

Emergency Action Plan (EAP)

Lake Waynoka Planning Process Steps
Addendum 1 to Earthen Dam Report

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Approved by: _____

Date:

ABSTRACT

These guidelines are designed for WPOA, Brown County, the State of Ohio and Federal agencies to generally follow to coordinate and expedite decisions needed during an emergency to return the affected facilities to their former operating conditions. The document contains the purpose, goals and an overview of the logic, timing, and responsible parties contributing to the timely decision making that is required to accomplish the goals. A detailed list of steps and responsible parties for those steps are included. A periodic review of this material is to ensure that it is updated as required by WPOA Board members and membership to ensure that timely decisions are made.

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Lake Waynoka EAP - Emergency Action Plan

Vision

- **WPOA does not have a comprehensive written plan to handle emergencies.**
- **This process fills that need for the membership and the WPOA Board.**

Purpose

- **To be prepared** to provide directions in a timely manner
- **To provide guidance** to three decision Action Groups
- **To understand** decisions Action Groups need to make
- **To define actions** needed for each Action Group
- **To provide Information** so that the next group can take actions needed

Goals & Objectives

- **Emergency actions should take place in a safe, timely and cost-effective manner.**
- **Delays in action decisions could cost lives, or result in additional cost to the WPOA membership**
- **WPOA GM (General Manager) shall coordinate action activities** to restore the facilities impacted by the emergency.
- **Action Decision Groups**
 - **External Agencies** are ODNR, Brown County 911 Communications Center, Local Fire and Police Departments, EPA, Brown County EMA, Cincinnati HAZMAT services, Sardinia/Russellville Squad services, Building Permit agencies
 - **Engineering/Technical Services** include engineering firms, outside contractors, architects, banks, insurance companies, legal firms, WRWSD
 - **The WPOA Board** who authorizes WPOA funds to respond to the emergencies

Process Steps Narrative

This narrative describes how to use this entire document. The document can be used for many emergency situations that require investigation, facility engineering, finance of funds which are beyond the existing means of the WPOA board rules and regulations, construction and return to operating conditions.

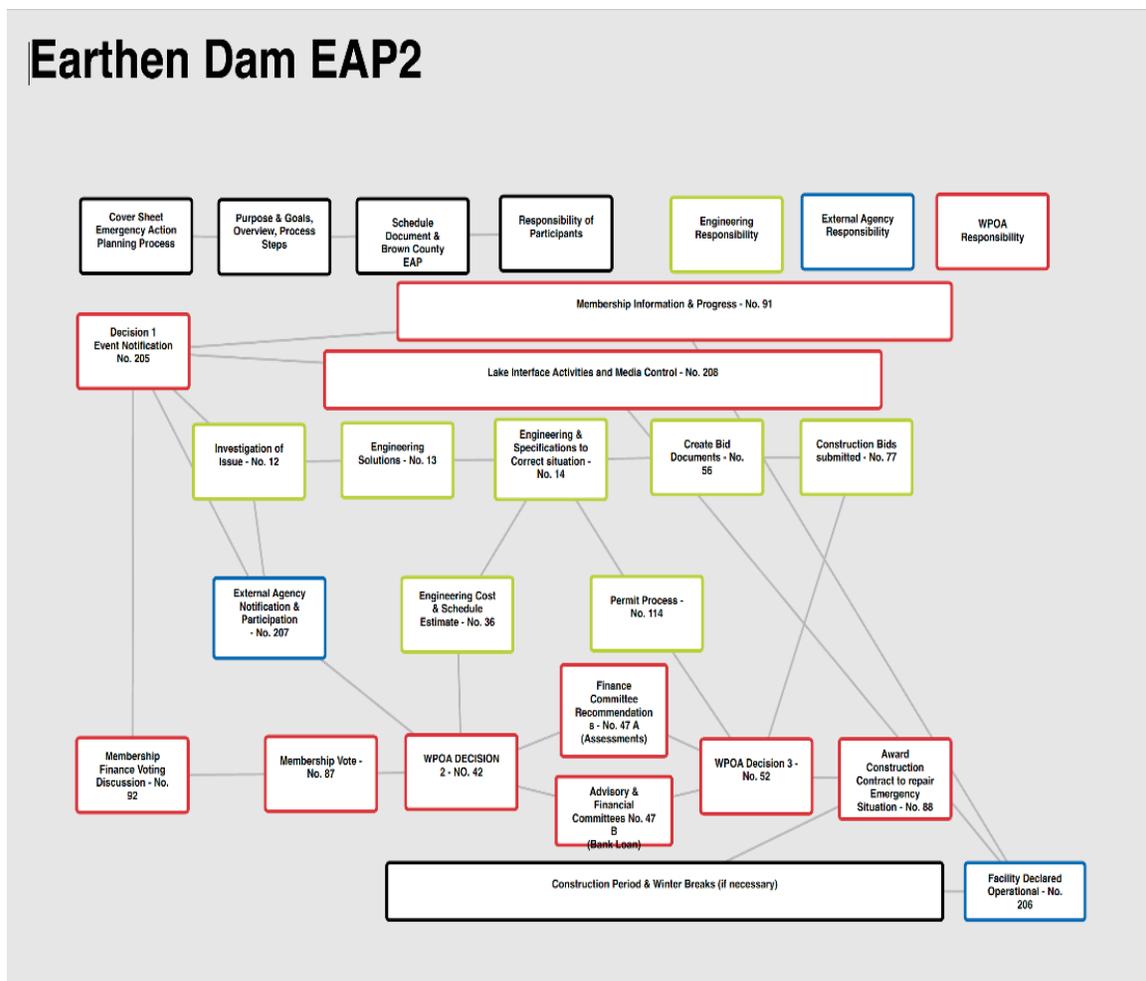
- The Flowchart, page 6, defines the order in which process steps should be executed.
- The Responsibility Matrix Summary, page 7, defines who are the primary and secondary positions involved in each activity.
- The Schedule, page 8, defines the time sequence and approximate duration of the process steps.
- The scope of each planning activity is included in pages 9 through 27. Each planning activity includes the following:
 - **Who** is involved in the task
 - **WPOA board** involvement
 - **What** needs to be done, documents needed, decisions to be made
 - **Where** does the work take place
 - **Duration** of the activity
 - **Why** must this activity take place

There are four **groups** of process steps as shown in the Flowchart on Page 6.

- Technical – Activity 12-13-14-56-77-36-114
- External Agency – Activity 205 - 207
- WPOA Board responsibility – 92-8
- General

Flow Chart

- The Flowchart, page 6, defines the order in which process steps should be executed. Prior to any activity starting, the prior activities should be completed. Specific decisions (1-2-3) require that information needed by the WPOA board should be provided by various organizations in order that a decision is made and an authorization to proceed with the following action can start.
- The flow chart (below) is a sample of a complex emergency such as failure of the Earthen Dam.



This flowchart represents the types of process steps, the sequence and relationships of detailed activities included in an Emergency action plan.

Responsibility Matrix

P = Primary
 S = Support
 * = 911 Directed

Process Responsibility Matrix R5

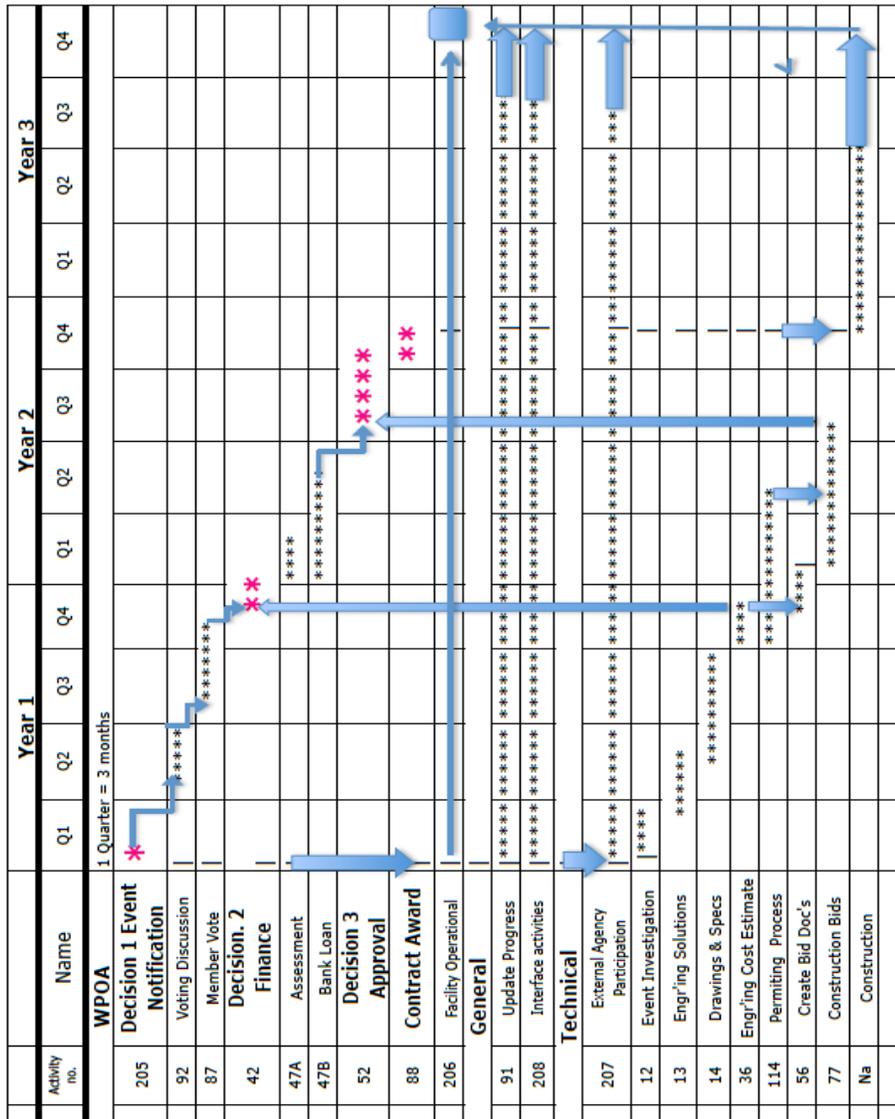
Activity Number	Groups =	WPOA Board	GM	WRWSD	WPOA Security	Finance & Advisory	ODNR	EMA - EPA	Fire Dept.	Brown County Insurance Co.	Engineering Firm	Legal	Contractor	EPA	Brown Co. Officials	Media	Membership	Comments P= Primary S= Secondary
		Activity Description																
205	Decision 1 EAP EVENT NOTIFICATION	P	P	S	S		P	*	*	*	P	S		*	*		S	
12	Investigation	S	P	S	P		P	S			S	P	S					
13	Develop Solutions	S	P	P			P	P			P							
14	Engineering	S	P	S			P				P							
36	Engr Cost Estimate	S	S				P				P							
114	Permitting	S	S				P	S			P	S						
91	Membership Information & Progress	P	P	S	S			S			S							P
87	Membership Vote Rules	P	S	S	S			S			S							
92	Membership Vote Finance	P	S	S				S										P
42	Decision 2 Finance	P	S			S						P						
56	Prepare Bid Documents	S	S								P	P						
77	Bid Construction Contract	S	P								P		P					
47A/B	Determine Commercial Finances	S	S			P						S						
52	Decision 3 Approve Finance Package	P	P			S					P	S						Add Bank rep.
88	Decision 4 Award Contract	P	P	S								P	P					
95,102,195	Construction	S	P	S	S			S	S	S	P		P					Contractor
208	Media & Lake Interfaces	S	P	P	**P			S		S	S					P	S	**Police Chief is Media Contact
206	Operational Facility	P	P	S			p					p						
207	External Agency Notification & Participation	S	P	S	S		P	P	S		S	P	S		P	P		P

Schedule

Description

The schedule shown below represents the typical sequence of typical activities for an emergency situation. The sequences are typical, but the durations (estimated) can vary due to the type of emergency. The emergency shown is for one of the greater risk at Lake Waynoka. This risk has a low probability, but a high impact. The critical path flows through the technical activities until the WPOA board approves the execution of the technical contract and the operational approval of the restored facility.

EAP 2 Schedule Sequence



Note : This schedule represents a sequence of activities typical of many emergencies, but this schedule is for one of the higher risks, the Earthen Dam.

Planning Activity 205: Decision 1 Event Notification

1. What resources are needed for this task?
General Manager, WPOA Board President, ODNR, Insurance Company representative, Brown County 911 Communications Center
2. What is the WPOA Board involvement in this task?
The General Manager will follow the Emergency Action Plan from Brown County (in case of a Dam Emergency) or call the Brown County 911 Communications center.
3. What is the scope of this task?
 - a. What needs to be done?
 - GM call externally the 911 Communications Center who in turn calls the EMA, EPA, Fire Department necessary, Sheriff Office, and the Brown County officials as necessary,
 - GM internally calls Security, President of the WPOA board who in turn notifies the WPOA board members.
 - b. What documents may be needed?
Brown County
EAP (Emergency Action Plan)
 - c. What decisions will need to be made to continue?
Notification of the event followed by Activity External Agency
Mobilization at a later time.
4. Where will the work take place?
Will it be internal to the lake? Yes
Will it be external to the lake? Yes
Will it be located in another city? Yes
5. When and how long will it take to perform the tasks? Why?
No later than 3 hours after the event
6. Why should this task take place?
It is necessary to ensure safety and security of people down-stream of the dam or fire in a WPOA facility. Different emergencies will demand their own set of resources and notification processes.

Planning Activity 208: Lake Interface & Media Control

1. What resources (positions) are needed from what organizations to carry out this task?
 - **During initial response - Brown county EMA, ODNR, Waynoka maintenance, and police department.**
 - **After stabilization - Waynoka Maintenance, ODNR, Buckeye Engineering, Army Corp of engineers, Misc contractors for items beyond our ability.**
2. WPOA Board involvements:
 - Carefully inform membership of the situation and actions being taken.
 - Have an emergency meeting of the board and give the board President some temporary emergency powers to act on the board's behalf and access money's that may need to be released and spent during the response.
 - After stabilization appoint a committee for membership communication and a committee to deal with the coming reconstruction.
3. What is the scope of this task? Use action verbs to define actions.
 - a. What needs to be done?
 - Stop the water from doing more damage and stabilize what is left of the dam for water control.
 - Start working a plan for long and short-term repairs
 - b. What documents may be needed?
 - The dam EAP
 - Brown County EAP
 - Engineering drawings of the dam itself.
 - An emergency declaration is needed to empower the WPOA President to act for the board.
 - c. What decisions will need to be made to continue?
 - Finance and bid awarding.
4. Where will this work take place?
 - a. Will it be internal to Lake Waynoka?
 - On site at the dam for those working on the dam
 - Front office for small meetings
 - Lodge or Rec Center for membership meetings.
 - b. External to the Lake?
 - County EMA or Commissioners office
 - ODNR
 - c. Located in another city? Possibly
5. When and how long will it take to perform this task? Why?
 - Full restoration could take 3 to 5 years. The gears of government move slowly.
6. Why should this activity take place?
 - The operation of the lake community should remain as normal as reasonable during the restoration of a facility.

Planning Activity 91: Membership Discussion

1. What resources are needed for this task?
 - The membership, the WPOA Board, the General Manager

2. What is the WPOA Board involvement in this task?
 - Conduct monthly meeting or ad hoc meeting to appraise the emergency restoration progress and current situation.

3. What is the scope of this task?
 - a. What needs to be done?

Conduct a normal monthly WPOA monthly meeting including a special agenda item about the emergency situation. As necessary, the President of the Board shall call an ad hoc meeting that the membership will be asked to attend.
 - b. What documents may be needed?

Normal agenda
 - c. What decisions will need to be made to continue?

Discussion on the progress to be made

4. Where will the work take place?

Will it be internal to the lake? Yes
Will it be external to the lake? No
Will it be located in another city? NO

5. When and how long will it take to perform the tasks?

This gathering will happen on the second Saturday of each month. Items for discussion will also take place at the Monthly Workshop on the Monday prior to the Monthly board meeting.

6. Why should this task take place?

The purpose of this task is to keep the membership apprised of upcoming decisions and the progress of all activities.

Planning Activity 12: Investigation of Issue

1. What resources (positions) are needed from what organizations to carry out this task?

General Manager, WRWSD, Security, ODNR, Buckeye Engineering (Engineer of Record), Brown County EMA, Soils Contractor

2. WPOA Board involvements:

Authorize initial actions and contracts

3. What is the scope of this task?

a. What needs to be done?

Stop spillage from the dam, close roads as necessary, assess damage to WRWSD, investigate status of dam, stabilize to prevent further failure

b. What documents may be needed?

Dam design drawings and specifications, WRWSD design documents for dam area, Brown County Emergency Action Plan

c. What decisions will need to be made to continue?

Will need decisions to address all items in 3.a

4. Where will this work take place?

a. Will it be internal to Lake Waynoka? Yes

b. External to the Lake? Yes

c. Located in another city? Yes

5. When and how long will it take to perform this task?

Approximately 2 months, but is highly dependent on the extent of the damage to the dam, roadways, and pipelines

6. Why should this activity take place?

Investigation of the extent of damage and the probable cause is necessary in order to determine solutions and conduct the required repairs.

Planning Activity 207: External Notifications

1. What resources are needed for this task?
 - Brown County Public Safety Director – who will notify the following organizations: EMA, Applicable Fire Departments, Sheriff’s Office, EPA, WRWSD, 911 Communications Center, ODNR
 - WPOA Board President
 - Lake Waynoka Insurance Provider
 - Lake Waynoka Security & Police Department

2. What is the WPOA Board involvement in this task?

The General Manager will notify the external notification members listed

- The GM will notify the President of the WPOA who will in turn notify WPOA Board Members
 - Contacts need to be prioritized ahead of an event.
3. What is the scope of this task?
 - a. What needs to be done?
 - Phone notifications and messages
 - b. What documents may be needed?
 - Dam – Brown County EAP (Emergency Action Plan) located in the EMA office, ODNR, the Administration Office
 - c. What decisions will need to be made to continue?
 - The GM will arrange for the correct parties to come to the Lake to coordinate activities related to the lake.
 - The Director of Public Safety will serve as the coordinator of all activities related to the downstream activities as related to a Dam release emergency.
 - Implement the ODNR, EPA decisions
 - Implement the emergency plans as to Lake Waynoka actions such as site access, traffic routing,

4. Where will the work take place?

- a. Will it be internal to the lake? Yes
- b. Will it be external to the lake? Yes – at the communications center in Georgetown OH
- c. Will it be located in another city? Yes

5. When and how long will it take to perform the tasks?

The GM of Lake Waynoka should notify the Brown County authorities immediately upon the incident event. This should be a single call and Brown County is prepared to notify the other responsible parties immediately. This may take place in the first 1-2 hours after the event.

6. Why should this task take place?

It is imperative that the emergency notifications are issued in the fastest and most efficient manner to minimize the impact on injuries and life.

Planning Activity 92: Membership Finance Voting Discussion

1. What resources (positions) are needed from what organizations to carry out this task?
 - WPOA Board
 - WPOA Finance Committee
 - WPOA General Manager
 - Membership
 - WPOA Treasurer
 - WPOA Rules & Regulations Committee
2. WPOA Board involvement:
 - The WPOA Board...
 - a. Needs to convene a meeting with the named participants to discuss what option(s) are available to select a method to finance an emergency that may cost more money than the WPOA has in its emergency reserve fund.
 - b. Will provide guidance to the Election Inspectors to prepare a ballot to those options requiring a vote under the WPOA CODE of Regulations.
3. What is the scope of this task?
 - a. What needs to be done?

There are two options under the 1996 Code of Regulations and the WPOA 2018 Restrictive Covenants:

 1. The WPOA Board can develop an amendment to the CODE of Regulations permitting the Board to borrow money. Such an amendment could take at least three different forms:
 - a. An amendment to ART. V, Section 1 of the CODE of Regulations that would permit the Board to borrow money in any amount without a membership vote.
 - b. An amendment to ART. V, Section 1 of the CODE of Regulations, that would permit the Board to borrow money up to a certain amount, above which a membership vote would be required.
 - c. An amendment to ART. V, Section 1 of the CODE of Regulations, that would permit the Board to borrow money for a specific project or type of project, such as emergency, dam failure, weather-related event, etc.
 2. The WPOA Board can adjust dues and/or assessments at any time. [CODE Definitions: DUES; ART. II, Sub-section 6.1; Restrictive Covenants, Par. 8, as amended 6/23/2018.]

- b. What documents may be needed?
 - WPOA CODE of Regulations
 - WPOA Restrictive Covenants
- c. What decisions will need to be made to continue?
 - The Board will need to provide a discussion on each of financing option(s) as a starting point.
 - 1.a If the Board selects Option 3.a.1.a, See Activity Number 87 for the process that needs to be followed. *If proposal to borrow money is approved by membership vote, see Activity Number 47B for process that needs to be followed.*
 - 1.b If the Board selects Option 3.a.1.b, See Activity Number 87 for the process that needs to be followed. *If proposal to borrow money is approved by membership vote, see Activity Number 47B for process that needs to be followed.*
 - 1.c If the Board selects Option 3.a.1.c, See Activity Number 42 for the process that needs to be followed.
 - 1.d If the Board selects Option 2, See Activity Number 42 for the process that needs to be followed.
- 4. Where will this work take place?
 - a. Will it be internal to Lake Waynoka?
 - Most of the activity will be at Lake Waynoka, although information may need to be secured from outside the Lake.
 - b. External to the Lake? No.
 - c. Located in another city? No.
- 5. When and how long will it take to perform this task?
 - Probably about two months in order to understand and explore the various options.
- 6. Why should this activity take place?
 - Funding will be necessary to pay for repair and/or re-construction of the affected emergency facility.

Planning Activity 13: Engineering Solutions

1. What resources are needed for this task?
External Agencies, including ONDR, EPA, Brown County EMA,
Internal - WRWSD, GM
2. What are the WPOA Board involvements in this task?
Monitor the situation, a representative at meetings to gain an understanding,
provide funding from General Emergency Reserve fund for payments
required for the activities taking place.
3. What is the scope of this task?
What needs to be done?
Engineers will use results gathered during the investigation activity to
develop a safe conceptual engineering solution for review by ODNR,
EPA and Brown County officials. Lake Waynoka officials lead by the
GM will work to control levels of the lake in a safe manner to protect
downstream assets and inform WPOA membership of progress being
made. GM will have to attend meetings to assess the engineering
progress.
What documents may be needed?
Investigation results, Standards for Dam safety for a Class one dam,
EPA downstream requirements.
What decisions will need to be made to continue?
Engineering will have to provide initial guidelines to divert water to
keep the lake watershed working upstream, provide guidelines as to
lake levels as they will vary throughout the seasons, propose a correct
solution that can be engineered in the fastest manner.
4. Where will the work take place?
Will it be internal to the lake? No
Will it be external to the lake? Yes
Will it be located in another city? Yes
5. When and how long will it take to perform the tasks?
2-3 months but no more than 4 months to develop a solution. Upon
agreement of all external agencies and the WPOA, Engineering can be given a
notice to proceed.
6. Why should this task take place?
A correct solution must be developed which provides the least risk to
downstream assets and restore the lake to a safe normal operating level in
the least amount of time at the least cost possible.

Planning Activity 14: Engineering Documents

1. What resources (positions) are needed from what organizations to carry out this task?
 - Engineering firm – identify scope, develop design and specifications
 - ODNR – design review and consultation
 - General Manager – design reviews
 - WRWSD – design reviews
2. WPOA Board involvements:
 - Maintain knowledge of design process, review and approvals as required
3. What is the scope of this task? Use action verbs to define actions.
 - a. What needs to be done?
 - Identify and document project scope
 - Seek input from GM and WRWSD as required
 - Perform site investigations
 - Develop design and construction drawings
 - Develop project specifications
 - Obtain required agency approvals
 - b. What documents may be needed?
 - WRWSD design documents related to interrupted systems
 - Original dam design information
 - ODNR design requirements
 - EMA dam safety requirements
 - c. What decisions will need to be made to continue?
 - Design approvals
4. Where will this work take place?
 - a. Will it be internal to Lake Waynoka?
 - For site investigations
 - b. External to the Lake?
 - Design process at engineering offices
 - c. Located in another city?
 - Engineering offices
5. When and how long will it take to perform this task?
 - Can begin upon determination of the cause of failure and problem solution
 - Will involve site investigation
 - Will involve review of original dam design and WRWSD utility designs
 - Design will have to be defined to a degree of completeness that will permit the development of contractor bids
6. Why should this activity take place?
 - The engineering solution must be determined and documented in order to be able to allow construction bid development and project completion.

Planning Activity 56: Prepare Bid Documents

1. What resources (positions) are needed from what organizations to carry out this task?

GM – Provide site rules for access, work hours, storage

Engineer – Provide plans and specifications

Engineer – Provide draft project contract terms and conditions

WPOA Legal – Review contract terms

WPOA Board – Approve bid documents

2. WPOA Board involvements:

Provide input to site rules

Provide input to contract and approve for bidding

3. What is the scope of this task?

a. What needs to be done?

Assemble technical documents to allow contractors to understand and evaluate work scope

Provide contract terms and conditions that will control the work

b. What documents may be needed?

Engineering drawings, engineering specifications, contract terms and conditions, scope description, bidders list, schedule for the work or milestones to be met, and WPOA site rules

c. What decisions will need to be made to continue?

Package review for completeness to a level for contractors to evaluate the work

WPOA Board approval to go out for bids

Method of funding the project

4. Where will this work take place?

a. Will it be internal to Lake Waynoka?

WPOA Board and legal reviews

b. External to the Lake?

Primarily at the office of the engineer

c. Located in another city?

5. When and how long will it take to perform this task?

- Should take 2-3 months for assembly of technical information, site inspection and site rules to be developed, and contract drafts to be prepared and reviewed.
- Could begin on a start-to-start basis with the engineering estimate to allow some overlap between the functions.

6. Why should this activity take place?

Required in order to solicit bids for the work

Planning Activity 77: Construction Bids Submitted

1. What resources (positions) are needed from what organizations to carry out this task?
Engineer for bid package, bidders list; WPOA GM/Security for construction access, storage area, work areas, site rules, site security, contractors
2. WPOA Board involvements:
WPOA Board/GM responds to bidder questions
Provide site tours
Attend bid opening
3. What is the scope of this task?
 - a. What needs to be done?
Contractors will review bid packages (incl. design/specs/site rules and access/safety) and determine their costs to perform the work. Bid packages should also require contractors to identify their schedule for the work. Site visits will occur.
 - b. What documents may be needed?
Engineering drawings, specifications, safety requirements, site access rules, and site areas to be available for contractor use, contract terms and conditions. (Complete bid package from Act 56)
 - c. What decisions will need to be made to continue?
Package review for completeness to a level for contractors to evaluate the work.
4. Where will this work take place?
 - a. Will it be internal to Lake Waynoka?
Contractor site investigations and familiarization
 - b. External to the Lake?
Bid packages assembled and mailed, pre-bid meetings, process Q&A and clarifications from engineer's office.
 - c. Located in another city?
Contractors will perform work at their office locations.
5. When and how long will it take to perform this task?
Activity will take place after preparation of the bid package, permitting, and method of funding the work is determined. Should take 3-4 months, realizing that contractors need sufficient time to develop and obtain answers to questions to be able to provide a bid with least amount of contingency to cover unknowns.
6. Why should this activity take place?
Purpose is to select the contractor with the lowest evaluated responsible bid to perform the work

Planning Activity 114: Engineering Permitting

1. What resources are needed for this task?
Engineering Firm
ODNR
EPA
Building Permits
Legal
2. What is the WPOA Board involvement in this task?
The WPOA Board receives the scope of the Permits that are required and approves funding for the permit work to proceed. The WPOA receives the completed and approved permits from the various agencies as a requirement to make a decision to proceed with the work (Activity 52).
3. What is the scope of this task?
 - a. What needs to be done?
Permit applications needed to be filled out by the engineering firm, reviewed by the ODNR, submitted to the authorized approvers, review approvers questions and comments and resubmit the permit forms, accept the approved forms and include with the engineering documents to ODNR. ODNR approves the permits and returns the approved documents to Lake Waynoka WPOA Board.
 - b. What documents may be needed?
Permits designated by ODNR for the work.
Permit applications
 - c. What decisions will need to be made to continue?
The WPOA Board accepts and approves completion of the work.
4. Where will the work take place?
 - a. Will it be internal to the lake? No
 - b. Will it be external to the lake? The work will take place at the Engineering offices and the ODNR designated offices.
 - c. Will it be located in another city? Yes
5. When and how long will it take to perform the tasks?
The permitting process can start when the engineering documents are essentially complete. It could take 3-4 months. The federal and state review processes are fairly lengthy because of the interfaces between engineering, state and federal agencies. Building permits may take a much shorter time as they are controlled by county agencies.
6. Why should this task take place?
Law in most instances requires permits. Compliance within the law is required.

Planning Activity 87: Membership Vote

1. What resources (positions) are needed from what organizations to carry out this task?

Election Inspectors, Nominating Chairperson, Election Volunteers, WPOA President and Board, WPOA Finance Committee, WPOA Admin Staff, Rules and Regulations

2. WPOA Board involvements:

Decision on when to vote

Decide ballot wording for code revision, i.e., no finance limit, Specific limit, specific situation or task

Decide amount of funding required, conceptual or no amount

Approve vote schedule

3. What is the scope of this task?

a. What needs to be done?

Determine code revision wording

Determine vote schedule Determine period for voting

Prepare vote documents Collect ballots

ID list of eligible voters Count ballots

Distribute voting material Report election results

b. What documents may be needed?

Identification of conceptual project costs

Finance Committee Review/approval

Voting instructions

Code amendment wording

Ballots

c. What decisions will need to be made to continue?

If vote is approved, approach to proceed with financing

If vote is not approved, determine assessment required in order to proceed with the work

4. Where will this work take place?

a. Will it be internal to Lake Waynoka? Yes

b. External to the Lake?

c. Located in another city?

5. When and how long will it take to perform this task? Why?

2 ½ months

Determine the voting schedule; prepare documents, mail – 1 mo

Voting Window – 1 mo

Results tabulation and communication/resolution of concerns – 2 wks

6. Why should this activity take place?

Board does not have the ability to finance projects, requires

Member approval. Otherwise, determine other funding sources.

Planning Activity 42: WPOA Decision 2 Proceed with Financing

1. Who is involved?
 - WPOA Board
 - Manager
 - Finance Committee
 - Finance Advisory Committee
2. WPOA Board involvements
 - a. Receive and review the result of the Membership vote (Activity 87)
 - b. Receive and review advice from external agencies, GM (Activity 207)
 - c. Receive and review engineering cost estimates and engineering construction schedule forecasts
3. What is the scope of this task? Use action verbs to define actions.
 - a. What needs to be done?
 - WPOA Board should review all options with the guidance of Manager and Finance Committee
 - b. What decisions will need to be made to continue?
 1. Discuss what direction the WPOA board should provide the Finance committee.
 2. Decision to assess membership for emergency repairs or direct the Finance advisory Committee as to what direction and information to provide the WPOA board in order to confirm the commercial terms and documents to make the next Board decision.
4. Where will the work take place
 - a. Will it be internal to Lake Waynoka? Yes
 - b. External to the Lake? No
 - c. Located in another city? No
5. When and how long will it take to perform this task?
 - a. The decision could take 1-2 months
6. Why should this activity take place?
 - The decision must be made in order to enable financing actions appropriate to the emergency situation.

Planning Activity 47A: Finance Committee Recommendations: Assessments

1. What resources (positions) are needed from what organizations to carry out this task?

WPOA Finance Committee

General Manager

2. WPOA Board involvements:

Discussions with Finance Committee about options.

3. What is the scope of this task?

a. What needs to be done?

The Committee reviews various options for funding the emergency repair by adjusting dues/assessments.

Determine amount to be needed and how best to acquire funds.

Develop plan to submit to Board.

b. What documents may be needed?

Financial data from Operating Account, reserves, and Assessment accounts.

Written Plan to include the amount needed to pay for repair, when funds are needed, amount of adjustment to Dues and Assessments, and other conditions that may be required.

c. What decisions will need to be made to continue?

Treasurer presents recommendation to the Board

4. Where will this work take place?

a. Will it be internal to Lake Waynoka? Yes

b. External to the Lake? No.

c. Located in another city? No.

5. When and how long will it take to perform this task?

About 2 months, in order to explore various options.

6. Why should this activity take place?

Funding will be necessary to pay for repair and re-construction of the affected facility.

Planning Activity 47B: Advisory and Finance Committee Recommendations

1. What resources (positions) are needed from what organizations to carry out this task?

WPOA Finance Advisory Committee

WPOA Finance Committee

Legal Counsel

General Manager

WPOA Treasurer

The WPOA Finance Advisory Committee is charged with evaluating and making recommendations to the Treasurer for the funding of major capital improvement projects. (CODE of Regulations, ART. VII, Sub-section 10.3.4.)

2. WPOA Board involvements:

Consult as necessary

Approve RFQ, loan application, loan documents, assessment needed to repay loan.

3. What is the scope of this task?

a. What needs to be done?

The Finance Advisory Committee solicits bids from potential lenders, selects a suitable lender, negotiates the loan conditions, and makes a recommendation to the Treasurer.

b. What documents may be needed?

Data on WPOA financial status, reserves, audits.

Request for Quotation – includes the amount to be borrowed, purpose of loan, source of payback funds, and other conditions that may be required.

Proposed loan document.

c. What decisions will need to be made to continue?

Treasurer presents Advisory recommendation to the WPOA Finance Committee. Finance Committee determines level of assessment needed to pay back the loan. The WPOA Treasurer prepares a recommendation for the WPOA board.

4. Where will this work take place?

a. Will it be internal to Lake Waynoka?

The Committee may meet either at the Lake or off-site. Board meetings take place at the Lake.

b. External to the Lake?

Lenders' work will take place at the bank.

c. Located in another city?

Lenders will be in other locations in state or out-of-state.

5. When and how long will it take to perform this task?

About 7 months.

6. Why should this activity take place? Funding will be necessary to pay for repair and re-construction of the structure or facility.

Planning Activity 52: WPOA Decision 3 (Bids, Finance, Permit Evaluation)

1. What resources are needed for this task?
 - WPOA Board
 - General Manager
 - Finance Committee
 - Legal counsel
 - Bank representatives
 - Engineering Firm
2. What is the WPOA Involvements?
 - Receive the Sealed bids for the construction contractors
 - Receive the Letter of Approval(s) from the external Agencies (e.g, ODNR, EPA, EMA, Engineering, applicable Building permits) declaring the plans, specifications and other engineering documents (as applicable)
 - Review the Finance committee funding recommendation
3. What is the scope of this task? Use action verbs to define actions.
 - a. What needs to be done?
 - Acceptance of the External Agency approvals
 - Review of and acceptance of engineer's technical evaluation
 - Review and final decision of the best construction price
 - Review and acceptance of the best funding program to meet the approved permits, and best price including funds for construction contingency
 - b. What documents are needed?

Copies of all approved permits or acceptance letters

 - Copy of Sealed construction bids
 - Copy of Construction Contract signed by the Bidders
 - Copy of the Legal counsel's review
 - Recommendation of the General Manager of the best bid to award.
 - Final Bid review documents of all construction bidders
 - c. What decisions will need to be made to continue?
 - Acceptance of the best construction contractor bid pending contractor pre-award negotiations.
 - Acceptance of Letters of approval from external agencies
 - Acceptance of the recommended proposed funding
4. Where will this work take place?
 - a. Will it be internal to Lake Waynoka? Yes
 - b. External to the Lake? No
 - c. Located in another city? No
5. When will it take to perform this task?

2 months
6. Why should this activity take place?

Final approval of funding is essential to the plan for restoration of the dam and reclamation of the lake community

Planning Activity 88: WPOA Decision 4 Award Contract

1. What resources are needed for this task?
WPOA Representative,
General Manager,
WRWSD representative,
Legal,
Contractor
2. What is the WPOA Board involvement in this task?
After the WPOA board has decided to award the contract,
The above listed representatives will participate in the formal award proceedings
3. What is the scope of this task?
 - a. What needs to be done?
The General Manager will conduct a meeting with the approved contractor to arrange for any last-minute details, conduct a pre award conference, answer any contractor questions, assign any security passes, finalize the mobilization date and finalize the construction schedule, payment terms, etc.
 - b. What documents may be needed?
Signed contract from the WPOA board, Final contract schedule, list of contractor personnel, list of contractor vehicles, layout of contractor's office facilities and lay down yard, for example.
 - c. What decisions will need to be made to continue?
Final approval and sign the contract
4. Where will the work take place?
Will it be internal to the lake? Yes
Will it be external to the lake? No
Will it be located in another city? No
7. When and how long will it take to perform the tasks?
Approximately 2-4 weeks
6. Why should this task take place?
A formal award meeting must take place to execute a signed contract

Planning Activity 206: Facility Operational

1. What resources are needed for this task?
 - WPOA Board, WRWSD
 - General Manager,
 - Legal,
 - ODNR
2. What is the WPOA Board involvement in this task?
 - Review and approve at the recommendation of the General Manager that the technical requirements have been completed.
 - Review with the Legal counsel that the contractor has completed the contract in a satisfactory manner
 - The contractor can be paid in full for the work completed.
 - Inform the WPOA membership that the facility has been restored and is ready for membership use.
 - Approve the closeout of the contract
3. What is the scope of this task?
 - a. What needs to be done?
 - Ensure that the Contractor has completed all the provisions of the contract, including restoration of all work areas in the contractor work areas
 - Work meets the permitting requirements and the required organizations can declare that the repairs to the facility meet the quality specifications
 - Technical requirements met and approved by the technical organizations.
 - b. What documents may be needed?
 - Inspection reports, payment requests, resolution of all contractor claims and external organizations approved signoff documents
 - c. What decisions will need to be made to continue?
 - Declare the facility operational
4. Where will the work take place?
 - Will it be internal to the lake? Yes
 - Will it be external to the lake? No
 - Will it be located in another city? No
5. When and how long will it take to perform the tasks?
 - One to 2 months unless extenuating circumstances exist
6. Why should this task take place?
 - All contract provisions must be fulfilled, the banking requirements completed, external organization requirements completed.