



November 3, 2022

Project No. 2111003

Corum Ketchum, Interim City Manager  
City of John Day  
450 East Main St  
John Day, OR 97845

c/o: Aaron Lieuallen, Senior Project Manager  
c/o: Nick Green, Catalyst Public Policy Advisors

## **RE: WMCP PROGRESS REPORT SCOPE OF WORK**

Dear Mr. Green:

The City of John Day (City) submitted their current Water Management and Conservation Plan (WMCP) for review in October 2015. The plan was approved by the Oregon Water Resources Department (OWRD) and a Final Order was issued in June 2016. By issuing this Final Order, the OWRD removed the development limitation on City Permit G-15101, allowing the City to beneficially use the full 2.23 cfs from Well #5. The current WMCP remains in effect until June 2026.

The approved WMCP report included the continuation of several 5-year benchmarks from the previous WMCP and also proposed a new 5-year benchmark. The benchmarks range from metering improvements, water auditing, and reuse of City wastewater. A progress report outlining the City's advancement towards these benchmarks was due by June 2, 2021.

CwM-H2O (CwM) understands that the City is still in need of a progress report to satisfy this WMCP condition. The requirements of WMCP progress reports for municipal water suppliers are defined in OAR 690-086-120(4). In total, there are four main items that must be included:

- a) A list of all established WMCP benchmarks and a description of the City's progress towards meeting the benchmarks.
- b) Average monthly and daily diversions under each water right held by the City for the previous five years.
- c) A summary of the latest City water audit (OAR 690-086-150(4)).
- d) A comparison of water usage in each sector as identified and described in OAR 690-086-0140(6) for the previous five years.

CwM proposes three tasks to assist the City in meeting the remaining condition of the WMCP:

- Task 1 – A review of the 2015 WMCP benchmarks,
- Task 2 – Water use data analysis,
- Task 3 – Preparation of the WMCP Progress Report.

## **Scope of Work**

### ***Task 1 – WMCP Benchmark Review***

In Task 1, CwM will review the 2015 WMCP report and 2016 Final Order to identify all 5-year benchmarks that must be addressed in the progress report. Task 1 is focused on addressing the first item from the progress report requirement list above. CwM will coordinate with City staff to summarize work completed since the WMCP report was written to reach each of the benchmarks and will present the information in a brief technical memorandum to the OWRD.

### ***Task 2 – Water Use Data Analysis***

Items b-d from the progress report requirements are related to water use trends in the City. In order to satisfy the OAR 690-086 rules, daily production data from the City's wells and spring diversions must be analyzed. If daily data is not available, then the highest frequency data possible (biweekly, weekly, etc.) should be used.

Assuming the City can provide the necessary data, CwM will summarize the City's water production by source as required by OAR 690-086-120(4(b)). Based on monthly or annual customer billing information, CwM will calculate the sector breakdown of water usage over the last five years (OAR 690-086-140(6)).

The results of the water use data analysis will be presented in a series of tables to be attached to the progress report memo from Task 1.

### ***Task 3 – Progress Report Preparation***

CwM will compile the information gathered in Tasks 1 and 2 into a progress report package to be submitted to the OWRD. This package will include a cover letter to the OWRD providing a background narrative and description of the City's water system, the tech memo from Task 1, and the data analysis tables from Task 2. The progress report will be provided to the City for review before submittal to the OWRD.

## **Cost Estimate and Schedule**

Please see the attached time and materials cost estimate to provide the above services. CwM estimates that approximately 32 hours of professional time will be required to support the proposed services for an estimated cost of approximately **\$5,080**.

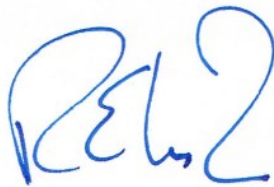
A breakdown of the cost estimate is included as Attachment 1 - Cost Estimate. We anticipate that the proposed tasks can be completed in approximately **6 weeks** of approval of this scope of work and receipt of all necessary water use data from the City.

**Contract and Work Order Authorization**

Accompanying this scope of work, you will find CwM's Work Order Authorization (WOA) for the proposal (Attachment 2). Please sign a copy of the WOA and return it for our records. The work proposed will be completed under our Master Services Agreement with the City of John Day (dated August 9, 2022). Please do not hesitate to call or email me with any questions.

Sincerely,

**CwM H2O, L.L.C.**



Robert Long, RG, LHG, CWRE  
Principal Consultant

Attachments:

- 1) Cost Estimate
- 2) Work Order Authorization

Task	Description	Labor Hours	Labor	Outside Services, Affiliates and Expenses	Total
1	WMCP Benchmark Review	11	\$1,840	\$0	\$1,840
2	Water Use Data Analysis	13	\$1,920	\$0	\$1,920
3	Progress Report Preparation	8	\$1,320	\$0	\$1,320
<b>TOTALS</b>	Project Total	32	\$5,080	\$0	\$5,080

Attachment 2  
2111003 – City of John Day WMCP Progress Report  
John Day, Oregon  
Work Order Authorization 001

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**CwM H2O, LLC**

Project Name and Site	Client Reference No.	CwM H2O Project No.
WMCP Progress Report	2111	2111003

**SCOPE OF SERVICES**

The scope of services is outlined in the attached proposal, dated November 3, 2022. This scope includes three tasks to prepare a progress report to satisfy the conditions of the 2016 WMCP Final Order.

**AGREEMENT COST**

Time and Materials estimate: \$5,080

**SCHEDULE**

The project will commence once CwM receives the signed documents. Estimated time of completion is approximately six weeks, assuming all necessary production and consumption data is provided by the City.

The work covered by this Work Order Authorization shall be performed under the terms and conditions of our active contract with the City of John Day. Please endorse the signature page of this document and return to CwM-H2O, LLC. Thank you.


Corum Ketchum, Interim City Manager  
City of John Day

By:  
Authorized Representative

Its:

Date: \_\_\_\_\_

CwM-H2O, LLC



By:  
Authorized Representative  
Robert E. Long Jr.

Its: Member Manager

Date: November 3, 2022