



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-1744

(936) 598-2941 • Fax (936) 598-2615
www.centertexas.org

AGENDA

The Center City Council will meet in Regular Session on Monday, December 9, 2019 at 5:00 p.m. in Council Room at Center City Hall. The following items are on the agenda for appropriate action:

- I. Welcome Guests and Visitors.**
- II. Approval of Minutes:**
 - A. Regular Meeting on November 25, 2019.
- III. Discuss Consider and Action on the Following:**
 - A. Resolution 2019-21 Sabine River Authority Community Assistance Project Application.
 - B. Resolution 2019-22 Henrietta Elevated Water Tank – Construction Completion.
 - C. Approve and Accept Annual Bids for Utility Operations – Chemicals.
- IV. Items of Interest from Council and City Manager and Citizens – No Action Items.**
 1. Center Volunteer Fire Department Christmas Party – December 10, 2019 at the Civic Center at 7:00 P.M.
 2. City Hall Christmas Lunch – December 11, 2019 at 12:00 P.M.
- V. Executive Session**
 1. Land

Consider entering executive session for legal consultation with the City Attorney and discussion of pending litigation, personnel matters and land acquisition with possible action related thereto upon reconvening in open session in accordance with Government Code Section 551.071, 551.072 and 551.074
- VI. Adjournment.**

MEMORANDUM

TO: Mayor and City Council

FR: Chad D. Nehring, City Manager



Date: December 6, 2019

RE: Agenda Comments for Regular Meeting of December 9, 2019

REGULAR MEETING AGENDA:

IV.A. Resolution 2019-22 – Sabine River Authority Community Assistance Project Application

It has been several years since the City has applied for assistance from the Sabine River Authority's Community Assistance Program. Staff has been in communication with their staff in recent months about technical assistance in evaluating and/or rehab of the boat ramp at Lake Pinkston after it was requested to seek some alternatives by Council and then following even included in the Parks Master Plan. The SRA staff not only maintains but installs similar structures on several of their lakes and thus has significant experience and technical capabilities that could be of immense value to this small project. After those conversations, we were encouraged to seek assistance under their traditional water/sewer grant program and have prepared the included application for submittal. Primarily seeking the technical assistance and in-kind services of SRA staff, it is also requesting any SRA funds remaining to be used toward actual material costs of repair. It is anticipated that the materials would be in the range of \$10,000 to \$20,000 and any local costs would be designated from Utility Fund, maintenance, which is typically appropriated for plant or water intakes. Staff is recommending approval.

IV.B. Resolution 2019-23 – Henrietta Elevated Water Tank – Construction Completion

This resolution will authorize final payment, release of retainage and establish the warranty period. Most major projects are concluded with this action from Council particularly if there are any external funds used or any changes to the contract terms were necessary during construction. In this instance, there was need for a \$9,700 adjustment to accommodate interior tank repairs and minor painting. Staff concurs with the engineer's review and recommendation on the project in determining completion, payment and warranty period.

IV.C. Approve and Accept Annual Bids for Utility Operations - Chemicals

The bid tabulation details the chemicals for the water and sewer treatment operations as bid this year. Due to the total annual expenses off these items, Council approval of annual contracts is required. The contracts used allow for the mutual renewal for up to four years but based on market conditions, staff decided to bid all this year. With only one exception, that stayed at the current unit price, all others were bid at reduced prices. Staff recommends approval and acceptance of the low bids for this contract cycle.

IV. Items of Interest

1) Code Workshop – Preliminary Information

Included is a topical list, with minimal detail, highlighting the majority of the City's codes, enforced state regulations and permitting activities. With the volume, we would ask Council for some input, in identifying or ranking of this list or perhaps more definitively by submittal of pictures of "likes"/"dislikes" that could be used to develop concepts for encouraging positive or controlling unfavorable activity or behavior.

2) Downtown Renovation Project

Construction is finally actively progressing from demolition and subsurface repair/replacement into concrete reconstruction of curbs/gutters and the alteration of sidewalk/parking integration. The final water line connection into the now completely new water lines/fire hydrants on the square, an active drain line from the courthouse grounds, the sewer lines and manhole, the new electric conduit into the square allowing removal of the final overhead lines, should all be complete within the next week. This will allow for all surface work to progress with the subgrade prep, base installation and roadway surfacing. Currently, the contractor is remaining on schedule even with hunting opening and holidays, and is requesting options to begin partially proceeding into the next quadrant to further expedite construction and completion date.

3) Shelby County Hospital

As a result of several years of conversation, the old County hospital site and building will be transitioning to private ownership. The EDC offered several options over the last year to assist the County in the building removal to allow repurposing of this location. The County solicited bids and awarded the sale to a private party last week.

4) Perry Sampson Park – TP&W Application

The application was submitted by MHS on behalf of the City for this project. Review and scoring will not begin until next week at the earliest to allow for clarifications or questions. No estimate has been given but based on past schedules, February may be earliest to expect the release of listed rankings of the scored applications.

5) Soccer Complex @ Community Park – Ballard St

Rapid progress on this project continues. Electrical work is completed, irrigation beginning and fill continues being hauled for parking.

**MINUTES OF THE CITY OF CENTER
CITY COUNCIL MEETING
REGULAR MEETING
November 25, 2019**

The Center City Council met in a regular session on Monday, November 25, 2019 at 5:00 p.m. in the Council Chambers at Center City Hall. The meeting was open to the public. Notices were properly posted of the date, place and hour and the news media was notified. The following members were present:

David Chadwick	-	Mayor
Leigh Porterfield	-	Mayor Pro Tem
Joyce Johnson	-	Council Member
Howell Howard	-	Council Member
Jerry Lathan	-	Council Member
Terry Scull	-	Council Member
Randy Collard	-	Council Member
Chad Nehring	-	City Manager
John Price	-	City Attorney

Guests signed the register.

Item I. Mayor David Chadwick opened the meeting and welcomed the visitors.

Item II. Hearings:

- A. Application 2019-5 Specific Use Permit for 1001 Tenaha Street. City Manager, Chad Nehring stated the Planning & Zoning Commission met earlier and approved the specific use permit for use as a church/place of worship. Mr. Nehring stated staff has not received any comments for or against this request. There were no comments from the public.

Item III. Approval of Minutes:

- A. Workshop and Regular Meetings on November 11, 2019.

Council Member Randy Collard made a motion to approve the minutes. Council Member Howell Howard seconded the motion. All voted in favor.

Item IV. Consider Discussion and Possible Action on the following:

- A. Ordinance 2019-17 Amending Zoning Ordinance for Decision on Application 2019-5 for Specific Use Permit for Church/Place of Worship – 1001 Tenaha Street. City Manager, Chad Nehring stated this ordinance will change the specific use for this location. Council Member Howell Howard made a motion to approve Ordinance 2019-17 Amending the Zoning Ordinance for Decision on Application 2019-5 for Specific Use Permit for Church/Place of Worship at 1001 Tenaha Street. Council Member Leigh Porterfield seconded the motion. All voted in favor.
- B. Ordinance 2019-18 Amending the Solid Waste Contract and Rates for Optional Commercial Waste Service. City Manager, Chad Nehring stated that primarily related to downtown where sufficient space for dumpsters is generally unavailable, the contract waste service provider has received some requests for hand cart service for small commercial. Mr. Nehring stated this change would be for any commercial accounts requesting this service specific to the

downtown area. Council member Terry Scull made a motion to approve Ordinance 2019-18 Amending the Solid Waste Contract and Rates for Optional Commercial Waste Service. Council Member Joyce Johnson seconded the vote. All voted in favor.

- C. Resolution 2019-21 Texas Parks & Wildlife Project Application. City Manager, Chad Nehring stated Council preliminarily authorized the development of a grant application for this upcoming call for projects under one of the Parks & Wildlife grant programs. Jeremy Small with the Perry Sampson Park Group addressed the Council regarding pledges he has received for this grant. Council Member Leigh Porterfield made a motion to approve Resolution 2019-21 Texas Parks & Wildlife Project Application. Council Member Joyce Johnson seconded the motion. All voted in favor.

Item V. Items of Interest from Council and City Manager, and Citizens – No Action Items.

1. Downtown Renovation Project.
2. Henrietta Elevated Tank Renovation.
3. Soccer Complex @ Community Park – Ballard Street.

Item VI. Executive Session.

There was no need for an executive session

Item VII. Adjournment. Mayor David Chadwick adjourned the meeting at 5:23 pm.

David Chadwick, Mayor

Attest:

Barbara Boyd, City Secretary

RESOLUTION 2019-22

A RESOLUTION OF THE CITY OF CENTER, AUTHORIZING THE APPLICATION TO THE SABINE RIVER AUTHORITY (SRA) FOR FUNDING OF THE LAKE PINKSTON BOAT RAMP REHAIBLITATION.

WHEREAS, SRA makes available to local governments the opportunity to request funding for water and sewer projects within their service area; and,

WHEREAS, the City of Center's current water and sewer projects are predominately funded; and,

WHEREAS, Council has determined the boat ramp at Pinkston to be a priority project within the Parks Master Plan for which no funding alternatives are currently available; and,

WHEREAS, the SRA has technical capabilities to assist with identifying and coordination of boat ramp repairs;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS, THAT:

The City Manager are hereby authorized to make application on behalf of the City to the Sabine River Authority (SRA) for technical assistance and partial funding of the renovation and rehabilitation of the boat ramp at Pinkston Reservoir.

PASSED and APPROVED on the 9th day of December, 2019.

David Chadwick, Mayor

ATTEST:

Barbara Boyd, City Secretary

Sabine River Authority of Texas
Community Assistance GRANT Program
Application Form

Each entity must submit a completed **Community Assistance Grant Application form** to be considered for funding. Applications are valid for one-year from date of receipt and are considered for funding quarterly by the Sabine River Authority Board of Directors.

(Please type or print the requested information below)

Entity Information

Name of Entity (County/City/District etc.)

City of Center, Texas

Address

PO Box 1744

County

Shelby

City State ZIP Code

Center, Texas, 75935

Contact Person

Chad Nehring

FAX No.

(936) 598-2615

Telephone No.

(936) 598-2941

Email Address

cnehring@centertexas.org

Project Description Provide a brief description of the Project. **Refer to Grant Application Instructions for details.** Additional sheets may be added if needed.

Repair or rehabilitation of boat launch ramp at

Pinkston Reservoir (Lake Pinkston)

Temporary coffer dam to expose existing, deteriorating concrete

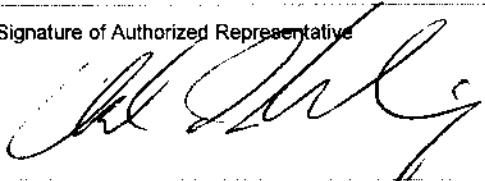
boat ramp at north end of Lake adjoining dam. Assist with

rehab or repair plan upon evaluation and direct or assist with

concrete repair/replacement as necessitated.

Project Category - costs could include feasibility studies, materials or construction costs for:	Check one Category that best describes the purpose of the Project
A. Water Supply System – Permitted capacity of a Water Supply System is being expanded or additional facilities are needed for growth.	
B. Wastewater Management – Permitted capacity of a Wastewater Treatment System is being expanded or additional facilities are needed for more stringent limits.	
C. Water Conservation - Promotes or improves water use efficiency.	X
D. Water Quality - Promotes or improves instream water quality.	
Requested Amount: (up to \$20,000)	\$ <u>20,000</u>
Local Commitment: (Amount of Local Funds)	\$ <u>10,000</u>
In-Kind Services: (Describe and value) Assessment and project management by SRA staff	\$ <u>up to \$20,000</u>
Other Sources of Funds: (Describe)	\$ _____
Total Project Costs:	\$ <u>up to \$30,000</u>

Links to Other State/Federal Loan or Grant Programs: (Identify program and status of approval)

Signature of Legally Authorized Public Official	
Printed Name and Title of Applicant's Authorized Representative Chad D. Nehring City Manager	Phone Number: (936) 598-2941
Signature of Authorized Representative 	Date: 12/3/19

Mail

- 1) Completed application
- 2) Supporting documentation
- 3) Map of project area

**Sabine River Authority of Texas
Community Assistance Program
P. O. Box 579
Orange, TX 77631**

Address questions to:
Mary Vann
Phone: 409-746-2192
Fax: 409-746-3780
Email: cap@sratx.org

RESOLUTION 2019-23

OF THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS ACCEPTING THE CONSTRUCTION ON THE ELEVATED STORAGE TANK AT PORTACOOOL WAY.

WHEREAS, the City Council accepts the actual quantities and costs of said improvements pursuant to final estimate of Everett Griffith, Jr. & Associates, Inc., Consulting Engineers; and

WHEREAS, the City Council establishes the warranty period for said improvements; and

WHEREAS, the City Council authorizes final payment to be made to the Construction Contractor.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS,

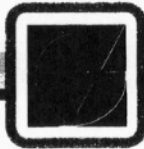
1. That the City accepts the project as constructed by the Contractor under contract, between D&M Tank LLC and the City of Center, Texas, as approved by final inspection of Everett Griffith Jr. & Associates, Inc., Consulting Engineers.
2. That the City establishes the warranty period under the provision of the contract to be in effect commencing on December 4, 2019, (date of final inspection) to remain in full force and effect until December 4, 2020, at 12:00 p.m., midnight (12 months from final inspection).
3. That the City authorizes payment to the Contractor of \$185,150.00 which represents the total cost of the project plus or minus all change orders.
4. That the City authorizes final payment to the Contractor as approved by Everett Griffith Jr. & Associates, Inc. in the amount of \$18,515.00.

PASSED AND APPROVED THIS 9th DAY OF DECEMBER, 2019.

David Chadwick, Mayor

ATTEST:

Barbara Boyd, City Secretary



Everett Griffith, Jr. & Associates Inc.

ENGINEERING • SURVEYING

December 4, 2019

Chad Nehring, City Manager
City of Center
P.O. Box 1744
Center, Texas 75935

Re: Henrietta Tank Rehab

Dear Chad:

All work has been completed on the above referenced project to the satisfaction of the City and Engineer. It is my recommendation to accept this job as complete. The one year warranty period will begin on the date of this letter.

Attached is pay request #4-Final.

Please feel free to contact me if you have any questions or comments.

Sincerely,

Bob Staehs, P.E.
Project Manager

cc: Irvin Olan
D&M Tank LLC

D&M TANK LLC

6901 Mansfield Cardinal Rd
Kennedale, TX 76060

Office Fax (817)841-8593

Office: (817)465-6370 Ext 103

APPLICATION FOR PAYMENT

TO:	Owner Representative Everett Griffith, Jr. & Associates Inc. 500,000 EST 408 North Third Street Lufkin, Texas	APPLICATION NO:	4
		APPLICATION DATE:	December 3, 2019
		PROJECT NO:	
DISTRICT:		PROJECT:	Henrietta Tank Rehab

CONTRACT DATE:	September 9, 2019	NOTICE TO PROCEED:	September 16, 2019
APPLICATION PERIOD		TIME USED THIS APP:	8.00
from: November 25, 2019		TIME USED TO DATE:	78.00
to: December 3, 2019		CONTRACT TIME:	120
		PERCENT USED:	65%

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the attached Continuation Sheet.

1. ORIGINAL CONTRACT AMOUNT (SECTION - A)	\$	175,400.00
2. Alternate Bid Item (SECTION - B)		
3. Net change by Change Orders	\$	9,750.00
3a. Net Change by Quantity Adjustments		
4. CONTRACT SUM TO DATE (Line 1 + 2)	\$	185,150.00
5. TOTAL COMPLETED TO DATE (Column 1 on Continuation Sheet)	\$	185,150.00
6. RETAINAGE: 0 % of Completed Work (0 % of Column 1 on Continuation Sheet)	\$	-
7. TOTAL EARNED LESS RETAINAGE (Line 36 Less Line 35 Total)	\$	185,150.00
8. LESS PREVIOUS APPLICATIONS FOR PAYMENT (Line 7 from prior APPLICATION)	\$	166,635.00
9. CURRENT PAYMENT DUE	\$	18,515.00
10. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 4 less Line 5)	\$	-

SUBMITTED:


D&M TANK LLC

APPROVED:


Owner Representative

DATE:

12/3/19

DATE:

12/4/19

CONTINUATION SHEET

APPLICATION NO	4
APPLICATION DATE	12/03/19
PERIOD TO	12/03/19
PROJECT NO	
PROJECT NAME	Hennetta Tanà Rehab

A	B	C	D	E	F	G	H	I	J	K				
ITEM NO	DESCRIPTION OF WORK	ORIGINAL QTY	QTY ADJUSTMENT	REVISED QTY	UNIT PRICE (\$)	COST (\$)	UNITS	WORK COMPLETED				TOTAL COMPLETE TO DATE (\$)	% (G - C)	BALANCE TO FINISH (D - B)
								FROM PREVIOUS APPLICATION (F) (QTY)	THIS PERIOD (QTY)	THIS PERIOD (%)	COMPLETE TO DATE (QTY)			
1	Unit A - 500,000-gallon EST SPOT WELDING, SMALL PLATE PATCHING AND MINOR REPAIR, INCLUDING EQUIPMENT AND MATERIALS	1	0.00	20	\$120.00	\$2,400.00	L.S.	20.00	0.00	\$0.00	20.00	\$2,400.00	100.00%	\$0.00
2	PREPARE SURFACE (INCLUDING TESTING) & REPAINT 12 MG TANK EXTERIOR IN ACCORDANCE WITH SECTION 09900, COMPLETE IN PLACE	1	0.00	1	\$165,000.00	\$165,000.00	L.S.	1.00	0.00	\$0.00	1.00	\$165,000.00	100.00%	\$0.00
3	"CENTER" LOGOS (12" TALL) COMPLETE IN PLACE	1	0.00	2	\$4,000.00	\$8,000.00	L.S.	2.00	0.00	\$0.00	2.00	\$8,000.00	100.00%	\$0.00
B1				SUBTOTAL		\$175,400.00				\$0.00		\$175,400.00		\$0.00
	Unit B - Alternate Bid Items													
				SUBTOTAL		\$0.00				\$0.00		\$0.00		\$0.00
						\$9,750.00				\$0.00		\$9,750.00		
	Change Order No. 2					\$0.00				\$0.00		\$0.00		
	Rain Days							0.00	0.00		0.00			
	Contract Days							78.00	8.00		78.00			-42.00
	GRAND TOTALS					\$185,150.00				\$0.00		\$185,150.00		\$0.00

AFFIDAVIT OF BILLS PAID

STATE OF TEXAS §

COUNTY OF §

THAT I, the undersigned, being duly sworn, say that I was the Contractor for the performance of certain work pertaining to the Henrietta Elevated Storage Tank Rehabilitation entered into the 03 day of December, 2019, between the City of Center, Texas and D&M TANK, LLC for the Henrietta Elevated Storage Tank Rehabilitation

KNOW ALL MEN BY THESE PRESENTS.

1. The undersigned hereby certifies the improvements on the aforementioned project have been fully and satisfactorily completed in conformity with the contract.
2. The undersigned further certifies that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of said contract and that the wage rates paid by Contractor and all Subcontractors were in conformity with the contract provisions relating to said wage rates.
3. The undersigned further certifies that there are no claims of subcontractors or materials suppliers for unpaid bills for labor or materials and supplies furnished in the course of the contract.

CERTIFIED TRUE AND CORRECT

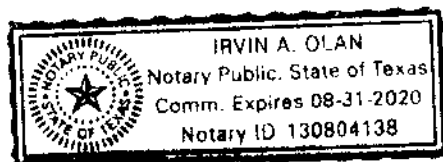


STATE OF TEXAS §

COUNTY OF §

BEFORE me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared Mario H. Vela, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed

Given under my hand and seal of office this 03 day of December, A.D., 20 19




NOTARY PUBLIC IN AND FOR
Tarrant COUNTY, TEXAS



city of center

2020 CHEMICAL BIDS

PRODUCT	NE TEXAS CHEMICAL	BRENNTAG	NAPCO	DPC
CAUSTIC SODA 50%	1.81 / GAL	2.432 / GAL	X	1.94 / GAL
LIQUID CHLORINE	.375 / LB.	X	X	.395 / LB
LAS	X	1.43 / GAL	X	X
SODIUM BISULFITE 43%	X	X	2.35 / GAL	X

PURCHASING RECOMMENDS AWARDING BIDS AS FOLLOWS:

CAUSTIC TO NE TX CHEMICAL FOR \$1.81 PER GALLON
CHLORINE TO NE TX CHEMICAL FOR \$.375 PER POUND
LAS TO BRENNTAG FOR \$1.43 PER GALLON
SODIUM BISULFITE TO NAPCO FOR \$2.35 PER GALLON

CONTRACTS ARE FOR ONE YEAR WITH THE OPTION
TO RENEW ANNUALLY FOR UP TO FOUR YEARS
PROVIDED BOTH PARTIES AGREE IN WRITING PRIOR
TO THE EXPIRATION OF THE CONTRACT

MICHAEL BOYD
PURCHASING AGENT
CITY OF CENTER TEXAS

ITEMS OF INTEREST

1. Sales Tax Analysis
2. TP&W Grant Memo
3. EPA Information

CITY OF CENTER
SALES TAX ANALYSIS

OCTOBER

NAICS Code	FY 18	FY 19	FY 20	Difference
Ag, Forestry, Fishing	3	14	5	(10)
Mining, Utilities, Const.	4,324	10,511	6,746	(3,765)
Manufacturing	23,893	21,641	24,646	3,005
Wholesale/Retail	157,682	157,299	157,786	488
Info., Fin., Prof. Svcs.	26,527	31,840	29,923	(1,917)
Education & Hlth Care	616	682	816	133
Accom & Food	28,268	28,456	30,317	1,862
Other	8,312	6,808	8,185	1,377
Public Administration	1,557	1,597	1,762	165
TOTAL	251,183	258,849	260,187	1,338

NOVEMBER

NAICS Code	FY 18	FY 19	FY 20	Difference
Ag, Forestry, Fishing	37	1	579	578
Mining, Utilities, Const.	38,556	45,966	44,814	(1,152)
Manufacturing	17,299	27,903	25,148	(2,755)
Wholesale/Retail	162,364	167,790	164,591	(3,199)
Info., Fin., Prof. Svcs.	30,460	33,802	33,246	(556)
Education & Hlth Care	613	629	731	102
Accom & Food	28,668	27,292	29,169	1,877
Other	5,993	5,999	7,178	1,180
Public Administration	1,565	1,674	1,742	68
TOTAL	285,555	311,054	307,197	(3,856)

From: Hunter Rush <hrush@mhsplanning.com>
Sent: Wednesday, December 4, 2019 4:36 PM
To: cnehrring@centertexas.org
Subject: FW: Grant Application Submitted Successfully

Chad – It's been submitted!
Thank you!
Hunter

HUNTER N RUSH, LI
903.597.6606 (O)
979.571.8719 (C)
WWW.MHSPLANNING.COM



From: tpwd-recgrants@intelligrants.com [mailto:tpwd-recgrants@intelligrants.com]
Sent: Wednesday, December 04, 2019 4:33 PM
To: hrush@mhsplanning.com
Subject: Grant Application Submitted Successfully

Your LP-2020-Center-00098 has been received.

Please note that no applications will be reviewed until after the application deadline has passed. Should any questions arise while processing your application, we will contact you.

Thank you,

Recreation Grants
Texas Parks and Wildlife

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

Important
Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS

I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

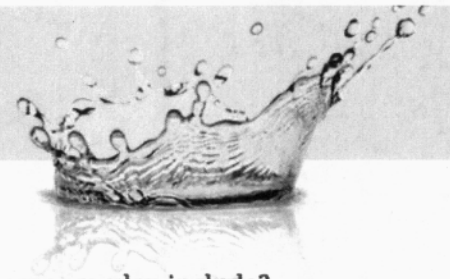
- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.



RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's Vulnerability Self-Assessment.

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- Emergency Response Plan Guidance.
- The U.S. EPA's Emergency Response Webpage.
- Local Emergency Planning Committees.

Still have questions about the new AWIA requirements?

Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



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Phone: 800-897-9425 FAX: 501-537-7778

December 5, 2019

Marcus Cameron
Utility Director
City of Center
617 Tenaha Street
Center, TX 75935-3552

Re: America's Water Infrastructure Act Compliance Service – MunicipalH2O Proposal

Dear Marcus,

Thank you for your interest in MunicipalH2O's America's Water Infrastructure Act (AWIA) Compliance Service and for allowing us an opportunity to submit this proposal for your consideration.

America's Water Infrastructure Act (AWIA) - Background

Passed by Congress in 2018, America's Water Infrastructure Act (AWIA) requires water treatment facilities serving more than 3,300 people to develop a Risk and Resilience Assessments that considers the risks to the water system from malevolent acts and natural hazards. The law also requires an Emergency Response Plan (ERP) for the water system to be developed based on the results of the Risk and Resilience Assessment.

According to EPA's Safe Drinking Water Information System (SDWIS), the City of Center water system serves a population of 5,429 which requires the Risk and Resilience Assessment to be completed and certified before June 30, 2021. AWIA regulations require the Emergency Response Plan to be completed within six months after submission and certification of the Risk and Resilience Assessment.

Pinkston Water Treatment Plant	394 CR 1211	Center	TX
Mill Creek Water Treatment Plant	1480 CR 1006	Center	TX

AWIA Compliance Service – The MunicipalH2O AWIA Compliance Service consists of the following processes and activities:

Complete Risk and Resilience Assessment

To assist the City of Center in meeting the requirements of AWIA, MunicipalH2O will perform the following activities and services to develop a documented Risk and Resilience Assessment:

1. Identify assets of the Center Water System that could be impacted by malevolent acts and/or natural hazards.

- AWIA-identified assets categories will include:
 - Physical barriers
 - Source water
 - Pipes and constructed conveyances, water collection and intake
 - Pretreatment and treatment
 - Storage and distribution facilities
 - Electronic, computer or other automated systems
 - Capital and operation needs for risk and resilience management of the system
 - Malevolent Acts asset categories will include:
 - Monitoring practices
 - Financial infrastructure
 - Use, storage, or handling of chemicals
 - Operation and maintenance of the system
2. Using tools provided by EPA, assess the risk and resilience of critical assets of the Center Water System in terms of the following:
 - Threat - natural or manmade occurrence, individual, entity, or action that has the potential to harm life, information, operations, the environment, and/or property
 - Vulnerability - physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard
 - Consequence - effect of an event, incident, or occurrence
 3. Identify the highest risks to mission-critical operations for the Center Water System
 - Assessment/identification of measures for reducing risks and/or increasing resilience of the water system
 4. Assist the City of Center in electronic submission of certification statements to EPA to confirm completion of the Risk and Resilience Assessment

Development of an Emergency Response Plan (ERP)

Provide assistance to the City of Center in updating/developing an Emergency Response Plan for the Center Water System based on results of the Risk and Resilience Assessment

1. Review existing Emergency Response Plan for the Center Water System to determine updates that may be required to meet AWIA rules or develop an Emergency Response Plan as may be required.
2. The Emergency Response Plan will address the following:
 - Details and Overview of the City of Center Water System
 - Utility Overview
 - Personnel Information
 - Primary Utility Components
 - Industry Chemical Handling and Storage Facilities
 - Safety Response Resources
 - Key Local Services
 - Resilience Strategies - Identification of strategies, resources and emergency response roles that provide for the resilience of the Center Water System in the event of a malevolent attack or natural disaster. This section will provide tables and checklists related to:
 - Water Utility Personnel Roles and Responsibilities
 - External Response Partner Roles to assist in coordination efforts
 - Basic Communication Strategies and Responsibilities
 - Emergency Plans and Procedures - Identification of plans and procedures that can be utilized to help ensure the ability to deliver safe drinking water

- Access
 - Physical Security
 - Cybersecurity
 - Power Loss
 - Alternate Drinking Water Supplies
 - Sampling and Analysis
 - Contact Lists
 - Utility Family and Personal Well Being
 - Mitigation Actions – Development of a list of actions, procedures and equipment that can be used to lessen the impact of a malevolent act or natural hazard
 - Alternative Source Water Options
 - Interconnected Utilities
 - Specific Mitigation Actions based on threat
 - Detection Strategies - Identification of strategies that can be utilized to aid in the detection of malevolent acts or natural disaster that may threaten the security of the water system
3. Assist the City of Center in electronic submission of certification statements to EPA to confirm completion of the Emergency Response Plan that incorporates the findings of the Risk and Resiliency Assessment

Pricing and Payment Schedule

The One-Time Project Fee for completion of the AWIA Compliance Service for the City of Center would be \$22,500 with payment due as follows:

\$4,500	20% Due Upon Signing of the Agreement
\$9,000	40% Due Upon Certification of the Risk and Resilience Plan
\$9,000	40% Due Upon Certification of the Emergency Response Plan
\$22,500	One-Time Project Total

Price quoted is good for a minimum of 90 days.

We will work closely with City of Center personnel to ensure the Risk and Resilience Assessment is certified to EPA prior to the June 30, 2021 deadline and that the Emergency Response Plan for the City of Center is completed and certified within six months after certification of the Risk and Resilience Assessment.

Please call or email with any immediate questions. Thank you for considering MunicipalH2O.

Sincerely,

Steve

Steve Glenn
VP Business Operations
MunicipalH2O