

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Waste Water Treatment Plant Management Support
DATE: April 3, 2007

NEEDS: For the City Council to consider appropriating funds to engage the Wallace Group to provide a Grade III operator for Waste Water Treatment operations until a Waste Water Supervisor position is filled.

- FACTS:**
1. Ed Moldrem retired as the Waste Water Plant Superintendent in August of 2006.
 2. The City opened recruitment for a Waste Water Supervisor position on September 8, 2006.
 3. To date, the City has only received two (2) applications for the supervisor position, neither of which met the minimum qualifications associated with the position.
 4. The Standard Provisions and Reporting Requirements issued by the Regional Water Quality Control Board applicable to the operation of the City's Waste Water Treatment Plant require that operation and reporting of the plant be performed by an individual with a Grade III Waste Water Plant Operators Certificate.
 5. The City is presently operating the plant without the benefit of a Grade III operator willing to certify the monthly discharge reports to the Regional Water Quality Board.
 6. The Regional Board has cooperated with City over the last several months given that recruitment for the position was underway. In as much as no applications for the position have been filed in the last five (5) months the City must take a more proactive approach to meet reporting requirements or face the possibility of fines for noncompliance.
 7. Most recently, the City retained Avery and Associates to review the compensation associated with the Water and Waste Water supervisor positions. Based on Avery's review and recommendation, City Council did adjust the compensation for these positions at the March 6, 2007 Council meeting.
 8. To meet the requirement of a Grade III operator until the position re-advertised and hopefully filled, staff contacted four (4) engineering firms to requesting proposals for contract services.
 9. Based on the responses received the City may contract for the Grade III operator position with Wallace Group subsidiary Fluid Resource Management.
 10. Fluid Resource Management provides similar services to the City of Pismo Beach and other treatment plants along the Central Coast.

11. Wallace Group proposes to provide operations and administrative support for plant operations for twelve months at a cost of \$100,000.00 (see-attached proposal).
12. Staff recommends the City enter into a Twelve (12) month contract with Wallace at a cost of \$100,000.00. The contract allows the City to terminate the contract should the City secure a permanent Waste Water Plant Supervisor during the contract period.

ANALYSIS &

CONCLUSION: The City's permit from the Regional Water Quality Control Board requires the City maintain a Grade III operator for plant operations. The City has to date been unable to retain a Waste Water Supervisor with the necessary certification. The Regional Board has worked with the City since September given that recruitment has been underway, but has informed the City that it needs to find a solution to prevent possible fines in the future. Should the Board implement fines for noncompliance, they could be as high as the estimated monthly cost for Wallace's interim service and could continue until a contract or full time operator is secured.

POLICY

REFERENCE: Standard Provisions and Reporting Requirements issued by the Regional Water Quality Control Board

FISCAL

IMPACT: There is no current appropriation to accomplish this task. It is proposed that City Council appropriate \$100,000.00 from Sewer Operation Funds to Budget Account No. 601-310-5224-164. The resulting contract would not result in the need to adjust sewer rates.

OPTIONS:

- a. Adopt Resolution No. 07-xx approving:
 - 1) The transfer of funds from Sewer Operations to Budget Account No. 601-310-5224-164; and
 - 2) Authorize the City Manager to engage the services of Wallace Group (Fluid Resource Management) to assist the City in the operation of the Waste Water Treatment Facility in the amount of \$100,000.00.
- b. Amend, modify, or reject the above option.

Attachments (2)

- 1) Scope of Work – Wallace Group
- 2) Resolution

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS AND AWARDED A CONTRACT TO WALLACE GROUP
FOR INTERIM SUPPORT OF WASTE WATER PLANT OPERATIONS

WHEREAS, the Standard Provisions and Reporting Requirements issued by the Regional Water Quality Control Board applicable to the operation of the City's Waste Water Treatment Plant require that operation and reporting of the plant be performed by an individual with a Grade III Waste Water Plant Operators Certificate; and

WHEREAS, the City of Paso Robles has sought, but been unable to secure a full time Grade III operator to assist in the operation of its Waste Water Treatment Plant since September 8, 2006; and

WHEREAS, Wallace Group proposes to provide time and material operations and administrative support for plant operations through its subsidiary Fluid Resource Management at an estimated time and material cost of \$100,000.00 for up to a twelve (12) month period; and

WHEREAS, securing Wallace Group's service will make the City compliant with Regional Water Quality Control Board requirements and reduce the potential that fines could be assessed for not providing a Grade III operator.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does approve a one time supplemental budget appropriation from the Sewer Operations Fund in the amount of \$100,000.00 to Budget Account No. 601-310-5224-164; and

SECTION 2. The City Council does hereby award a contract to Wallace Group (Fluid Resource Management) to provide a Grade III operator for Waste Water Treatment operations for a period of up to twelve (12) months in the amount of \$100,000.00, and authorizes the City Manager to execute the contract.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 3rd day of April 2007 by the following votes:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah D. Robinson, Deputy City Clerk

February 26, 2007

Doug Monn, Director of Public Works
City of Paso Robles
1000 Spring Street
Paso Robles, California 93446



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SURVEYING/
GIS SOLUTIONS
WATER RESOURCES
WALLACE SWANSON
INTERNATIONAL

Re: Wastewater Treatment Plant Management Support

Dear Doug:

Based upon telephone conversations, and subsequent meetings, including our site visit on February 2nd, we have prepared an outline to assist the City with the operation and management of the City's Wastewater Treatment Plant as well as the collection system.

Wallace Group (WG) / Fluid Resource Management (FRM) will provide interim support services to the City while a new Wastewater Treatment Plant Supervisor is hired. These services could be mutually amended by the City and WG/FRM as needed. The designated representative from FRM would be Chris Nally, a Grade III Wastewater Plant Operator. He will be identified to the State Board of Operator Certification as the City's "Interim Chief Plant Operator." His duties will include approval of timesheets for any Operators-In-Training for purposes of advancing them to Grade I Operators.

Plant management support will be provided by Chuck Ellison, Grade III Wastewater Plant Operator; Engineering / Regulatory support will be provided by Tom Zehnder P.E.

In an effort to facilitate the transition, we recommend that the City promote an existing Plant Operator to the position of Interim Wastewater Treatment Plant Supervisor. The newly appointed Interim Wastewater Treatment Plant Supervisor would be our direct point of contact at the Plant and all work direction from WG/FRM would flow through him to other City staff. In addition, the Interim Wastewater Treatment Plant Supervisor would be responsible for the day-to-day work activities of the plant staff.

WG/FRM will provide the following interim support services to the City:

Operations Support

1. Review, certify and submit monthly operating reports to the Regional Water Quality Control Board (Water Board). It is our understanding that these reports would be prepared by plant personnel and reviewed by our firm for completeness and accuracy. We would also review and submit any semi-annual and annual reports to the Water Board.

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2. Monitor plant performance and recommend modifications to plant operations through the Interim Wastewater Treatment Plant Supervisor as needed to optimize performance and reliability.
3. Provide operational guidance to plant operations and maintenance staff to assist in resolving operating issues as they arise. In addition, we will provide guidance to staff on maintenance activities.
4. In an effort to reduce the intermittent fines that are paid by the City, we would work with City staff and existing consultants to facilitate process changes to address permit violations.



Administrative Support

1. Provide management support for the wastewater treatment and collection system staff. This would be accomplished by facilitating ongoing dialog between the Director of Public Works and the Interim Wastewater Treatment Plant Supervisor.
2. Provide a written bi-weekly update to the Director of Public Works on the operation of the plant and collection system. This would include plant performance, identification of operational or maintenance issues as well as the proposed actions to resolved the issues.
3. Act as the point of contact with the Water Board for regulatory permit requirements and submittals.
4. Monitor permit requirements and assist staff in communicating required information to the Water Board as well as to the Director of Public Works. This would include reviewing the existing permit and auditing the existing sampling and testing to determine that required information is being reported. We would also work with City and Water Board Staff to address permit exceedances.
5. Assist in the preparation of budgets for the plant and collection system as part of the City's annual budget process.
6. Assist in the recruitment and selection of a permanent Wastewater Treatment Plant Supervisor. This would include an evaluation of the current salary range using a comparison of other local plants.
7. Develop recommendations for consideration by the Director of Public Works specific to plant operations, as well as staffing roles and responsibilities.
8. In concert with the City, review the 10 year plant Capital Improvement Plan that has been prepared by Boyle Engineering.
9. Assist the City's Consultant, Christine Halley, with the City Staffing Plan specific to the Treatment Plant and Collections staff as well as assist as directed with the Rate Study.

Budget for Services

We anticipate that the initial cost for the first few months for WG/FRM support at the plant and collection system will be approximately \$10,000/month on a T&M basis. This estimate would be refined once we have had a chance to further understand the needs and requirements of the City with the contract amended accordingly.

Ideally, the monthly cost would drop to approximately \$8,000/month as we are able to transition more of the operations/administrative responsibilities to the Interim Wastewater Treatment Plant Supervisor. It is our intent that FRM will transition out of this support role when a permanent Wastewater Treatment Plant Supervisor is hired over the next 6 to 12 months.



Based upon the above assumptions, on a T&M cost not to exceed basis, we have estimated the cost for 12 months of support services at \$100,000.

We have based these initial estimated costs upon the following personnel rates:

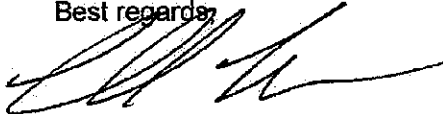
Chris Nally, Operations Manager - \$85/hr
Chuck Ellison, General Manager/Director of Operations - \$120/hr
Tom Zehnder P.E., Director of Public Works Administration - \$131/hr

The proposal that was previously provided by the Wallace Group for the development of a Pretreatment Program would remain valid and could be added to this contract or remain as a separate contract.

From a contractual standpoint, WG would be the holder of the contract with the City with FRM as a pass through cost. We would anticipate utilizing the City's Standard Professional Services contact in a form acceptable to both parties.

Please contact me with any questions.

Best regards,



Thomas Zehnder, P.E.
Director, Public Works Administration