



Board of Public Works and Safety  
Lafayette City Hall: Common Council Chambers  
Caucus is Tuesday at 8:30AM in Board of Works room

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Meeting: May 26, 2020

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. May 19, 2020

Documents:

[05192020.pdf](#)

BIDS UNDER ADVISEMENT

a. Loeb Stadium-Video Display Board

b. Haggerty Pointe Storm Sewer Extension

NEW BUSINESS

**Engineering**

a. Permission To Advertise-Utility Emergency Response Program For 2020-2021

Documents:

[Permission to Advertise-Utility Emergency Response Program 2020-2021.pdf](#)

**Parks Department**

a. Amendment #1-Memorial Island Phase 2

Documents:

[Amendment 1-Memorial Island Phase 2.pdf](#)

**Purchasing**

a. Declaration Of Worthless Property-Water Works

Documents:

[Worthless Property-Brick Pavers.pdf](#)

**Water Works**

a. Task Order #8-Engineering Services With Wessler Engineering

Documents:

[Task Order 8.pdf](#)

b. Task Order #9-Engineering Services With Wessler Engineering

Documents:

[Task Order 9.pdf](#)

CLAIMS

MISCELLANEOUS

a. Special Event Request-Walk To End Alzheimer's

Documents:

[Walk to End Alzheimers.pdf](#)

A list of all permits issued for the preceding week is available at <http://www.lafayette.in.gov/DocumentCenter/Index/375>

**BOARD OF PUBLIC WORKS AND SAFETY**  
**MINUTES**  
**May 19, 2020**

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, May 19, 2020 at 9:00 a.m. in the Common Council Chambers. Members present were: Gary Henriott, Cindy Murray and Amy Moulton. Absent: Ron Shriner and Norm Childress

Jacque Chosnek, 1<sup>st</sup> Deputy City Attorney, was also present.

President Henriott called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country.

**MINUTES**

Mrs. Moulton moved for approval of the minutes from the May 12, 2020 regular meeting. Mrs. Murray seconded. Passed.

**BIDS UNDER ADVISEMENT**

*Loeb Stadium-Video Display Board*

President Henriott stated that this item will remain under advisement.

*Haggerty Pointe Storm Sewer Extension*

President Henriott stated that this item will remain under advisement.

**NEW BUSINESS**

**Parks Department**

*Recommendation for Award-Memorial Island, Phase 3*

Mayor Roswarski presented to the Board and recommended approval of a Recommendation for Award for the Memorial Island, Phase 3 with J.R. Kelly Company in the Base Bid amount of \$6,581,000.00 and Alternate #1 in the amount of \$369,000.00 for a total award amount of \$6,950,000.00. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Contract-Memorial Island, Phase 3*

Mayor Roswarski presented to the Board and recommended approval of a Contract for the Memorial Island, Phase 3 with J.R. Kelly in the amount of \$6,950,000.00. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Notice to Proceed-Memorial Island, Phase 3*

Mayor Roswarski presented to the Board and recommended approval of a Notice to Proceed for the Memorial Island, Phase 3 to begin today with a final completion date of June 4, 2021. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Change Order #1-Memorial Island, Phase 3*

Mayor Roswarski presented to the Board and recommended approval of Change Order #1 for Memorial Island, Phase 3 with J. R. Kelly Company. The change order is a deduction in the amount of \$480,666.00 with brings the revised contract amount to \$6,469,334.00. The change order is a result of value engineering and identified five (5) items that will be changed as a result of that. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

**Engineering**

*Contract-Romig Street Retaining Wall Repair Project*

Jeromy Grenard, Public Works Director, presented to the Board and recommended approval of a Contract for Romig Street Retaining Wall Repair Project with Custom Cuts Lawn Care, Inc. in the amount of \$5,691.29. Mr. Grenard stated that they received three (3) quotes for the project that include Custom Cuts Lawn Care in the amount of \$5,691.29, Heartland Excavating in the amount of \$17,290.00 and B.C. Masonry in the amount of \$24,166.41. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Notice to Proceed-Romig Street Retaining Wall Repair Project*

Mr. Grenard presented to the Board and recommended approval of a Notice to Proceed for Romig Street Retaining Wall Repair Project to begin today with a final completion date of July 31, 2020. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Acceptance for Maintenance-Stone's Crossing Subdivision Section 4, Phase 4*

Mr. Grenard presented to the Board and recommended approval of an Acceptance for Maintenance for Stone's Crossing Subdivision Section 4, Phase 4. The project is located west of CR S 250 E and north of CR E 430 and consists of 60 residential lots. This is the final phase of the Stone's Crossing Subdivision. Mr. Grenard stated that the 3-year maintenance bond has been submitted and the as-built drawings have been approved. Mr. Grenard stated that the cover letter states that the maintenance bond was submitted by Fairfield Contractors. That is a scrivener's error and should be corrected to Midwest Paving. Mrs. Moulton moved for approval noting the scrivener's error in the cover letter. Mrs. Murray seconded. Passed.

**Economic Development**

*Historic Demolition Permit-702 Owen Street (Garage Only)*

Dennis Carson, Economic Development Director, presented to the Board and recommended approval of a Historic Demolition Permit for 702 Owen Street (Garage Only). The property is within the Highland Park National Historic District and has been reviewed by Dann Keiser, Lafayette Historic Preservation Officer. Mr. Keiser determined that the loss of the garage would be a loss to the national historic district and recommended

upholding the 60-day waiting period. Mrs. Murray moved to uphold the 60-day waiting period. Mrs. Moulton seconded. Passed.

*Permission to Advertise-Traffic Signal Modernization South Street Intersection with 5<sup>th</sup> & 6<sup>th</sup> Streets (Re-Bid)*

Mr. Carson presented to the Board and recommended approval of a Permission to Advertise the Traffic Signal Modernization at South Street Intersection with 5<sup>th</sup> & 6<sup>th</sup> Streets (Re-Bid). The publication are set to run on May 22 and May 29, 2020 with a bid opening date of June 9, 2020. Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

**Purchasing**

*Recommendation for Award-2020 Columbian Park Barn Roof Replacement*

Dave Payne, Purchasing Manager, presented to the Board and recommended approval of a Recommendation for Award for the 2020 Columbian Park Barn Roof Replacement. The quotes that were reviewed include Hinshaw Roofing in the amount of \$68,155.00 with \$5.00 per linear foot of roof deck that needs to be replaced and All Seasons Roofing in the amount of \$43,103.00 with \$3.75 per linear foot of roof deck that needs replaced. Mr. Payne recommended that award go to All Seasons Roofing. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

*Contract-2020 Columbian Park Barn Roof Replacement*

Mr. Payne presented to the Board and recommended approval of a Contract for the 2020 Columbian Park Barn Replacement with All Seasons Roofing in the amount of \$43,103.00 with \$3.75 per linear foot of roof deck that needs replaced. Mr. Payne stated that All Seasons added a sentence on Page 6 Article 19 Requests for Payment of the contract stating: "All Seasons Roofing will submit an invoice for material and collect payment upon delivery of material". Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

*Notice to Proceed-Columbian Park Barn Roof Replacement*

Mr. Payne presented to the Board and recommended approval of a Contract for the 2020 Columbian Park Barn Replacement to being today with a final completion date of June 30, 2020. Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

**CLAIMS**

Tim Clary, Controller, presented for Board approval, Claims in the amount of \$527,778.01. President Henriott asked if there were any further questions and there were none. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

**MISCELLANEOUS**

*Banner Request-Art on the Wabash*

President Henriott presented to the Board and recommended approval of a Banner Request for Art on the Wabash. The banner is to be hung on Columbian Street from August 25-September 8, 2020. Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

Board of Public Works and Safety

May 19, 2020

Page 4

Mayor Roswarski and the Board Members discussed how the Caucus and Board meetings will be done starting next week and going forward.

Mrs. Moulton announced that this week is National Public Works Week. Mrs. Moulton stated that since 1960 the American Public Works Association celebrates the National Public Works Week, which is during the third week in May. The recognition is intended to energize and educate the public on the importance of public works in our daily lives; the planning, building, managing and operating of daily services. Mrs. Moulton publically thanked the department heads and employees that keep our daily lives moving along.

Time: 9:21 a.m.

BOARD OF PUBLIC WORKS AND SAFETY

Gary Henriott s/s

President

ATTEST: Mindy Miller s/s

Mindy Miller, 1<sup>st</sup> Deputy Clerk

Minutes written by Mindy Miller, 1<sup>st</sup> Deputy Clerk

\*A digital audio recording of this meeting is available in the Lafayette City Clerk's Office or online at <http://www.lafayette.in.gov/agendacenter>.

\*\*A list of all permits issued for the preceding week is available at

<http://www.lafayette.in.gov/DocumentCenter/Index/375>

## NOTICE TO BIDDERS

Sealed proposals for **City of Lafayette Utility Emergency Response Program For 2020-2021** (including all labor, materials and equipment) will be received by the City of Lafayette, Indiana, at the office of the City Clerk, City Hall, 20 North Sixth Street, Lafayette, Indiana, 47901, until 9:00 A.M. (EST), on **June 16, 2020**. Bids will be publicly opened and read aloud at that time. Any bids received later than the above time will be returned to the Bidder unopened. No oral, telephoned, or emailed bids, or changes to bids will be considered.

The work for which proposals are to be received consists of the following items for use by the Utility Emergency Response Task Force of the City of Lafayette, Indiana, for the period from July 1, 2020, through June 30, 2021: specified pieces of equipment, specified labor groups, and percent mark-up on contractor furnished materials. The aforementioned work includes, but is not limited to, the following:

EXCAVATION EQUIPMENT  
HAULING EQUIPMENT  
MISCELLANEOUS EQUIPMENT/TOOLS  
LABORERS  
OPERATING ENGINEERS  
MANAGEMENT/SUPERVISION  
FIXED PERCENT MARK-UP ON CONTRACTOR FURNISHED MATERIALS

All work shall be in accordance with the Contract Documents.

Bids shall be properly and completely executed on the project Bid Proposal form and accompanied with Bidders financial statement to reflect conditions not more than four (4) months prior to date of bids. Bids shall be accompanied by an acceptable Cashiers Check or satisfactory bond by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount of **Five Thousand Dollars (\$5,000.00)**. The deposit is for the purpose of insuring the execution of the contract for which said bid is made.

The Contractor(s) to whom the work is awarded will be required to furnish Performance Bond and a Labor & Materials Payment Bond, acceptable by the Board of Public Works and Safety of the City of Lafayette, Indiana, in the amount of **Five Thousand Dollars (\$5,000)**.

**All bids must be delivered to the office of the City Clerk, 20 North 6th Street, Lafayette, Indiana 47901. All bid prices shall be firm for the duration of the Contract.**

No Bidder may withdraw his proposal within a period of sixty (60) days following the date set for receiving bids. The City of Lafayette, Indiana, reserves the right to retain any and all bids for a period of not more than sixty (60) days and said bids shall be and remain valid and in full force and effect during said time. The City of Lafayette, Indiana, further reserves the right to waive informalities and to award the contract to any Bidder or Bidders, all to the advantage of the City of Lafayette, Indiana, or to reject all bids.

Specifications for the work are on file for viewing at the office of the City Clerk, 20 North 6<sup>th</sup> Street, Lafayette, Indiana, 47901, and Butler Fairman and Seufert, Inc., 11 South 3<sup>rd</sup> Street, Lafayette, IN 47901.

In order to be considered a potential bidder for the project, Bid Documents must be obtained from Butler, Fairman & Seufert, Inc, 11 South 3<sup>rd</sup> Street, Lafayette, IN 47901 by remitting \$25.00 for each set. Potential Bidders will be placed on a list to receive addenda as described. Contract Documents are also available from Butler, Fairman, & Seufert by contacting [cdale@bfsengr.com](mailto:cdale@bfsengr.com)

Bid Sets of the Contract Documents may be obtained from the offices of Butler Fairman and Seufert, Inc.

CITY OF LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY

\_\_\_\_\_  
Gary Henriott, President

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Norm Childress, Member

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Cindy Murray, Member

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Ron Shriner, Member

\_\_\_\_\_  
Amy Moulton, Member

ATTEST:  
Mindy Miller, 1<sup>st</sup> Deputy Clerk

\_\_\_\_\_  
Mindy Miller

**2020-2021 Utility Emergency Response Program**

PUBLISH:      **May 29, 2020**  
                    **June 05, 2020**



May 26, 2020

Board of Public Works and Safety  
City of Lafayette  
20 North 6<sup>th</sup> Street  
Lafayette, IN 47901

Dear Board Members:

You have before you Amendment #1 for the Memorial Island Phase 2 design and construction phase assistance contract with Context Design. The scope of the original contract has changed to include the following services:

- Additional construction design services to relocate an existing power panel and coordinate rerouting with Duke Energy.

The total amount of Amendment #1 is \$4,500.00. The original contract amount is \$130,100.00. The new amended contract total is \$134,600.00.

The additional invoice amount was paid during the Phase 2 project timeline.

This amendment has been reviewed by the City Attorney and I recommend it for your approval.

Sincerely,

A handwritten signature in black ink that reads "Claudine Laufman". The signature is written in a cursive, flowing style.

Claudine Laufman  
Superintendent, Lafayette Parks and Recreation



May 21, 2020

Ms. Claudine Laufman, Superintendent  
Lafayette Parks and Recreation  
1915 Scott Street  
Lafayette, Indiana 47901

RE: Amendment I – Memorial Island Phase 2 at Columbian Park

Dear Claudine:

The amended scope and fee below is based on design changes beyond our February 18, 2017 contract. All changes are related to the requested relocation of the existing electrical power panel and feeds.

**Amended Scope of Services**

Per our April 24, 2017 coordination meeting, our team was given the direction to relocate the existing power panels at the southwest corner of the project to a new location. This new scope of work resulted in additional time coordinating with Duke Energy to rework the existing service to the Rush Pavilion to also serve the Administration Building and negotiate a new primary service feeder to a new utility transformer to serve the Amphitheater. The fee for the additional design and coordination effort is \$4,500.

**Amended Fee Structure**

Professional Design and Engineering Services	
Additional Construction Documentation Fee	\$4,500
<u>Original Contract Total - Fixed Fee For Phase Two</u>	<u>\$130,100</u>
<b>AMENDED CONTRACT TOTAL:</b>	<b>\$134,600</b>

Respectfully,

CONTEXT, LLC  
Alyssa P. Prazeau, PLA, ASLA, CLARB  
Managing Partner

ACCEPTED BY:

5/21/20  
date

Ms. Claudine Laufman  
Lafayette Parks and Recreation

ATTACHMENTS: ENVERITY ENGINEERING PROPOSAL

**ADDITIONAL SERVICES APPROVAL REQUEST**

**DATE:** May 22, 2017  
**PROJECT NAME:** Memorial Island Phase 2  
**PROJECT NO.:** 17006.000

**CLIENT**  
 Context Design

**INITIATED BY**  
 Enverity Engineering – Barry K. Simpson, PE

**DESCRIPTION**

Per email dated May 9, 2017 our scope of work has increased from our initial proposal to include the complete demolition of an existing electrical service and associated panels. As a result we are now coordinating with Duke Energy to rework the existing service to the Rush Pavilion to also serve the Administration Building and negotiating for a new primary service feeder to a new utility transformer to serve the Amphitheater. We anticipate that the net effect of this additional electrical scope of work on the construction budget including Duke Energy costs is as much as \$45,000.00 of additional cost.

A significant amount of additional engineering effort is required as well as time spent coordinating and negotiating with Duke Energy.

<b>COMPENSATION</b>	We request that the terms of our contract be modified to include the scope identified herein at an increase of Four Thousand Five Hundred Dollars (\$4,500.00) to our contract for MEP services. These engineering services will be billed and identified as additional services for the project.
<b>AUTHORIZATION</b>	In order for us to proceed, we will need your written authorization. Please return by fax or e-mail one signed copy of this form for our files. If you disagree with our position, please notify us immediately.
<b>APPROVED BY</b>	
<b>CC</b>	

Approved by the Board of Public Works and Safety on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, member

\_\_\_\_\_  
Norm Childress, member

\_\_\_\_\_  
Ronald Shriner, member

\_\_\_\_\_  
Amy Moulton, member

ATTEST:

\_\_\_\_\_  
Mindy Miller, Deputy Clerk

Date: \_\_\_\_\_



**PURCHASING DEPARTMENT**  
**Memorandum**

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: May 20, 2020

Subject: Declaration of Worthless Property

Worthless Property

The Lafayette Water Department is requesting the items listed below be declared as worthless property. These items will be given away in return for removing them from the Plant property.

Large pile (approximately 40'L x 60'W x 10'H) of red bricks 4" x 4" x 9".

A motion has been made and seconded to declare the aforementioned items as worthless property.

All of which is approved this 26<sup>th</sup> day of May, 2020 by the Board of Public Works & Safety.

\_\_\_\_\_  
Gary Henriott, President

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Cindy Murray, Member

\_\_\_\_\_  
Ron Shriner, Member

\_\_\_\_\_  
Norm Childress, Member

ATTEST:

\_\_\_\_\_  
Amy Moulton, Member

\_\_\_\_\_  
Mindy Miller, 1<sup>st</sup> Deputy Clerk

Dated: \_\_\_\_\_, 2020



May 26<sup>th</sup>, 2020  
Board of Public Works & Safety  
20 N 6<sup>th</sup> Street  
Lafayette, IN 47901

RE: Task Order # 8 for Engineering Services with Wessler Engineering.

Dear Board Members:

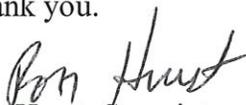
You have before you an agreement with Wessler Engineering for preparing our Risk and Resilience Assessment (RRA). The United States Government passed the America's Water Infrastructure Act of 2018 (AWIA) Which requires a drinking water supply system that serve a population of 3,300 or more to complete a RRA and an Emergency Response Plan (ERP) for the waterworks system and submit certification to the Environmental Protection Agency (EPA) within a designated time period. Therefore the RRA must be completed by December 31<sup>st</sup>, 2020 and the ERP must be completed by June 30<sup>th</sup>, 2020

The RRA is considered Phase 1 of the planning and is a vulnerability assessment of our drinking water utility, taking an all hazard approach when completing the evaluation. This approach evaluates the vulnerabilities, threats and consequences from potential hazards.

This agreement is a time & materials basis in the amount of \$7,000.00 to \$8,000.00 and will not to exceed \$8,000.00 without the OWNERS written authorization.

This agreement has been reviewed by our legal department and I respectfully request your approval.

Thank you.

  
Ron Hurst, Superintendent  
Lafayette Water Works

## TASK ORDER

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Project: 177515 On-Call Waterworks Engineering Services  
Risk and Resilience Assessment

Task Order No: 8

Issued To: Wessler Engineering

**All work shall be performed in accordance with the Agreement between the Board of Public Works and Safety, City of Lafayette, Indiana and Wessler Engineering executed May 12, 2015.**

### **I. Project Description**

The United States Government passed the America's Water Infrastructure Act of 2018 (AWIA) which requires drinking water supply systems that serve a population of 3,300 or more to complete a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for the waterworks system and submit certification to the Environmental Protection Agency (EPA) within a designated time period. Lafayette's 2018 population estimate per the 2018 Census data (<https://www.census.gov/quickfacts/lafayettecityindiana>) was 72,168. Therefore, the RRA must be completed and certified by December 31, 2020 and the ERP must be completed and certified by June 30, 2021.

The RRA is considered Phase 1 of the Planning and is a vulnerability assessment of the OWNER's drinking water utility, taking an all-hazards approach when completing the evaluation. This approach considers natural hazards and malevolent acts and will assist the OWNER to determine where the drinking water system may be vulnerable to unauthorized access, potential threats, and disaster situations. The Phase 1 - RRA is herein described as the Project.

### **II. Scope of Services – Basic Services**

- A. Prepare for and attend a kick-off meeting with OWNER to discuss components of the RRA, including but not limited to physical security and cyber security, coordinate the data gathering, and present a preliminary Project schedule.
- B. Review General Utility Information, analyze, and record data via the Vulnerability Self-Assessment Tool (VSAT) web application.
- C. Review Utility Resilience Index, analyze, and record data via the VSAT web application. Analysis of existing compliance documentation to include, but not limited to, the following: Emergency Response Plan (ERP); National Incident Management System (NIMS) Compliance; Mutual Aid and Assistance (MAA); Emergency Power for Critical Operations (EPCO); Minimum Daily Demand/Treatment (MDDT); Critical Parts and Equipment (CPE); Critical Staff Resilience (CSR); Business Continuity Plan (BCP); Utility Bond Rating (UBR); Government Accounting Standards Board (GASB) Assessment; Unemployment; and Median Household Income (MHI).

- D. Review Qualitative Risk Assessment, analyze, and record data via the VSAT web application. Analysis to include identification of critical assets and determination of malevolent act and/or natural hazard. Critical asset categories consist of the following: physical barriers; source water; pipes and constructed conveyances, water collection, and intake; pretreatment and treatment; storage and distribution facilities; electronic, computer, or other automated systems; monitoring practices; financial infrastructure; the use, storage, or handling of chemicals; and the operation and maintenance of the utility.
- E. Provide analysis of asset/threat pairs. Complete baseline assessment.
- F. Prepare a Draft RRA Report. Review results of the analysis with the OWNER and based upon OWNER's input and review comments, finalize tentative items.
- G. Prepare AWIA Certification Letter, certifying compliance with AWIA requirements on or before November 30, 2020.

### **III. Additional Services**

Additional Professional Services may be requested and agreed to in writing by the parties beyond the scope of the PROJECT. Additional Professional Services may include the following:

- A. Provide Countermeasure Analysis and record data via the VSAT web application (completion of this VSAT section is optional yet recommended).
- B. Complete Waterworks System Planning Phase 2 – Emergency Response Plan (ERP).
- C. Provide additional Waterworks System Planning services relating to Phase 1 and/or Phase 2.

### **IV. Project Schedule**

- A. The Schedule for completing the Work shall be established by the OWNER and ENGINEER. The Work shall be completed no later than November 30, 2020. The RRA submittal date shall be no later than the EPA required date of December 31, 2020.

### **V. Compensation**

In accordance with the terms and conditions of the Agreement, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in this Task Order shall be on a time and materials basis in the estimated amount of \$7,000.00 to \$8,000.00 and will not exceed \$8,000.00 without written authorization.
- B. Compensation for Additional Services, if requested in writing, shall be on a time and materials or lump sum basis as mutually agreed to by OWNER and ENGINEER.
- C. Professional Services performed on a time and materials basis shall be invoiced by ENGINEER monthly based upon the actual hours and reimbursable expenses incurred in performing the Services per ENGINEER's Hourly Rate and Reimbursement Expense Schedule in effect at the time the Professional Services are performed.

**Accepted By:**

**ENGINEER**

**WESSLER ENGINEERING, INC.**



\_\_\_\_\_  
Martin A. Wessler, P.E.  
CEO

Date: April 24, 2020

**Authorized By:**

**OWNER**

**CITY OF LAFAYETTE, INDIANA**



\_\_\_\_\_  
Ron Hurst  
Superintendent

Date: 5-13-2020

Attachment – EPA AWIA2018 Fact Sheet

MAW/Y:\02 PROPOSALS\Lafayette P\90020 ON-CALL SERVICES\177715 On-Call DWT008 RRA Phase 1\TO 008 RRA Phase 1.docx



# RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:

## NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems<sup>1</sup> that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

### RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

### EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

#### Important Dates

- March 31, 2020 if serving ≥100,000 people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

- September 30, 2020 if serving ≥100,000 people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

#### Recertification

**Every five years**, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

**Within six months** of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

### TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.



<sup>1</sup> Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?  
Contact the U.S. Environmental Protection Agency (U.S. EPA) at [dwresilience@epa.gov](mailto:dwresilience@epa.gov).

Office of Water (4608T)  
EPA-817-F-19-004  
May 2019

## FREQUENTLY ASKED QUESTIONS



### I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

#### What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

#### Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see [www.congress.gov/bill/115th-congress/senate-bill](http://www.congress.gov/bill/115th-congress/senate-bill).

#### What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

### I need more information on the certification process:

#### What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

#### Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

#### How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

#### When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

#### Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

#### How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

#### What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact [WSD-Outreach@epa.gov](mailto:WSD-Outreach@epa.gov), and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

## RESOURCES & TOOLS

#### Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's Vulnerability Self-Assessment.

#### The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

#### Developing an Emergency Response Plan

- Emergency Response Plan Guidance.
- The U.S. EPA's Emergency Response Webpage.
- Local Emergency Planning Committees.

Still have questions about the new AWIA requirements?

Contact the U.S. Environmental Protection Agency (U.S. EPA) at [dwresilience@epa.gov](mailto:dwresilience@epa.gov).

Office of Water (4608T)  
EPA-817-F-19-004  
May 2019

Approved by the Board of Public Works and Safety on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, member

\_\_\_\_\_  
Norm Childress, member

\_\_\_\_\_  
Ronald Shriner, member

\_\_\_\_\_  
Amy Moulton, member

ATTEST:

\_\_\_\_\_  
Mindy Miller, Deputy Clerk

Date: \_\_\_\_\_



May 26<sup>th</sup>, 2020  
Board of Public Works & Safety  
20 N 6<sup>th</sup> Street  
Lafayette, IN 47901

RE: Task Order # 9 for Engineering Services with Wessler Engineering.

Dear Board Members:

You have before you an agreement with Wessler Engineering for level 1 Validation of the City's water loss audit for 2019 in accordance with guidelines published by the Water Research Foundation for submittal to the Indiana Finance Authority (IFA) for the Owner

This agreement is a time & materials basis in the amount of \$4,000.00 and will not to exceed \$4,000.00 without the OWNERS written authorization.

This agreement has been reviewed by our legal department and I respectfully request your approval.

Thank you,

A handwritten signature in black ink that reads 'Ron Hurst'.

Ron Hurst, Superintendent  
Lafayette Water Works

## TASK ORDER

---

Project: 177515 On-Call Waterworks Engineering Services  
Task Order No: **09 – Water Loss Audit Validation**  
Issued To: Wessler Engineering

**All work shall be performed in accordance with the Agreement between the Board of Public Works and Safety, City of Lafayette, Indiana and Wessler Engineering, Inc. executed May 12, 2015.**

### **I. Project Description**

Task Order No. 09 includes completing a Level 1 Validation of the City's water loss audit for 2019 in accordance with guidelines published by the Water Research Foundation for submittal to the Indiana Finance Authority (IFA) for the OWNER.

### **II. Scope of Services – Basic Services**

The Engineer shall provide the following Professional Services:

#### **A. Level 1 Validation**

- A. Conduct a kick-off meeting with OWNER to obtain the City's completed M36 water loss audit and all supporting documentation that was used to complete the audit.
- B. Evaluate OWNER's water loss audit and supporting documentation to confirm that the water loss audit has been properly prepared in accordance with guidelines published by the American Water Works Association (AWWA) in its Manual of Water Supply Practices M36.
- C. Identify any data and procedural mistakes, where evident, and correct them with the OWNER.
- D. Review the OWNER's selection of data validity grades (DVGs) and adjust if needed.
- E. Conduct an interview with OWNER's staff who prepared the water loss audit and discuss any revisions needed.
- F. Obtain revised water loss audit and any additional supporting documentation from the OWNER in order to certify the validation.
- G. Provide the supporting documentation to the OWNER that Engineer used to complete the validation.
- H. Provide a signed Certificate of Validation by an Indiana Certified Water Loss Audit Validator to the OWNER for submittal to the IFA.

**III. Project Schedule**

Engineer anticipates implementing the scope of work within 90 days after execution of this proposal. Engineer will complete and submit the Certificate of Validation no later than 7 days following when OWNER submits the revised water loss audit and any additional supporting documentation, if needed to complete the validation.

**IV. Compensation**

Compensation for Professional Services – Basic Services to be provided as described in Article II shall be on the basis of the actual man-hours and expenses incurred in performing the Services, at the Engineer’s hourly rate and reimbursable expense schedule in effect at the time the Services are performed (the 2020 Hourly Rate and Reimbursable Schedule is included as Attachment No. 1), plus reimbursement for actual out-of-pocket costs incurred in conjunction with providing the Professional Services. The total estimated fee for completing the Services is \$4,000 and will not exceed \$4,000 without the OWNER’s written authorization.

**Accepted By:**

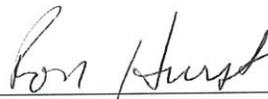
**Authorized By:**

**ENGINEER**

**OWNER**

**WESSLER ENGINEERING, INC.**

**CITY OF LAFAYETTE, INDIANA**



\_\_\_\_\_  
Martin A. Wessler, P.E.  
CEO

\_\_\_\_\_  
Ron Hurst  
Superintendent

Date: April 24, 2020

Date: 5-13-2020

Attachment No. 1 – 2020 Hourly Rate and Reimbursable Expense Schedule  
Water Loss Audit Validator Certificate, Andrew D. Gordon, P.E.  
Water Loss Audit Validator Certificate, Loys H. Rees, E.I.

ADG:adg:2020-04-24J:\Lafayette\Projects\177715 On-Call Waterworks\00-001 Admin\L Proj Init\TO#9 WLA Validation



More than a Project™

## ATTACHMENT NO. 1 2020 HOURLY RATE and REIMBURSABLE EXPENSE SCHEDULE

<u>Position</u>	<u>Hourly Rate*</u>
Principal Engineer	\$230
Senior Project Manager I/II	\$190/\$215
Senior Project Engineer I/II	\$190/\$215
Project Manager I/II	\$155/\$165
Assistant Project Manager	\$130
Project Engineer I/II/III/IV	\$120/\$130/\$155/\$165
Engineer	\$105
Electrical Senior Project Manager I/II	\$195/\$220
Electrical Senior Project Engineer I/II	\$195/\$220
Electrical Project Manager I/II	\$160/\$170
Electrical Project Engineer I/II/III/IV	\$125/\$135/\$160/\$170
Control System Engineer I/II/III/IV	\$110/\$130/\$150/\$170
Environmental Services Senior Project Manager I	\$150
Environmental Services Project Manager I/II	\$130/\$140
Environmental Services Assistant Project Manager	\$105
Environmental Scientist I/II	\$80/\$95
CAD Manager I/II	\$120/\$150
Senior Designer I/II	\$115/\$130
Designer	\$105
GIS Technician	\$90
Technician I/II/III/IV	\$65/\$80/\$90/\$100
Senior Resident Project Representative I/II	\$110/\$120
Resident Project Representative I/II/III/IV	\$65/\$80/\$90/\$100
Field Services Manager I/II	\$120/\$130
Registered/Professional Land Surveyor	\$160
Survey Manager	\$130
Survey Crew Manager I/II	\$90/\$100
Survey Crew Chief I/II	\$85/\$95
Project Coordinator	\$90
Project Administrator	\$60



More than a Project™

Reimbursable Expenses shall be charged as follows:

<u>Item and Unit</u>		<u>Unit Cost</u>
Mileage (per mile)		At current IRS published rate
Copies:(each) Black & White	8.5"x11" / 11"x17"	\$0.12
	24"x36"	\$1.00
Color	8.5"x11" / 11"x17"	\$0.20/\$0.40
Plots-Bond: (each)	12"x18" / 24"x36"	\$0.50/\$1.00
GPS Survey Equipment/Robotic Total Station/Pole Camera		\$15.00 per hour
Postage/shipping/freight, Lodging and Per Diems		At Cost
Subcontractor/Subconsultant fees		Cost + 10%
eCommunication Construction Software License through Eastern Engineering (per project)		At Cost
*Expert Witness Services (Court Hearings or Testimony, Depositions, Arbitration or Mediation Hearings) shall be charged at 150% of the Hourly Rate listed in this Schedule.		

This Schedule is subject to change.

January 1, 2020



INDIANA FINANCE AUTHORITY  
Water Resources & Infrastructure Planning Program  
100 N. Senate Avenue  
Indianapolis, IN 46204

## Water Loss Audit Validator Certificate

This is to certify that

**Andrew D. Gordon**

Has fulfilled the requirements for Certification as required by the Indiana Finance Authority  
(IC 8-1-30.8), and is duly certified as a

## Water Loss Audit Validator

January 24, 2020

**Certification Number: 012020009**

A blue ink signature of James P. McGoff, written over a horizontal line.

James P. McGoff  
Director of Environmental Programs



INDIANA FINANCE AUTHORITY  
Water Resources & Infrastructure Planning Program  
100 N. Senate Avenue  
Indianapolis, IN 46204

## Water Loss Audit Validator Certificate

This is to certify that

**Loys H. Rees**

Has fulfilled the requirements for Certification as required by the Indiana Finance Authority  
(IC 8-1-30.8), and is duly certified as a

## Water Loss Audit Validator

January 24, 2020

**Certification Number: 012020008**

A handwritten signature in dark ink, appearing to read 'James P. McGoff', written over a horizontal line.

James P. McGoff  
Director of Environmental Programs

Approved by the Board of Public Works and Safety on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, member

\_\_\_\_\_  
Norm Childress, member

\_\_\_\_\_  
Ronald Shriner, member

\_\_\_\_\_  
Amy Moulton, member

ATTEST:

\_\_\_\_\_  
Mindy Miller, Deputy Clerk

Date: \_\_\_\_\_



# SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

## DIRECTIONS

### Step One:

• If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1272

• If this request involves renting the Big Four Depot - Community Room  
Contact Facilities Department for availability / 765-807-1323

### Step Two:

• Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021



Do not use for contractor vehicle permit

### User Information

Time includes setup & teardown

Date of Function: Sep 26th 2020 Time: From: 5:00 am/pm to: 2:00 am/pm

Name: Greater Lafayette Walk to End Alzheimer's Organization: Alzheimer's Association

Street Address: 50 E. 91st street, Suite 100

City: Indianapolis State: Indiana Zip Code: 46240

Contact person(s): Lydia Robison Phone Number(s): 317-587-2214

Email: LROBISON@ALZ.ORG

Event Description: Greater Lafayette Walk to End Alzheimer's

Caterer: N/A Caterer's Phone Number: N/A

### This event will utilize the following venues (check all that apply):

- Big 4 Depot - Community Room
- Riehle Plaza
- John T. Myers Bridge
- City Right-of-way
- City Street
- Sidewalk
- Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Anticipated Attendance: 1,000

- Street/Sidewalk/Right-of-way restriction or closure
- Food or Beverages
- Restroom Facilities (required for events 4+ hours)
- Tents/Canopies
- Alcohol (security is required)
- Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

- Stage
- Fireworks
- Outdoor cooker/grill
- Other \_\_\_\_\_

**Optional Equipment & Services:**

- Traffic Control: barricades, **No Parking** signs, \$25

**Timetable** (*Minimum # of days. Advanced planning is encouraged; sequence remains the same*)

	0	7 days	14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- Letter of request to Board of Works (omit if only using Big Four Depot community room)
- Receipt – payment made to City of Lafayette

- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
- Permit Fee: \$ 25 (fee waived when renting Depot)
- Rental Fee: \$ \_\_\_\_\_
- Equipment & Services: \$ 25 (optional)

- Certificate of Insurance
- Amusement & Entertainment Permit # \_\_\_\_\_

Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**

- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

**USER AGREEMENT:**

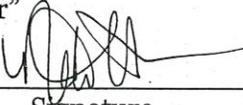
INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

"User"

By:  \_\_\_\_\_

Signature

Printed: Natale M. Sutton

Date: 1/22/20



City of Lafayette Board of Works,

I am writing today on behalf of the Alzheimer's Association Greater Indiana Chapter to introduce myself and additionally inform you of our intention to host our annual Greater Lafayette Walk to End Alzheimer's on September 26, 2020 at Riehle Plaza.

Held annually in more than 600 communities nationwide, Walk to End Alzheimer's is the world's largest event to raise awareness and funds for Alzheimer's care, support and research. The 2019 Greater Lafayette Walk raised over \$111,000 and hosted 1,000 participants all with one goal in mind: to raise awareness and funds to support Alzheimer's care, support, and research.

With your support, we know the 2020 Greater Lafayette Walk will be bigger than ever. Moving to Riehle Plaza will allow us to walk along the Lafayette Pedestrian Bridge and the Wabash Heritage Trail, so it will take place in both Lafayette and West Lafayette. We have supporters and participants from both municipalities, and believe this will be a great way to show unity between the cities in the fight against Alzheimer's. In addition to the above sidewalk closures, we have ask the City of Lafayette to close 2<sup>nd</sup> street between Main Street, and Ferry Street. Time to be determined (morning).

Please do not hesitate to reach out with any concerns about the Walk and the above plans. We are open to working with the community to make this a smooth transition to Riehle Plaza.

Thank you for your consideration,

Lydia Robison  
Walk Manager – Greater Lafayette Walk to End Alzheimer's

Contact information:  
Lydia Robison  
Walk Manager, Walk to End Alzheimer's  
Alzheimer's Association Greater Indiana Chapter  
Lrobison@alz.org  
317-587-2214

**Register for the Greater Lafayette Walk to End Alzheimer's today!**  
[alz.org/indiana/walk](http://alz.org/indiana/walk)



Date  
Business name  
Street Address 1  
Street Address 2  
City, State Zipcode

Hello {{First Name}},

I am writing today on behalf of the Alzheimer's Association Greater Indiana Chapter to introduce myself and additionally inform you of our intention to host our annual Greater Lafayette Walk to End Alzheimer's on September 26, 2020 at Riehle Plaza.

Held annually in more than 600 communities nationwide, Walk to End Alzheimer's is the world's largest event to raise awareness and funds for Alzheimer's care, support and research. The 2019 Greater Lafayette Walk raised over \$111,000 and hosted 1,000 participants all with one goal in mind: to raise awareness and funds to support Alzheimer's care, support, and research

With your support, we know the 2020 Greater Lafayette Walk will be bigger than ever. Moving to Riehle Plaza will allow us to walk along the Lafayette Pedestrian Bridge and the Wabash Heritage Trail, so it will take place in both Lafayette and West Lafayette. We have supporters and participants from both municipalities, and believe this will be a great way to show unity between the cities in the fight against Alzheimer's. In addition to the above sidewalk closures, we have asked the City of Lafayette to close 2<sup>nd</sup> street between Main Street, and Ferry Street. Time to be determined (morning).

Please do not hesitate to reach out with any concerns about the Walk and the above plans. We are open to working with the community to make this a smooth transition to Riehle Plaza.

For information about sponsorship, starting a team, or volunteering, please see the contact information below.

Thank you for your time,

A handwritten signature in black ink that reads "Lydia Robison". The signature is written in a cursive, flowing style.

Lydia Robison  
Walk Manager – Greater Lafayette Walk to End Alzheimer's

Contact information:  
Lydia Robison  
Walk Manager, Walk to End Alzheimer's  
Alzheimer's Association Greater Indiana Chapter  
Lrobison@alz.org  
317-587-2214

**Register for the Greater Lafayette Walk to End Alzheimer's today!**  
[alz.org/indiana/walk](http://alz.org/indiana/walk)





MISCELLANEOUS PAYMENT RECPT#: 2071051  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 03/11/20            TIME: 14:38  
CLERK: sscott            DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: LYDIA ROBISON

CHARGES:  
APG1    APPLICATION FEE            25.00  
BARR    BARRICADE RENTA            25.00  
AMOUNT PAID:            50.00

PAID BY:            Alzheimer's associat  
PAYMENT METH: CREDIT CARD  
                      V#0815 EX 1121

REFERENCE:

AMT TENDERED:            50.00  
AMT APPLIED:            50.00  
CHANGE:                    .00