NW.

17 OR clients, founded in Corvallis OR.

180 Operators in NW.

50 best companies to work for in America. Less than 10% voluntary turnover.

99.98% environmental compliance

Negotiated more reasonable permit requirements in Sandy, CB, and Ontario.

Set up personal meeting ahead of time; explained Proposal document.

Good explanation of emergency response; part of City team.

Veolia:

Project manager has OR Certs; DRC has OR Certs. Only temporary in Brookings, will train our current staff.

3 OR clients.

70 Operators in NW.

90% of employees retained; 7.24 % turnover in 5 years.

Interim DRC to train Ray; when done, we will have our same staff.

100% safety record.

Seems heavy on the Engineering side.

Emailed Proposal. Dropped off proposal a day late, no meeting to explain.


Proposal seemed more canned/cut and paste. Several models that could be successful; just not specific to Brookings.


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: PW/DS



Parks & Planning Manager



City Manager Approval

Subject: Salmon Run Drinking Water System Upgrade

Recommended Motion: Authorize City Manager to direct staff to purchase and install a new ultraviolet filtration system at the Salmon Run Golf Course drinking water well.

Financial Impact: Staff proposes to purchase and install an approved system at a cost of \$7,350. Additionally staff proposes to hire a well contractor sometime in the next three months to recondition the well at a cost of \$2,095 bringing the total project cost to \$9,445.

There is no funding allocated in the 2017-18 budget for the recommended work. Salmon Run Golf Course was allocated a capital improvement budget of \$40,000. As of today, \$38,000 has been spent primarily on drainage and irrigation repairs. Funding for the water system upgrade would draw from the Capital Reserve Fund which has an unallocated balance of approximately \$68,000.

Reviewed by Finance & Human Resources Director: 

Background/Discussion: The City received a compliance order on January 11th from Curry Community Health concerning the continuing problems we are experiencing with the drinking water well at Salmon Run. We have been monitoring the well for E. coli since December 2016 and have been operating under a “boil water” order as we have attempted to identify and resolve the issue. To date, this matter remains unresolved after numerous attempts to do so.

We have submitted a corrective action plan to Curry Community Health outlining a plan to bring the system into compliance. The plan was approved on January 26th and requires the system comes into compliance by March 12th 2018. We are proposing to replace the ultraviolet (UV) system through which the water is processed; this system is supposed to destroy the contamination. In addition, we plan to recondition the well by June of this year.

Attachments:

- a. Curry Community Health Corrective Action Order
- b. City of Brookings Corrective Action Plan
- c. Curry Community Health Corrective Action Plan acceptance
- d. Ultraviolet system quote
- e. Well Reconditioning Quote



CURRY COMMUNITY HEALTH

Brookings Office
615 5th St,
Brookings, OR
97415
Phone: 541-813-2535
Fax: 541-813-2536

Gold Beach Office
PO Box 810
Gold Beach, OR 97444
Phone: 541-373-8001
Fax: 541-425-5330

Port Orford Office
1403 Oregon St.,
Port. Orford, OR 97465
Phone: 541-373-8085
Fax: 541-332-1106

January 11, 2018

Mr. Raymond Page
Treatment Supervisor
898 Elk Drive
Brookings, OR 97415

Re: Corrective Action Required for Salmon Run Golf Course – PWS # 41 95127 to Address Source Water Fecal Contamination

Dear Mr. Page:

I discussed the corrective actions you suggested in your letter of 12/13/17 with the OHA Drinking Water Services. As a result of our discussion, it was determined that while the actions you proposed in your letter may help treat iron bacteria fowling, that does not cause the fecal contamination found in the well water, which is the public health risk.

Salmon Run Golf Course water source was initially confirmed *E. coli* positive back in December 2016. At that time there was no discussion of a temporary source of contamination. The following year a microscopic particular analysis (MPA) was completed, with no indication of surface water influence in the well. The engineering firm that conducted the MPA test suggested that a contaminated sampling tap may have been a potential reason for the *E. coli* contamination. This is probably the only reason the system was allowed to restart the assessment sampling almost a year after the original confirmation samples.

Yet again, the well was reconfirmed *E. coli* positive in October 2017. As a result, appropriate corrective action must be taken. Other than switching to a new water source, the only solution at this point is to implement compliance monitoring.

Compliance monitoring (4-log viral inactivation): As you know, under the Groundwater Rule, compliance monitoring means regularly checking/reporting to make sure the water receives 4.0-log viral inactivation treatment. Most often, 4-log treatment takes the form of chlorination with adequate contact time, maintaining an established minimum chlorine residual at the entry point at all times and reporting to the DWS on a monthly basis. However, 4.0-log viral inactivation may also be achieved with certain ultraviolet (UV) reactors.

The ultraviolet (UV) reactor currently installed on the water system is a Sanitron Model No. S37C. Unfortunately, as I specified in my letter sent to you on 9/07/17, the only model that has been approved by the DWS for 4-log viral inactivation is the Viqua Pro-24-186.

The City still has the option to propose using another model of UV reactor, but DWS engineers would have to obtain and review data from the manufacturer (if enough information is available) to determine whether it meets the challenge criteria for viruses, and that process could take a while.

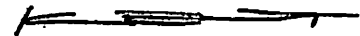
Once again, keep in mind that a Plan review is required prior to installing either chlorination or UV system for 4-log inactivation; please contact DWS Plan Review at (971) 673-0408 to start that process as soon as possible.

Corrective Action Timeline: Salmon Run Golf Course was to complete corrective action or be in compliance with an approved corrective action plan by January 11th, 2018, as stated in previous letters. Because this date has arrived, you have another 30 days – until **February 12, 2018** – to either complete this corrective action or be on an approved schedule towards its completion in order to remain in compliance and avoid enforcement action.

The Boil Advisory public notice must remain posted until the corrective action is completed, and re-posted every 90 days if not yet completed.

If you have any questions or concerns, or would like this in an alternate format, please contact me at (541) 425 1603. I appreciate your immediate attention to this matter.

Sincerely,



Kent Downs, REHS
Environmental Health Specialist
Curry Community Health
O: 541 251-7247
F : 541 425-5557
M: 541 425-1607



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 412-0424 Fax (541) 412-7153

rpage@brookings.or.us

January 25, 2018

Mr. Kent Downs
Environmental Health Specialist
PO Box 810
Gold Beach, OR 97444

Re: Corrective Action Plan for Salmon Run Golf Course

Dear Mr. Downs:

I have discussed the bacteria issues of the drinking water well with City Manager Gary Milliman and Parks & Planning Manager Tony Baron. Upon my recommendation we propose to proceed with the outlined course of action as follows.

No later than February 2, 2018, a completed plan review application for a new disinfection system shall be submitted OHA Drinking Water Services as outlined by the requirements listed in said application.

Quotes to replace the existing Sanitron S37C Ultraviolet Water Purifier will be sought and reviewed by February 12, 2018. The method chosen to achieve 4-log viral inactivation is to be the approved Viqua Pro-24-186 Ultraviolet Reactor. This equipment, per the specifications sheet supplied by OHA Drinking Water Services (DWS), achieves the appropriate inactivation credit for virus along with cryptosporidium and giardia.

Unless directed otherwise by yourself or a colleague of the DWS, the City of Brookings (COB) shall pursue acquisition of the new ultraviolet reactor immediately upon verification of available funds. Securing the necessary funds will require city council approval to appropriate capital reserve moneys and could take several weeks.

The new disinfection equipment shall be plumbed adjacent to the existing unit by the COB Treatment Department. Power will be installed by a licensed electrician hired by the COB. Both of the above actions will occur upon arrival of the equipment and priority scheduling of personnel. A section in the Viqua Owner's Manual, Dimensions and Layout, is very clear regarding the manner of installation and will be followed per instructions.

In addition to the above course of action, the well will be cleaned and treated this summer. It has been discovered that iron bacteria caused staff to believe that the well had run dry in recent years. The iron bacteria had become severe enough to plug the well screen and restrict



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 412-0424 Fax (541) 412-7153

rpage@brookings.or.us

flow thru the piping to a fraction of its capacity. Furthermore, at some point, the entire well casing will be rehabilitated per previous recommendation of a well driller.

I appreciate any feedback that you can impart to assist with this outlined plan and look forward to moving forward to resolve this issue.

Should you have any questions or concerns, or would like further information on the specifics, please contact me at (541) 412-0424 or my cell phone at (541) 661-1745.

Respectfully,

Raymond C Page
Treatment Supervisor
City of Brookings



CURRY COMMUNITY HEALTH

Brookings Office
615 5th St,
Brookings, OR
97415
Phone: 541-813-2535
Fax: 541-813-2536

Gold Beach Office
PO Box 810
Gold Beach, OR 97444
Phone: 541-373-8001
Fax: 541-425-5330

Port Orford Office
1403 Oregon St.,
Port. Orford, OR 97465
Phone: 541-373-8085
Fax: 541-332-1106

January 26, 2018

Mr. Raymond Page
Treatment Supervisor
898 Elk Drive
Brookings, OR 97415

Re: Corrective Action Plan for Salmon Run Golf Course – PWS # 41 95127 to Address Source Water Fecal Contamination

Dear Mr. Page:

Thank you for your timely submission of the corrective action plan outlining the steps the City of Brookings plan to take to address the source water fecal contamination. The corrective action you selected, as well as the course of action you described in your letter sent on January 25th, 2018, are now approved, with the following stipulation:

1. The installation of the Viqua Pro-24-186 UV reactor must be completed by **March 12th, 2018.**
2. If additional time is required beyond this timeframe, please submit a letter with the reasons and a schedule clearly listing the activities with the intended start and finish dates.
3. A Boil Advisory public notice must remain posted until the corrective action is completed, and re-posted every 90 days if not yet completed.

Please note that, by approving the City of Brookings corrective action plan, I approve only the activities necessary for the installation and operation of the Viqua Pro-24-186 UV reactor. All the other activities listed in your letter regarding the cleaning and treatment of the well can be completed at your discretion and are not subject to any specific timeframe.

Once again, thank you for your attention to this matter. I appreciate your efforts to implement a state-approved treatment to guarantee safe drinking water at Salmon Run Golf Course.

If you have any questions or concerns, or would like this in an alternate format, please contact me at (541) 425 1603.

Sincerely,



Kent Downs, REHS
Environmental Health Specialist
Curry Community Health
O: 541 251-7247
F : 541 425-5557
M: 541 425-1607

QUALITY WATER SYSTEMS

4881 Airway Drive Suite 101

Central Point, OR 97502

(541)245-7470

davidqws@hotmail.com

ADDRESS

City of Brooking

898 Elk Drive

Brookings, OR 97415

SHIP TO

City of Brooking

898 Elk Drive

Brookings, OR 97415

ESTIMATE 1055289**DATE 11/28/2017**

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/28/2017	UV-VPRO24186 Viqua Pro 24 186 120v UV System w/ Sensor and Safety Valve.	1	7,350.00	7,350.00

Shipping Estimate \$135

Lead Time 3 Days

TOTAL \$7,350.00

Accepted By

Accepted Date

BANDON WELL & PUMP COMPANY

PROPOSAL

CUSTOMER: City of Brookings ATTN: Paul Stevens, 898 Elk Dr, Brookings OR 97415
PHONE NUMBER: (541) 469-1131
PROPERTY LOCATION: 99040 S Bank Chetco, Salmon Run Golf Course
LEGAL DESCRIPTION OF PROPERTY: CY41S13W02BA~101

DESCRIPTION OF WORK REQUESTED: **Recondition Well – ID# 38346**

Oregon State Start Card \$75.00
Misc Fittings +/- \$100.00
8 hrs Rig @ \$240.00/hr +/- \$1,920.00

Total Proposed cost estimate: +/- \$2,095.00

NOTE: Bandon Well & Pump Company does not guarantee quantity or quality of water.
Remove Pump. Jet the Screen with Air and Water, and Develop. Chlorinate Well,
Install Pump and Test Pump.

Terms of Payment (Additional Terms on Reverse Side may or may not apply):

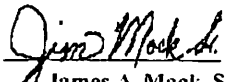
DOWN PAYMENT: ½ OF THE PROPOSED COST. BALANCE DUE UPON COMPLETION.
Down payment is due, in our office, BEFORE work begins. Balance is due, to the Drilling Contractor, upon time of completion and BEFORE Drilling Contractor and equipment begin demobilization. (For ANY exceptions to the above payment plan, the Customer is responsible for making acceptable arrangements with the Drilling Contractor BEFORE Drilling Contractor and equipment begin mobilization.

THIS QUOTE IS VALID 10 DAYS FROM: 11/30/2017

CUSTOMER COPY

CONSUMER NOTIFICATION FORM RECEIVED AND I AGREE TO THE TERMS
ABOVE AND ON THE REVERSE SIDE AND HEREBY AFFIX MY SIGNATURE:

X _____ PROPERTY OWNER ____/____/____


James A. Mack, Sr.
Nationally Certified
Master Ground Water Contractor
License # 1493(1011) & CCB # 102359

DRILLING CONTRACTOR

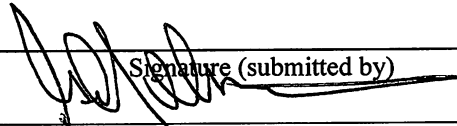
(OVER)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Rogue River Siskiyou National Forest Fee Proposal

Recommended Motion:

Motion to authorize the Mayor to sign a letter to the U.S. Forest Service commenting on the proposal to increase user fees in the Rogue River Siskiyou National Forest with a specific request that fee increases be delayed until 2019.

Background/Discussion:

We have received notice from U.S. Forest Service Gold Beach District Ranger Tina Lanier that the USFS is seeking comments on proposed increases in campground and facility fees. The deadline for comments is February 16, 2018.

According to the email from Lanier, the USFS first posted its notice of intent to increase fees in July and August...which was at the height of the Chetco Bar Fire incident. Information concerning the rationale for the fee increases is attached.

While City staff recognizes the important of periodically increasing user fees in order to sustain the ability to maintain facilities and services, the proposed fee increase seems untimely...on the heels of the Chetco Bar Fire. These fees would go into effect just as we are trying to attract recreational visitors back to Brookings and adjacent forest lands.

Specific to the Brookings area are fee proposals within the Gold Beach Ranger District. Here are some examples:

- A new fee (previously there was no fee) of \$5.00 for day use of Foster Bar, Lobster Creek Campground, South Fork and Quosatana Campground.
- An increase of 30-100 per cent for recreation rentals at Ludlum House and Snow Camp Lookout, among others.
- A new fee of \$50.00 for the group camp at Winchuck Campground, which is being converted to a group campground.
- A new fee of \$10.00 for Little Redwood Campground and new/increased fees at six other campgrounds.

While most new fees and fee increases may be consider small monetarily, increasing the fees at this time may send the wrong message to people considering Brookings as a recreation destination for 2018.

Staff recommends that the City Council consider recommending to the USFS that they delay implementation of the new fees within the Gold Beach Ranger District for one year.

Attachment(s):

- a. Email from Tina Lanier.
- b. Proposed fee schedule.
- c. Fee comparisons
- d. "Talking Points" justifying new fees.

FYI – please see below message about recreation fees on the Rogue River-Siskiyou NF. I encourage you to formally comments if you'd like (contact information below). A news release will be out shortly. Please feel free to share this with whoever may be interested. Thanks, Tina Lanier

Tina Lanier, Gold Beach District Ranger
29279 Ellensburg Ave, Gold Beach, OR 97444
Office: 541-247-3601 Fax: 541-247-3641

Hi Commissioners,
I'm forwarding my previous message from July (with updated documents) and updating it to let you know we are going out for public comment on these recreation fees or fee increases. These are proposed mainly to improve or add services or facilities to our recreation sites (campgrounds and rental cabins/look outs) and to address the backlog of deferred maintenance that has resulted in deteriorated buildings and recreation sites. There will be news releases in local papers and on the Rogue River-Siskiyou (RRS) National Forest Website RRS webpage and Facebook Page [RRS FB Page](#).

We have made the difficult choice to reduce staffing, services and maintenance or availability of facilities to compensate for budget shortfalls, knowing that recreation sites are very important to the public. Meanwhile, operational costs have increased by about 10% over the last decade and fees have remained constant. In addition program funding which supplements fees, has decreased by 35% over the same time period.

In 2017 some of the fees that were collected on the Rogue River-Siskiyou National Forest were used for specific improvement items in this area in addition to providing visitor services at the campgrounds. As an example, the for the locally popular Quosatana Campground, the RRS purchased new fire rings and tables to improve accessibility.

As part of the fee proposals the Rogue River-Siskiyou National Forest is considering day-use fees at Quosatana, Lobster, and Foster Bar which would include use of the boat ramps. We know these boat ramps are extremely popular. The fees would help us better maintain these facilities, especially with the frequent high water events we've had in recent winters.

Annual recreation passes will be honored at day-use sites (National Interagency Pass and Northwest Forest Pass). They will be available in locally for purchase.

Please encourage people to comment on this proposal before February 16, 2018. Written comments can be sent to Rogue River-Siskiyou N.F. ATTN: Recreation Fees, 3040 Biddle Road, Medford, OR 97504. Comments can also be emailed to Rogue_River-Siskiyou_RecFee@fs.fed.us. For more information about this proposal For more information about this proposal, contact Rogue River-Siskiyou N.F. Recreation Program Manager Julie Martin at 541-618-2066.

As always, please also feel free to call me directly on my cell phone. Thank you, Tina Lanier
 * * * * *

*Tina Lanier, Gold Beach District Ranger
29279 Ellensburg Ave, Gold Beach, OR 97444
Office: 541-247-3601 Fax: 541-247-3641*

From: Lanier, Tina C -FS
Sent: Monday, July 24, 2017 3:18 PM
To: Court Boice (boicec@co.curry.or.us) <boicec@co.curry.or.us>; Sue Gold (golds@co.curry.or.us) <golds@co.curry.or.us>; Tom Huxley (huxleyt@co.curry.or.us) <huxleyt@co.curry.or.us>
Subject: Recreation Fees
Importance: High

Hi Commissioners,
I wanted to send this out as a courtesy to you before we go out to the public.
In short – our vision is to provide affordable, well-maintained campgrounds and day-use facilities that reflect our commitment to public service, natural resource stewardship, and a diverse visiting public. To do that we are proposing to increase fees from 10 years ago. Please see the attached Q&A about this proposal. I’ve also attached the fee proposal which includes sites in Curry County (highlighted in yellow).

...
I would like to speak with you individually or answer your questions if you'd like.

*_**

Tina Lanier, Gold Beach District Ranger
29279 Ellensburg Ave, Gold Beach, OR 97444
Office: 541-247-3601 Fax: 541-247-3641

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Rogue River-Siskiyou						
District	Site	Site Type	Current Site Fee	Current Extra fee (e.g. addt'l vehicle)	Proposed Site Fee	Proposed extra fee
Wild Rivers Ranger District	Diver's Hole Day Use	Day Use Areas	New fee		\$5.00/day, recreation passes honored	
	River Bench Day Use		New fee		\$5.00/day, recreation passes honored	
	Six Mile Day Use		New fee		\$5.00/day, recreation passes honored	
	Store Gulch Day Use		New fee		\$5.00/day, recreation passes honored	
	Bolan LO	Recreation Rentals	\$40.00		\$65.00	
	Store Gulch Cabin		New Site		\$100.00	
	Chinquipin Group Site	Group Camp Sites	\$25.00		\$75.00	
	Six Mile Campground (convert to group site)		\$10.00		\$50.00	
	Bolan Lake Campground	Campgrounds	\$5.00		\$10.00	\$5.00
	Grayback Campground		\$10.00		\$15.00	\$7.00
	Sam Brown Campground		\$5.00		\$10.00	\$5.00
	Sam Brown Horsescamp		\$5.00		\$15.00	\$5.00
	Spalding Pond		\$5.00		\$10.00	\$5.00
High Cascades Ranger District	Union Creek Interpretive Site	Day Use Interpretive Sites	New fee		\$5.00/day, recreation passes honored	
	Natural Bridge Interpretive Site		donation		\$5.00/day, recreation passes honored	
	Rogue Gorge Interpretive Site		donation		\$5.00/day, recreation passes honored	
	Big Elk Guard Station	Recreation Rentals	\$50.00		\$100.00	
	Inmaha Cabin		\$40.00		\$125.00	
	Lodgepole Guard Station		\$50.00		\$125.00	
	Willow Prairie Cabin		\$15.00		\$65.00	
	Beaver Dam Campground (convert to group site)	Group Camp Sites	\$8.00		\$50.00	
	Daley Creek (convert to group site)		\$8.00		\$50.00	
	Jim Creek Group Camp & DUA		\$40.00		\$50.00	
	Inmaha Campground (convert to group site)		\$10.00		\$50.00	
	Lower South Fork Campground	Campgrounds	\$10.00	\$5.00	\$15.00	\$7.00
	Mill Creek Campground		\$8.00	\$4.00	\$15.00	\$7.00
	Natural Bridge Campground		\$10.00	\$5.00	\$15.00	\$7.00
	River Bridge Campground		\$8.00	\$5.00	\$15.00	\$7.00
	Willow Prairie Horesecamp		\$10.00	\$5.00	\$15.00	\$7.00

Rogue River-Siskiyou						
<i>District</i>	<i>Site</i>	<i>Site Type</i>	<i>Current Site Fee</i>	<i>Current Extra fee (e.g. addt'l vehicle)</i>	<i>Proposed Site Fee</i>	<i>Proposed extra fee</i>
Siskiyou Mtns Ranger District	Beaver Sulphur Group Site	Group Camp Sites	\$50.00		\$75.00	
	Flument Flat Group Site		\$50.00		\$75.00	
	Squaw Peak LO	Recreation Rentals	New Site		\$65.00	
Gold Beach Ranger District	Foster Bar DUA	Day Use Areas	New fee		\$5.00/day, recreation passes honored	
	Lobster Creek Campground DUA		New fee		\$5.00/day, recreation passes honored	
	South Fork DUA		New fee		\$5.00/day, recreation passes honored	
	Quosatana Campground DUA		New fee		\$5.00/day, recreation passes honored	
	Lake of the Woods Lookout	Recreation Rentals	\$50.00		\$65.00	
	Ludlum House		\$60.00		\$125.00	
	Packers Cabin		\$40.00		\$65.00	
	Snow Camp Lookout		\$40.00		\$65.00	
	Wildhorse Lookout		New Site		\$65.00	
	Winchuck Campground (convert to group site)	Group Camp Site	New fee		\$50.00	
	Foster Bar Campground	Campgrounds	\$10.00	\$3.00	\$15.00	\$7.00
	Little Redwood Campground		New fee		\$10.00	\$5.00
	Lobster Creek Campground and Lobster Bar		\$10.00	\$3.00	\$15.00	\$7.00
	Oak Flat Campground and Bar		New fee		\$10.00	\$5.00
	Quosatana Campground		\$15.00	\$3.00	\$20.00	\$10.00
	Foster Bar Campground - Scat Machine	Service amenities	\$1.00		\$2.00	
	Quosatana Campground -RV Dump fee		\$2.00		\$5.00	
Powers Ranger District	Bald Knob LO	Recreation Rentals	\$35.00		\$65.00	
	Ferris Ford Cabin		New Site		\$125.00	
	Daphne Grove	Campgrounds	\$6.00		\$10.00	\$5.00
	Island Camp		\$6.00		\$10.00	\$5.00
	Rock Creek Campground		\$6.00		\$10.00	\$5.00
	Sunshine Bar		New fee		\$8.00	\$4.00
	Butler Bar		New fee		\$8.00	\$4.00
	Laird Lake		New fee		\$8.00	\$4.00
	Eden Valley Campground		New fee		\$8.00	\$4.00

<i>Fee Comparisons with Other Providers in RRS Areas</i>					
Provider	Tent Sites - Water on site	Tent Sites - No Water on site	Cabins	Group Site	Group site capacities
Jackson County	\$20	\$18	\$100-\$125	\$175	
Josephine County Parks	\$20-\$25	\$15	-	\$40	up to 12 people (\$3/per above 12)
Curry County Parks	\$12-\$20	-	\$150	\$300	1-150 people
Coos County Parks	\$15-\$20	-	\$45	-	
Oregon State Parks	\$17-\$24	-	\$53	\$50	up to 50 people
FS Concession operated sites	\$16-\$23	\$14-\$15	-	-	
Rogue River Siskiyou current fees	\$8-\$10	\$6-\$8	\$40-\$60	\$25-\$50	30-100 people
Rogue River Siskiyou proposed fees	\$15-\$20	\$8-\$15	\$100-\$125	\$50-\$75	30-100 people

Talking Points

Q&A's: Rogue River-Siskiyou National Forest Fee Proposal

Vision: To provide affordable and well-maintained campgrounds and day-use facilities that reflect our commitment to public service, natural resource stewardship, and a diverse visiting public.

The Rogue River-Siskiyou National Forest is proposing to raise campground fees or establish new fees in 2018 at (see attached table):

- New fees at 3 lookout and cabin rentals previously NOT considered to be fee sites;
- Fee increases at 10 existing cabins or lookouts;
- Conversion of 5 small (seven sites or less) campgrounds into group camping opportunities;
- Fee increases at 4 group campsites;
- New fees at 10 existing day use sites, which would accept the regional Northwest Forest Pass and the national Interagency passes;
- New fees at 6 campgrounds; and
- Fee increases at 16 campgrounds.

Why are you proposing to increase fees?

- Fee changes are being considered:
 - To improve or add amenities desired by visitors at various recreation sites.
 - To improve visitor experiences through increased field presence, resulting in more timely responses to maintenance issues and operational needs.
 - To improve site amenities at host campsites, resulting in improved volunteer recruitment and retention and subsequently, improve responsiveness and services provided to the public.
 - To better address the backlog of deferred maintenance that has resulted from declining program funding.
- Fee changes will be necessary to keep sites open that are important to forest visitors and local economies.
- Fee changes will enable the forest to better cover the true costs of operating our more highly developed sites with the fees generated and shift appropriated funding to improve services associated with non-fee recreation opportunities.
- Operational costs have increased by nearly 10% over the last decade, while fees have remained constant for the same period.
- Program funding, which supplements fee revenue to manage developed recreation sites, has decreased by 35% in the same period.
- During the period between 2011 and 2015, the forest reduced recreation staff significantly in order to operate within the funded budget. Additionally, approximately 10 smaller and/or lesser used sites were closed to increase efficiencies and retain the services at sites which remain open.
- Fees on the forest are typically \$4-\$10 lower than other providers in the area for tent sites and \$10-\$65 lower than other providers for cabin units.



for the greatest good

TALKING POINTS - (continued)

How did you arrive at the proposed fees?

The fees proposed are generally based on site amenities provided. The Forest Service uses a "fee tool" which serves as a leveling tool for site amenities and appropriate fees nationwide. A fee range is suggested by the tool based on the amenities provided. Once the range is attained a further comparison is made from a sample of similar sites on adjacent National Forest managed lands, BLM, and county provided opportunities. Using both filters, brings the sites to a more closely aligned fee consistency across the forest as well as within the local regional area (e.g. southwest Oregon).

What are the fees used for?

The fees collected are used for operations and maintenance tasks necessary to maintain the facilities and provide for visitor services, including:

- Safe water (at those sites that provide water)
- Facility maintenance, repair and/or replacement as necessary.
- Routine patrols to:
 - clean sites and facilities
 - make visitor contacts and provide information
 - provide for visitor safety;
- Interpretive services; and
- Fee collection and compliance;

What have you accomplished with the fees you have collected?

In 2017, the Rogue River-Siskiyou National Forest used fees for:

- Replacing appliances at Imnaha Cabin.
- Purchasing, for installment, 21 fire rings and tables that will provide for universal accessibility in Quosatana Campground (GB), Beaver Sulphur Group Camp (SM) and Flumet Flat Group Camp (SM).
- Replacing tables and fire rings at Sam Brown Campground (WR).
- Repairing railings on Bolan Lookout (WR).
- Preparing Packers Cabin for painting – conducted lead paint testing to begin prep processes (GB).

Do you have any specific projects you anticipate you can accomplish if you raise the fees?

Planned, Forest-wide projects include:

- Replacing outdated toilets, Forest-wide.
- Improvements to cabins and lookouts including propane upgrades, appliance replacement, water system maintenance/replacement as necessary, ceiling and/or roofing repair/replacement.
- Install holding tanks and solar power source at host sites (if and where feasible).
- Improving information and interpretive kiosks.
- Continue to make site amenity upgrades to better provide more universally accessible opportunities (tables, fire rings, paths, table pads, etc.).

TALKING POINTS - (continued)

- Developing a staffing level reflective of our commitment to forest visitors for quality public service.
- Improving visitor services through increased Forest Service field presence: more routine site visits and patrols, and improved visitor security.

Site-specific projects include:

- Repairing the ceiling at Imnaha Cabin (HC).
- Repair roofs on toilets (PW)
- Repairing/replacing the water system at Sam Brown Campground (WR).
- Replacing the windows at Lake of the Woods Lookout (Gold Beach RD).
- Continuing water system repairs and updates as needed (Quosatana and others).
- Water heater replacement and flooring repair at Imnaha Cabin (HC)
- Repair water systems as appropriate and needed – all sites with existing systems.

How do you propose to meet the needs of all (some users may not be able to afford the fees you're proposing)?

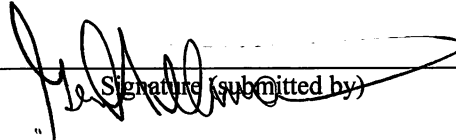
- Many sites on the forest will continue to be available for use without a fee. There are numerous dispersed sites available throughout the forest.
 - Across the forest there are 63 campgrounds/camping areas. No fees are charged or are proposed at 19 of those sites.
- Of the new fees proposed, 3 are at campgrounds which were previously closed and will re-open; 4 are sites where fees were charged in the past; and 3 are cabins or lookouts that were previously unavailable for recreational use.
- The remaining new fees proposed (10) are at high use and/or highly developed day use and interpretive sites.
- Interagency passes will be honored at all of the day use sites and campgrounds as appropriate to the pass.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Manager


Signature (submitted by)
City Manager Approval

Subject: Legal Services Agreement with Black and Rice LLP.

Recommended Motion:

Motion to authorize the Mayor to execute a Legal Services Agreement with Black and Rice LLP.

Financial Impact:

4.3 per cent increase in hourly rate for legal services; rate was last increased in 2016.

Background/Discussion:

Martha Rice has served as Brookings City Attorney under a legal services agreement between the City and Black and Rice LLP since 2009. That agreement has expired and the City Council recently completed an evaluation of the City Attorney. Rice has submitted a new legal services agreement under which she would continue to serve as City Attorney. Changes from the previous agreement are an increase in the hourly rate from \$182 to \$190 and an increase in the travel fee from \$90 to \$95. The term of the agreement is two years. Services are provided as-needed.

The City paid Black and Rice \$37,292.27 for City Attorney services in 2016 and \$35,773.83 in 2017.

Attachment(s):

- a. City of Brookings Legal Services Agreement.

CITY OF BROOKINGS LEGAL SERVICES AGREEMENT

This Agreement, effective January 1, 2018, is entered into between the City of Brookings, an Oregon municipal corporation, hereinafter referred to as the "City" and Black & Rice LLP, a law office, hereinafter referred to as the "Attorney."

WHEREAS, the City has need for legal counsel to advise the City on matters concerning government and municipal affairs in Oregon;

WHEREAS, Martha D. Rice is an attorney and partner at Black & Rice LLP, is licensed to practice law in both California and Oregon, and has a background in government and municipal law;

WHEREAS, Martha D. Rice has served as City Attorney for the past 8 years; and

WHEREAS, the City desires to re-appoint Martha D. Rice as City Attorney and a formal written agreement is required for audit control purposes.

NOW, THEREFORE, the parties do mutually agree to the following:

1. Scope of services.

The City hereby re-appoints Martha D. Rice as City Attorney. Attorney will perform those legal services authorized from time to time by the City Council, the Mayor, or the City Manager, and by no other person, regardless of such other person's position with the City, and subject to Attorney's availability and to conflict-of-interest rules.

Services to be performed under this Agreement include, but are not necessarily limited to:

- (a) Rendering of legal advice to and consultation with the City Council and City officers, furnishing of written legal opinions, review or preparation of legal documents, ordinances, leases, contracts and the like which are used by the City and legal review and approval, if appropriate, of City actions and documents;
- (b) Representing the City or specific officers of the City at public hearings or other meetings held or called by the City, as may be requested from time to time;
- (c) Any and all other legal services that the City may deem necessary or may request in connection with its activities, including litigation services.

2. Compensation and method of payment.

The hourly fee payable for the services of Attorney Martha D. Rice will be \$190.00 per hour. Attorney will charge the flat rate of \$95.00 for the time and expense of each authorized trip to Brookings to tend to City business.

Attorney are responsible, without additional compensation, for all general overhead expenses incidental to the operation of their practice, including but not limited to office rent, general secretarial duties, telephone charges, and general supplies, and shall not be entitled to reimbursement therefore.

Attorney shall be reimbursed for all costs expended by Attorney to perform and to enhance the performance of the legal services for the City. Those costs include, but are not limited to, deposition costs, expert fees and expenses, investigation costs, if any, photocopy expenses at the rate of 25¢ per page, process servers fees, paralegal fees of \$90.00 per hour, messenger service fees, postage, consultant's fees, transportation, meals, and lodging at the rates allowed in the City's Travel Policy, and fees fixed by law, the court or public agencies and any other expense reasonably necessary to provide adequate legal services except general overhead.

To encourage the maintenance and enhancement of the City Attorney's skills, City will provide an annual budget of up to \$2,000.00 per year for the following: (1) continuing legal education, including travel and lodging, reference resources and conference fees, in areas of the law that would benefit the City, and (2) materials or online legal research resources.

Attorneys shall submit itemized bills to City on a monthly basis and City shall pay all or, at a minimum, the undisputed portion of such bills within thirty (30) days of receipt.

3. Time of performance and termination.

This Agreement shall remain in full force and effect for two years from its effective date.

This Agreement may be terminated by City at any time upon written notice to Attorney. Attorney may terminate this Agreement upon 60 days written notice to the City.

4. Insurance.

During the term of this Agreement, Attorney will maintain in full force and effect policies of insurance of the following types in the corresponding minimum amounts:

Professional Liability / Malpractice	\$1,000,000 CSL
Commercial General Liability	\$1,000,000 Per Occurrence

Automobile

\$1,000,000 Per Accident

Workers' Compensation

Per California Law

5. Amendments.

This Agreement may be amended from time to time by the written approval of both parties.

6. Entire Agreement.

This Agreement constitutes the complete and exclusive statement of the Agreement between the City and the Attorney. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded entirely by this Agreement.

IN WITNESS WHEREOF, the parties have caused this Legal Services Agreement to be executed as indicated below.

Executed on _____, 2018 at Brookings, Oregon.

City of Brookings

By: Mayor Jake Pieper

ATTEST:

Teri Davis, City Recorder

Black & Rice LLP

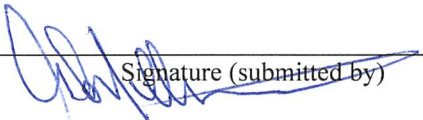
By: Martha D. Rice, Partner

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Adjustments to Non-Represented Employee Compensation Plan

Recommended Motion:

Motion to amend the City of Brookings Management Compensation Plan as recommended by the City Manager in the Council Agenda Report dated February 12, 2018.

Financial Impact:

The estimated increase in personnel costs would be \$145,000. This is within budget. No budget adjustments are needed.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The City Council periodically updates the Management and Non-Represented Employee Compensation Plan. This update typically follows agreements reached with the two bargaining units and has generally been effective at the beginning of the fiscal year. The City has reached an agreement with the General Employees bargaining unit for the period July 1, 2017-June 30, 2019, but has not reached an agreement with the Police bargaining unit.

The City budgeted for a 2.8 per cent increase in employee compensation for fiscal 2017-18. The agreement reached with the General Employees bargaining unit provides for a 1.75 per cent salary increase effective September 1, 2017, with remaining funds to be used to pay for increases in PERS costs.

The City Manager is recommending that the City Council approve the following compensation plan changes for Management and Non-Represented Employees effective July 1, 2017:

1. A 1.75 per cent increase in pay rates.
2. Increasing the number of times an employee can cash-out accrued vacation time two to three and the number of hours from 80 to 120 hours per year.
3. For employees who are eligible for overtime pay, an increase in the compensatory time bank accrual from 120 to 160 hours.
4. Current policy allows employees to utilize up to three days of paid sick leave per occurrence to attend to the medical needs of "immediate family" living in the employee's household. The proposed change would be to allow the employee to utilize the three days for a member's spouse, child or parent whether they reside in the employees household or not.

5. Add that contributions to an employee's Health Savings Account (HSA) will be made quarterly with a provision that the City may recover prorated contributions upon separation from service (included in General Employees bargaining agreement).
6. Add brother-in-law, sister-in-law to the definition of "immediate family" for bereavement leave.
7. Add longevity pay of 2.5 per cent for employees with 10 or more years of service and an additional 2.5 per cent (for a total of 5.0 per cent) for employees with 15 or more years of service.

There are currently 17 employees in this non-represented group. Five of these employees would be immediately eligible for the longevity pay benefit; all being public safety employees. The total estimated cost of the changes is \$145,000, which is within budget.

Employees affected by these changes would include:

- Municipal Court Clerk (PT)
- City Recorder/Management Analyst (ME)
- Payroll/Accounts Payable Specialist
- Fire Captain (ME)
- Fire Operations Chief (ME)
- Building Official (ME)
- Human Resources/Accountant (ME)
- Parks and Planning Manager (ME)
- Treatment Supervisor (ME)
- Public Works Supervisor (ME)
- Police Sergeant
- Police Lieutenant (ME)
- Finance and Human Services Director (ME)
- Public Safety Director (ME)
- IT Manager (PT)
- Administrative Aide


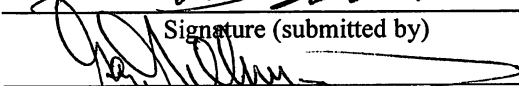
Part time (PT) employees are not eligible for benefits such as vacation leave. Management/exempt employees (ME) are not eligible for overtime pay.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject:

Wild Rivers Coast Foundation for Dance Nutcracker Event Evaluation

Recommended Motion:

Motion to accept the Wild Rivers Coast Foundation for Dance (Nutcracker Ballet) Event Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

At the December 11, 2017 City Council meeting, Council authorized a grant to the Wild Rivers Coast Foundation for Dance, the organizer of the Nutcracker Ballet event, to provide \$2,000 in Transient Occupancy Tax (TOT) funding for the purchase of portable stage lighting.

The event organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee. They indicate the TOT funds were used specifically for the durable equipment purchase.

The organizers estimate that up to 100 of the attendees at the performance were from outside the area, and it expects to attract more outside-the- area attendance over time.

Attachment(s):

- a. Event Evaluation



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1102 Fax (541) 469-3650

Tourism Promotion Special Event Program

Project Evaluation Report Form

Within three (3) months of completing the event, the following information must be provided and returned to Lauri in Visitor Center.

Project Title: Purchase lighting Equipment Completion Date: 12/10/2017
Contact Person: Jan Barbas Phone: 801 755 9067
Amount Awarded \$ 2000⁰⁰


1. How was the funding used? (Examples: "Purchase flyers - \$___," or "Purchase advertising in [name of publication] - \$___." Detailed receipts are not required).

Purchased stage lighting equipment.

2. Estimate how many people have been attracted to area because of project. Approximately how many of these were from outside Curry County?

Our proposal indicated that this was a durable equipment purchase to be used in multiple events over time. Each event is marketed and attracts some outside attendees. Past tracking has suggested as many as 100 outside attendees at some events. ~~we did not expect~~ we expect to continue to attract outside attendance over time.

Note: Failure to submit this report to the City within the allotted time (three months from approved event completion) may eliminate your organization from future consideration for funding under this program.


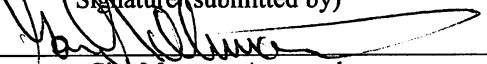
Signed:  Dated: 12/18/2017
Organization: Wild Rivers Coast Foundation For Dance

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2018

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject:

Coastal Christmas Decorating, Parade and Santa Event Evaluation

Recommended Motion:

Motion to accept the Coastal Christmas Event Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

At the September 25, 2017 City Council meeting, Council authorized a grant to the Coastal Christmas decorating, parade and Santa event organizers in the amount of \$2,000 in Transient Occupancy Tax (TOT) funding for the purchase of wreaths and other decorating supplies.

The event organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee. They indicate the TOT funds were used primarily for the purchase of the wreaths as well as a variety of incidental items needed to host the event.

The organizers estimate that 600-800 people attended the parade as spectators. They did not provide an estimate of how many people from outside the Brookings area were in attendance; however, they did note that there were two groups participating in the parade from Crescent City which brought people to the event from that area. Organizers estimate 300 plus people attended the Santa event after the parade.

Attachment(s):

- a. Event Evaluation



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1102 Fax (541) 469-3650

Tourism Promotion Special Event Program

Event Evaluation Report Form

Within three (3) months of completing the event, the following information must be provided and returned to Lauri in Visitor Center.

Event Title: Coastal Christmas Decorating & Parade & Santa Event Completion Date: Jan 27th 2018
Contact Person: Kathleen Breshears Phone: 541-412-0674
Amount Awarded: \$ 2000.00

1. How was the funding used? (Examples: "Purchase flyers - \$___," or "Purchase advertising in [name of publication] - \$___." Detailed receipts are not required).

WREATHS - 1105⁰⁰ Batteries - 194⁰⁰
Inflatables - 330.97 Santa Wig & Beard 76⁰⁰
Insurance 265⁰⁰
Parade Prize 100⁰⁰ Total - 2,270.97
~~Cider~~ Refreshments 100⁰⁰
Misc - 100⁰⁰

2. How many people attended the event (participation/spectators)? Approximately how many of these were from outside Curry County? Include results as defined in Applicant's proposed methodology.

600 - 800 ? people watching Parade
2 parade groups from Crescent City + family & friend Spectators
300+ people at Santa Event after Parade

Note: Failure to submit this report to the City within the allotted time (three months from approved event completion) will eliminate your organization from future consideration for funding under this program.

Signed: Kathleen Breshears Dated: 1-8-2018
Organization: Coastal Christmas Elves

City of Brookings

CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, January 22, 2018

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM.

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Roger Thompson and Dennis Triglia present; a quorum present.

Staff present: City Manager Gary Milliman, City Attorney Martha Rice, Parks and Planning Manager Tony Baron, and City Recorder Teri Davis.

Media Present: No media present

Others Present: Approximately 10 audience members.

Modification to Agenda

Councilor Triglia moved to remove Item F5 from the agenda and remand it back to TPAC
Councilor Hodges seconded but subsequently rescinded the second.
Item 5 to remain on agenda.

Ceremonies

Resolution of Commendation

Councilor Hamilton moved, Councilor Thompson seconded and Council voted unanimously to adopt Resolution 18-R-1128 commending Tim Buehler and family for their dedication and service to Scouting.

Mayor Pieper presented the Resolution to Mr. Buehler.

Mr. Buehler addressed Council accepting the commendation and thanking the City for its support.

Oral Requests and Communications from the audience

1. Tony Stoddard of 16836 Thompson Rd. addressed Council asking for Councilor Thompson's resignation
2. Azam Azaditabar of 1223 Barclay Lane addressed Council in opposition to the tree removal at Azalea Park
3. Caroline Milliman of 1090 Parkview Dr. addressed Council with invitations to the Elmo Williams Day event on April 29 at noon.
4. David Nedervelt of P.O. Box 304, Brookings addressed Council in opposition to the tree removal at Azalea Park

Staff Reports

Structural Engineering Contract for PD/FD Seismic Retrofit Contract

Parks and Planning Manager Baron presented the staff report.

Council discussed the associated costs.

Councilor Thompson moved, Councilor Triglia seconded and Council voted unanimously to authorize the City Manager to execute a contract with WRK Engineers to perform structural engineering and construction observation for seismic retrofit work on the fire and police department portions of Brookings City Hall.

Chetco Bar Fire Salvage Logging Support Letter

City Manager Milliman presented the staff report.

Connie Hunter of 1310 Eagles Court addressed Council asserting the proposal was not large enough.

Council discussed the specifics and timing of the proposal (public comment needed prior to January 31).

Councilor Thompson moved, Councilor Hamilton seconded and Council voted unanimously to authorize the Mayor to execute a letter supporting the proposed plan for salvage logging in the Chetco Bar Fire burn area.

South Coast Regional Tourism Network MOU

City Manager Milliman presented the staff report.

Councilor Triglia moved, Councilor Thompson seconded and Council voted unanimously to authorize the City Manager to execute the Oregon South Coast Region Tourism Network Memorandum of Understanding with the condition that no City funds be utilized in support of the Network without further Council authorization.

ORREC Update

City Manager Milliman presented the staff report. The organization has dissolved. Council provided a \$2,000 grant to the program for its start up costs.

Council took no action.

Fireworks Funding

City Recorder Davis presented the staff report, expressing TPAC's desire to make a recommendation on this item prior to Council decision.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to remand the item back to TPAC for its recommendation.

Consent Calendar

1. Approve Council minutes for January 8, 2018
2. Receive monthly financial report for December 2017

Councilor Triglia moved, Councilor Thompson seconded and Council voted unanimously to approve the Consent Calendar.

Remarks from Mayor and Councilors

Councilor Hamilton acknowledged that there is still anger about the Azalea Park trees, but noted the improvements which have already been made.

Councilor Hamilton repeated his great pleasure in being able to award the Buehler family.

Mayor Pieper noted some errors which were published in recent editions of the Pilot.

Adjournment

Councilor Thompson moved, Councilor Triglia seconded, and Mayor Pieper adjourned the meeting at 8:11 p.m.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2018:

Jake Pieper, Mayor

Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – November 16, 2017

CALL TO ORDER

Meeting called to order at 4:01 PM

1. ROLL CALL

Present: Committee members Chair Skip Watwood, Angi Christian, Candice Michel, Tim Patterson, Dane Tippman, and Sonya Billington.

Also present: Staff Committee Liaison Teri Davis

2. APPROVAL OF MINUTES –

a. Motion made by Angi Christian to approve the minutes of October 19, 2017, motion seconded by Candice Michel and Committee voted; the motion carried unanimously.

3. Public Comment – There was no one present to address the Committee on non-agenda items.

4. ACTION ITEMS

a. Port Cleaning Station Refurbishment

- Dave Kuehn presented the funding request proposal – Request for \$2500
- Angi Christian recused herself from the discussion due to organizational conflict of interest
- The committee discussed varying funding options.

Motion made by Candice Michel to recommend to Council funding the request in the amount of \$1,500 and taking the funds from the TPAC Capital funding category, motion seconded by Dane Tippman; the motion carried with a vote of 5-0-1 (Angi Christian abstaining).

b. Wild Rivers Coast Foundation for Dance

- Jan Barbas presented the funding request proposal – Request for \$2,034.15
- The committee discussed the specifics of the request.

Motion made by Candice Michel to recommend to Council funding the request in the amount of \$2,000 and taking the funds from the TPAC Capital funding category; motion seconded by Sonya Billington; the motion carried with a vote of 4-2 with Dane Tippman and Angi Christian voting 'Nay'.

c. Media Opportunity –

- Tim Oakley introduced himself; provided his contact information, and offered his video production services for future TPAC video needs.

The Committee took no action.

d. Spectrum Digital Campaign

- Jeremy Bakke presented the six-month extension proposal for the campaign at a cost of \$6,000
- The campaign will target the Redding, California market

Motion made by Dane Tippman to accept the proposal with a recommendation to Council that staff be directed to add a disclaimer to the City website regarding user traffic being 'observed', motion seconded by Candice Michel; the motion failed in a 2-4 vote with Dane Tippman and Candice Michel voting 'yea'.

Motion made by Candice Michel to recommend to Council to extend the advertising campaign contract with Spectrum Digital; motion seconded by Angi Christian; the motion carried with a vote of 4-2 with Dane Tippman and Tim Patterson voting 'nay'.

- The Committee further discussed how to fund the ad campaign due to a shortage of funds in the Advertising category

Motion made by Skip Watwood to transfer \$6,000 from the Events category of the TPAC budget to the Advertising category; motion seconded by Angi Christian; the motion carried in a 4-1-1 vote with Tim Patterson voting 'nay' and Dane Tippman abstaining.

e. OCVA Digital Campaign Co-Op

- Teri Davis presented the OCVA digital advertising campaign at a cost of \$2,500-6,000.
- The Committee discussed the lack of advertising funding availability.

The Committee took no action.

f. Events Calendar

- Tim Patterson advised that Committee members to monitor the progress of the calendar at CoastToday.com

The Committee took no action.

g. TPAC Agenda Modification

- Dane Tippman proposed a modification to the TPAC agenda format

Motion made by Dane Tippman to add 'New Business' section to all following TPAC meeting agendas. Under the New Business section, the Chair asks if there is any new business. Interested members may identify themselves as having new business to present to the committee for discussion. Members called upon then announce and present their new business. New business discussions may result in actionable items being added to the next meeting's agenda; motion seconded by Candice Michel; after Committee discussion, the motion was withdrawn.

5. INFORMATIONAL ITEMS

a. Recent Council Actions

- Teri Davis informed that Council accepted both of the Chetco Brewing event evaluations.
- Teri Davis followed-up, per the Committee's request, regarding the funding history of Coastal Christmas.

b. Budget Status – Committee reviewed the budget status

c. Internet Hit Info – Committee reviewed internet hits document provided

7. SCHEDULE NEXT MEETING – Next meeting scheduled for January 18, 2018.


- Due to the cancellation of the December TPAC meeting, the Committee discussed election of Committee officers

Motion made by Candice Michel to nominate Skip Watwood as Committee Chair; motion seconded by Dane Tippman; the motion carried unanimously.

Motion made by Candice Michel to nominate Dane Tippman as Committee Vice Chair; motion seconded by Skip Watwood; the motion in a 5-0-1 vote with Dane Tippman abstaining.

8. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 5:41 pm.

Respectfully submitted,



Skip Watwood, Chair
(approved at December 21, 2017 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – December 21, 2017

CALL TO ORDER

Meeting called to order at 4:01 PM

1. ROLL CALL

Present: Committee members Angi Christian, Candice Michel, Tim Patterson, Dane Tippman, and Bob Pieper.

Also present: City Manager Gary Milliman and Staff Committee Liaison Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Angi Christian to approve the minutes of November 16, 2017, motion seconded by Candice Michel and Committee voted; the motion carried unanimously.**

3. Public Comment – There was no one present to address the Committee on non-agenda items.

4. ACTION ITEMS

a. Pistol River Wave Bash

- City Manager Milliman presented the proposal and needs of the International Windsurfing Tour organization
- The committee discussed various event assistance options

Motion made by Candice Michel to recommend to Council funding a \$2,000 sponsorship of the videography, stipulating in the agreement a specific amount of footage of Brookings be included in the production, motion seconded by Dane Tippman; the motion carried unanimously.

b. Modification to Meeting Schedule

- Teri Davis presented a calendar explaining how due to the scheduling of TPAC meetings, decisions made by TPAC are delayed getting to City Council.
- The committee discussed the possible alternative meeting schedules.

Motion made by Candice Michel to change the monthly meeting to the second Thursday of the month at 4:00 p.m.; motion seconded by Angi Christian; the motion carried unanimously.

c. Events Calendar

- Tim Patterson advised that Committee members to monitor the progress of the calendar at CoastToday.com

The Committee took no action.

5. INFORMATIONAL ITEMS

a. Events Calendar

- Tim Patterson advised that data entry is in progress

b. Recent Council Actions

- Teri Davis informed that Council approved all three items recommended by TPAC: Wild Rivers Foundation for Dance, Port Fish Cleaning Station, and Spectrum Digital Advertising Campaign.

c. Budget Status – Committee reviewed the budget status

d. Internet Hit Info – Committee reviewed internet hits document provided

e. Upcoming Council Workshop – Teri Davis advised committee about the upcoming Council Workshop on January 4 which will discuss Tourism promotion with the Chamber of Commerce and also TPAC funding criteria.

7. SCHEDULE NEXT MEETING – Next meeting scheduled for January 11, 2018.

8. ADJOURNMENT – with no further business before the Committee, Dane Tippman made a motion to adjourn; Angi Christian seconded the motion; meeting adjourned at 4:59 pm.

Respectfully submitted,



Skip Watwood, Chair

(approved at January 18, 2018 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 26, 2017

CALL TO ORDER

Chair Tom Bozack called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Patt Brown, Jay Trost, Trace Kather, and Chair Tom Bozack. Commission welcomed new Commissioner Holly Beyer.

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

Motion made by Commissioner Trost to approve the minutes of September 28, 2017; motion seconded by Commissioner Kather and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

REGULAR AGENDA

- A. Parks Master Plan Update** – Tony Baron presented the PARC on the 2018 Parks Master Plan Update and reviewed the status of park projects completed or in progress that were listed in the 2011 Parks Master Plan Update. He proposed to start having workshops to develop new Park CIP projects that could move forward for the next five to ten years; he anticipates less new development and more maintenance projects. Would like the public to have input to develop and prioritize park projects. Tony to schedule workshops after January, and to invite service organizations, park volunteers and the public to help in the process.

INFORMATION UPDATES/DISCUSSION ITEMS

- A.** Azalea Park Tree update will be on the November 13 City Council meeting.
- B.** Azalea Park Ball Field Project progress – Tony Baron advised the Phase I is complete, Phase II finishing up and Phase III is design process and will then go out to bid.
- C.** Chetco Point Park – Tony Baron advised the restroom has been installed and is just needing flatwork to finish it. The reconstructed trail will not be ADA accessible but will be improved access. Phase I of widening the path has been completed. Currently in phase II which is the bridge design and reconstruction. Phase III will be the boardwalk construction scheduled to be done next summer.


COMMISSIONER REPORTS/COMMENTS

Commissioner Beyer requested that a monarch butterfly garden to attract butterflies be on the next agenda for discussion.

ADJOURNMENT

Next meeting scheduled for January 25, 2018. With no further business, meeting adjourned at 7:44 pm.

Respectfully submitted,



Tom Bozack, Chair
(Approved at January 25, 2018 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/04/2018	80653	255	Batteries Plus	25-00-2005	221.75
01/18	01/04/2018	80654	5838	Yelena Bogatyreva	25-00-2005	7,747.00
01/18	01/04/2018	80655	416	Brookings Lock & Safe Inc	25-00-2005	510.00
01/18	01/04/2018	80656	313	Brookings Vol Firefighters	10-00-2005	2,250.00
01/18	01/04/2018	80657	715	Budge McHugh Supply	20-00-2005	10,394.59
01/18	01/04/2018	80658	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
01/18	01/04/2018	80659	5567	CAL/OR Insurance Specialists Inc	25-00-2005	3,971.00
01/18	01/04/2018	80660	5839	Cardpool Inc	10-00-2005	65.00
01/18	01/04/2018	80661	5822	Chaves Consulting Inc	49-00-2005	370.20
01/18	01/04/2018	80662	212	Chem Quip Inc	25-00-2005	2,723.28
01/18	01/04/2018	80663	4928	CIS Trust	25-00-2005	270.00
01/18	01/04/2018	80664	3834	Clean Sweep Janitorial Service	20-00-2005	1,525.00
01/18	01/04/2018	80665	5827	Coastal Investments LLC	10-00-2005	1,130.00
01/18	01/04/2018	80666	1745	Coastal Paper & Supply, Inc	10-00-2005	116.20
01/18	01/04/2018	80667	173	Curry Equipment	25-00-2005	1,205.98
01/18	01/04/2018	80668	166	Dan's Auto & Marine Electric	15-00-2005	176.25
01/18	01/04/2018	80669	1	Cynthia Thomas	20-00-2005	62.95
01/18	01/04/2018	80670	5672	Dept of Public Safety Standards & Train	10-00-2005	120.00
01/18	01/04/2018	80671	261	Engineered Control Products	20-00-2005	3,846.49
01/18	01/04/2018	80672	3342	Fastenal	15-00-2005	233.74
01/18	01/04/2018	80673	5642	Financial Pacific Leasing	10-00-2005	4,031.88
01/18	01/04/2018	80674	5432	First Community Credit Union	25-00-2005	812.99
01/18	01/04/2018	80675	298	Freeman Rock, Inc	15-00-2005	2,785.03
01/18	01/04/2018	80676	4646	Frontier	30-00-2005	545.35
01/18	01/04/2018	80677	5123	GCB Automation and Marine LLC	25-00-2005	540.00
01/18	01/04/2018	80678	5065	Gold Beach Lumber	50-00-2005	3,229.60
01/18	01/04/2018	80679	269	Grainger	25-00-2005	235.60
01/18	01/04/2018	80680	199	Richard Harper	10-00-2005	400.00
01/18	01/04/2018	80681	162	Kerr Hardware	20-00-2005	544.97
01/18	01/04/2018	80682	5036	Kosmont Companies	10-00-2005	2,359.50
01/18	01/04/2018	80683	328	Les Schwab Tire Center	20-00-2005	3,026.67
01/18	01/04/2018	80684	4269	Milliman, Gary	10-00-2005	67.50
01/18	01/04/2018	80685	4901	Mountain View Paving, Inc	20-00-2005	2,256.00
01/18	01/04/2018	80686	283	Muffler & More	15-00-2005	90.00
01/18	01/04/2018	80687	329	New Hope Plumbing	10-00-2005	200.00
01/18	01/04/2018	80688	4748	Northstar Chemical, Inc	25-00-2005	13,386.00
01/18	01/04/2018	80689	3603	Norwest Safety	25-00-2005	45.40
01/18	01/04/2018	80690	442	OCCMA	10-00-2005	248.37
01/18	01/04/2018	80691	279	One Call Concepts, Inc	20-00-2005	34.32
01/18	01/04/2018	80692	5008	Online Information Services	10-00-2005	122.34
01/18	01/04/2018	80693	5835	ORCA Heating & Refrigeration Inc	25-00-2005	676.06
01/18	01/04/2018	80694	5237	Oregon Mayors Association	10-00-2005	135.00
01/18	01/04/2018	80695	4	Deby Sanzana	10-00-2005	214.00
01/18	01/04/2018	80696	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/18	01/04/2018	80697	322	Postmaster	25-00-2005	850.00
01/18	01/04/2018	80698	5768	Proficient Auto Center Inc	10-00-2005	703.75
01/18	01/04/2018	80699	378	Quality Control Services	25-00-2005	126.85
01/18	01/04/2018	80700	207	Quill Corporation	10-00-2005	214.92
01/18	01/04/2018	80701	1840	Rogue Credit Union	50-00-2005	2,497.61
01/18	01/04/2018	80702	990	UPS	20-00-2005	85.97
01/18	01/04/2018	80703	2863	Verizon Wireless	10-00-2005	559.62
01/18	01/04/2018	80704	2122	Cardmember Service	25-00-2005	6,563.44
01/18	01/04/2018	80705	169	Waste Connections Inc	10-00-2005	180.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/11/2018	80706	882	Advanced Security Systems	20-00-2005	1,020.42
01/18	01/11/2018	80707	4939	BI- Mart Corporation	20-00-2005	214.46
01/18	01/11/2018	80708	5070	Canon Solutions America	10-00-2005	208.93
01/18	01/11/2018	80709	193	Central Equipment Co, Inc	50-00-2005	4,000.00
01/18	01/11/2018	80710	3015	Charter Communications	30-00-2005	495.00
01/18	01/11/2018	80711	3834	Clean Sweep Janitorial Service	25-00-2005	225.00
01/18	01/11/2018	80712	183	Colvin Oil Company	20-00-2005	2,164.77
01/18	01/11/2018	80713	5841	Core & Main LP	20-00-2005	7,374.58
01/18	01/11/2018	80714	259	Da-Tone Rock Products	25-00-2005	1,658.88
01/18	01/11/2018	80715	317	DCBS - Fiscal Services	10-00-2005	264.03
01/18	01/11/2018	80716	185	Del Cur Supply	10-00-2005	1,954.50
01/18	01/11/2018	80717	1	Sueann Boydston	20-00-2005	179.08
01/18	01/11/2018	80718	1	Blake Dunbar	20-00-2005	187.21
01/18	01/11/2018	80719	1	Gayle Fulton	20-00-2005	201.26
01/18	01/11/2018	80720	1	Jenna Gomez	20-00-2005	54.36
01/18	01/11/2018	80721	1	Dean Kruschke	20-00-2005	70.10
01/18	01/11/2018	80722	1	Elizabeth McGuffee	20-00-2005	198.00
01/18	01/11/2018	80723	1	Pamela Winebarger	20-00-2005	187.87
01/18	01/11/2018	80724	1	Jeffrey Young	20-00-2005	272.33
01/18	01/11/2018	80725	261	Engineered Control Products	25-00-2005	1,049.55
01/18	01/11/2018	80726	3342	Fastenal	25-00-2005	127.13
01/18	01/11/2018	80727	5235	Ferguson Enterprises Inc #3007	25-00-2005	837.52
01/18	01/11/2018	80728	153	Ferrellgas	25-00-2005	1,579.06
01/18	01/11/2018	80729	4646	Frontier	10-00-2005	114.60
01/18	01/11/2018	80730	167	Hach Company	25-00-2005	527.62
01/18	01/11/2018	80731	139	Harbor Logging Supply	25-00-2005	180.00
01/18	01/11/2018	80732	4573	Methodworks	25-00-2005	1,650.00
01/18	01/11/2018	80733	5789	Moss Adams LLP	75-00-2005	6,135.00
01/18	01/11/2018	80734	424	Munnell & Sherrill	25-00-2005	839.89
01/18	01/11/2018	80735	685	Neilson Research Corporation	25-00-2005	629.55
01/18	01/11/2018	80736	4487	Net Assets Corporation	10-00-2005	280.00
01/18	01/11/2018	80737	687	Owen Equipment Company	25-00-2005	1,175.07
01/18	01/11/2018	80738	252	Paramount Pest Control	10-00-2005	100.00
01/18	01/11/2018	80739	866	Pitney Bowes Global Financial , LLC	10-00-2005	249.00
01/18	01/11/2018	80740	322	Postmaster	10-00-2005	225.00
01/18	01/11/2018	80741	5768	Proficient Auto Center Inc	20-00-2005	67.94
01/18	01/11/2018	80742	207	Quill Corporation	10-00-2005	173.04
01/18	01/11/2018	80743	5840	SESAC Inc	10-00-2005	397.00
01/18	01/11/2018	80744	5413	Southern Computer Warehouse	49-00-2005	6,051.11
01/18	01/11/2018	80745	169	Waste Connections Inc	25-00-2005	4,283.54
01/18	01/11/2018	80746	151	Western Communications, Inc.	32-00-2005	684.75
01/18	01/11/2018	80747	5011	Xylem Water Solutions USA, INC	25-00-2005	13,438.79
01/18	01/18/2018	80748	5046	911 Supply LLC	10-00-2005	491.98
01/18	01/18/2018	80749	4734	Aramark Uniform Services	10-00-2005	150.00
01/18	01/18/2018	80750	2407	Blue Star Gas	10-00-2005	102.00
01/18	01/18/2018	80751	5070	Canon Solutions America	10-00-2005	82.87
01/18	01/18/2018	80752	193	Central Equipment Co, Inc	10-00-2005	328.01
01/18	01/18/2018	80753	5842	Century West Engineering Corp	50-00-2005	1,800.00
01/18	01/18/2018	80754	3015	Charter Communications	10-00-2005	219.96
01/18	01/18/2018	80755	3834	Clean Sweep Janitorial Service	10-00-2005	250.00
01/18	01/18/2018	80756	822	Coast Auto Center	10-00-2005	399.93
01/18	01/18/2018	80757	1357	Curry County Clerk	10-00-2005	450.00
01/18	01/18/2018	80758	4746	Curry County Treasurer	10-00-2005	422.00
01/18	01/18/2018	80759	5577	Davis, Teresa	55-00-2005	67.00
01/18	01/18/2018	80760	1	Chris Downard	20-00-2005	34.12
01/18	01/18/2018	80761	1	Hillary Hickey	20-00-2005	58.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/18/2018	80762	1	Stacey Hogan	20-00-2005	148.51
01/18	01/18/2018	80763	3342	Fastenal	25-00-2005	486.08
01/18	01/18/2018	80764	5235	Ferguson Enterprises Inc #3007	20-00-2005	155.33
01/18	01/18/2018	80765	4646	Frontier	10-00-2005	1,102.08
01/18	01/18/2018	80766	5172	Gowman Electric, Inc	10-00-2005	286.00
01/18	01/18/2018	80767	269	Grainger	25-00-2005	133.08
01/18	01/18/2018	80768	198	Grants Pass Water Lab	20-00-2005	707.00
01/18	01/18/2018	80769	167	Hach Company	25-00-2005	147.94
01/18	01/18/2018	80770	2971	Mission Communications LLC	20-00-2005	2,500.00
01/18	01/18/2018	80771	329	New Hope Plumbing	10-00-2005	380.00
01/18	01/18/2018	80772	3561	Oil Can Henry's	10-00-2005	41.99
01/18	01/18/2018	80773	5155	Oregon Department of Revenue	10-00-2005	1,001.67
01/18	01/18/2018	80774	5843	Pacific Powder Coating Inc	15-00-2005	6,000.00
01/18	01/18/2018	80775	378	Quality Control Services	20-00-2005	850.00
01/18	01/18/2018	80776	187	Quality Fast Lube & Oil	10-00-2005	42.00
01/18	01/18/2018	80777	3	Premier Property Management	20-00-2005	31.63
01/18	01/18/2018	80778	3093	Shelton Turnbull Printers Inc	10-00-2005	157.45
01/18	01/18/2018	80779	582	South Coast Office Supply	10-00-2005	53.80
01/18	01/18/2018	80780	5730	Spectrum Reach	32-00-2005	1,000.00
01/18	01/18/2018	80781	380	Stadelman Electric Inc	50-00-2005	6,643.61
01/18	01/18/2018	80782	432	USA Bluebook	25-00-2005	194.17
01/18	01/18/2018	80783	861	Village Express Mail Center	20-00-2005	35.71
01/18	01/18/2018	80784	4131	Zumar Industries Inc	15-00-2005	775.21
01/18	01/25/2018	80785	255	Batteries Plus	25-00-2005	114.94
01/18	01/25/2018	80786	5845	Cascade Fire & Safety	10-00-2005	362.71
01/18	01/25/2018	80787	822	Coast Auto Center	10-00-2005	874.22
01/18	01/25/2018	80788	5848	Confederated Tribes of Grand Ronde	61-00-2005	6,000.00
01/18	01/25/2018	80789	1674	Correct Equipment Inc	25-00-2005	865.28
01/18	01/25/2018	80790	5825	David Evans and Associates Inc	58-00-2005	4,901.47
01/18	01/25/2018	80791	1	Oscar Perez	20-00-2005	110.07
01/18	01/25/2018	80792	371	Dept. of Environmental Quality	25-00-2005	8,806.00
01/18	01/25/2018	80793	2640	Dyer Partnership Inc., The	53-00-2005	46,836.15
01/18	01/25/2018	80794	5804	Early Management Team Inc	50-00-2005	605.63
01/18	01/25/2018	80795	5804	Early Management Team Inc	50-00-2005	320.00
01/18	01/25/2018	80796	5125	Jordan Fanning LLC	25-00-2005	2,500.00
01/18	01/25/2018	80797	3342	Fastenal	15-00-2005	263.41
01/18	01/25/2018	80798	4646	Frontier	30-00-2005	26.21
01/18	01/25/2018	80799	4128	GSI Water Solutions Inc	52-00-2005	1,721.25
01/18	01/25/2018	80800	4980	iSecure	10-00-2005	33.00
01/18	01/25/2018	80801	5846	Mallory Safety & Supply LLC	25-00-2005	395.00
01/18	01/25/2018	80802	5847	MPress LLC	10-00-2005	107.00
01/18	01/25/2018	80803	329	New Hope Plumbing	58-00-2005	606.50
01/18	01/25/2018	80804	5442	OACA Treasurer	10-00-2005	150.00
01/18	01/25/2018	80805	322	Postmaster	10-00-2005	25.00
01/18	01/25/2018	80806	207	Quill Corporation	10-00-2005	19.28
01/18	01/25/2018	80807	3499	Simplot Grower Solutions	10-00-2005	3,078.41
01/18	01/25/2018	80808	380	Stadelman Electric Inc	25-00-2005	1,101.81
01/18	01/25/2018	80809	5844	Trade Wind Events LLC	32-00-2005	2,000.00
01/18	01/25/2018	80810	861	Village Express Mail Center	10-00-2005	10.72
01/18	01/25/2018	80811	4220	Woof's Dog Bakery	61-00-2005	60.99
Grand Totals:						257,241.80

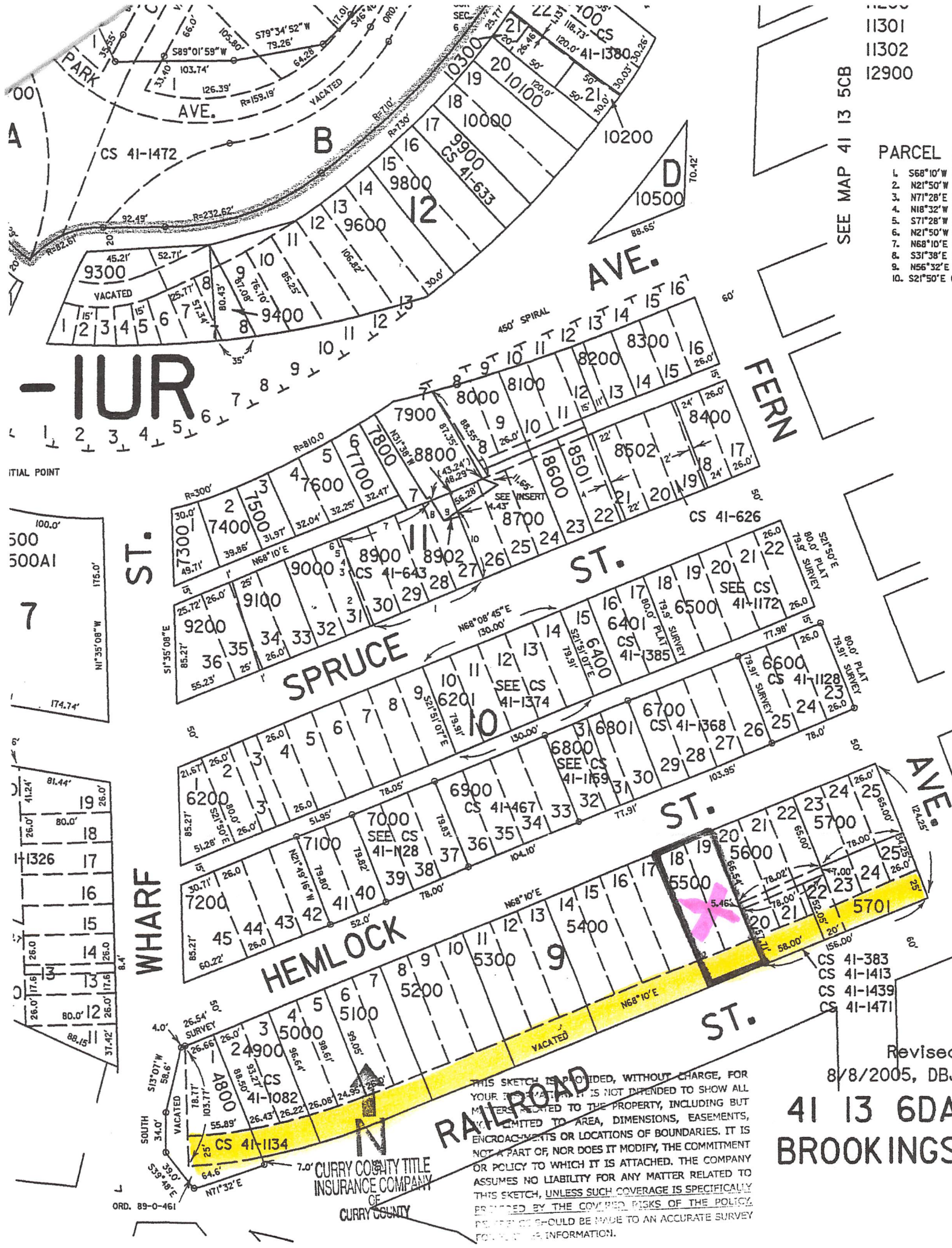
Committee Vacancies

Date: February 12, 2018

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget #1	VACANT	2/1	2018	3
Budget #2	VACANT	2/1	2019	3
Traffic Safety #1	VACANT	1/14	2018	2
Traffic Safety #2	VACANT	1/14	2019	2



- PARCEL #
1. S68°10'W 11
 2. N21°50'W 4
 3. N71°28'E 1
 4. N18°32'W 2
 5. S71°28'W 3
 6. N21°50'W 8
 7. N68°10'E 8
 8. S31°38'E 2
 9. N56°32'E 1
 10. S21°50'E 6

SEE MAP 41 13 5CB

Revised
8/8/2005, DBJ

41 13 6DA
BROOKINGS

THIS SKETCH IS PROVIDED, WITHOUT CHARGE, FOR YOUR INFORMATION. IT IS NOT INTENDED TO SHOW ALL MATTERS RELATED TO THE PROPERTY, INCLUDING BUT NOT LIMITED TO AREA, DIMENSIONS, EASEMENTS, ENCROACHMENTS OR LOCATIONS OF BOUNDARIES. IT IS NOT A PART OF, NOR DOES IT MODIFY, THE COMMITMENT OR POLICY TO WHICH IT IS ATTACHED. THE COMPANY ASSUMES NO LIABILITY FOR ANY MATTER RELATED TO THIS SKETCH, UNLESS SUCH COVERAGE IS SPECIFICALLY PROVIDED BY THE COVERED RISKS OF THE POLICY. POLICY COVERAGE SHOULD BE MADE TO AN ACCURATE SURVEY FOR FURTHER INFORMATION.

CURRY COUNTY TITLE
INSURANCE COMPANY
OF
CURRY COUNTY

ORD. 89-0-461



February 9, 2018

Brookings's City Council
City Hall
898 Elk Dr.
Brookings, OR 97415

RE: Protest of Wastewater Operations Award by City Staff

Dear Mayor and City Councilmembers;

Thank you for the opportunity to submit our O&M proposal for the City's wastewater and water system. We understand the City's staff has recommended a preferred vendor to negotiate with and we respectfully request the City set aside the staff's decision and consider awarding the contract to Veolia. Veolia believes the City staff procurement rules were violated and the basis of choosing a winner was inconsistent. Specifically, we would like to provide the following observations and information not contained in the City staff report:

1. **Procurement Inconsistencies:** Under the City's procurement rules for this RFP, the City clearly states under "Section X. Scoring Method a. Once proposals have been received, they will be evaluated by a committee comprised of CITY representatives. **No lobbying of selection committee members or elected officials will be permitted.** Said committee, using their sole discretion and judgment, will shortlist one firm for further consideration."

As outlined by your City report, the staff's selected team scheduled a meeting with the City's selection committee 3 days before the deadline to submit proposals to lobby for their proposal. Unfortunately, as outlined the staff suggests the breaking of your own procurement rule in their scoring criteria as a reason to choose the more expensive option.

In addition, Howard Hamilton our proposed project manager did hand delivered our proposal due to the delay in delivery by FedEx as a result of severe snow storms at Fedex's distribution facility in Tennessee. The City Clerk indicated to him that the FedEx delivery was made 10 minutes prior to his arrival and Howard, who had previously met your City Manager on several prior occasions did see him in your lobby. There was no acknowledgment by the City Manager nor was there any offer made to allow Howard the same opportunity to walk the evaluation committee through our proposal. It would never be considered by Veolia to even ask for this meeting due to the clear procurement rules and the RFP explicitly stating proposers could not lobby the committee.



We do however acknowledge and appreciate the City's approval of our proposal due to the fact that hard copies were late by one day due to the severe snow storms at the Fedex facility. Shilen Patel, Director of Business Development, made every effort to ensure on time deliver and when we realized that it would not be delivered until the next day, we sprang into action by: 1) Contacting the City Manager by phone and getting approval that an electronic delivery would suffice with the delivery of hard copies the next day, and 2) Printing copies locally as a backup and hand delivering a set of copies to ensure we met the deadline discussed with your City Manager. The fact is the proposal was accepted and was subsequently reviewed/evaluated means that the City, with their discretion, accepted Veolia's proposal.

2. **Selection Criteria Inconsistencies.** The staff's selection criterion is questionable and appears to have favored one team over another. For example, for "Approach to Start-up (i.e. like cleaning out the digester and buying new lab equipment)" the committee listed items clearly taken word for word from the selected vendor's proposal which indicates that the evaluation sheets were created after reviewing the proposals to skew the scoring to award more points to that team.

Also, Veolia has no permit violations in Oregon for the past 10 years versus the staff's chosen team yet points were awarded equally. Veolia also does not believe that the reported compliance record by our competitor is accurate as they have been hit with major violations in Oregon and Washington sites that have occurred over the last year. Note a \$36,000 fine issued to the City of Sandy for a long list of violations, including O&M staff not possessing the appropriate operator certifications. Veolia would be happy to review with Council in further detail our exemplary compliance record and would encourage the council to have an independent consultant verify compliance history of the proposers.

Under "Local Management" Veolia was docked points for our program even though the other team's project manager didn't have the required licenses to run your facilities at the time the proposals was submitted and our entire team did. The staff report also misrepresents Veolia's approach to operations that Veolia would simply train existing staff and leave them alone. Veolia is the largest contract operations firm in North America managing over 1.6 billion gallons per day of wastewater and 750 million gallons per day of water capacity. We have the longest operating history in North America and some of the longest running partnerships with the cities we serve. Contract O&M is all we do and we have some of the most advanced operating programs in the world to efficiently and effectively operate Brookings infrastructure.

The staff report also dismisses the attention Veolia spent in preparation of our proposal ignoring over 200 hours spent onsite with several well qualified operations and asset management experts reviewing the facilities so that we could offer the best value to the City of Brookings with least impact on your staff. The staff report only indicates the significant time spent by our competitor. This again is a misrepresentation of the importance we placed in trying to fairly compete for this partnership with the City of Brookings.



Finally, under the judging notes ratepayer's savings under Veolia were more than 12% (\$143,249/yr) from the selected bidder and more than 30% (\$514,705) from the City's costs, but the points awarded was almost equal for each team.

Veolia believes the selection of a preferred bidder was biased and violated your procurement rules and may not comply with the laws under the State of Oregon for public procurement. We believe the City Council should overturn the staff's recommendation and begin contract negotiations with Veolia, which clearly offered a better value for the City's ratepayers.

Veolia understands that the Mayor and City Council have a difficult decision to make in awarding this contract. We note in the Curry Coastal Pilot article (October 14th, 2016) regarding the 2016 Mayoral Election that Mayor Pieper noted issues related to increasing costs facing the City which means "less is spent on bricks & mortar", such as sidewalks, road repairs, and leaking water pipes. A partnership with Veolia will provide much needed economic relief to the City's finances and allow the City's elected officials to focus its attention on serving other community needs. We look forward to your decision and working with City and staff

Regards,

Lanita McCauley-Bates
Senior Vice President – West Region
Veolia North America

Cc: Brookings City Council
Gary Milliman, Brookings City Manager
Brent Jensen, Teamster's Local 223
Scott Abrams, Veolia Senior Counsel

2/12/18

Dear City of Brookings City Council,

This letter is in response to the Jacobs/CH2M proposal that is being considered at the 2/12/18 council meeting.

I have been advocating for 2 extra Operators that I believe are needed at the cities' Water/Wastewater Department for several years now. This is based on past staffing levels compared to what we currently have and what could be accomplished at that time compared to now. We, as a staff, have developed checking of system practices and lab testing practices to best assure that the city has the best treated water and best wastewater that we can provide. Our system is checked often for many reasons including leaks, vandalism, generator checks, and more. Our current Treatment Supervisor has even cut back on some station checks since he has been here. He has based those decisions on his experiences with our system and other places he has worked. I see that Jacobs/CH2M wants to actually cut back staff by two. They also want to cut back on lab testing. Lab testing has also undergone changes over the years, based on what data was being used. If change is what the city council thinks needs to be done, let's bring in a consultant to check over our operating practices, rather than outsource the department completely. The "work smarter, not harder" mantra is a good one. A recent request for us to seek a consultant was turned down by our City Manager.

I understand that Jacobs/CH2M knows transition of staff is "sensitive". There is nothing in the proposal that we don't already do though. I encourage the City Council to come down and take a look for yourselves. As city staff, we also take care of our customers, do right by coworkers, stay true to our honesty and integrity, and try to deliver great work, despite our staffing issues. DEQ even noted our staffing issues at this past years Wastewater Inspection.

As far as the bioslids, I would have to check with the current authorized site that is accepting our bioslids to see how much more they can actually apply. We had to do this when we were applying on forest sites and also at a local rancher's field. We too have run our screw press dewatering equipment past staffing hours. We have to time things just right so the biosolids bin isn't too heavy for removal.

As for addressing violations, our Treatment Supervisor already has implemented a monitoring calendar to assist us with reporting and sampling deadlines. This should alleviate some of those. We have always been willing to work with DEQ and the Oregon Health Authority to correct and take responsibility for our actions as water and wastewater professionals. With over twenty years in this field, I don't take that lightly.

The 22% savings projected by Jacobs/CH2M is achieved by doing less of what we do now with fewer personnel. If the city council thinks this is a good idea, please talk with your current Water/Wastewater staff to get their opinions on this. Or, as mentioned earlier, hire a consultant and recommendations could be made. Does the city want to have dedicated employees committed to serving the citizens of our area, or dedicated company employees that need to make a profit for Wall Street?

Now for the math:

The City Managers' office projects that CH2M will save the city up to \$1,850,000 over five years. That works out to \$370,000 a year. There are four quarters in a year and that makes this savings amount to be \$92,500 per quarter.

There is one quarter left for this current budget year. The city has \$145,000 to spend on raises this final budget quarter with "no budget adjustments needed".

As you can see, the city is fine financially.

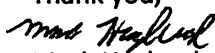
Once a partnership agreement is reached with a for-profit company to run the Water/Wastewater Department, it will be hard for the city to go back to running it themselves. We are a remote location. The city now has control of staffing levels and can be adjusted according to economic situations. The city would be stuck making payments to a company no matter what happens down the line.

The City Manager has noted that the city does contract out for many services. We are still cleaning up Salmon Run Golf Course after that was run by a for-profit company.

Opening the door to Jacobs/CH2M to run our Water/Wastewater Department puts a foot in the door for them to eventually run our Public Works Department, our Parks Department, and maybe even our Human Resource and Finance Departments.

Please think if this is really the way you want to run the city. As a tax payer and citizen of Brookings, it doesn't add up.

I urge you to please thank both Jacobs/CH2M and Veolia for their time and desire to make a profit off the citizens of Brookings, but that you desire to seek to retain control over your city assets.

Thank you,

Mark Haglund

(Copy also given to Curry Coastal Pilot)

February 12, 2018
Brookings City Council Meeting

Public Comments by Teresa Lawson, Brookings, OR.

As a former Finance Director with extensive experience in compensation and benefits I find the Council Agenda Report titled "Adjustments to Non-Represented Employee Compensation Plan" warrants serious additional review. The proposal does not explain the reasoning for any of the changes. Several of the increases in pay and policy go against the norms of good HR practice based on the limited information provided.

- 1) The union employees received a flat 1.75% increase,
- 2) The city is proposing increases for non union employees: of 1.75% to 6.75% .
- 3) Also proposed is a 50% increase to vacation pay out.
- 4) And a 33% increase in the banking of OT hours allowed.

My Concerns with a Permanent OT Accumulation Bank increase of 33% are.

- 1) OT bank increases will only add to vacation time not being used. By banking more OT hours it is highly likely the hours will be used for vacation, and actual vacation time will then be cashed out. Increasing cost to the city.
- 2) The staffing issues that have caused an increase in OT accruals should be identified, explained and evaluated.
- 3) This policy proposed is a permanent change. The council should consider the long term implications as compared with a onetime increase that may be more appropriate. OT should be the exception not the norm.

Concerns with Vacation Pay Out Changes:

- 1) Vacation is designed to be used, not as a cash bonus.
- 2) Proposed is an increase in the times vacation can be cashed out from 2 to 3, the proposal is not clear...2 to 3 per lifetime, per year? I was not able to find the current policy on the city's website to clarify.
- 3) Also proposed is increasing the amount than can be cashed out from 80 to 120 hours a year; that is a 50% increase.
- 4) Cashing out three weeks of vacation time a year will add significant cost increases to the city every year going forward.

In summary: These two policies are the most concerning.

The Council should evaluate why OT and vacation hours are not being used, and corrections made if needed. If it is due to OT that is caused by an event such as

the fire, then a onetime policy adjustment could be considered. Presently there are no postings for job openings with the city, indicating that the city is fully staffed and overtime should not be excessive.

Employees should use vacation time as time off work that is what it is designed for. The policy proposed gives employees an incentive to not use vacation. Two weeks of vacation a year can currently 'be cashed out which is a generous policy. **In a national 2017 HR survey only 14% of companies had a policy allowing for the pay out of vacation time.**

The estimated cost is \$145,000. Does this only cover the wage increases? If so what is the financial impact of the additional vacation pay out? These increases can be very costly.

I also would ask the council to evaluate the proposed pay increases further before approving. These increases may be good policy. The proposal did not provide enough information to support the proposed increases.

- 1) Wages nationally are not rising more than 2 or 3%.
- 2) If wages are raised too high for a market there can be financial and organizational implications that last for years.
- 3) A 6.75% increase; which is almost three times the national average could inflate wages.
- 4) This is pure supply and demand market economics. What is the justification for this increase? The council should review this proposal by comparing current pay rates to market rates. In addition previous salary increases should also be reviewed.
- 5) The longevity increases of 2.5 and 5% as written are not clear. It appears the intent is for the increase to apply for all years going forward. This should be clarified.

In summary before approving these increases the council needs additional information and analysis. These are significant changes with long lasting financial implications for the city.

I ask anyone who has a business would you put these increases and policies in place for your employees based on the information provided.