

July 16, 2020 Board Meeting / 11:30 AM – 1:00 PM

Agenda for the Board Meeting of the S3R3 Solutions Board of Directors

As per the Governor's Proclamation 20-28, this meeting will be held using an online meeting service.

Instructions on how to join the call are as follows:

Call +1 509-931-1324 and use Conference ID: 598 930 004#

For a complete packet of materials please go to S3R3Solutions.com

Welcome and Introductions

Public Comment/Courtesy of the Floor

Action Items

Action Item No. 01: Consent Agenda

Approval of Minutes for the May 21, 2020 Regular Board Meeting

Approval of the May 11 – July 10, 2020 Financials

Action Item No. 02: Approval of a Contract with Osborn Consulting, Inc. for the Phase 3 Stormwater Management Plan

Project Updates, Presentations and Briefings

1. Second Quarter Financial Update
2. Additional staffing position discussion

Other Business

1. Unfinished Business
2. New Business

Board Member Items

Executive Session

An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

Adjourn



Action Item No: 071620

Board Meeting Date: July 16, 2020

Consent Agenda

**Subject: Approval of Minutes
Approval of Financials**

Background:

May 21, 2020 Board Meeting Minutes and Financials for period May 11 to July 10, 2020

Recommendation:

Recommendation is for the S3R3 Solutions board to approve the meeting minutes for the regular Board Meeting held on May 21, 2020 and Financials for period May 11 – July 10, 2020.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____

Seconded By: _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____

May 21, 2020

11:30 AM – 1:00 PM, scheduled time

Minutes - Regular Meeting (held via teleconference due to Governor's Proclamation 20-28)

Attendance

S3R3 Solutions Members present via teleconference: Greg Birchell, William Butler, Wes Crago, Al French, Gerry Gemmill, Larry Krauter

S3R3 Solutions Members absent: Breean Beggs

S3R3 Solutions Staff physically present: Todd Coleman; Executive Director, Sueann Herkel; Executive Assistant

S3R3 Solutions Staff present via teleconference: Taud Hume; Legal Counsel

S3R3 Solutions Staff absent: None

Guests present via teleconference: Toby Broemmeling, Todd Chase, John Chilarducci, Marcia Davis, Bill Galle, Aimee Navickis-Brasch, Jonathan Rudders, Josh Van Wie and Matt Zarecore

Meeting called to order 11:30 am

Welcome and Introductions:

Board Chair Al French conducted roll call of Board, quorum present.

Public Comment/Courtesy of the Floor:

None

Action Items Numbers 1-Consent Agenda

Board Chair Al French requested comment on Consent Agenda Action Items which included Minutes for the April Regular Board Meeting and March 11 – April 10, 2020 Financials. Hearing none, he called for a motion for approval of all items as presented in the Consent Agenda. Board Treasurer Larry Krauter motioned for approval, Board Member Wes Crago seconded, motion passed unanimously.

Action Item Number 2 – Approve a letter to Spokane City council on Transportation Impact Fee Ordinance 17D.075

After reviewing the letter, it was decided that the word “threshold” should be deleted and that only the Board Chair and Executive Director would sign. Board Chair Al French called for a motion for approval. Board Vice Chair Bill Butler motioned for approval, Board Member Greg Birchell seconded, motion passed unanimously.

Project Updates, Presentations and Briefings:

Todd Chase of FCS Group presented on the West Plains Airport Area stormwater utility. The presentation included a cost benefit analysis and evaluation of funding alternatives. Comments were added by John Chilarducci, also of FCS Group and Aimee Navickis-Brasch of Osborn Consulting. Vice Chair Bill Butler requested a summary of next step. Board Chair Al French asked if there is any opposition to Executive Director Todd Coleman taking the next step which includes working with the consultants to define phase 3. The Board is interested in moving the project forward to provide a proactive stormwater solution for the West Plains Airport Area and support the goal of providing certainty to new business and developers.

Other Business:

1. Unfinished Business

None

2. New Business

None

Board Member Items:

None

Executive Session:

None

At 12:42 PM May 21, 2020 Meeting was adjourned.

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of July 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
1111000 BUSINESS CHECKING (6532)									
	Beginning Balance								102,674.14
05/14/2020	Check	474535176	International Economic Development Council	May 2020 - Online Course attended by ED regarding Marketing	5587048 Conferences/Association Meetings	\$670.00	-670.00	102,004.14	
05/20/2020	Check	475869085	Intuit	May 2020 - Payroll processing fee	Legal & Professional Services:Accounting Services	\$43.02	-43.02	101,961.12	
05/20/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/01/2020-05/15/2020	Direct Deposit Payable	\$3,824.95	-3,824.95	98,136.17	
05/20/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/01/2020-05/15/2020	Direct Deposit Payable	\$1,500.00	-1,500.00	96,636.17	
05/20/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/01/2020-05/15/2020	Direct Deposit Payable	\$1,692.41	-1,692.41	94,943.76	
05/20/2020	Check	475876790	Sunshine Disposal	May 2020 - Sunshine Disposal - April disposal service	5587042 Utilities	\$73.56	-73.56	94,870.20	
05/20/2020	Check	475895993	Verizon	May 2020 - Cell phone for ED - Apr 5 - May 4, 2020	Communications:Phone Expense	\$110.03	-110.03	94,760.17	
05/22/2020	Check	476102038	Washington DRS	May 2020 - PERS for first pay period May 2020	5587022 Economic Development - Benefits:Payroll Expenses - PERS	\$1,886.96	-1,886.96	92,873.21	
05/26/2020	Check	476744692	Intirinium	May 2020 - IT services for June 2020	Legal & Professional Services:IT Services	\$671.00	-671.00	92,202.21	
05/27/2020	Check	477017276	WalMart	May 2020 - Walmart - office supplies to include copier paper	5587030 Office Supplies & Software	\$41.69	-41.69	92,160.52	
05/27/2020	Check	476955525	International Economic Development Council	June 1, 2020 - IEDC Online course for ED - Business expansion and retention	5587048 Conferences/Association Meetings	\$505.00	-505.00	91,655.52	
05/27/2020	Check	1248	Copiers Northwest	May 2020 - Contract for large format printer	Other Business Expenses:Other Miscellaneous Service Cost	\$598.95	-598.95	91,056.57	
05/27/2020	Check	1250	Intirinium	May 2020 - charge for domain name change	Legal & Professional Services:IT Services	\$350.00	-350.00	90,706.57	
05/27/2020	Check	476955526	Avista	Avista - Gas charge for April 7 - May 7, 2020	5587042 Utilities	\$18.35	-18.35	90,688.22	
05/27/2020	Check	1249	Anastasi Moore & Martin	Accounting Services - April - Inv 97458	Legal & Professional Services:Accounting Services	\$287.00	-287.00	90,401.22	
05/27/2020	Check	1247	Parsons Burnett Bjordal Hume LLP	April legal fees	Legal & Professional Services:Legal Expense	\$3,052.50	-3,052.50	87,348.72	
05/27/2020	Check	1246	T-O Engineers	May 2020 - Wetland Mitigation Bank services for April 2020	Legal & Professional Services:Consultant, PW and Vendor Rosters	\$570.00	-570.00	86,778.72	
05/27/2020	Check	1245	Spokane International Airport	May 2020 - Rent for month of June 2020	5587046 Rent & Lease	\$1,178.67	-1,178.67	85,600.05	
05/27/2020	Check	1244	Osborne Consulting Incorporated	Stormwater Invoice 5192 work performed April 2020 - Phase 2	Legal & Professional Services:Consultant, PW and Vendor Rosters	\$34,771.14	-	50,828.91	
05/29/2020	Deposit	477615991	STCU	May 2020 - STCU - interest on checking for month of May	3614000 Interest Earned	\$27.10	27.10	50,856.01	
06/01/2020	Deposit	477975407	West Plains Chamber of Commerce	June 2020 - West Plains Chamber of Commerce - payment of June rent/utilities	3620000 Rents and Leases Income	\$650.00	650.00	51,506.01	
06/02/2020	Check	478230911	Ptera	June 2020 - Ptera - internet and office phone for June 2020	-Split-	\$309.00	-309.00	51,197.01	
06/04/2020	Check	478783252	WalMart	June 4, 2020 - Walmart - office supplies to include water filters and rubber bands	5587030 Office Supplies & Software	\$33.24	-33.24	51,163.77	
06/05/2020	Check	479119238	Home Depot	June 4, 2020 - Home Depot - office supplies to include shelving unit and cleaning supplies	5587031 Office Equipment <\$2500	\$79.79	-79.79	51,083.98	
06/05/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/16/2020-05/31/2020	Direct Deposit Payable	\$1,500.00	-1,500.00	49,583.98	
06/05/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/16/2020-05/31/2020	Direct Deposit Payable	\$1,679.60	-1,679.60	47,904.38	
06/05/2020	Check	478902498	QuickBooks Team	June 2020 - QuickBooks - Accounting Software for June 5 - July 5 2020	5587030 Office Supplies & Software	\$43.56	-43.56	47,860.82	
06/05/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/16/2020-05/31/2020	Direct Deposit Payable	\$3,824.94	-3,824.94	44,035.88	
06/08/2020	Tax Payment		IRS	Tax Payment for Period: 05/01/2020-05/31/2020	Employer Payroll Taxes Payable	\$4,673.74	-4,673.74	39,362.14	
06/10/2020	Check	1253	Houdini Interactive, LLC	June 2020 - Marketing for the month of April 2020	Legal & Professional Services:Advertising & Marketing	\$3,467.81	-3,467.81	35,894.33	
06/11/2020	Check	1254	Houdini Interactive, LLC	June 2020 - Reimbursement for collateral material	5587030 Office Supplies & Software	\$819.59	-819.59	35,074.74	
06/11/2020	Check	1251	T-O Engineers	June 2020 - Wetland Mitigation Bank services for March 2020	Legal & Professional Services:Consultant, PW and Vendor Rosters	\$935.71	-935.71	34,139.03	
06/11/2020	Check	1252	Wells Fargo	Lease payment for Canon copier/printer. Payment covers 5/20/20 - 6/19/20	5944670 Capital Outlays	\$255.72	-255.72	33,883.31	
06/18/2020	Check	481466533	WalMart	June 18, 2020 - Walmart - office supplies to include paper and PPE	5587030 Office Supplies & Software	\$44.60	-44.60	33,838.71	
06/18/2020	Check	481423747	Staples	June 17, 2020 - Staples - office supplies to include paper and PPE	5587030 Office Supplies & Software	\$169.20	-169.20	33,669.51	
06/18/2020	Check	481581124	Adobe	June 2020 - Adobe - purchase of software to manipulate PDF files	5587030 Office Supplies & Software	\$169.75	-169.75	33,499.76	
06/19/2020	Check	481609331	Washington DRS	June 2020 - DRS - PERS for payroll period 1	5587022 Economic Development - Benefits:Payroll Expenses - PERS	\$1,886.96	-1,886.96	31,612.80	
06/19/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/01/2020-06/15/2020	Direct Deposit Payable	\$1,500.00	-1,500.00	30,112.80	
06/19/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/01/2020-06/15/2020	Direct Deposit Payable	\$3,824.94	-3,824.94	26,287.86	
06/19/2020	Check	481642011	Yokes Fresh Market	June 18, 2020 - Yokes - office supplies to include PPE	5587030 Office Supplies & Software	\$36.91	-36.91	26,250.95	
06/19/2020	Check	481609332	Sunshine Disposal	June 2020 - Sunshine Disposal - refuse removal	5587042 Utilities	\$73.56	-73.56	26,177.39	
06/19/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 06/01/2020-06/15/2020	Direct Deposit Payable	\$1,692.42	-1,692.42	24,484.97	
06/20/2020	Check	481816998	Verizon	June 4, 2020 - Verizon - cell phone for ED May 4 - June 4	Communications:Phone Expense	\$110.03	-110.03	24,374.94	
06/22/2020	Check	1257	T-O Engineers	June 2020 - Wetland Mitigation Bank services for May 2020	Legal & Professional Services:Consultant, PW and Vendor Rosters	\$941.27	-941.27	23,433.67	
06/22/2020	Check	482276415	Intuit	June 2020 - QuickBooks - payroll processing	Legal & Professional Services:Accounting Services	\$43.02	-43.02	23,390.65	

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of July 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
06/22/2020	Check	1259	INWAC	Payment for one year membership	Other Business Expenses:Dues & subscriptions		\$145.00	-145.00	23,245.65
06/22/2020	Transfer			Transfer from savings to checking for operational costs.	1111001 Business Savings (0374)	\$60,000.00		60,000.00	83,245.65
06/22/2020	Check	1256	Houdini Interactive, LLC	June 2020 - Marketing fee for May 2020	Legal & Professional Services:Advertising & Marketing		\$2,773.13	-2,773.13	80,472.52
06/22/2020	Check	1258	Parsons Burnett Bjordal Hume LLP	May legal fees	Legal & Professional Services:Legal Expense		\$1,141.25	-1,141.25	79,331.27
06/22/2020	Check	1255	Anastasi Moore & Martin	Accounting Services - May - Inv 97971	Legal & Professional Services:Accounting Services		\$2,235.75	-2,235.75	77,095.52
06/23/2020	Expense	482371731	Amazon	June 2020 - Amazon - purchase of conference room camera	5587030 Office Supplies & Software		\$233.53	-233.53	76,861.99
06/23/2020	Check	1260	Spokane International Airport	June 2020 - Electric for April 2020	5587042 Utilities		\$189.54	-189.54	76,672.45
06/23/2020	Expense	482420726	Amazon	June 2020 - Amazon - office supplies to include PPE	5587030 Office Supplies & Software		\$43.48	-43.48	76,628.97
06/24/2020	Check	482510638	MRSC Rosters	June 23, 2020 - MRSC - class for EA to attend regarding Public Records Act	5587048 Conferences/Association Meetings		\$35.00	-35.00	76,593.97
06/24/2020	Expense	482519068	Spokane Parking Services	June 23, 2020 - Spokane Parking Services - parking for ED to attend meeting with legal counsel	Travel:Travel Parking		\$1.80	-1.80	76,592.17
06/26/2020	Check	482914448	Avista	July 2020 - Avista - natural gas 5/6 - 6/5	5587042 Utilities		\$13.67	-13.67	76,578.50
06/26/2020	Check	482925706	Intrinium	July 2020 - Intrinium - IT services for July 2020	Legal & Professional Services:IT Services		\$525.96	-525.96	76,052.54
06/30/2020	Deposit	483835961	STCU	July 2020 - Interest earned in checking for the month of June 2020	3614000 Interest Earned	\$11.00		11.00	76,063.54
07/01/2020	Check	1263	Wells Fargo	Lease payment for Canon copier/printer. Payment covers 6/20/20 - 7/19/20	5944670 Capital Outlays		\$255.72	-255.72	75,807.82
07/01/2020	Deposit	483981136	West Plains Chamber of Commerce	July 2020 - West Plains Chamber of Commerce - rent and utilities - July 2020	3620000 Rents and Leases Income	\$650.00		650.00	76,457.82
07/01/2020	Check	484154817	Kalico Kitchen	July 1, 2020 - Kalico Kitchen - meeting between ED and Gerry Gemmill, Board Member	5587049 Business Meals		\$42.19	-42.19	76,415.63
07/02/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/16/2020-06/30/2020	Direct Deposit Payable		\$1,500.00	-1,500.00	74,915.63
07/02/2020	Payroll Check	DD	Sueann K Herkel	Pay Period: 06/16/2020-06/30/2020	Direct Deposit Payable		\$1,679.60	-1,679.60	73,236.03
07/02/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/16/2020-06/30/2020	Direct Deposit Payable		\$3,824.94	-3,824.94	69,411.09
07/02/2020	Check	484186842	Association of Washington Cities	July 2020 - June and July premiums for ED health coverage	5587021 Economic Development - Benefits:Employees Health Benefits		\$3,873.90	-3,873.90	65,537.19
07/02/2020	Check	484185095	Washington DRS	July 2020 - DRS - PERS for payroll period 2 June 2020	5587022 Economic Development - Benefits:Payroll Expenses - PERS		\$1,886.96	-1,886.96	63,650.23
07/02/2020	Check	484186846	Ptera	July 2020 - Ptera- Internet and office phone for July 2020	-Split-		\$309.00	-309.00	63,341.23
07/06/2020	Check	484871909	QuickBooks Team	July 2020 - QuickBooks - online accounting monthly fee - July 2020	5587030 Office Supplies & Software		\$43.56	-43.56	63,297.67
07/06/2020	Check	1262	Spokane International Airport	July 2020 - Spokane International Airport - rent for July 2020	5587046 Rent & Lease		\$1,178.67	-1,178.67	62,119.00
07/07/2020	Check	1264	Spokane International Airport	July 2020 - Spokane International Airport - electric for May 2020	5587042 Utilities		\$184.08	-184.08	61,934.94
07/08/2020	Tax Payment		IRS	Tax Payment for Period: 06/01/2020-06/30/2020	Employer Payroll Taxes Payable		\$4,673.76	-4,673.76	57,261.18
Total for 1111000 BUSINESS CHECKING (6532)								\$ -	
1111001 Business Savings (0374)								45,412.96	
Beginning Balance									209,277.25
05/29/2020	Deposit	477615989	STCU	May 2020 - interest earned in savings	3614000 Interest Earned	\$23.31		23.31	209,300.56
06/22/2020	Transfer			Transfer from savings to checking for operational costs.	1111000 BUSINESS CHECKING (6532)	\$60,000.00		-60,000.00	149,300.56
06/30/2020	Deposit	483835960	STCU	July 2020 - interest earned in June 2020	3614000 Interest Earned	\$23.52		23.52	149,324.08
Total for 1111001 Business Savings (0374)								\$ -	
1114000 Spokane County Investment Pool								59,953.17	
Beginning Balance									1,368,568.63
05/12/2020	Deposit		Spokane County	Mar / Apr 2020 Leasehold & Int	3370060 Local Grants, Entitlements and Other Payments:Leasehold & Interest	\$449.08		449.08	1,369,017.71
05/29/2020	Deposit		Spokane County	May SCIP Interest	3614000 Interest Earned	\$1,912.35		1,912.35	1,370,930.06
05/29/2020	Expense		Spokane County	May SCIP MGT, FEE	Other Business Expenses:Bank Charges & Fees		\$34.88	-34.88	1,370,895.18
Total for 1114000 Spokane County Investment Pool								\$2,326.55	
1880130 Fixed Asset Printer									
Beginning Balance									2,713.10
Total for 1880130 Fixed Asset Printer									
1880140 Cable System									
Beginning Balance									3,658.22
Total for 1880140 Cable System									
TOTAL ASSETS								\$ -	\$1,583,851.76
								103,039.58	

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of July 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
LIABILITIES AND EQUITY									
Liabilities									
Direct Deposit Payable									
05/20/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/01/2020-05/15/2020	-Split-		\$1,692.41	1,692.41	1,692.41
05/20/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,692.41		-1,692.41	0.00
05/20/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/01/2020-05/15/2020	-Split-		\$3,824.95	3,824.95	3,824.95
05/20/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	5,324.95
05/20/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,824.95		-3,824.95	1,500.00
05/20/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	0.00
06/05/2020	Payroll Check	DD	Todd Coleman	Pay Period: 05/16/2020-05/31/2020	-Split-		\$3,824.94	3,824.94	3,824.94
06/05/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	5,324.94
06/05/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,824.94		-3,824.94	1,500.00
06/05/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	0.00
06/05/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 05/16/2020-05/31/2020	-Split-		\$1,679.60	1,679.60	1,679.60
06/05/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,679.60		-1,679.60	0.00
06/19/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,692.42		-1,692.42	-1,692.42
06/19/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/01/2020-06/15/2020	-Split-		\$3,824.94	3,824.94	2,132.52
06/19/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	3,632.52
06/19/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,824.94		-3,824.94	-192.42
06/19/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	-1,692.42
06/19/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 06/01/2020-06/15/2020	-Split-		\$1,692.42	1,692.42	0.00
07/02/2020	Payroll Check	DD	Todd Coleman	Pay Period: 06/16/2020-06/30/2020	-Split-		\$3,824.94	3,824.94	3,824.94
07/02/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,500.00		-1,500.00	2,324.94
07/02/2020	Payroll Check	DD	Todd Coleman	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$3,824.94		-3,824.94	-1,500.00
07/02/2020	Payroll Check	DD	Sueann K. Herkel	Pay Period: 06/16/2020-06/30/2020	-Split-		\$1,679.60	1,679.60	179.60
07/02/2020	Payroll Check	DD	Todd Coleman	Direct Deposit 2	Direct Deposit Payable		\$1,500.00	1,500.00	1,679.60
07/02/2020	Payroll Check	DD	Sueann K. Herkel	Direct Deposit	1111000 BUSINESS CHECKING (6532)	\$1,679.60		-1,679.60	0.00
Total for Direct Deposit Payable								\$0.00	
Employee Payroll Taxes Payable									
Beginning Balance									
05/20/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	163.70
05/20/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	175.26
06/05/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	177.70
06/05/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	186.82
06/19/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	189.26
06/19/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	198.38
07/02/2020	Payroll Check	DD	Sueann K. Herkel	PFML Employee	Direct Deposit Payable		\$2.44	2.44	200.82
07/02/2020	Payroll Check	DD	Todd Coleman	PFML Employee	Direct Deposit Payable		\$9.12	9.12	209.94
Total for Employee Payroll Taxes Payable								\$46.24	
Employer Payroll Taxes Payable									
Beginning Balance									
05/20/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	3,412.96
05/20/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	3,418.21
05/20/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable	\$406.84		406.84	3,825.05
05/20/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.37	18.37	3,843.42
05/20/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable	\$1,930.01		1,930.01	5,773.43
06/05/2020	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$33.60	33.60	5,807.03
06/05/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	5,926.03
06/05/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable	\$406.86		406.86	6,332.89
06/05/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.37	18.37	6,351.26
06/05/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	6,356.51
06/05/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable	\$1,930.05		1,930.05	8,286.56
06/08/2020	Tax Payment		IRS	Federal Taxes (941/944)	1111000 BUSINESS CHECKING (6532)	\$4,673.74		-4,673.74	3,612.82
06/19/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable		\$406.82	406.82	4,019.64
06/19/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable		\$119.00	119.00	4,138.64
06/19/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	4,143.89
06/19/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.37	18.37	4,162.26
06/19/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable	\$1,930.03		1,930.03	6,092.29
07/02/2020	Payroll Check	DD	Todd Coleman	Federal Taxes (941/944)	Direct Deposit Payable	\$1,930.03		1,930.03	8,022.32
07/02/2020	Payroll Check	DD	Todd Coleman	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$18.37	18.37	8,040.69
07/02/2020	Payroll Check	DD	Sueann K. Herkel	WA SUI Employer	Direct Deposit Payable	\$119.00		119.00	8,159.69
07/02/2020	Payroll Check	DD	Sueann K. Herkel	Federal Taxes (941/944)	Direct Deposit Payable	\$406.86		406.86	8,566.55
07/02/2020	Payroll Check	DD	Sueann K. Herkel	WA Workers Compensation	Direct Deposit Payable		\$33.60	33.60	8,600.15
07/02/2020	Payroll Check	DD	Sueann K. Herkel	WA Paid Family and Medical Leave Tax	Direct Deposit Payable		\$5.25	5.25	8,605.40
07/08/2020	Tax Payment		IRS	Federal Taxes (941/944)	1111000 BUSINESS CHECKING (6532)	\$4,673.76		-4,673.76	3,931.64
Total for Employer Payroll Taxes Payable								\$637.68	
PERS Payable									
Beginning Balance									
05/20/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$901.81	901.81	5,660.88
05/20/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$267.09	267.09	6,562.69
05/20/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	7,383.77
05/20/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	7,547.84
06/05/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	7,711.91
06/05/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	8,265.90
06/05/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$901.81	901.81	9,167.71
06/05/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$267.09	267.09	9,434.80
06/19/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$267.09	267.09	9,701.89
06/19/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	10,255.88
06/19/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	10,419.95
06/19/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$901.81	901.81	11,321.76
07/02/2020	Payroll Check	DD	Todd Coleman	PERS	Direct Deposit Payable		\$553.99	553.99	11,875.75
07/02/2020	Payroll Check	DD	Sueann K. Herkel	PERS	Direct Deposit Payable		\$164.07	164.07	12,039.82
07/02/2020	Payroll Check	DD	Todd Coleman	PERS - Company Contribution	Direct Deposit Payable		\$901.81	901.81	12,941.63
07/02/2020	Payroll Check	DD	Sueann K. Herkel	PERS - Company Contribution	Direct Deposit Payable		\$267.09	267.09	13,208.72
Total for PERS Payable								\$7,547.84	

West Plains Airport Area PDA

BALANCE SHEET DETAIL

As of July 10, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
	OPEB								
	Beginning Balance								20,337.00
	Total for OPEB								
	Pension Payable								
	Beginning Balance								49,712.00
	Total for Pension Payable								
	Total Liabilities							\$8,231.76	\$97,399.30
	Equity								
	Retained Earnings							\$1,471,956.40	\$1,471,956.40
	Net Income							\$24,496.08	\$24,496.08
	Total Equity							\$1,496,452.48	\$1,496,452.48
	Total Liabilities and Equity							\$1,504,684.22	\$1,583,851.78

Action Item No: 071620-03

Board Meeting Date: July 16, 2020

Subject: Authorize a Contract for the West Plains Stormwater Study Phase 3

Background:

The West Plains Airport Area PDA encompasses over 9,200 acres of strategic property. Stormwater control in the PDA area is challenging due to the underlying soil and bedrock conditions. As a result, stormwater systems created site by site can be land intensive, in many cases encumbering as much as 20% of the development site. This study looks at the entire PDA area and contributing drainage basins and provide strategic options for maximizing stormwater quality and quantity control while minimizing the impact to job producing acreage within the PDA.

The Phase 2 study is now complete. Phase 2 analysis the West Plains Airport area into drainage basins and developed a runoff model to predict the conveyance and infiltration needs to manage stormwater effectively. In addition, Phase 2 conducted a cost benefit analysis which shows a 4:1 benefit to cost supporting a regional approach to stormwater management.

The proposed Phase 3 study scope included in this contract more specifically includes:

- Refine surface water modeling and infiltration facility sizing.
- Create the West Plains Airport Area stormwater management comprehensive plan.
- Evaluate the existing paleochannels to receive stormwater infiltration.
- Develop conceptual level designs for the northern two regional infiltration facilities.
- Prepare information to identify grant requests to support final design and construction of two infiltration facilities.
- Complete a cost benefit analysis based on refined planning level designs.
- Develop a strategy for the development of a stormwater utility to provide for future construction and maintenance of the regional system.

The proposed not to exceed amount for the Phase 3 Scope of work is \$451,875. City and County staff are providing technical resources to support the study.

The total budgeted in 2020 for the project is \$200,000. The project will be split over the 2020 and 2021 budget years.

Recommendation:

Recommendation is for the West Plains/Airport Area PDA board to authorize the executive director to execute a contract with Osborn Consulting, Inc. in an amount not to exceed \$451,875 to complete the Phase 3 Stormwater Study scope of work.

Submitted By:

Todd M Coleman, Executive Director

Date Action Taken: _____

Motion By: _____ **Seconded By:** _____

Action Taken: (Approved) (Rejected) (Deferred to: _____)

Approved as modified: _____

**West Plains/Airport Area Public Development
Authority Stormwater Management
Phase 3 Scope of Work
July 2020**

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BACKGROUND

The primary goal of this three-phase project is to develop an actionable Stormwater Management Plan for the West Plains/Airport Area Public Development Authority (PDA). Actionable means the Plan will provide identification of viable alternatives to manage stormwater within the plan area, cost/benefit analysis supporting the selected alternatives, options to fund the Capital Improvement Plan (CIP), a phasing plan to execute the CIP, and justification for the decisions made. Table 1 provides a summary of the objectives that will be completed to achieve this goal along with the corresponding Phase when the work will be completed. Figure 2 (end of this document) illustrates the projected timeline. The focus of this scope of work is Phase 3. Note: Osborn Consulting, Inc. (OCI) has engaged teaming partners (subcontracted for this project), which include GeoEngineers, FCS Group, and SPVV Landscape Architects.

Table 1. Objectives to be Completed to Achieve Project Goal

Objective	Phase 1	Phase 2	Phase 3
Collect existing data needed to conduct analysis/modeling and identify data gaps (new data needed).	X		
Identify locations of the existing paleochannels and potential Regional Stormwater Infiltration Facilities (RSIF).	X	X	
Conduct surface water modeling using available and acquired zoning, as well as topographic and geotechnical information to support the stormwater management plan for the area.		X	X
Create stormwater management guidance for developers including a preferred list of pre-treatment Best Management Practices (BMPs) and a site suitability flow chart that outlines the decision process for demonstrating the suitability of private parcels for onsite treatment (locating infiltration BMPs onsite).		X	X
Examine options and develop in concert with stakeholders, a conceptual plan for regional stormwater facilities and conveyance, including a cost feasibility assessment and cost benefit analysis of regional stormwater facilities versus on-site stormwater solutions.		X	X
Collect new data needed to conduct analysis/modeling.		X	X
Develop written summary of the stormwater comprehensive plan.			X
Assist in determining ownership and maintenance responsibilities for stormwater facilities created by the West Plains/Airport Area PDA.			X
Evaluate the use of existing paleochannels to receive stormwater and the feasibility of one or more specific RSIF locations.			X
Evaluate reuse options for stormwater discharges to a confined aquifer.			X
Identify potential Capital Improvement Plan (CIP) needs, assist the PDA in prioritizing projects, and facilitate development of a logical phasing plan.			X
Identify funding options to support the CIP, including but not limited to examination of maintenance and operations funding from City or County stormwater utility, Local Improvement Districts, partner contributions, state legislative priority funding, incremental tax funding, and grants.			X

SCOPE OF SERVICES

Task 100 Project Management

Objective

This task covers the management, administration, and coordination of the work by OCI defined in this Contract including project management, preparation of monthly invoices, project schedule maintenance, and overall coordination with PDA.

Consultant Services

- Coordinate and manage the project team in the successful completion of the tasks.
- Coordinate with sub-consultants.
- Develop and maintain a project schedule.
- Prepare and electronically submit monthly invoices that provide a financial status summary including:
 - Total and Task: Contract Budget, Remaining Budget, and Current Billed
 - Total and Task Billed, Total and Task Remaining Budget, and Total Paid Amount
- Each invoice will include a monthly status report describing the following broken down by Task:
 - Services completed during the month
 - Services planned for next month
 - Need for additional information and/or PDA assistance
 - Scope/Schedule/Budget issues or risks, if applicable
 - Ratio of percent complete to percent spent
- Close out the consultant contract.

Client Responsibilities

- Process payment of invoices within 30 calendar days of invoice.
- Review and process contract change requests and amendments, if needed.
- Review project deliverables and provide one consolidated list of review comments for Consultant within 14 calendar days.

Assumptions

- The project duration will be six and a half months ending on March 31, 2021.
- Invoices will be OCI standard invoice format.

Deliverables

- 9 Monthly Invoices and Status Report (emailed to client in a PDF format).
- Phase 3 Project Schedule and Monthly Schedule Updates (email to client in PDF format).

Task 200 Project Meetings & Presentations

Objective

This task focuses on meetings and presentations with the PDA, stakeholders, public, and the West Plains Board. Objectives for each meeting and presentation are summarized below. Meetings will be scheduled at key decision points or critical times for information sharing. Table 2 provides a summary of the level of effort budgeted as well as the deliverables.

Consultant Services

Prepare for, attend, and provide follow-up for the following meetings and presentations:

- **Project Check-in Meetings with PDA**
 - The purpose of these meetings is to discuss project status with the PDA (work complete since previous meeting), review upcoming tasks/activities, and provide schedule updates.
 - Materials to be developed for these meetings include an agenda, notes, and an action item list.
 - Meetings will be held monthly.
- **Cost Analysis Coordination Meetings**
 - The purpose of these meetings is to discuss the data needs, confirm the cost analysis approach, and discuss the cost analysis results.
 - Materials that will be developed for these meetings include an agenda, a list of data needs, and summary of results. Follow up tasks include developing meeting notes and action items; collecting, organizing, and transferring data needed for FCS to conduct the Cost Benefit Analysis. OCI will transfer the data to a shared file site (One Drive) and provide FCS and the PDA with a link to the data.
 - Two meetings will be scheduled with the PDA. Meetings will be scheduled before FCS starts the cost benefit analysis and after the draft work is complete.
- **Coordination Meetings**
 - The purpose of these meetings is to coordinate on the work defined in this scope with Stakeholders and Ecology. This is expected to include:
 - SIA – Coordination on locating the conveyance system around planned development and identifying basin areas to remove from the contributing basin areas.
 - Ecology – Coordination on regulations for stormwater work in the West Plains including stormwater reuse and subsurface infiltration systems.
 - City of Spokane and Spokane County - Coordination regarding which stormwater manual guidance to follow for designing stormwater features in the West Plains.
 - Materials to be developed for these meetings include an agenda. Follow up tasks include developing meeting minutes (notes) and action items.
 - Four meetings will be schedule as needed by the PDA or at the request of the Consultant project manager.
- **Public Meeting 3 – Present Alternatives Selected for CIP**
 - The purpose of this meeting is to inform and obtain feedback from the general public about the selected alternatives for stormwater management which will be developed as part of the Task 600 CIP. Information collected from this meeting will be reviewed with the PDA (during a monthly check-in meeting) to decide how comments should be addressed in the CIP.
 - Materials to be developed and presented to the public include an announcement for the newspaper regarding the meeting purpose, time, and location; two-page flier with information about the project, project timeline, alternatives selected, and work associated with evaluating

alternatives; public comment form and sign-in sheet; 3 exhibit maps with graphics identifying the location of the RSIFs and conveyance systems and concept drawings that provide examples of types of design alternatives proposed. Follow up work includes typing up public comments and developing draft responses to public comments.

- This meeting will occur at after Stakeholder Meeting 4 and prior to developing the CIP.
- **Stakeholder Meetings 3& Board Meetings 3– Funding Options Presentations**
 - The purpose of these meetings is for FCS to present to Stakeholders and the Board the results from the cost benefit analysis as well as provide an overview of funding options.
 - Materials to be developed include a power point presentation for each meeting.
 - One meeting will be scheduled which will occur after FCS has completed the final version of the cost benefit analysis and the funding options have been identified (during the second half of the project).
- **Stakeholder Meeting 4– Select Alternatives for CIP**
 - The purpose of this meeting is to discuss work completed during Phase 3, review the results of the Cost Benefit Analysis, and select alternatives for further developed in Task 600 CIP.
 - Materials to be developed for this meeting include meeting agenda, power point presentation that includes a summary of the work complete and recommendations. Follow up tasks include developing meeting minutes (notes) and action items.
 - This meeting will occur after Task 300/400 and the Task 500 Cost Benefit Analysis is complete and prior to the development of the Task 600 CIP.
- **Stakeholder Meeting 6 – Action Plan Discussion**
 - The purpose of this meeting is to discuss the action plan with the stakeholders and make decisions on the next steps.
 - Materials to be developed for this meeting include a meeting agenda, power point presentation that includes a summary of the work complete and recommendations. Follow up tasks include developing meeting minutes (notes) and action items.
 - This meeting will occur after the Task 600 CIP is complete and prior to the PDA Board Meeting Presentation 5.
- **PDA Board Meeting Presentation 5**
 - The purpose of this meeting is to present the findings from Phase 3 and provide an overview of the next steps.
 - Materials that will be developed for this task include a power point presentation outlining the Phase 3 work completed, recommendations, and next steps.
 - We anticipate this meeting will occur at the end of Phase 3.

Client Responsibilities

- Attend all meetings and presentations
- The PDA is responsible for all logistics associated with stakeholder meetings
- The PDA will provide OCI with comments on meeting documents prior to the meeting.
- The PDA is responsible for paying for and submitting meeting announcements to the newspaper
- The PDA is responsible for uploading project materials and public comment forms to their website

Assumptions

- All meeting will be held in person and include roundtrip mileage (16 miles per meeting) except for the Cost Analysis Coordination Meetings which FCS will attend via phone conference (see Task 500)

- Travel expenses are included for one trip for FCS to attend and present at the Cost Analysis Presentations. These fees are included in Task 500.
- Meeting preparation and follow up work is expected to include developing meeting agendas, meeting notes, meeting materials, public comment forms, and coordinating/scheduling meetings
- The Consultant is responsible for making copies of documents that will be provided to the public. We have budgeted for 50 copies.
- All meeting notes will be in a bulleted format and limited to a summary of the meeting discussion, decisions made, and action items.
- The Consultant is responsible for scheduling meetings.
- Meeting agendas will be emailed to the client before the meeting and meeting action items will be emailed to the PDA with the agenda for the next meeting.
- OCI will develop a draft response to public comments (from Public Meeting) and submit the draft to the PDA who is responsible for providing the formal response to comments. OCI has budgeted up to 14 hours for this task.

Deliverables

- All Meetings: Meeting Agendas, Notes, and Action Items (Word format)
- Cost Analysis Coordination Meetings: List of Data Needs, Summary of Results, and Link to Shared Drive with Data (Excel or Word Format)
- Stakeholder, Public, and Board Meetings: Draft and Final Presentation (Power Point and PDF copies)
- Public Meeting:
 - Draft and Final Newspaper Announcement
 - Three (3) 24" x 36" color exhibits (PDF and mounted on foam board)
 - Draft and Final flier and sign-in sheet (PDF)
 - Draft response to public comments (Word)

West Plains/Airport Area Public Development Authority
Stormwater Management Plan Phase

Table 2. Summary of Level of Effort Budgeted for Project Meetings & Presentations

Table 2: Summary of Level of Effort Budgeted for Project Meetings & Presentations							
Meeting or Presentation	Consultant Attendees	Number of Meetings	Duration (hrs)	Prep/Follow-up (hrs)	Total (hrs)	Grand Total (hrs)	Deliverables (Format)
Project Check-in Meetings with PDA							
	PM	9	2	4	54	86	Agenda, Meeting Notes, & Action Items
	Geo	4	2	2	16		
	T-O	4	2	2	16		
Cost Analysis Coordination Meetings							
	PM	2	2	8	20	24	Agenda, Meeting Notes, & Action Items
	FCS ¹	2	2	0	4		
Coordination Meetings							
	PM	4	2	4	24	36	Agenda, Meeting Notes, & Action Items
	Geo	2	2	4	12		
Public Meeting 3 - Project Information and Alternatives Selected for CIP							
	PM	1	2	38	40	56	Newspaper announcement, 2-page project flier 3 - 24"x36" Exhibit Maps Comment form and sign-in sheet Draft Summary of public comments
	Geo	1	2	4	6		
	SPVV	1	2	8	10		
Stakeholder Meeting 3 & Board Meeting 3 - Funding Options Presentation							
	PM	1	2	6	8	40	Agenda, Notes, and Action Items 2 -- Power Point Presentations
	FCS	1	2	16	18		
	Geo	1	2	6	8		
	SPVV	1	2	6	8		
Stake Holder Meeting 4 – Select Alternatives for CIP							
	PM	1	2	18	20	42	Agenda, Meeting Notes, Action Items Power Point Presentation
	Geo	1	2	8	10		
	FCS	1	2	2	4		
	SPVV	1	2	6	8		
Stakeholder Meeting 6 – Action Plan Discussion							
	PM	1	2	16	18	32	Agenda, Meeting Notes, Action Items Power Point Presentation
	Geo	1	2	2	4		
	FCS	1	2	4	6		
	SPVV	1	2	2	4		
Board Meeting 4 - Present Phase 3 Results & Recommendations for Next Steps							
	PM	1	2	16	18	28	Power Point Presentation
	Geo	1	2	8	10		

PM = Project Manager, Technical Leads from OCI, GEO, FCS, SPVV, T-O; Budget for FCS hours are included Task 500; Hours for T-O maybe moved to other meetings.

Task 300 Evaluate and Select Alternatives - Surface

Objective

The work described focuses on evaluating and selecting surface stormwater features which will be completed by OCI. The purpose of this task is to further evaluate and refine the design for the Alternatives selected from Phase 2 which will be further developed in the Task 600 CIP. This will include finalizing the layout and locations for RSIFs and conveyance routes in the developable portions of the West Plains (master plan); updating the Phase 2 conveyance model and estimating the RSIF sizes; prioritizing RSIF basin areas based on planned development; and identify the priority RSIF area which will be prioritized for development as part of the Task 600 Capital Improvement Plan. Subsurface recommendations (Task 400) will be used to refine the Alternatives sizes (i.e., treatment BMPs and RSIFs) and physical site constraints will be identified where the typical design strategy will need to be modified. Note: reference to RSIFs includes one detention facility.

OCI Services

- **Flow Monitoring** – Collect flow monitoring data and provide equipment maintenance at the sites where equipment was installed during Phase 2. This is expected to include:
 - Data Collection - Monthly flow data will be collected (downloaded from each data logger onto a flash drive) at the flow monitoring sites. The data collected will be used to validate the Hydraulics and Hydrology model and included in the Task 800 Stormwater Comprehensive Plan (Chapter 4 Hydrology and Hydraulics Modeling).
 - Maintenance - Monthly the equipment will be maintained. This is expected to include removing sediment/debris from the storm drain, inspecting the equipment for damage, checking battery life, and any additional maintenance
 - Remove Equipment - flow monitors and data loggers will be removed prior to the end of the Phase 3 contract
 - The budget assumes 6 months for a total of 108 hours for this work.
- **Identify Suitable Swale Locations for Infiltration** – Coordinate with GeoEngineers to identify locations that appear suitable for bioinfiltration swales to infiltrate treated stormwater to the subsurface. The treatment soil infiltration rate will be determined at a Stakeholder Coordination Meeting (which Stormwater Manual(s) design guidance to follow). This work also includes providing a QC review of the map GeoEngineers develops that highlights area suitable for infiltration and areas where an underdrain is recommended to convey treated runoff to a storm drain conveyance system. We have budgeted 8 hours for this task.
- **Regional Facilities**
 - Identify RSIF Locations - Coordinate with GeoEngineers to identify and confirm the locations of the RSIF and detention facility sites located during Phase 2 as well as addition sites due to revisions in the developable area shown in Figure 1. The budget assumes a total of 5 sites will be located. Sites will be confirmed by GeoEngineers in Task 400.
 - Identify Priority RSIF Areas - Coordinate with the PDA and GeoEngineers (during a monthly check-in meeting) to identify priority RSIF areas which will be prioritized in the Task 600 CIP.
 - Detention Facility Strategy - Coordinate with the PDA (during a monthly check-in meeting) to develop a stormwater management strategy for the furthest east basin area where a detention facility and/or pump station maybe needed due to subsurface conditions. This will include developing a conceptual x-section sketch of the design strategy.

- Select RSIF Type - Select the preferred types of subsurface facilities based on Phase 2 recommendations. This will include collecting vendor information about the products and developing a paragraph summarizing the recommended design guidance. The guidance will be included in the Task 800 Stormwater Comprehensive Plan (Chapter 7 Regional Facilities).
- Maps – Develop an 11x17 map that identifies the RSIFs locations and parcel numbers as well as delineates the priority basin areas.
- We have budgeted 36 hours for this work.
- **Modify Basin Delineation** – modify the developed basin areas within and outside the PDA boundary to align with Phase 2 selected alternatives including 4 selected RSIFs and 1 detention facility locations. This is expected to include:
 - Modify Basin Areas – Basin areas that contribute to the regional conveyance system, and subsequently the regional facilities, will be modified to remove areas that will not be contributing to the system. This is expected to include: confirm contributing basin areas from outside the West Plains and update basin areas for the SIA runway areas and other areas identified by SIA during a Coordination Meeting (Task 200) that will not be included in the regional system as well as developed parcels where as-builts are available that indicate that stormwater management is provided on site. We have budgeted 16 hours for site visits to confirm on-site stormwater management and 16 hours to review as-builts and incorporate the data into GIS.
 - Group Parcels - Strategize and identify how parcels will be grouped into sub-basins that will convey runoff to each RSIF. This will include modifying areas from Phase 2 where conveyance routes were relocated and new RSIFs were added or moved. The drainage areas will be defined such that each has a single discharge point/outfall to a conveyance system that discharges to a RSIF.
 - Revise Conveyance Routes - Revise the Phase 2 trunk line conveyance routes to discharge runoff to the selected RSIF facilities. This will include relocating the conveyance system on SIA property that appear to conflict with upcoming development. Conveyance routes for laterals to connect to the trunk line will be developed where there are known proposed roads or developments.
 - Develop six 11x17 maps of the delineated basin areas with the conveyance routes this will include one overview map of the entire West Plains and one map for the basin areas contributing to each RSIF.
 - We have budgeted 72 hours for this work.
- **Validate Hydraulics & Hydrology Model** - The hydraulic model will be validated to the extent practicable using data collected from the flow monitoring equipment through June 2020 as well as precipitation records, GIS data, and as-built plan sheets. This is expected to include:
 - Downloading data collected from the flow monitoring sites, convert flow and precipitation data to format that is compatible for PCSWMM modeling, and data management
 - Confirm basin areas contributing at flow monitoring locations by reviewing as-builts, GIS data, and from site visits
 - Update model and adjust model parameters
 - Evaluate the flow data for three basin areas and select one area to validate
 - We have budgeted 88 hours for this work
- **Hydraulics & Hydrology Modeling** - Surface water modeling (conveyance design) completed during Phase 2 will be updated, using the validated model, to align with the selected Phase 2 Alternatives and Alternatives selected from the Phase 3 Task 300 cost evaluation. This is expected to include:

- The hydraulic model will be updated using PC SWMM software
- Update the hydraulic model to align with revisions to the trunk line conveyance routes and to incorporate new regional facilities. The conveyance system will be storm drainpipes.
- Conduct hydraulics and hydrology modeling to determine the discharge flow rate from the basins contributing runoff (subcatchments) to each conveyance system, and at discharge points to regional facilities. Conveyance routes will be designed to gravity flow wherever possible to each RSIF. The size of conveyance systems will be estimated (pipe sizes, slopes, and discharge elevations) including discharge flow rates to regional facilities.
- Due to grade and subsurface limitations at the site, gravity flow without a pump may not be feasible for each RSIF. These areas will be identified during this task and a lift station will be sized as part of the Task 600 CIP work.
- Modeling will be conducted for the full build out conditions for two rainfall events (i.e., 10-year and 50-year).
- Modeling will also be conducted, for the full build out condition, to identify areas where flooding occurs within the conveyance system to each RSIF as well as determine likely flow paths for any overflows in the 100-year event. Recommended improvements for addressing flooding issues will be addressed in the Task 600 CIP.
- Modeling will also be conducted to estimate the size of each RSIF using estimated infiltration rates from the Level 1 Subsurface Investigation and Analysis (Task 400)
- Update 11x17 basin maps to include the locations of recommended conveyance routes to each RSIF and an overview map of the entire West Plains conveyance routes and RSIFs. If pump lift stations are required to convey flow to the RSIF, it will be noted on the maps.
- Review draft results with the PDA during a project status meeting
- We have budgeted an average of 32-hours to model one conveyance system for each Alternative for a total of five (5) conveyance systems (160-hours) and sixteen (16) hours to provide QC review of the model.
- **Confirm Typical Design Strategy or Identify Sites where Modifications are Needed** – Confirm that the typical design strategy is suitable for all parcels. Confirmation will be based on GIS data collected during Phase 1 and 2; subsurface recommendations from Task 400; Task 300 modeling, and visual observations during a site visit to confirm that physical site constraints. Site that are not suitable will be identified along with Alternatives that appear more suitable for specific sites including locations where lift stations are needed. A summary of the design will be developed for each regional facility area in a bulleted format. The summary will be included in the Task 800 Stormwater Comprehensive Plan (Chapters 6 Stormwater Conveyance Systems and Chapter 7 Regional Facilities). The Alternative conceptual designs will be further developed as part of Task 600 CIP. We have budgeted 55-hours for this work.
- **Finalize Developer Guidance for Stormwater Management** – Finalize the one-page site suitability flow chart that outlines the process for developers regarding stormwater management decisions in the West Plains. This is expected to include meeting with the PDA and stakeholders (during Task 200 meetings) to agree upon locations where developers will connect to the regional system, what the developer is responsible for constructing vs what the PDA will provide for connection points, utility fees for connecting to the regional system, and any additional requirements. Decisions made from these meeting will be used to finalize the flow chart developed during Phase 2 and summarized in chapter 2 of the stormwater comprehensive plan. We have budgeted 16 hours for this work.

Client Responsibilities

- Provide comments and feedback on modeling and results

- Provide review and consolidated comments for draft and final chapters listed in deliverables within 14 calendar days

Assumptions

- Only the trunk line will be included in the conveyance modeling

Deliverables

- Flow Monitoring Data Table (Excel and PDF)
- Data Alternative Cost Tables and Summary (Excel and Word)
- Regional Facilities
 - Sketch of Detention Facility Strategy (PDF)
 - RSIF product information and design guidance summary (PDF and Word)
 - Regional Facilities Locations & Priority Areas Map - 11x17 (PDF)
- Six Modified Basin Areas and Conveyance Routes Map - 11x17 (PDF)
- Bulleted List of the Design Strategy for each Regional Facility area (Word)
- Draft and Final Developer Guidance for Stormwater Management (PDF)_

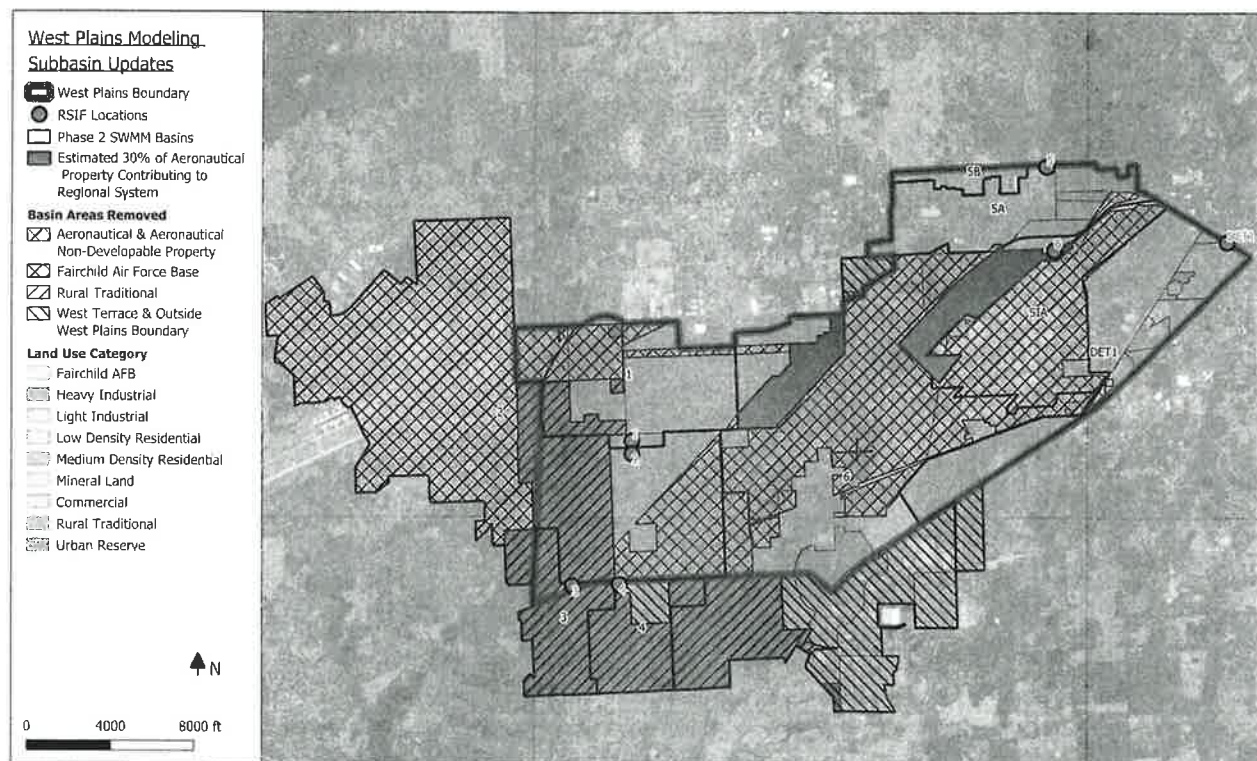


Figure 1. Phase 2 Developable Areas in the West Plains (areas without hatching)

Task 400 – Evaluate and Select Alternatives - Subsurface

Objective

The work described in Task 400 will be completed by GeoEngineers. The purpose of this task is to further investigate and evaluate subsurface conditions to support the development of Alternatives selected from Phase 2 and the Phase 3 Cost Evaluation which will guide the design and selection of Alternatives that will be developed in the Task 600 CIP. This will include continuing to collect groundwater monitoring data at the sites installed during Phase 2; and identifying suitable swale locations for infiltration; identifying, evaluating, and selecting RSIF locations. RSIF basin areas will also be prioritized for development as part of the Task 600 CIP.

GeoEngineers Services

- **Groundwater Monitoring** – Continue providing groundwater monitoring field services at the 2 sites from Phase 2 with signed access agreements. These sites provide groundwater elevation data for West Plains paleochannels that complement the data collection activities specified herein. This data will assist in the evaluation of RSIF feasibility and to inform the groundwater modeling task. This is expected to include:
 - Measure groundwater levels in monitoring wells and download instrumented monitoring wells on an approximate 2-month interval. We assume three water level monitoring rounds will be conducted during the Phase 3 contract period.
 - Reduce groundwater level data and create depth to groundwater and groundwater elevation plots.
 - Analyze groundwater level data for response to precipitation events and seasonal or other trends in groundwater elevation.
- **Identify Suitable Swale Locations for Infiltration** – Evaluate subsurface conditions and Identify locations that appear suitable for bioinfiltration swales to infiltrate treated stormwater to the subsurface. The treatment soil infiltration rate will be selected during a Coordination Meeting with Stakeholders. Develop a map that highlights suitable areas and areas where an underdrain is recommended to convey treated runoff to a storm drain conveyance system. We have budgeted 26 hours for this work.
- **Identify RSIF Site Locations** - Coordinate with the PDA and OCI (during a monthly check-in meeting) to identify locations where additional RSIF sites are desirable to break up the conveyance system and subsurface conditions appear to be suitable for infiltration. This will include identifying 3 priority RSIF areas based on development. These locations will be further evaluated as part of the Level 1 subsurface investigations and analysis. We have budgeted 12 hours for this task.
- **Regional Stormwater Infiltration Facility (RSIF)** – Subsurface investigations and analysis will be conducted for 4 potential RSIF sites and 1 potential detention facility. This work is expected to include:
 - For each of the 4 RSIFs and 1 detention facility, we will conduct a planning level investigation of RSIF feasibility. These planning level investigations will not include site-specific exploration or testing and will not provide the level of precision that will allow for RSIF design. Geo will provide a preliminary characterization of anticipated hydrogeologic conditions at the site and will identify data gaps and analysis gaps that would need to be filled before RSIF feasibility can be reliably determined. These investigations will consist of the following, conducted for 5 sites:
 - Conduct a field reconnaissance of the potential RSIF and detention facility sites, to the extent allowed by public right-of-way.
 - Preliminarily characterize hydrogeologic conditions underlying the sites based on

- existing information compiled during Phases 1 and 2 of this study.
- Create a cross section showing conceptual hydrostratigraphy beneath the sites.
- Based on surficial geologic conditions using the NRCS Soil Conservation Service mapping, we will provide infiltration rates based on soil mapping of the upper 60 inches.
- Based on anticipated subsurface conditions below a depth of 60 inches, preliminarily estimate the hydraulic conductivity (and infiltration rate) of the unsaturated zone underlying the site. The estimated infiltration rate nearest the RSIF will be used to size the RSIF facilities for the CIP.
- Preliminarily estimate the hydraulic conductivity and storage properties of the uppermost aquifer underlying the site.
- Conduct simplified groundwater mounding analyses at the 4 RSIFs based on the above assumptions and a design storm rate and volume.
- Evaluate whether this planning level feasibility exercise suggests that the 4 RSIFs could potentially be operated at the respective sites and, therefore, further study is warranted at these locations during future phases of investigation.
- **Reporting** - Develop a final report that summarizes the evaluations and results. For costing purposes, we assume the report will be a maximum of 8 pages of text a contain a maximum of 5 conceptual cross sections, a vicinity map showing the locations of the sites, and 2 tables.

Client Responsibilities

- Confirm the location of the priority site with the consultant team (during a Task 200 project check-in meeting) prior to the consultant starting work
- Provide comments and feedback on modeling and results.
- Provide review and consolidated comments for draft and final report within 14 calendar days

Deliverables

- Ground Water Monitoring
 - Well Log report (emailed in PDF form)
 - Table of Data collected (PDF)
 - Depth to Groundwater and Groundwater Elevation Data Plots (PDF)
 - Results of Groundwater Analysis (PDF)
- Map Identifying Suitable Locations for Swales to Infiltrate and Underdrain Locations (11x17 PDF)
- Draft and Final Subsurface Investigation and Analysis Report (PDF)

Task 500 Cost Analysis

Objective

All work performed in this Task will be conducted by FCS Group which focuses on developing a cost benefit analysis. Future development within the West Plans/Airport PDA will generate economic and fiscal benefits to the City of Spokane, City of Airway Heights, Spokane International Airport, and Spokane County. The economic benefits of future development need to be understood and compared against potential stormwater costs. This work task is intended to quantify the potential benefits of future development in relation to the costs of addressing stormwater-related facilities and maintenance requirements, under two alternatives: 1) Local On-site Mitigation and 2) Regional Sub-basin Mitigation.

FCS Services

Cost Benefit Analysis

- **Confirm Key Assumptions:** entails compilation and confirmation of key assumptions to be used in this work phase. This includes information obtained during concurrent work tasks, and additional data provided by PDA staff and project team members, such as:
 - Capital and O&M cost assumptions for two alternatives by project classification.
 - Construction phasing
 - Residual remaining useful life of assets after 30 years.
 - Identifying existing businesses and their current levels of employment within the PDA by classification (retail, industrial, airport, etc).
 - Summarize pending developments and master plan activities (e.g., Airport Master Plan) within the PDA.
 - Identifying existing impervious surface area by land use classification (commercial, industrial, airport, etc).
- **Cost Benefit Assessment:** includes analyzing the costs and benefits of two alternatives.
 - With the input of PDA staff and project team members, estimate the costs and benefits of two alternatives identified by the PDA staff, such as:
 - Scenario A, 100% private development of on-site improvements (no build)
 - Scenario B, 100% PDA development of off-site project improvements (build)
 - Using the preliminary cost input assumptions provided by others, conduct a life cycle cost analysis over 30 years, at alternative discount rates (e.g., 0%, 3%, 7%). Include residual value of asset estimates based on Task 1 assumptions.
 - Conduct benefits analysis. Include potential direct, indirect and induced regional economic benefit analysis using IMPLAN model and input assumptions from Task 1.
 - Identify and describe other potential benefits that cannot be adequately quantified at this time (e.g., recreation, health, water quality, etc.).
 - Quantify and compare the costs with benefits, and identify key metrics that equate findings in relative amounts of dollars per unit (such as per equivalent dwelling unit, impervious SF, etc.)
- **Documentation and Presentation:** Prepare Technical Memorandum describing the cost benefit assessment suggesting next steps required to move forward with analysis of funding options.
 - Prepare draft and a revised draft (based on client input) Technical Memorandum summarizing the analysis and findings.
 - Meet with PDA Board / public to present findings (Task 200 Cost Analysis Presentation)

Client Responsibilities

- Review draft documents and provide consolidated set of comments on the documents within 14 calendar days.
- Will provide metrics to be used benefits analysis

Assumptions

- PDA has GIS buildable lands data for use in the cost/benefit analysis

Deliverables

- Technical Memorandum that compares project benefits and costs, and risk evaluation findings. Utilize results to facility project advisory committee project alternatives analysis and ranking of the

recommended alternatives. The Technical Memorandum will become part of the Task 800 Stormwater Comprehensive Plan (Chapter 8 Cost Analysis).

Task 600 Develop Capital Improvement Plan

Objective

The objective of this task is to develop capital improvement projects and program recommendations based on findings from previous tasks to address priority needs and provide conceptual level cost estimate. It is anticipated that each regional facility will include treatment and/or pre-treatment and conveyance systems to route flows to each regional facility. The cost estimate will also be used for the Task 500 Cost Benefit Analysis.

CONSULTANT Services

- **Alternatives Cost Estimate** – Develop a conceptual level cost estimate for conveyance systems (trunk line and laterals), regional facilities, lift stations, and pretreatment/treatment BMPs. The cost estimate will be broken down by each regional facility area and include costs for design, construction, and maintenance. This is expected to include:
 - Design – The design estimate will be based on a percentage (10%) of the construction estimate and include fees for design and surveying.
 - Construction – The construction estimate will be a planning level opinion of probable construction costs, including preliminary-level of construction costs, contingencies, indeterminate costs, and sales tax. This opinion of cost is considered a “Class IV” estimate as defined by the American Association of Cost Engineers (AACE). The WSDOT Unit Bid Analysis will be used to develop the per unit cost of items along with quotes from vendors.
 - Maintenance – The maintenance estimate will be developed in coordinate with the City and County maintenance staff as well as vendors for regional facilities and treatment technologies. The estimate will be broken down by labor (FTEs), equipment, and additional training required beyond typical training provided by the City or County. Costs will broken-down on a per year basis.
 - Tables – Tables of the cost estimate will be developed for each regional facility area.
 - We have budgeted 80 hours for this work.
- **Evaluate Costs** – Compare the Alternatives costs to the threshold cost and the results from the cost benefit analysis. If the results indicate that the Alternatives cost is less than the threshold and the results from the cost benefit analysis are greater with a regional system, the Consultant will proceed with conceptual designs. If the results indicate the Alternative cost is greater than the threshold or that the results from the cost benefit analysis indicate that the benefits of local on-site mitigation are greater than a regional system, a meeting will be scheduled with the PDA to discuss whether the Alternative should be modified before proceeding or whether the project should be revised to focus on site by site stormwater management. We have budgeted 12 hours for this work.
- **Conceptual Designs** - Develop industry standard draft Concept Designs of recommended Capital Improvement Program (CIP) projects including regional stormwater features and shared spaces. This is expected to include:
 - Template Development - Develop Template for summarizing the Alternatives to CIP projects that includes the items below.
 - Size Stormwater Features - Estimate size of treatment facilities, pump lift stations, and confirm regional facility sizes. The design guidance for each will follow the Stormwater Manual selected during the Coordination Meeting with the City and County.

- Summary - For each Regional Facility area (up to 5) provide a summary of:
 - The existing conditions and recommended conceptual design strategy for stormwater conveyance, regional facilities, and shared spaces. Identify areas where the typical strategy will be modified to address physical site constraints
 - Confirm subsurface recommendations match the site and provide a brief description of subsurface testing needed to complete the design (Task 400)
- Sketches - Concept level sketches of the design strategy in both plan and x-section views.
- Refine Cost Estimate – Refine the cost estimate to address any changes identified during the development of the conceptual design.
- Site Visits - Conduct site visits to for up to 24 hours to sites for verification of site conditions and potential unforeseen issues not previously evident.
- We have budgeted 200 hours for this work.
- **Finalize CIP recommendations and associated costs.** Final CIP recommendations will be organized into a table and includes the following items:
 - Map – Develop a map using GIS showing all CIP locations.
 - CIP Table – Develop a table that summarizes all CIP projects and costs (design, construction, and maintenance). Coordinate with the PDA and stakeholders to confirm and prioritize CIP project list. Include 20-year expected maintenance cost estimate for each regional facility area. This will include coordination with the city and county maintenance staff.
 - Implementation Schedule - Develop an implementation schedule for the duration of the planning horizon of 20 years. This will be developed based on decisions from the Task 700 Execution Plan.
 - We have budgeted 28 hours for this work.

Client Responsibilities

- Review draft documents and provide consolidated set of comments on the documents within 14 calendar days.
- Conduct site visit of high priority CIPs with CONSULTANT.

Assumptions

- Up to 5 distinct CIP project concepts and opinions of cost will be developed, one for each regional facility area.
- CIP costs to be developed in this task will represent CONSULTANT's opinion of probable construction costs (deemed "preliminary costs"). Program costs will represent probable implementation and administration costs for the specified duration of the program.
- Concept level sketches will be in AutoCAD.

Deliverables

- Alternatives Cost Estimate Tables (Excel and PDF)
- Concept CIP design summary, costs, and plan sheets 11x17 (PDF)
- One map of CIP locations – 11x17 (PDF)
- CIP Prioritized Table (Excel and PDF)

Task 700 Develop Execution Plan

Objective

Identify and outline potential funding options for the CIP and West Plains/Airport Area stormwater management. Plan will outline a funding schedule for constructing the highest priority projects identified within the CIP utilizing existing and proposed funding for the PDA.

CONSULTANT Services

Funding Recommendations - FCS Group will conduct this work which focuses on the identification and evaluation of funding options and a presentation of policy options. In addition, 24-hours has been included in the budget for each SPVV and Geoengineers to investigate funding options for shared spaces and subsurface work respectively. This included hours to provide a written summary of the funding options identified which will be included in Chapter 10 of the Comprehensive Plan.

- **Confirm Strategic Assumptions** – Compilation and confirmation of key assumptions to be used in this work task. This includes information obtained during concurrent work tasks, and additional data provided by PDA staff and project team members, such as:
 - Project costs and revenue requirements for up to two plan alternatives
 - Project ownership, maintenance and management responsibilities
 - Potential funding districts/areas
 - Expected level of early local advance funding contributions (existing fund balances) by local government entity and/or funding “partner”
- **Funding Options Identification** - Identifies and describe potential funding options available to the PDA; and provides a relative comparison of their (1) revenue potential, (2) administrative feasibility, (3) legal defensibility, and (4) equity. The following subtasks would be included:
 - Technical memorandum that provides an overview of each funding option and includes a relative assessment of their pros and cons, and applying the criteria listed above to funding options. Potential funding options are likely to include the following:
 - PDA share of 75% of incremental tax revenues within the PDA
 - Stormwater utility rates (by district and countywide)
 - Local Improvement Districts (benefitted property owners)
 - Fee-in-lieu of on-site stormwater systems to connect to RSIF
 - PDA bonds
 - Project Partner Contributions
 - Legislative Priority Funding appropriations
 - Federal and State grants
- **Technical Analysis**
 - Analyze the ability of the top three funding options to meet the gap between existing resources and the needs identified in the Plan.
 - With the input of PDA staff and consultant team members, forecast baseline cost and revenue projections.
 - Prepare a spreadsheet model that forecasts revenue needs, based on Plan recommendations, and calculates the incremental resources required to implement the Plan.
 - Model up to three scenarios varying the level of funding provided by up to two plan options.
 - Meet with PDA technical committee and staff to review and refine the resulting financial plans and underlying assumptions.
- **Documentation and Presentation**

- Write a summary Technical Memorandum describing the recommended funding approach, and suggested next steps required to implement the recommended approach. Provide implementation assistance and participate in PDA Board and public meetings (assumes two separate trips).
- Write draft report.
- Meet with PDA Board / public up to two times to present findings.
- Incorporate staff and Board comments into the final report, for inclusion in the Stormwater Plan or publication as a stand-alone report.
- **SEPA Checklist:** Provide completed SEPA checklist for submission to the lead entity for environmental review processing. We have budgeted 32 hours for this work.
- **Next Steps and Future Opportunities:** Provide a summary and discussion of issues and observations made during the project that may need action in the future but were out of scope or beyond the budget of the current project to be completed. This summary will be incorporated into the Task 800 Stormwater Comprehensive Plan (Chapter 10 Execution Plan).

Client Responsibilities

- Review draft documents and provide consolidated set of comments on the documents within 14 calendar days.
- Provide decision on funding strategy
- Provide data on current incremental funding revenue and projected revenue
- Provide status on financial commitment by PDA partners

Assumptions

- Existing revenues available to the PDA will not be adequate to fund priority CIP projects
- SEPA checklist will be completed but not submitted until completion of the full draft Stormwater Management Plan

Deliverables

- Summary of Funding Options and analysis (Word)
- Phasing Plan Summary and Timeline (Word and Excel)
- SEPA Checklist (PDF)
- Next Steps and Future Opportunities Summary (incorporated into Chapter 10 Execution Plan)

Task 800 Develop Stormwater Management Comprehensive Plan

Objective

The objective of this task is to develop the written portion of the stormwater comprehensive plan. The outline of chapters and chapter content anticipated for the stormwater management plan is summarized in Table 2. These chapters will be written as the work is completed.

Table 2. Summary of Stormwater Comprehensive Plan Chapters

Chapter Title and Description	Phase 3
Executive Summary <i>Purpose: Provide an overview of the study, key outcomes, plans for future work, and overview of Comprehensive Plan contents.</i>	Draft & Final
Chapter 1. Study Introduction	Draft &

<i>Purpose: Provide overview of study, the PDA, & West Plains stormwater management practices. Summarize study goals/objectives, and outline how goals were achieved.</i>	Final
Chapter 2. West Plains Stormwater Management Benchmarks <i>Purpose: Define benchmarks for stormwater management in the West Plains: 1) PDAs vision for stormwater management, 2) relevant regulations and policies, 3) service level goals, and 4) stormwater management guidance for developers.</i>	Draft & Final
Chapter 3. Existing Conditions and Challenges <i>Purpose: Define baseline (existing) surface and subsurface conditions: 1) Update 2003 Plan chapter with information/data collected; 2) Summarize data collected and synthesize on maps; and 3) Provide overview of needs assessment approach and results.</i>	Draft & Final
Chapter 4. Hydrology & Hydraulics Modeling <i>Purpose: Describe modeling approach, assumptions, parameters to estimate flow rates, and validation methods.</i>	Draft & Final
Chapter 5. Hydrogeology Investigation and Findings <i>Purpose: Describe subsurface characterization process; define approach, assumptions, and parameters to assess stormwater infiltration impact; opportunities for regional stormwater infiltration; potential development impacts; and regional solutions/recommendations.</i>	Draft & Final
Chapter 6. Stormwater Conveyance Systems <i>Purpose: 1) Describe existing conveyance systems; 2) Provide recommendations for future conveyance systems to regional facilities; and 3) Describe modeling approach assumptions.</i>	Draft & Final
Chapter 7. Regional Facilities <i>Purpose: 1) Identify regional facility alternatives considered/selected; 2) Describe process for evaluating and selecting alternatives; and 3) Describe pre-treatment and/or treatment BMPs.</i>	Draft & Final
Chapter 8. Cost Analysis <i>Purpose: Summary of cost feasibility (threshold cost) and cost benefits and risk analysis completed including the analysis approach, results, input parameters, assumptions, and recommendations.</i>	Draft & Final
Chapter 9. Capital Improvement Plan (CIP) <i>Purpose: Provide overview of CIP including how projects were prioritized and selected, scope of work for each project, conceptual drawings, and cost estimate. An implementation plan will also be included that defines the phasing plan and schedule for funding/constructing the CIP as well as outlines funding options. This chapter will also include an overview of the plans for shared spaces that will be integrated into the regional stormwater system.</i>	Draft & Final
Chapter 10. Execution Plan <i>Purpose: Define implementation plan including a phased plan and schedule for funding and constructing the CIP projects as well as a summary of options for funding the CIP.</i>	Draft & Final
Chapter 11. Next Steps & Future Opportunities <i>Purpose: Describe issues and observations made during study that were beyond scope and budget of this project and that should be considered for future work.</i>	Draft & Final
Chapter 12. SEPA Checklist <i>Purpose: West Plains Stormwater Management Plan SEPA checklist.</i>	Draft & Final

Consultant Services

- Write Draft and Final Executive Summary and Chapters 1-12

Client Responsibilities

- Attend project management meetings.
- The PDA will develop the stakeholder committee who will review pertinent chapters from the Plan
- Provide input on PDA priorities and policies to be addressed in the Plan

Assumptions

- Completed maps, flow charts, and modeling assumptions and output, be incorporated into the stormwater management plan as needed and as the draft plan is created.
- The Chapters are expected to be an average of 10 pages.

Deliverables

- Draft and Final Executive Summary and Chapters 1-12 (email word and PDF copy)

Project Timeline

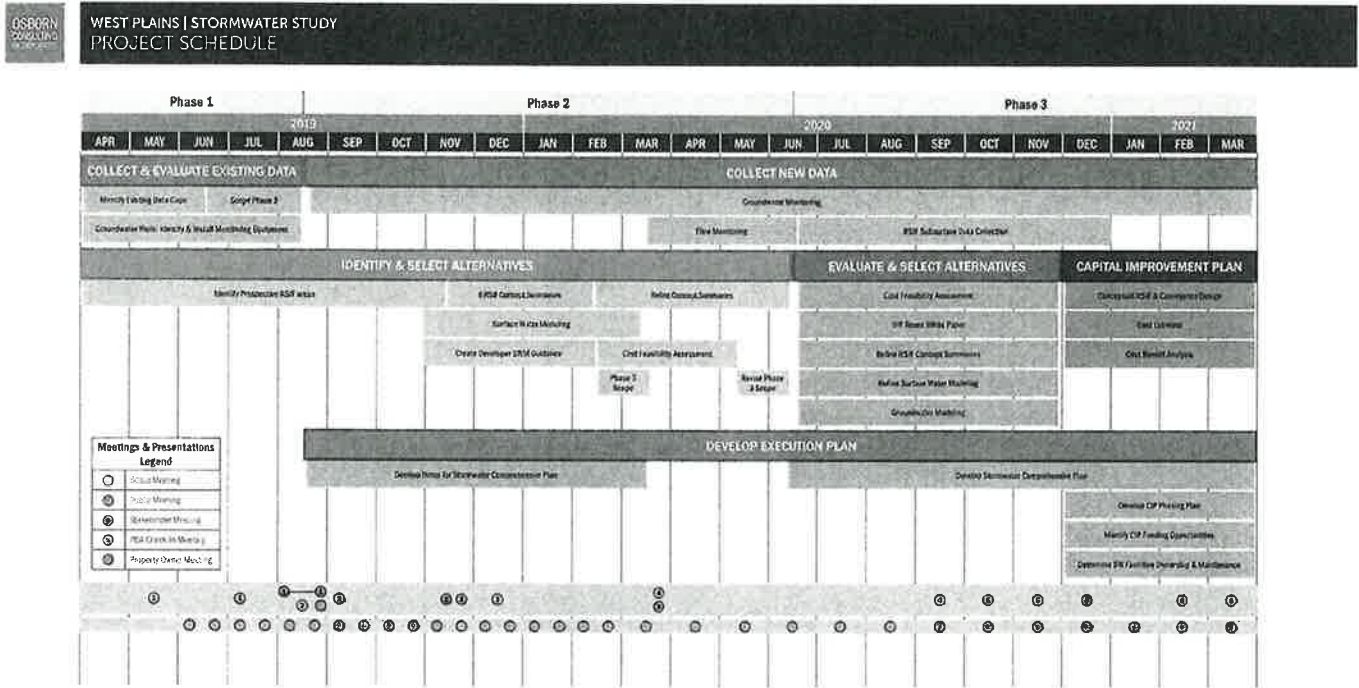


Figure 2. Project Timeline for All Phases

Fees

The estimated total contract amount to complete the professional services identified in this Scope of Services is offered on a time-and-materials basis not-to-exceed \$451,875. All expenses (includes sub-consultant fees) will be billed at cost plus a 3% markup. Any modifications to the scope or requests for additional services will be agreed upon prior to proceeding.

Task #	Task Description	Total per Task
100	Project Management	\$64,104
200	Project Meetings and Presentations	\$53,617
300	Evaluate and Select Alternatives - Surface	\$80,832
400	Evaluate and Select Alternatives – Subsurface	\$39,637
500	Cost Benefit Analysis	\$25,578
600	Capital Improvement Plan	\$55,002
700	Develop Execution Plan	\$60,402
800	Stormwater Comprehensive Plan Development	\$74,703
Total		\$451,875