

SCOPE OF SERVICES

The following scope of service has been developed to meet the needs expressed during the June 8, 2015 telephone discussion with Steve Wall, City of Camas Public Works Director. The services to be provided as part of this Water and Sewer Revenue Requirement update effort are described below:

WATER & SEWER

Task 1: Sewer Utility Revenue Requirement Update

Using the model developed in the 2013 rate study, FCS GROUP will incorporate the latest budget and actual performance data. The update will also add two (2) years to the forecast extending the period through 2020. The Sewer update will include:

- ◆ Incorporate 2015 budget for revenues and expenses (to save budget, detailed customer statistics will not be updated)
- ◆ Review 2014 actual revenues and expenses and compare them to the 2013 study forecast
- ◆ Update existing debt annual amortization schedules for loans that were drawn since the 2013 study
- ◆ Incorporate the latest annual Capital Improvement Program (CIP) as well as the revenue bond funding assumptions for the NUGA projects
- ◆ Establish a baseline scenario for funding ongoing annual Operating and Maintenance (O&M) expenses as well as CIP
- ◆ Develop up to three (3) scenarios for alternative funding mechanisms for the annual CIP

Task 2: Water Utility Revenue Requirement Update

Using the model developed in the 2013 rate study, FCS GROUP will incorporate the latest budget and actual performance data. The update will also add two (2) years to the forecast extending the period through 2020. The Water update will include:

- ◆ Incorporate 2015 budget for revenues and expenses (to save budget, detailed customer statistics will not be updated)
- ◆ Review 2014 actual revenues and expenses and compare them to the 2013 study forecast
- ◆ Update existing debt annual amortization schedules for loans that were drawn since the 2013 study
- ◆ Incorporate the latest annual Capital Improvement Program (CIP) as well as the revenue bond funding assumptions for the NUGA projects and/or Drinking Water State Revolving Fund loans (DWSRF)
- ◆ Establish a baseline scenario for funding ongoing annual Operating and Maintenance (O&M) expenses as well as CIP
- ◆ Develop up to three (3) scenarios for alternative funding mechanisms for the annual CIP

Task 3: Meetings and Presentations

In order to review updated analysis with City staff and present findings to the City Council, FCS GROUP will:

- ◆ Meet with City staff on-site to review the results of the revenue requirement update, identify any issues and adjust as necessary
- ◆ Develop a presentation and meet with City Council to go over the results of the Sewer Revenue Requirement update
- ◆ Develop a presentation and meet with City Council to go over the results of the Water Revenue Requirement update

BUDGET

As discussed during the call, the task plan provides a budget per utility and per meeting. The City may choose to perform all included tasks and meetings or select individual components. The estimate for the identified technical tasks falls in at \$6,450 per utility. Total meetings and presentations are \$4,350.

We would be more than happy to negotiate the appropriate level of effort for this project, if we have scaled our approach out of line with the City's needs and/or expectations.

Task	Principal	Project Manager	Senior Analyst	Admin. Support	Total Estimated Hours	Total Budget
<i>Hourly Billing Rates:</i>	<i>\$225</i>	<i>\$175</i>	<i>\$125</i>	<i>\$75</i>		
Task 1: Sewer Revenue Requirement Update						
Data collection and validation	-	-	2	2	4	\$400
Update of Revenue Requirement	4	8	24	-	36	\$5,300
Up to 3 alternative scenarios.	1	3	-	-	4	\$750
Total Task 1: Sewer Revenue Requirement Update	5	11	26	2	44	\$ 6,450
Task 2: Water Revenue Requirement Update						
Data collection and validation	-	-	2	2	4	\$400
Update of Revenue Requirement	4	8	24	-	36	\$5,300
Up to 3 alternative scenarios.	1	3	-	-	4	\$750
Total Task 2: Water Revenue Requirement Update	5	11	26	2	44	\$ 6,450
Task 3: Meetings and Presentations						
- Meeting with City staff to review update (on-site)	-	8	-	-	8	\$1,400
- Sewer Utility presentation to Council (on-site)	-	8	-	1	9	\$1,475
- Water Utility presentation to Council (on-site)	-	8	-	1	9	\$1,475
Total Meetings and Documentation	-	24	-	2	26	\$ 4,350
Technology Fee (\$5.00 per hour)						\$ 350
Mileage (3 round trips)						\$ 558
TOTAL LABOR BUDGET AND EXPENSES	10	46	52	6	114	\$ 18,158