



THE
CITY OF BRUNSWICK
MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

FINANCE & UTILITY COMMISSION MEETING

BRUNSWICK CITY HALL

Wednesday, December 6, 2023

5:00 PM

Agenda

1. Smart Utility Management - Development Impact Fee Update and Water & Sewer Impact Fee Update – FYI
2. Enterprise Lease Buy-Out
3. MDE Loan Forgiveness for Grants
4. Lead Line Study

November 17, 2023

Mr. Bruce Dell
City of Brunswick
Planning and Zoning Administrator
1 West Potomac St.
Brunswick, Md. 21716

Dear Mr. Dell:

Subject: Engagement Letter for Smart Utility Management, LLC ("SUM") to Create a Streets & Sidewalks Development Impact Fee and Update the Other Existing Development Impact Fees for the City of Brunswick, Maryland

The City of Brunswick desires to add a Streets & Sidewalks category to its Development Impact Fees and also update the other existing Development Impact Fees to be based on today's costs. Brunswick wants to begin collecting Development Impact Fees to cover the City's costs to install/replace Streets & Sidewalks for new customers. Additionally, the City would like to ensure that the existing Parks & Recreation, Police, and Municipal Facilities Development Impact Fees are adjusted and brought into today's dollars as well. As a result, the following Services are proposed:

1) Create a Streets & Sidewalks Development Impact Fee

- Utilize industry standard techniques to calculate the Development Impact Fee for Streets & Sidewalks.
- Create new Ordinance language for the Streets & Sidewalks Development Impact Fee consistent with the format of the other existing Development Impact Fees.
- Present the first draft of the Streets & Sidewalks Development Impact Fee to the Mayor and Council for approval.

Fixed Fee.....\$10,500

Anticipated Date of Completion: 8 to 10 Weeks

2) Apply an Inflationary Index Adjustment to the Existing Development Impact Fees

- The three existing Development Impact Fees for Parks & Recreation, Police, and Municipal Facilities were last implemented in 2009. Due to the significant spike in inflation, particularly over the past three years following the pandemic, Brunswick would like to update its existing Development Impact Fees based on an inflationary index. This type of adjustment is already allowed for in the City's Ordinance under Section 8-7104 where it states that the "Mayor and Council shall have the right to implement periodic adjustments to the Impact Fee Schedule based on the 'construction cost index' published by the Bureau of Labor Statistics".
- Utilize the Construction Cost Index ("CCI") to update the City's three existing Development Impact Fees.
- Present the CCI adjusted Development Impact Fees for Parks & Recreation, Police, and Municipal Facilities to the Mayor and Council for approval.

Fixed Fee.....\$7,500

Anticipated Date of Completion: 4 to 6 Weeks

Please note that the Fixed Fee for these Services listed above are all-inclusive and include one in-person presentation to the Mayor and Council. Any additional time, materials, travel, meetings and reports after that first presentation to Council will be charged as Additional Services.

3) Additional Services

- Any services following the first presentation to the Mayor and Council.

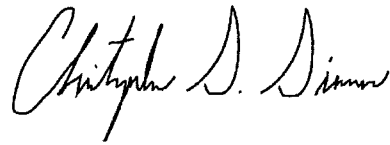
Time and Materials.....\$215.00 /hr. & materials at cost

(Travel time for in-person appearances will be at the Time and Materials hourly rate)*

Mr. Bruce Dell
November 17, 2023
Page 3 of 3

If these terms are acceptable, please sign/date below and return a copy of this executed Engagement Letter to me at your convenience and I will begin work right away. Thank you again for this opportunity and I look forward to working closely with you and the City over the coming weeks.

Sincerely,
Smart Utility Management, LLC



Christopher S. Simms
Principal

Approving Party
City of Brunswick

Signature: _____

Date of Approval _____

Name: _____

Title: _____

November 15, 2023

Mr. Bruce Dell
City of Brunswick
Planning and Zoning Administrator
1 West Potomac St.
Brunswick, Md. 21716

Dear Mr. Dell:

Subject: Engagement Letter for Smart Utility Management, LLC ("SUM") to Update the Water and Sewer Capacity Fees for the City of Brunswick, Maryland

The City of Brunswick desires to update its Water and Sewer Capacity Fees due to the anticipation of significant customer growth in the coming years. The City wants to ensure that the Water and Sewer Capacity Fees are sufficient to fund capital improvements necessary to increase the City's ability to produce and treat the additional demand on these utilities from new developments/customers. The two methods proposed for calculating the update to Brunswick's Capacity Fees are as follows:

1) Utilize the American Water Works Association ("AWWA") Guidelines

- Due to significant anticipated customer growth, it is highly recommended that the Incremental Cost Method as outlined in the AWWA handbook be utilized for calculating Brunswick's Water and Sewer Capacity Fees. This approach is designed to equitably allocate the incremental capital improvement costs for additional infrastructure required to serve any new customers/developments. The AWWA guidelines are the most widely accepted and commonly practiced methodologies in the industry; therefore, utilizing this approach would provide the most defensible results should the new fees be challenged by Developers or the Public.

Fixed Fee.....\$9,500

Anticipated Date of Completion: 4 to 6 Weeks



2) Apply an Inflationary Index Adjustment to the Capacity Fees

- Due to municipal Water and Sewer utilities not being regulated by the Maryland Public Service Commission, the City of Brunswick has the authority to design its own rates and does not require approval from any other entity. As a result, the City can explore alternate methodologies for making adjustments to its Capacity Fees as long as rates remain just and reasonable. One such alternative approach could be to adjust the Capacity Fees based on an inflationary index. This type of adjustment is already allowed for in the City's Ordinance under Section 8-7104 where it states that the "Mayor and Council shall have the right to implement periodic adjustments to the Impact Fee Schedule based on the 'construction cost index' published by the Bureau of Labor Statistics". Since Capacity Fees serve the same purpose as Impact Fees, the City could defend this approach based on the intent of its Ordinance. However, it should be noted that if this approach is selected by the City, it would be more difficult to defend those fees should they be challenged by Developers or the Public.

Fixed Fee.....\$5,500
Anticipated Date of Completion: 2 to 4 Weeks

Please note that the Fixed Fee for either/both of these methodologies are all-inclusive and include one in-person presentation to the Mayor and Council. Any additional time, materials, travel, meetings and reports after that first presentation to Council will be charged as Additional Services.

3) Additional Services

- Any services following the first presentation to the Mayor and Council.

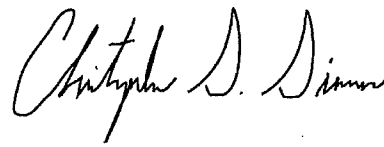
Time and Materials.....\$215.00 /hr. & materials at cost

(Travel time for in-person appearances will be at the Time and Materials hourly rate)*

Mr. Bruce Dell
November 15, 2023
Page 3 of 3

If these terms are acceptable, please sign/date below and return a copy of this executed Engagement Letter to me at your convenience and I will begin work right away. Also, I would like to say that I greatly appreciate this opportunity and I look forward to working closely with you and the City over the coming weeks.

Sincerely,
Smart Utility Management, LLC



Christopher S. Simms
Principal

Approving Party
City of Brunswick

Signature: _____

Date of Approval _____

Name: _____

Title: _____

To Purchase Leased Vehicles:

1	Yes	2019	Ford	F-350	N	XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW	\$7,440.80	30-530-12-8004	20-532-20-8004	60-533-60-8004
2	Yes	2019	Ford	F-350	N	XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW	\$9,921.09	30-530-12-8004	20-532-20-8004	60-533-60-8004
3	Yes	2019	Ford	F-350	N	XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW	\$7,440.80	30-530-12-8004	20-532-20-8004	60-533-60-8004
4	Yes	2018	Ford	Transit-350 Cutaway	N	Base w/10,360 lb. GVWR Chassis 138 in. WB DRW	\$8,949.50	30-530-12-8004	20-532-20-8004	60-533-60-8004
5	Yes	2018	Ford	Escape	N	SE 4dr 4x4	\$4,734.26	30-530-12-8004	20-532-20-8004	60-533-60-8004
							<u>\$38,486.45</u>	\$ 12,828.83	\$ 12,828.81	\$ 12,828.81



MEMORANDUM

To: Matthew Campbell, City of Brunswick

From: Jeffrey Fretwell, MD Water Infrastructure Financing Administration Director

Date: 10/13/2023

Subject: Notification of FFY 2023 Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) Funding

The Maryland Infrastructure Financing Administration (MWIFA) identified the project(s) listed below on the FFY 2023 DWSRF IUP for financing in the amount(s) shown¹.

Project Name: City of Brunswick LSL Inventory		
Program	Loan	Loan Principal Forgiveness
FFY23 DWSRF Base	\$0	\$0
FFY23 DWSRF BIL Gen Supp	\$0	\$0
FFY22 DWSRF BIL Emerging Contaminants	\$0	\$0
FFY23 DWSRF BIL Emerging Contaminants	\$0	\$0
FFY22 DWSRF BIL Lead Service Line Repl.	\$30,000	\$30,000
FFY23 DWSRF BIL Lead Service Line Repl.	\$0	\$0
Notifications of State grant funding to FFY 2023 DWSRF IUP projects will be made in Spring 2024.		

This is not a commitment to lend. Final loan and loan principal forgiveness amounts will be determined based on the MWIFA-approved project budget. All programmatic requirements MUST be completed and BPW approval received prior to receiving any SRF funding.

The MWIFA SRF Funding Coordinator for the project(s) listed above is Bambi Turner; please contact her at Bambi.Turner1@Maryland.Gov with questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

Please be aware of the following:

- Enclosed are the programmatic requirements that must be completed prior to loan closing.

¹ MWIFA may provide additional loan funding for the project if the need arises and as capacity allows.

- Loan term is up to 30 years (up to 40 years for Disadvantaged Communities), not to exceed the useful project life as determined by the State.
- Interest rates are calculated based on the monthly average Bond Buyer 11-Bond Index (BB11-BI); the Standard Rate is equal to 50% of the average BB11-BI and the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI. The interest rate for the project(s) listed above will be set based on the BB11-BI of the month preceding the loan closing. For loans that closed in Fiscal Year 2023, the Standard Rate ranged from 1.60% to 1.90% and the Disadvantaged Community Rate ranged from 0.80% to 0.90%.
- MWIFA will review the borrower's financial condition to determine if there is sufficient coverage to repay debt on the aforementioned loan(s). Please provide the three most recent years of audited financial statements, a schedule of water and sewer rates, any relevant information regarding debt commitments or factors that impact the borrowing entity's financial condition, and the dedicated source(s) of revenue for repayment for SRF financing of the project(s) to the funding coordinator.
- The Administrative Fee is 5% of the total debt service divided by 30, collected in equal annual installments over the life of the loan. This is equivalent to an interest rate impact of ~35 basis points.

Please note that the demand for SRF funding is extremely high; therefore,

- Please notify your funding coordinator as soon as possible if you choose to decline the SRF funding.
- **Projects identified for funding are expected to start construction by December 2024 in accordance with the application you submitted; funding may be deleted from projects that do not proceed to construction by this time.** The applicant will be notified of this action and will have an opportunity to reapply for future financial assistance. Notify your funding coordinator of schedule delays.

We look forward to working with you throughout the loan origination process.

Enclosure: Programmatic Requirements

Cc: Jeremy Mose, City of Brunswick
Julie Martorana, City of Brunswick
Elaine Dietz, MWIFA
Paul Emmart and Bambi Turner MWIFA Capital Planning & Finance Division
Tonya Randall and Emmanuel Osadebe, MWIFA Capital Planning Contract Division
Shauna Lu, MWIFA Accounting Unit
Larry Love and Richard Pencek, MWIFA Underwriting
Mehdi Majedi, Rajiv Chawla and Frederick Omany, Engineering Capital Projects Program
Mary R. Sheppard and Rebecca B. Reske, MD Office of the Attorney General



MEMORANDUM

To: Abigail Ingram, City of Brunswick

From: Jeffrey Fretwell, MD Water Infrastructure Financing Administration Director

Date: October 13, 2023

Subject: Notification of FFY 2023 Water Quality State Revolving Fund (WQSRF) Intended Use Plan (IUP) Funding

The Maryland Infrastructure Financing Administration (MWIFA) identified the project(s) listed below on the FFY 2023 WQSRF IUP for financing in the amount(s) shown¹.

Project Name: Brunswick Septic Connections to WWTP		
Program	Loan	Loan Principal Forgiveness
FFY23 WQSRF Base	\$0	\$0
FFY23 WQSRF BIL Gen Supp	\$431,000	\$431,000
FFY22 WQSRF BIL Emerging Contaminants	\$0	\$0
FFY23 WQSRF BIL Emerging Contaminants	\$0	\$0
Notifications of State grant funding to FFY 2023 WQSRF IUP projects will be made in Spring 2024.		

Project Name: Brunswick Stream Restoration Site S-6		
Program	Loan	Loan Principal Forgiveness
FFY23 WQSRF Base	\$525,000	\$525,000
FFY23 WQSRF BIL Gen Supp	\$0	\$0
FFY22 WQSRF BIL Emerging Contaminants	\$0	\$0
FFY23 WQSRF BIL Emerging Contaminants	\$0	\$0
Notifications of State grant funding to FFY 2023 WQSRF IUP projects will be made in Spring 2024.		

¹ MWIFA may provide additional loan funding for the project if the need arises and as capacity allows.

This is not a commitment to lend. Final loan and loan principal forgiveness amounts will be determined based on the MWIFA-approved project budget. All programmatic requirements MUST be completed and BPW approval received prior to receiving any SRF funding.

The MWIFA SRF Funding Coordinator for the project(s) listed above is Bambi Turner; please contact her at Bambi.Turner1@Maryland.gov with questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

Please be aware of the following:

- Enclosed are the programmatic requirements that must be completed prior to loan closing.
- Loan term is up to 30 years, not to exceed the useful project life as determined by the State.
- Interest rates are calculated based on the monthly average Bond Buyer 11-Bond Index (BB11-BI); the Standard Rate is equal to 50% of the average BB11-BI and the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI. The interest rate for the project(s) listed above will be set based on the BB11-BI of the month preceding the loan closing. For loans that closed in Fiscal Year 2023, the Standard Rate ranged from 1.60% to 1.90% and the Disadvantaged Community Rate ranged from 0.80% to 0.90%.
- MWIFA will review the borrower's financial condition to determine if there is sufficient coverage to repay debt on the aforementioned loan(s). Please provide the three most recent years of audited financial statements, a schedule of water and sewer rates, any relevant information regarding debt commitments or factors that impact the borrowing entity's financial condition, and the dedicated source(s) of revenue for repayment for SRF financing of the project(s) to the funding coordinator.
- The Administrative Fee is 5% of the total debt service divided by 30, collected in equal annual installments over the life of the loan. This is equivalent to an interest rate impact of ~35 basis points.

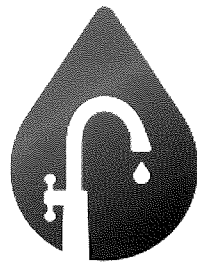
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We look forward to working with you throughout the loan origination process.

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Larry Love and Richard Pencek, MWIFA Underwriting
Mehdi Majedi, Rajiv Chawla, and Frederick Omany, Engineering Capital Projects Program
Mary R. Sheppard and Rebecca B. Reske, MD Office of the Attorney General



120Water™

City of Brunswick, MD

Proposal: Service Line Inventory

Submission To:

Matt Campbell

mcampbell@brunswickmd.gov

Response Submitted By:

120Water

250 S Elm Street
Zionsville, IN 46077
120Water.com

Primary Contact:

Liz Johns

Maryland State Rep
liz.johns@120water.com
317.670.2543

Service Line Inventory

Introduction:

Service line inventories are the foundation from which water systems take action to address a significant source of lead in drinking water - lead service lines (LSLs). Establishing an inventory of service line materials and identifying the location of LSLs is a key step in getting them replaced and protecting public health.

A comprehensive and accurate inventory has many additional benefits beyond regulatory compliance. Inventorying service line material permits notification to consumers about potential lead risks affecting them, which can facilitate customer actions to reduce lead in drinking water, including flushing, use of filters certified to reduce lead, and customer-initiated LSLR. Inventories allow water systems to publicly track their progress on LSL identification and replacement, engaging the community and enhancing transparency. Inventories can also help water systems and consumers determine the source of high lead levels in drinking water at a home or building and the possible solutions for reducing exposure. Inventories can also make LSLR programs more efficient. Even incomplete inventories may create cost-saving opportunities for water systems by better targeting locations served by LSLs, stretching the value of internal or external funding that water systems receive, such as from the BIL. In addition, service line inventories can help inform decisions for other drinking water rules and could inform future needs surveys and potential future costs.

Objectives:

The LCRR requires CWSs and NTNCWSs to develop a publicly available service line inventory that includes material classifications (Lead, Galvanized Requiring Replacement (GRR), Non-Lead, or Lead status unknown) of all service lines connected to a public water distribution system (40 CFR §141.84(a)(2)). This inventory must define service line ownership, and where dual ownership applies, materials must be defined on both the PWS and customer portion of the line to accurately provide a single classification per service line.

City of Brunswick, MD and 120Water are entering into an agreement to collaborate and develop a Preliminary Service Line Inventory. A Preliminary Service Line Inventory or *Records Based Inventory*, is an initial evaluation of all records that are publically available and widely available within the Utility. Establishing a Preliminary Service Line Inventory is the first step in achieving compliance with Revised Lead and Copper Rule. The objective of this scope of work is to establish a Preliminary Service Line Inventory within the defined term duration.

Scope of Work:

Developing a preliminary inventory is Phase I of the LSLI process. The goal is to identify, gather, organize, clean and categorize the data appropriately for Implementation into the 120Water Platform. Here is the process describing the various sections for Phase I of the LSLI process:

- The *Consider* section outlines the steps that follow once we work with the client to identify data sources and receive the data from the client
- The *Clean* section details steps for bringing the data into a coding environment and preparing the data so that it can be combined
- The *Combine* section details steps for merging data from different sources into a centralized LSLI data source. It is likely that the clean and combine processes will overlap when interacting with the data
- The *Verify* section outlines the steps for organizing the data so that Verify can be budgeted and prioritized

Consider

The first step is to determine the best way to pull together the data set by leveraging some unique combination of the data sources that were previously identified. The goal is to consider “combine potential” by taking a closer look at the data. When developing a records-based LSLI, the current LCRR language permits the following as records:

- (i) All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system.
- (ii) All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.
- (iii) All inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.
- (iv) Any resource, information, or identification method provided or required by the State to assess service line materials.

It should be noted that the State may approve other sources of information not listed below for a system to use in their preliminary inventory. As states come up with their own policies, more information around these additional, acceptable sources will come to light. EPA is in the process of drafting and releasing Lead Service Line Inventory Improvements, as those are released, the Preliminary Inventory may be adjusted.

Data Variable / Dataset	What to Look For
<i>GIS Shapefiles</i>	
Customer Locations	Includes street addresses or latitude/longitude data
Service Lines	Where the service lines are located, material type, pipe size
Meter Locations	Where the water meters are located
Meter Type	The type of water meter installed, type of customer served detected through meter size (residential versus commercial)
Tax Parcels	Building age and building assessed value
Water Mains	Where water mains are located, material type, pipe size
Zones/Neighborhoods/Wards	Map of how the city/community is organized, helps with LSLI prioritization
<i>Work Order System</i>	
Service Line Repairs	Looking for material installed, date installed to cross-reference with Ban Dates (1988-1990), pipe size
Service Line Replacements	Looking for material installed, date installed to cross-reference with Ban Dates (1988-1990), pipe size
Meter Repairs	Pipe materials on either side of meter location, date installed, pipe size
Meter Replacements	Pipe materials on either side of meter location, date installed, pipe size
<i>Customer Billing System</i>	
Unique Customer ID	Such as a unique account number or other code used to identify that specific customer
Unique Location ID	Location code, street address, or latitude/longitude
Customer Type	Residential, Commercial, Industrial Customer Types All customer type SLs have to be inventoried

	<p>but PWS might want to narrow in on residential first</p> <p>Commercial and industrial user SLs are typically larger and pump a lot of water through. Lead is not ideal for larger pipes, lead is better for smaller pipes because of malleability. Can help prioritize. If the pipe is > 2 inches, then they <i>likely</i> do not have lead</p>
Meter ID	
Tax Parcel Data / Records	
Tax Parcel Identification Number (PIN)	Provides a unique identifier to support data merge
Home Year Built	<p>Right now we cannot use home built date as a justification for classifying materials type. As-built year can be used as a cross comparison point.</p> <p>You can cross check as-built with home built date from the tax parcel data BUT it does not count/ is not accepted as proof from the EPA (unknown really if they will accept it/not clear right now) that an LSL doesn't exist.</p> <p>One example for where As Builts will be helpful is for <i>neighborhoods established/constructed dates</i>. With the City of Brunswick, MD if we can prove if a neighborhood was built after the state's lead ban date, then EPA is fine with that as proof.</p>
Lot Size	Smaller lot is more likely to be associated with higher levels of lead, correlation with assessed value
Property Type	Fallback if we do not get this data on Residential, Commercial, and Industrial from the client
Latitude/longitude	Location identifier (If client cannot provide this data)
Street Address	Location identifier (If client cannot provide this data)
Home Assessed Value	Correlation between home value and probability of lead in SL and internal plumbing

	(the lower the home value, the higher the SL probability) Useful for environmental justice considerations
Tier Sites Data	
Street addresses	Can use street addresses to connect tier site sample results to specific addresses in our baseline file
Subdivisions or neighborhoods	Can use this as supplemental information to help us understand whether or specific subdivision or neighborhood has a lot of lead exceedances
Lead concentrations from sample results (ppb or ug/L)	Use this information to help us understand the probability of a lead service line
LCR event months and year	Use this longitudinal data to understand how lead concentrations have evolved over time and helps us understand the probability of a lead service line

Clean & Combine

Cleaning and combining the data means to modify, reorganize, and adjust the data in a way that prepares it for more in-depth analysis. Cleaning and combining data happen simultaneously and the process used is contingent on the type of data sources provided and how the data is organized.

120Water Program Consultants will review and analyze all records to determine which locations in City of Brunswick, MD service area are known to be Lead, Non-Lead, GRR or Unknown which permits identifying areas where LSL's are most likely to exist.

Verify

At this point in the process, a compliant Service Line Inventory has been reached. The goal of this stage is to understand the inventory findings and evaluate what the future holds. Through the Verification Workshop, 120Water will provide a detailed summary with the recommendations of how to verify lead status unknown given the various methods approved by the EPA but also the State Agency. Within this report, 120Water will provide a cost analysis for the verification efforts.

Deliverables:

- 120Water Platform
 - Preliminary Service Line Inventory
 - Locations Based
 - Inventory Classification Report
 - Public Transparency Dashboard
- Verification of Lead Status Unknown Report
 - Draft Budget for Verification
 - Recommendation of Verification Methods

Project Milestones/Schedule:

Milestone 1 - Client Kick-off Meeting and Platform Delivery

Host: 120Water Client Success Team

Description: The Client and 120Water have hosted and completed the Project Kick-off meeting. In this meeting, the 120Water Platform is shown to the Client with invitations being received by the Client from Client Success. The goal of this meeting is to begin the Client Onboarding Process and establish the External Knowledge Transfer from the Client to 120Water's Client Success and Program Consulting Teams.

Result: Project Kick-off Meeting Complete - Timelines and Expectations Established - Platform Invitation and Delivery

Deliverable: 120Water Platform

Milestone 2 - Data Investigation Call Complete

Host: 120Water Program Consultant

Description: The most important component of 120Water developing a Preliminary Inventory begins with the external knowledge transfer with an investigation of all of the various data sources that exist within the utility. It is critically important that the 120Water Program Consultant identify and familiarize themselves with these data sources so we can begin developing the Methodology Document as well as internalize the application of organizing, cleaning and merging these various data sources.

Result: Data Investigation Call is complete and a path forward for transferring identified data sources to the 120Water Program Consultant.

Milestone 3 - Inventory Evolution through Tax Parcel Data

Host: 120Water Program Consultant

Description: Tax Parcel Data plays a pivotal role in creating a Lead Service Line. Within this data set includes Home Age, which is an initial source for identifying lead status unknown per various state regulations.

Result: First evolution of Inventory Status from unknowns to classified know or likely known materials

Milestone 4 - Platform Training - Verification Workshop + Workflow

Host: 120Water Client Success

Description: Now that locations and services are loaded into the 120Water Platform, the client needs to be trained on how to access the platform and how to document any verification efforts that take place during the preliminary inventory development phase. This is critical for ensuring all information and data are most up to date.

Result: Client is enabled on how to track information through the platform and directly through the logbook (offline).

Deliverable: Excel Logbook for Field Services if Platform Access is unavailable

Milestone 5 - Incorporation of Batch 1 of Client Data

Host: 120Water Program Consultant

Description: Applying Batch 1 of Client Data to the Preliminary Inventory inclusive of Tax Parcel Data. Customer Billing is mandatory to be included in Batch 1 of Client Data.

Result: Tax Parcels overlaid with Customer Billing Locations equate to a robust starting point for establishing a Lead Service Line Inventory.

Milestone 6 - Baseline Compliant Inventory

Host: 120Water Program Consultant + Client

Description: All Customer Billing Locations have been identified and service lines tied to each location. Service Line materials may be documented as non-lead or likely non-lead (based on home age) and unknown. Unknown service line materials are allowed for the initial preliminary inventory submission.

Result: A preliminary inventory has been established and a plan for further verifying various records continues.

Milestone 7 - Incorporation of Batch 2 of Client Data

Host: 120Water Program Consultant

Description: All remaining data sources have been identified and evaluated for the effectiveness of signifying service line material. All records have been cleaned, joined and imported into the 120Water Platform.

Result: Preliminary Inventory has been completed with the evaluation of all service line records.

Milestone 8 - Preliminary Inventory Delivery & Verification Recommendation

Host: 120Water Program Consultant

Description: The Preliminary Inventory has been finalized with all data imported into the 120Water Platform. Initial findings with a recommended verification plan have been documented and are ready to be presented to the client.

Result: Client has received the Preliminary Inventory and Verification plan for mitigating lead status unknown. The template released in the EPA's August 2022 LSLI guidance will be the default format for delivery of your Preliminary Inventory. If and or when a state specific template is released your Preliminary Inventory will be formatted to meet that state specific template requirement.

Deliverable: Completed Preliminary Service Line Inventory & Verification of Lead Status Unknown Report

Milestone 9 - Public Transparency Dashboard Created

Host: 120Water Program Consultant

Description: The Public Transparency Dashboard functionality has been turned on in Backoffice and is ready to be presented to the client.

Result: Given the clients plans for the sharing the service line inventory, location, timing, etc - this functionality is ready for the client to implement.

Milestone 10 - Verification Go-Live

Host: 120Water Program Consultant + Client

Description: Verification Recommendation has been presented and the client has agreed to implement a method of verifying lead status unknown.

Result: A method of verification is being implemented by the client for verification. Inventory updates as part of execution of verification strategy provided in this contract and/or field information captured by City of Brunswick, MD staff and entered into the 120Water database.



120Water

City of Brunswick - MD - LSLI

Matt Campbell

mcampbell@brunswickmd.gov

+12403443939

Reference: 20231102-101534588

Quote created: November 2, 2023

Quote expires: December 2, 2023

Quote created by: Liz Johns

liz.johns@120water.com

Comments from Liz Johns

Contract start date at time of signature.

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
PWS Pro PWS application with Inventory, Program & Event Management & Workflows	\$9,000.00 /year	1	12
LCRR Managed Service LCRR Coaching & guidance through Inventory Building, Verification, on-going management, Sampling and Communication. Our team will provide assistance in Inventory Building through the normalization of CSV & Excel data exports to create a concise list of service locations and the asset records to coincide. Material Classifications are the responsibility of the water system but we will work together to identify best practices for identifying those materials.	\$5,000.00 /year	1	12
Comms + PTD Module Communications & PTD Module added to PWS Pro - Enables Designing and Sending of Letters, Postcards & Publicly Available Service Line Map	\$1,500.00 /year	1	12

Item Name & Description	Unit Price	Quantity	Term (months)
Outbound mailer with return postcard 8x12" Clarksburg-style outbound mailer with tear-off BRM postcard and Tronitech transcription	\$2.83	1,000	
Communications & Design Design & Consulting for communications - SOW based price	\$5,000.00	1	12
Annual subtotal			\$13,400.00 after \$2,100.00 discount
One-time subtotal			\$6,938.50 after \$891.50 discount
Total			\$20,338.50

Purchase terms

Net 30 billing.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Liz Johns
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