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Memorandum Date: 4/5/06
Order Date: 4/12/06

TO: Board of County Commissioners
DEPARTMENT: CAO/C&ED for EDSC
PRESENTED BY: Peter Thurston, C&ED Coordinator
AGENDA ITEM TITLE: ORDER/IN THE MATTER OF RECEIVING A GRANT FROM OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT FOR COBURG/MWMC WASTEWATER CONNECTION ANALYSIS

I. **MOTION** IT IS MOVED THAT THE ORDER BE ADOPTED IN THE MATTER OF RECEIVING A GRANT FROM OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT FOR COBURG/MWMC WASTEWATER CONNECTION ANALYSIS

II. **AGENDA ITEM SUMMARY**

Shall Lane County receive a grant of \$20,000, (project description is included in Attachment A) from the Oregon Economic and Community Development Department to complete funding for an analysis (Attachment B – Scope of Services, Roles, and Schedule) of the costs for the City of Coburg to connect wastewater facilities to Lane Metropolitan Wastewater Management Commission facilities?

III. **BACKGROUND/IMPLICATIONS OF ACTION**

A. **Board Action and Other History**

The Board of Commissioners, by Order 06-3-22-11, authorized application for the OECDD grant and committed \$46,000 in economic development funds to complete the estimated \$65,000 budget for consultant and MWMC staff services. This Order formally receives the grant funds and includes the specific timeline that is anticipated for completion of the analysis by August 2006, including the expected roles of the participants in the process. At this writing, the OECDD has received the application (Attachment A) and is processing it for formal approval. By the date the Board takes action the grant offer is expected to be complete.

B. **Policy Issues**

The Board of Commissioners has determined that it is in the interest of Lane County to solve the Coburg wastewater problem by facilitating the cost analysis process that is essential to receiving federal and state funding and the support of MWMC. A substantial

part of the recreation vehicle industry, and the hundreds of direct and indirect employment opportunities in this industry, are affected by the resolution of the Coburg wastewater problem. The County Administrator is authorized to facilitate the process.

C. Board Goals

It is Lane County's strategic economic development goal to create job opportunities and support training that increases the family wages for residents of Lane County. The recreation vehicle industry in Lane County is growing and the businesses in Coburg will require resolution of wastewater issues identified by the state in order to meet these goals.

D. Financial and/or Resource Considerations

The Board has already approved the funds that have been estimated for consultant services to complete the analysis. The Community and Economic Development Coordinator will provide support for the process described in Attachment B.

E. Analysis

In order to solve the health and economic development problem caused by the lack of public wastewater facilities in Coburg, there will need to be cooperation between federal, state, and local agencies. The foundation of this cooperative effort must be a fair distribution of the anticipated costs for adding Coburg to the metropolitan wastewater treatment system. A consultant will be selected to apply industry standards to the evaluation of costs and recommend a formula that addresses the costs for Coburg to connect to the MWMC system in the near future.

F. Alternatives/Options

The Board may: 1) adopt the Order directing that the grant be received and the draft project Scope, Roles, and Schedule (Attachment B) as the basis of proceeding to address the Coburg wastewater problem; 2) amend the schedule and receive the grant, or 3) determine not to receive the grant or proceed with the project facilitation.

IV. TIMING/IMPLEMENTATION

The analysis is needed in order to seek federal wastewater funding in the coming fiscal year, beginning October 1, 2006. The project schedule is extremely aggressive and is dependent on the selection of a consultant with the needed skills to complete the analysis in the estimated budget. A quotes process, under the general authority of the County Administrator will be used to select the consultant. Comments and suggestions will be solicited from all participants regarding selection of the consultant and completion of the analysis. Expeditious responses by the participants will be necessary to meet the objective of completing the analysis by July 2006.

V. RECOMMENDATION

This if follow up on the Board's earlier actions to support and facilitate the resolution of the

Coburg wastewater problem through thorough analysis of the costs to connect to the regional wastewater treatment system. The C&ED Coordinator recommends the Order be adopted and the project be facilitated as described in Attachment B.

VI. FOLLOW-UP

Upon approval of the Board the required grant documents will be processed. The spending authority for the grant funds already exists in the community and economic development projects budget.

VII. ATTACHMENTS

ORDER

Attachment A – Project Notification and Intake Form

Attachment B – Scope of Services, Roles, and Schedule

\\BCC 2006 coburg wastewater grant receipt.doc

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.) ORDER/IN THE MATTER OF RECEIVING A GRANT FROM
) OREGON ECONOMIC AND COMMUNITY DEVELOPMENT
) DEPARTMENT FOR COBURG/MWMC WASTEWATER
) CONNECTION ANALYSIS

WHEREAS, by Order #06-3-22-11 the Lane County Board of Commissioners authorized the County Administrator to apply for funding from Oregon Economic and Community Development Department (OECDD) to analyze costs for the City of Coburg to connect to MWMC, and

WHEREAS, the anticipated \$20,000 grant from OECDD is within the current spending authority of the community and economic development program for FY 2005-06, Now, Therefore, IT IS HEREBY:

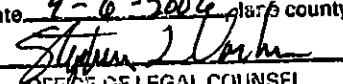
ORDERED that the \$20,000 grant from OECDD for the Coburg - MWMC Cost of Connection Analysis project is hereby received, and

FURTHER ORDERED, the County Administrator is authorized to sign grant documents necessary to receive and expend these funds.

Signed this 12th day of April, 2006.

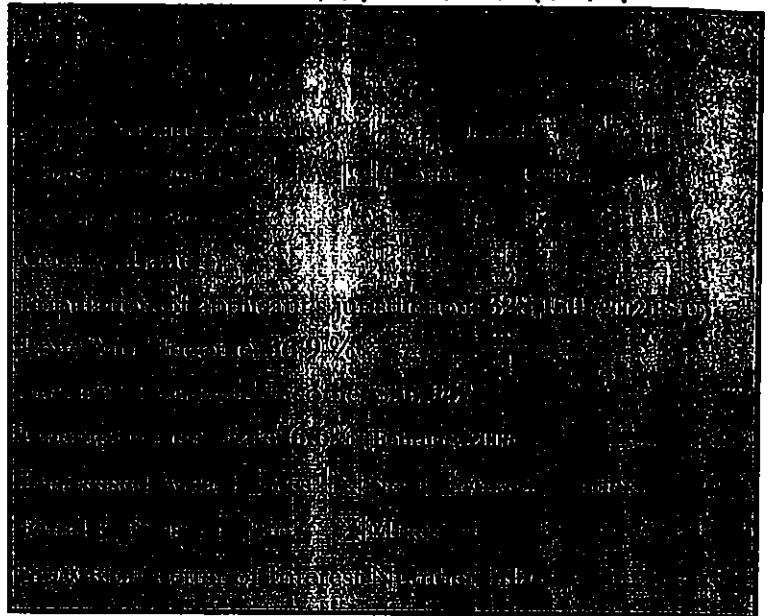
Bill Dwyer, Chair
LANE COUNTY BOARD OF COMMISSIONERS

APPROVED AS TO FORM

Date 4-6-2006 lane county

OFFICE OF LEGAL COUNSEL

Project Notification & Intake Form

Jacki Yoder, Regional Coordinator
Oregon Economic & Community Development Department
 775 Summer Street N.E., Suite 200
 Salem, Oregon 97301-1280
 (503) 986-0067



Project Name:	Coburg - MWMC Cost of Connection Analysis
Project Location:	Coburg, Oregon
Applicant/Organization:	Lane County

Contact Name:	Phone: 541-682-4062
Peter Thurston	Fax: 541-682-4616
	Email: peter.thurston@lane.co.or.us
Street Address:	Mailing Address:
Lane County Public Services Building	Same
CAO	
125 E. 8th Ave, Eugene, OR 97401	

Estimated Funding Request

	Amount	Status of Funding
Funding Assistance from Department	\$20,000	n/a
Applicant Contribution +	\$45,583	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Available
Other Funds (identify source) +		<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source) +		<input type="checkbox"/> Pending <input type="checkbox"/> Available
Estimated Project Cost =	\$65,583	

Date of Project Cost Estimate: March 15, 2006
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List any other sources of funding which have been explored for the project but are not listed above: N/A

Is the project consistent with the local acknowledged comprehensive plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the project listed on any local, countywide or regional plan (e.g., adopted capital improvement plan, Master or Facility Plan, Needs & Issues)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the project result in locating or expanding industrial or major commercial firm(s)? If yes, firm's name and estimated number of jobs that will be created and/or retained.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Project Description

Brief description of the problem and solution or the opportunity:

The City of Coburg is one of the few cities in Oregon that still lacks a wastewater system. In 2003, the Oregon Department of Environmental Quality conducted a well water contamination survey in Coburg and areas adjacent to and north of Coburg and found significantly high levels of nitrate and other contamination. Although the community's septic systems are not the only source of the contamination, establishment of a wastewater system would eliminate the city's contribution to the groundwater contamination problem.

The City is supportive of a regional solution for its wastewater system (connecting to the Metropolitan Wastewater Management Commission system which serves multiple communities in Lane County) and some preliminary work has been conducted to determine the feasibility of connecting to that system. The preliminary work conducted to date has shown that it is feasible for Coburg to connect to the regional system; however, a thorough, professional analysis of the cost of connection needs to be conducted by an outside consultant to help ensure appropriate costs are assigned for the Coburg connection, thus providing information for elected officials to make decisions and determine the best option for the City of Coburg.

In order to facilitate the process and contract with the outside consultant directly, Lane County has offered to be the applicant for the grant. Note: the rule for Water/Wastewater requires applicants to have a population of less than 15,000; however, since Lane County is applying on behalf of a city with a population of less than 15,000 (Coburg has a population of 1,050), the requirement will be waived.

Estimated Start Date: April 15, 2006	Estimated Completion Date: June 15, 2006
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For Water or Wastewater Projects Only

Current Monthly Residential User Bill Coburg has no wastewater system. This grant will help develop a system. (assume 7,500 gallons per month water consumption):

\$_____/month Water \$_____/month Wastewater

What is the existing annual debt service for the existing system? \$_____

What amount, if any, of the existing annual debt service for the system is paid by property taxes?

\$_____/year Water \$_____/year Wastewater

Is the utility now, or soon to be, out of compliance with State or Federal standards? Yes No

What regulatory agency has been contacted? When?

Is there written documentation or confirmation of the compliance issue? Yes No

If yes, will the proposed project bring the utility into compliance? Yes No

What is the current cost to operate and maintain the existing system each year? (This information can usually be found in the annual audit report.) \$_____

What is the estimated cost to operate and maintain the new system, including the proposed improvements, each year? \$_____

	Totals for Existing System	Totals for System including the Proposed Improvements
Number of available residential hookups		458

For Water or Wastewater Projects Only

Number of connections		875
Number of meters		
Number of EDUs		875

Instructions for Project Notification & Intake Form

Project Location: City/unincorporated area/county where project is/will be located or, if the project doesn't involve a physical location, the city(ies)/county(ies) that will benefit from the project

Applicant/Organization: Entity that will be the applicant for Department assistance and will manage the project.

Information for Contact Person: Information for the person we should contact if we have questions about the project.

Estimated Funding Request: Indicate the amounts committed or pending from the applicant and other sources and the amount requested from the Department. The Estimated Project Cost should include all costs to complete the project, such as: construction, contingencies, engineering, administration, permits, inspection, legal, etc.

Date of Project Cost Estimate: Date the estimated project cost was determined.

List of other sources: List the sources of funding that you explored, but for some reason are not possibilities for the project. This will help us determine if there might be other possible sources of funding for your project.

How would a loan be repaid: List the sources of revenue available to repay a loan.

Project Description: Brief statement of the opportunity that exists or the problem that needs to be solved and the proposed solution. Include the current status of the project and its readiness to proceed.

Estimated Start Date: Date the activities described above are estimated to begin.

Estimated Completion Date: Date the activities described above are estimated to be complete.

For Water or Wastewater Projects Only:

Current Monthly Residential User Bill: According to your current rate schedule, the amount of a residential user's monthly bill if 7500 gallons of water is used.

Existing annual debt service for the system: Amount paid annually (from all sources) to retire debt for improvements made to the existing system.

Amount of the existing annual debt service paid by property taxes: If property tax revenues are used to retire debt that was incurred to make improvements to the existing system, what is the annual amount of property tax revenues used?

Compliance: If "yes", attaching documentation from DEQ or the Drinking Water Program would be helpful.

Operation/maintenance costs for existing system: The annual operation/maintenance expenses for the existing system.

Operation/maintenance costs after the project: Estimated annual operation/maintenance expenses after the proposed improvements are completed.

Number of available residential hookups: The maximum number of residences which could be served by the system.

Number of connections: The number of service connections which are currently connected to the system. This includes all types of connections (residential, commercial, industrial, etc.).

Number of meters: Total number of meters installed in the system.

Number of Equivalent Dwelling Units: For water systems, an Equivalent Dwelling Unit is the equivalent of 7,500 gallons of usage. A recent Water Master Plan or Facility Plan should determine the number of EDUs for your system. (Commercial and industrial users normally account for multiple units.)

Comprehensive Plan: If a change in zoning will be needed for the project to proceed, an explanation of the status of the zoning change would be helpful.

Local, Countywide, Regional Plan: Is this a planned project or have circumstances required it to become a priority project?

Industrial/Commercial Development: Is there a "firm business commitment" to create/retain jobs? If yes, provide company name(s) and estimated number of jobs that will be created and/or retained.

Scope of Services, Roles, and Schedule – Coburg/MWMC Connection Cost Analysis

General Description of Roles: 1) Lane County has agreed to take the lead role, including: general coordination among participants, contribution of funds, receipt of a grant from OECD, oversight of the consultant selection process, 2) MWMC staff will assist in defining the scope of consultant services and commenting on the preliminary findings, 3) Coburg will comment on the scope of services and the consultant selection process.

Project Phase	Consultant	Lane County	MWMC Staff	Coburg
Preparation of Scope and Selection 4/12-Lane County receives OECD grant. 4/19-Draft scope of work comments received and list of prospective consultants determined. 5/1-Consultant selected.	-Selection process	-Facilitate the consultant selection process. -Select the consultant and manage the contract	-Comment on the description of services -Recommend names for the list of prospective consultants	-Comment on the description of services. -Recommend names for the list of prospective consultants
Collection of Information 5/8-Consultant services contract signed and work begins	-Consultant collects info, organizes report elements, and solicits comments from participants. (Task 1)	-	-Suggest and provide sources to consultant	-Suggest and provide sources to consultant
Preliminary Analysis 5/29	-Consultant drafts analysis and circulates to participants for comment.	-Facilitate process	-Comment on preliminary info and analysis -Meet at consultant upon request.	-Comment on preliminary info and analysis -Meet at consultant upon request.
Agency Comments 6/5	-Comments received from participants (Task 2)	-Facilitate process	-Provide written comments and suggestions to consultant.	-Provide written comments and suggestions to consultant.
Preliminary Consultant Report 6/19	-Prepare preliminary report (Task 3)	-Facilitate process	-Review report	-Review report
Agency Comments 6/26	-Consultant incorporates comments. (Task 4)	-Facilitate process	-Provide written comments and suggestions to consultant.	-Provide written comments and suggestions to consultant.
Final Report to Coburg and MWMC 7/28-report available	-Print and present final report to MWMC and Coburg. (Task 5)	-Facilitate all parties receiving final report.	-Make recommendation for joint elected official meeting	-Make recommendation for joint elected official meeting
Joint Elected Officials Meeting (Springfield, Eugene, Coburg, Lane County)- 8/3/06	-Present final results. (Task 6)	-Participate in meeting to determine next steps.	-Participate in meeting to determine next steps.	-Participate in meeting to determine next steps.