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February 2, 2022

James Creel
John Conway
City of Ashland, Missouri
P. O. Box 135
Ashland, MO 65010
And by e-mail

RE: EXHIBIT A - Wastewater operations and maintenance scope of services - City of Ashland, Boone County, Missouri

Dear Mr. Creel and Mr. Conway:

I am writing to you to memorialize our meeting of January 21, 2022 and subsequent discussions related to the Boone County Regional Sewer District providing services for operation of the City of Ashland's wastewater treatment system and collection system.

First and foremost, we believe that the Boone County Regional Sewer District (the "Sewer District" or "BCRSD") is well qualified to provide operations and maintenance of Ashland's wastewater treatment system and collection system. Our equipment and personnel stationed in Columbia are less than 30 minutes away from Ashland. Our wastewater operators located in Columbia are skilled in operating wastewater treatment systems and have the most advanced certifications from the Missouri Department of Natural Resources (MDNR). Our management staff have a wealth of experience dealing with the technical, financial and regulatory issues involved in operating a wastewater utility.

Further, as part of developing the Sewer District's proposal to Ashland, we closely examined Ashland's collection system and treatment system. The following is the scope of services the Sewer District proposes to provide pursuant to a formalized agreement to be executed by the Sewer District and the City of Ashland.

The Sewer District will provide either a C-certified or D-certified wastewater treatment plant (WWTP) operator for 40 hours per week. The C operator has been certified since 2009 and the D operator has been certified since 2013. This operator will be under the direct supervision of an A-certified WWTP operator, who has been certified since 1996. Additionally, two other A operators are available. They have been certified since 2001 and 2011.

The City of Ashland will provide two utility workers. Duties for these workers include locating underground sanitary sewer pipelines in response to requests received from 1-800-DIG-RITE. It appears that Ashland receives about 5 requests per day.

Additional duties for the utility workers include checking Ashland's pump stations. With 17 pump stations, 15 in the community and 2 at the WWTP, it will take about 2 hours per day, 5 days per week to check all 15 pump stations.

Good practice is to check pump stations twice per week. 15 pump stations in the community will take 30 visits. 6 visits per day, 5 days per week will allow the utility workers to check all 15 pump stations twice per week. The 2 pump stations at the plant will be operated as part of WWTP operations.

Checking the pump stations entails conducting an amperage check on each pump at the pump station during each visit. Also, pump run times will be checked at each pump station during each visit to verify the alternating relay is operable. The alternating relay will be repaired if not operable.

The Sewer District operator will assist Ashland personnel in checking the pump stations, troubleshooting any problems, and making any needed repairs.

In regards to transportation for BCRSD personnel around the plant and when assisting with pump stations, BCRSD personnel may use Ashland's vehicles provided that the insurance carriers for both the BCRSD and Ashland agree that BCRSD personnel may use Ashland's vehicles. The insurance carrier for Ashland should provide written confirmation to the BCRSD that BCRSD personnel may use Ashland's vehicles. The insurance carrier for the BCRSD should also provide written confirmation that BCRSD personnel may use Ashland's vehicles. In the event that either insurance carrier objects to BCRSD use of Ashland's vehicles, Ashland will pay the rate of \$37.55 per hour for the use of BCRSD trucks around the plant and when assisting with pump stations.

Sewer District personnel will evaluate Ashland's wastewater laboratory. The goal is to perform the following laboratory methods at Ashland's laboratory:

- 1 5-day Biochemical Oxygen Demand;
- 2 Total Suspended Solids; and
- 3 pH.

An outside laboratory will be used for the following parameters:

- 1 Oil and Grease;
- 2 Total Phosphorus;
- 3 Total Kjeldahl Nitrogen;

- 4 Nitrite + Nitrate;
- 5 Ammonia; and
- 6 *E. coli*.

Sewer District personnel will be responsible for acquiring all samples, both influent and effluent, acquiring the needed testing, whether in-house or outside, and assuring the necessary chain-of-custody. Sewer District personnel will also be responsible for operational control testing, such as dissolved oxygen, pH, temperature and settleability. Costs of testing by an outside laboratory will be a pass-through of actual cost if tested by an outside laboratory, that is a reimbursable cost with no markup.

Either Ashland or BCRSD personnel will be responsible for acquiring the sample jars, those with preservatives and those without preservatives, for all parameters to be tested by an outside laboratory and transporting the samples to the lab. Either Ashland or BCRSD personnel will receive the results for reporting on the electronic Discharge Monitoring Reports (e-DMR) and will prepare the e-DMR. The BCRSD's A-certified operator will certify the e-DMR.

In regards to training, we have mutually agreed to essentially perform a start-up of the Ashland WWTP with the representatives from the following organizations present:

- 1 Allstate Consultants;
- 2 BCRSD;
- 3 Ashland;
- 4 Haynes Equipment;
- 5 Aero-Mod; and
- 6 Komline-Sanderson.

Such start-up shall not exceed three days and the BCRSD will be responsible for its costs of start-up and Ashland will be responsible for its costs of start-up, including the costs of Allstate Consultants, Haynes Equipment, Aero-MOD and Komline-Sanderson.

In addition to the above work, BCRSD will degrease up to 8 pump stations in the first 6 months at a unit cost of \$1,600 per pump station. Ashland shall choose which pump stations to degrease. After that the BCRSD will degrease other pump stations at a unit cost of \$1,600 per pump station. Typically, this involves the Sewer District's sewer jet to water blast the walls of the pump station, the Sewer District's vacuum truck to vacuum out any grease and other

debris and the Sewer District's Ford F-550 with a hoist to dip out any grease and other debris. Subsequent to this we will clean and degrease Ashland's pump stations at a cost of \$1,600 per pump station during the term of the agreement.

In the interest of accomplishing the above scope of services, the BCRSD proposes a 1-year agreement, which may be renewed for additional one-year terms. Included in the terms of the agreement, will be a written, monthly report from the BCRSD to Ashland regarding the operations of the WWTP.

Sanitary sewer service calls will be the responsibility of Ashland's personnel using Ashland's equipment. Mowing will also be the responsibility of Ashland. BCRSD personnel will perform needed repairs on the pump stations and the WWTP. Ashland will be responsible for purchasing the needed parts and equipment. Repairs outside of the capability of the BCRSD and Ashland will be contracted and paid for by Ashland.

Additionally, BCRSD personnel shall sludge judge the existing lagoon. This data will be provided to the City of Ashland for the purposes of determining whether sludge needs to be removed from the lagoon. A written proposal (subject to Ashland's written approval) for sludge judging shall be developed in accordance with any agreement between the BCRSD and Ashland. Said proposal will be developed when it gets a little warmer.

In regards to routine cleaning and sewer jetting of the gravity collection system, we recommend jetting the entire system every 3 years. If system maps indicate the pipe material, that may be reduced to every 3 years for vitrified clay pipe (VCP) and 5 years for polyvinyl chloride (PVC) pipe. Further, it may be necessary to jet some elements of the collection system on a more frequent basis. A 3-month list or a 6-month list may need to be developed depending upon known problem areas in the system. Routine cleaning and sewer jetting is not included in this scope of services.

Thank you for the opportunity to work with you on this matter. If you have any questions, please call me at 573-443-2765.

Sincerely,
BOONE COUNTY REGIONAL SEWER DISTRICT



Tom Ratermann, PE
General Manager

C: File
Virgil Farnen, BCRSD by e-mail

	Quantity	Unit Price
Degrease pump station per each	1	\$1,600.00
		SUBTOTAL:
		\$1,600.00

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**BOONE COUNTY REGIONAL SEWER DISTRICT
2022 LABOR AND EQUIPMENT RATES***

LABOR

	RATE	UNIT
Equipment Operator	\$ 31.63	hour
Wastewater Operator	\$ 32.27	hour
Wastewater/Equipment Operator	\$ 36.88	hour
Senior Wastewater Operator	\$ 44.29	hour
Senior Equipment Operator	\$ 47.53	hour
Lead Operator	\$ 51.27	hour
Project Manager/Construction Inspector	\$ 59.85	hour
Operations Manager	\$ 62.82	hour

*Exhibit
B*

*Overtime rates for labor are 1.5 times rates shown above.

EQUIPMENT

Vehicle - 1/2 Ton Service Truck	\$ 37.55	hour
Vehicle - 1 Ton 4WD Flatbed with Crane/Hoist Bed	\$ 45.45	hour
Vehicle - Dump Truck	\$ 146.15	hour
Vacuum Tank Truck (2400 Gallon Capacity) PER LOAD	\$ 729.75	Load
Vacuum Tank Truck PER HOUR	\$ 102.38	hour
Sewer Jet/Root Cutting Tool	\$ 146.25	hour
TV Inspection Trailer	\$ 146.25	hour
Centrifugal Pump 6" w/suction/discharge hoses	\$ 54.60	hour
Diaphragm Pump 3"	\$ 41.00	hour
Centrifugal Pump 2"	\$ 26.35	hour
Centrifugal Pump 1.5"	\$ 26.35	hour
Centrifugal Pump 3"	\$ 3.65	hour
1.5, 2.0 or 3" Suction Hose 20' Section	\$ 13.70	hour
1.5, 2.0 or 3" Discharge Hose 20' Section	\$ 13.70	hour
Backhoe/Trailer (Excavator)	\$ 238.80	hour
Utility Tractor/Trailer/Mower/Blad	\$ 143.20	hour
Portable Generator 8HP	\$ 41.00	hour
Triple Gas Detector	\$ 32.90	hour
Smoke Blower	\$ 22.70	hour
Ventilation Blower Portable	\$ 20.50	hour
Safety Tripod/Wincher/Harness	\$ 20.50	hour
Cutall Saw 14" Gas Powered	\$ 43.00	hour
Chainsaw 18" Gas Powered	\$ 27.60	hour

LABORATORY TESTING

AMMONIA	\$ 22.00	each
BOD5	\$ 44.00	each
E-COLI	\$ 31.00	each
GREASE & OIL	\$ 43.00	each
NITROGEN	\$ 22.00	each
NO DISCHARGE REPORT	\$ 25.55	each
pH	\$ 9.00	each
PHOSPHOROUS	\$ 26.00	each
TSS (Total Suspended Solids)	\$ 17.00	each

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