



## Agreement WQC-2017-Kalama-00161

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

THE CITY OF KALAMA

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the City of Kalama, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds activities described herein.

### GENERAL INFORMATION

Project Title:	Kalama General Sewer and Wastewater Facilities Plan
Total Cost:	\$100,000.00
Total Eligible Cost:	\$100,000.00
Ecology Share:	\$100,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2016
The Expiration Date of this Agreement is no later than:	12/31/2016
Project Type:	Wastewater Facility

### Project Short Description:

General Sewer and Wastewater Facilities Plan for the RECIPIENT to accommodate planned development at the Port of Kalama both north of the City near Kalama River Road & I-5 and south of the City Limits on sites between I-5 and the Columbia River under consideration for future development. Options for infrastructure to convey wastewater from proposed development sites to the RECIPIENT's WWTF will be reviewed, and recommendations for needed conveyance pipelines, lift stations, etc. will be made.

### Project Long Description:

The proposed General Sewer and Wastewater Facilities Plan associated with the collection system tributary to the RECIPIENT's WWTF will be prepared to accommodate development at the Port of Kalama north of the City. Upcoming municipal, residential, commercial and industrial developments within the WWTF service area will also be reviewed. Options for sewer infrastructure to collect and convey wastewater from proposed development sites to the RECIPIENT's WWTF will be reviewed and recommendations for improvements will be identified. Potential permitting requirements

for proposed infrastructure improvements will be reviewed and planning level cost estimates for proposed improvements will be developed.

Overall Goal:

The goal of the proposed General Sewer and Wastewater Facilities Plan is to review the RECIPIENT's existing wastewater conveyance and treatment infrastructure and to assess its adequacy to provide service to proposed Port of Kalama, City, commercial and private developments both within its service area and in unannexed areas north and south of the City Limits.

DRAFT

**RECIPIENT INFORMATION**

Organization Name: City of Kalama

Federal Tax ID:  
DUNS Number:

Mailing Address: PO Box 1007  
Kalama, Washington 98625

Physical Address: 320 North First Street  
Kalama, Washington 98625

Organization Fax: (360) 673-4560

**Contacts**

<b>Project Manager</b>	Adam Smee City Administrator  PO Box 1007 Kalama, Washington 98625 Email: <a href="mailto:asmee@kalama.com">asmee@kalama.com</a> Phone: (360) 673-3265
<b>Billing Contact</b>	Coni McMaster Clerk/Treasurer  PO Box 1007 Kalama, Washington 98625 Email: <a href="mailto:cityclerk@kalama.com">cityclerk@kalama.com</a> Phone: (360) 673-4561
<b>Authorized Signatory</b>	Pete Poulsen Mayor  PO Box 1007 Kalama, Washington 98625 Email: Phone: (360)

## ECOLOGY INFORMATION

Mailing Address: Department of Ecology  
Water Quality  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Water Quality  
300 Desmond Drive  
Lacey, WA 98503

### Contacts

<b>Project Manager</b>	Dave Dougherty  Department of Ecology Southwest Regional Office PO Box 47775 Olympia, WA 98504-7775 Email: david.dougherty@ecy.wa.gov Phone: (360) 407-6278
<b>Financial Manager</b>	Jeanna Ridner  Department of Ecology Water Quality Program, FMS PO Box 47600 Olympia, WA 98504-7600 Email: jmac461@ecy.wa.gov Phone: (360) 407-6533
<b>Technical Advisor</b>	Dave Knight  Department of Ecology Southwest Regional Office PO Box 47775 Olympia, WA 98504-7775 Email: david.j.knight@ecy.wa.gov Phone: (360) 407-6277

**BUDGET**

**Funding Distribution**

Funding Title:  
 Funding Type:  
 Funding Effective Date: Funding Expiration Date:  
 Funding Source:

Recipient Match %:  
 InKind Interlocal Allowed:  
 InKind Other Allowed:  
 Is this Funding Distribution used to match a federal grant?

Effective Interest Rate: % Interest Rate: % Admin Charge: %  
 Terms: years  
 Project Start Date: 7/1/2016 Project Completion Date: 12/31/2016  
 Estimated Initiation of Operation date: NA  
 Loan Security  
 Final Accrued Interest: \$  
 Final Loan Amount: \$  
 Repayment Schedule Number:

<b>Elements (Tasks)</b>	<b>Total PROJECT Cost</b>	<b>Total Eligible PROJECT Cost</b>	<b>Standard Loan Amount</b>	<b>Forgivable Principal Loan Amount</b>
1. Project Administration/Management	\$5,000	\$5,000	\$2,500	\$2,500
2. General Sewer Plan/Wastewater Facility Plan	\$95,000	\$95,000	\$47,500	\$47,500
Total	\$100,000	\$100,000	\$50,000	\$50,000

**SCOPE OF WORK**

Task Number: 1 **Task Cost: \$5,000.00**

Task Title: Project Administration/Management

Task Description:

- A. The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- B. The RECIPIENT must manage the project. Efforts will include: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT must carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed project that meets agreement and ECOLOGY administrative requirements.

Task Expected Outcome:

- \* Timely and complete submittal of requests for reimbursement, quarterly progress reports and RECIPIENT closeout report.
- \* Properly maintained project documentation.

Recipient Task Coordinator: Adam Smee

**Project Administration/Management**

**Deliverables**

Number	Description	Due Date
1.1	Progress Reports	
1.2	Recipient Closeout Report	

**SCOPE OF WORK**

Task Number: 2 **Task Cost: \$95,000.00**

Task Title: General Sewer Plan/Wastewater Facility Plan

Task Description:

- A. The RECIPIENT will procure engineering services in accordance with state law. The RECIPIENT will include ECOLOGY’s specification insert in the contract documents. The RECIPIENT must submit all contracts for engineering services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will submit the proposed scope of work for engineering services to Ecology prior to executing a contract for engineering services. Ecology will review the scope of work and provide feedback to the RECIPIENT.
- C. The RECIPIENT will prepare a General Sewer Plan/Wastewater Facility Plan in accordance with the requirements of WAC 173-240. The plan will fully evaluate the alternatives to accommodate planned development at the Port of Kalama and upcoming municipal, residential, commercial and industrial development within the service area. The plan will identify the cost effective alternative as the preferred alternative.
- D. The RECIPIENT will prepare a Cost Effectiveness Analysis for the PROJECT alternatives and will integrate the analysis into the planning document in accordance with WAC 173-98.
- E. The RECIPIENT will prepare a State Environmental Review Process (SERP) packet in coordination with ECOLOGY’s Project Manager and SERP Coordinator.
- F. Investment Grade Efficiency Audit. The RECIPIENT will prepare an analysis of potential energy and water efficiency measures for incorporation into the preferred alternative identified in the engineering report. The analysis will identify potential efficiency measures, provide cost estimates, and evaluate their cost effectiveness.

Task Goal Statement:

The RECIPIENT’s goal is to generate a list of capital improvement projects that will allow the community to effectively plan and budget for the future growth of the system to provide adequate wastewater collection, treatment and disposal for the RECIPIENT’s service area.

Task Expected Outcome:

The RECIPIENT expects to obtain a comprehensive list of capital improvement projects, an understanding of the rate impacts associated with the recommended implementation schedule, and approval of the Plan by the Washington Department of Ecology to seek grant and loan funding for capital improvement projects identified in the General Sewer and Wastewater Facilities Plan.

Recipient Task Coordinator: Adam Smee

**General Sewer Plan and Wastewater Facilities Plan**

**Deliverables**

Number	Description	Due Date
2.1	Executed contracts for engineering services.	

Agreement No:  
Project Title:  
Recipient Name:

WQC-2017-Kalama-00161  
Kalama General Sewer and Wastewater Facilities Plan  
City of Kalama

2.2	Documentation of the RECIPIENT's process for procuring engineering services.	
2.3	Two copies of the draft and final General Sewer Plan and Wastewater Facilities Plan.	
2.4	Two copies of the SERP packet and the cost effectiveness analysis.	
2.5	Investment Grade Efficiency Audit documentation.	

<b>Funding Distribution Name</b>	<b>Recipient Match</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>

DRAFT